

CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

COUNCIL MEETING 4th February 2014

GENERAL CORRESPONDENCE

FROM	SUBJECT
Jo Mills – Director of Planning and New Communities, SCDC	Email Regarding consultation on proposed amendment to the Mortgagee in Possession Clauses – section 4.23 in the SPD
Robert Lewis – Education Officer, Cambridgeshire County Council	Email Regarding review of Cambourne Primary School Catchment areas
Sarah Prentice – Engagement Officer, Cambridgeshire & Peterborough Clinical Commissioning Group	Email Regarding information about Care.data
Amanda Davies – Communications Officer, Cambridgeshire County Council	Email Regarding housing related support for older people
Melissa Reynolds, Team Leader Planning (New Communities) & Nigel Blazenby, Development Control Manager- SCDC	Email Regarding Planning Application Validation Requirements – Review 2013-15
Jane Johannessen – Community Development Officer, SCDC	Application for Financial Assistance

AGENDA ITEM No. 14

John Vickery

From: LDF <LDF.LDF@scambs.gov.uk>
Sent: 10 January 2014 09:54
To: LDF
Subject: Publication of Proposed Amendment to the Affordable Housing Supplementary Planning Document

Dear Sir / Madam

South Cambridgeshire District Council is consulting on a proposed amendment to its Affordable Housing Supplementary Planning Document (SPD). We are seeking your views on a proposed change to one paragraph in the SPD relating to the Mortgagee in Possession Clauses to include them as standard practice unless exceptional circumstances exist and extend their use to Rural Exception sites.

The Affordable Housing SPD was adopted in March 2010 and expands upon affordable housing policies in the Council's Local Development Framework. It is anticipated the SPD will be subject to a full review once the new South Cambridgeshire Local Plan is adopted.

In the meantime the Council is consulting on a proposed amendment to the Mortgagee in Possession Clauses – section 4.23 in the SPD. There is a risk without this amendment in future there would be a reduction in the number of affordable houses being built by housing associations in South Cambridgeshire.

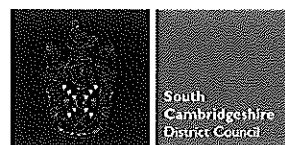
The proposed amendment to the SPD and supporting documents are available on the Council's website: www.scambs.gov.uk/content/affordable-housing-spd and at the Council's offices.

The enclosed Notice provides information on how and where comments can be made. Any comments received will be considered by the Council and taken into account in finalising the amendment before adoption. Comments should be made by **12 noon on Friday 7 February 2014**.

If you have any queries or need any assistance contact the Planning Policy Team: Tel. 03450 450 500 or email ldf@scambs.gov.uk

Yours faithfully

Jo Mills
Director of Planning & New Communities



Affordable Housing Supplementary Planning Document, Amendment to Mortgagee in Possession Clauses

**Notice of Arrangements for Public Participation on an amendment to South Cambridgeshire's
Affordable Housing Supplementary Planning Document [Regulation 12 of Town and Country
Planning (Local Planning) (England) Regulations 2012 as amended]**

South Cambridgeshire District Council proposes to amend the Mortgagee in Possession clauses in its Affordable Housing Supplementary Planning Document (SPD). The proposed amendment is published for public comment.

Comments can be made on the proposed amendment between **Friday 10 January and 12 noon on Friday 7 February 2014**. The comments received will be considered by the Council and taken into account in finalising the amendment before adoption.

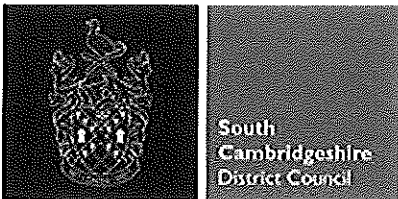
The proposed amendment to the SPD can be viewed online at the Council's website: www.scambs.gov.uk/content/affordable-housing-spd and can also be inspected at the Council's offices (address below) during normal office hours (Monday to Friday 8am- 5.30pm).

Make your comments in writing using the response form, available on the Council's website: www.scambs.gov.uk/content/affordable-housing-spd or from the Council's offices.

Completed response forms should be emailed to ldf@scambs.gov.uk or returned to:

Jo Mills, Director of Planning and New Communities
South Cambridgeshire District Council
Cambourne Business Park
Cambridge
CB23 6EA

Keith Miles | Planning Policy Manager



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The South Cambridgeshire website can be found at <http://www.scambs.gov.uk>

Proposed amendment to the Mortgagee in Possession Clause (Section 4.23 of the Affordable Housing SPD)

Current wording in Adopted Affordable Housing SPD	Proposed amended wording with changes highlighted	Proposed amended wording without changes highlighted
<p>"Mortgagee in Possession Clauses (MIP) may be included in a section 106 agreement forming part of a planning permission, to facilitate lending from financial institutions to housing associations by protecting the value of the lenders investment. In the event of a default by the housing association in repaying their loans and the lender taking possession of the affordable properties, the clause would release the lender from the affordable housing occupancy conditions, which could then be sold on the open market. These clauses would only be allowed where the housing provider was a housing association regulated by the Homes & Community Agency and the Tenant Services Authority, or any successor bodies. They would not be allowed on Rural Exception Sites (see Chapter 6). Mortgagee in Possession clauses will only be used in S106s when a Registered Social landlord is involved in the project."</p>	<p>Proposed new wording (changes highlighted in struck-through-text and bold)</p> <p>"Mortgagee in Possession Clauses (MIP) shall be included in a all relevant section 106 agreements forming part of a planning permission, to facilitate lending from financial institutions to housing associations by protecting the value of the lenders investment (unless exceptional circumstances apply). In the event of a default by the housing association in repaying their loans and the lender taking possession of the affordable properties, the clause would release the lender from the affordable housing occupancy conditions, which could then be sold on the open market. These clauses would will only be allowed where the housing provider is a housing association regulated by the Homes & Community Agency [reference to Tenant Services Authority deleted] or any successor bodies." [Final two sentences deleted]</p> <p>Note: The use of a MIP Clause is now to be extended to include Rural Exception Sites. The suggested new wording includes the removal of the reference to the now defunct Tenant Services Authority and a redundant sentence at the end of the paragraph. In addition the modal verbs have been corrected in the final sentence.</p>	<p>"Mortgagee in Possession Clauses (MIP) shall be included in all relevant section 106 agreements forming part of a planning permission, to facilitate lending from financial institutions to housing associations by protecting the value of the lenders investment (unless exceptional circumstances apply). In the event of a default by the housing association in repaying their loans and the lender taking possession of the affordable properties, the clause would release the lender from the affordable housing occupancy conditions, which could then be sold on the open market. These clauses will only be allowed where the housing provider is a housing association regulated by the Homes & Community Agency or any successor bodies."</p>

From: Lewis Robert <Robert.Lewis@cambridgeshire.gov.uk>
Sent: 13 January 2014 09:44
To: Loynes Mervyn Cllr; 'cllr.elcox@scambs.gov.uk'; 'cllr.hudson@scambs.gov.uk'; 'clerk@cambourneparishcouncil.gov.uk'; 'caxtonpc@lgs-services.co.uk'
Cc: Harty David Councillor; Belchamber Hazel; Surtees Sam; Haines Elizabeth
Subject: Review of Cambourne Primary School catchment areas

Dear Councillors,

As you may be aware, the County Council is currently developing proposals to allow relocation of the second campus of Hardwick Primary School which currently operates from the temporary accommodation of what has become known as the Blue School to purpose-built accommodation to be co-located with Cambourne Village College.

One of the consequences of this planned change is that the Hardwick second campus would sit within the Monkfield Park catchment area whereas currently, The Vine, Jeavons Wood and the Hardwick campus operate a shared catchment area. It has proved necessary, therefore, to consider alternative catchment area arrangements. This review has been undertaken in close collaboration with the schools.

They were unanimous in their desire to operate a single catchment area for Cambourne rather than individual catchment areas. As part of this change priority would be given to families with a sibling currently at a school.

Under the School's Admission Code all admission authorities are required to consult annually on their admission arrangements for the next admissions application period. The proposals for a single catchment area for Cambourne, and the necessary changes to each school's over admission criteria are being consulted upon as part of this years annual consultation process. If agreed the new arrangements will come into effect for admissions into Reception in September 2015.

Information about the proposed changes can be found in the Annual Consultation Document, which can be found at:

<http://www.cambridgeshire.gov.uk/childrenandfamilies/education/schools/Developmentadmissions.htm>

In addition, the attached leaflet has been prepared in consultation with all four schools to explain the reasons for, and impact of the proposed changes. I would invite you to make any comments on the proposed changes through the Annual Consultation process, which runs from 3 January until 28 February.

Regards

Rob

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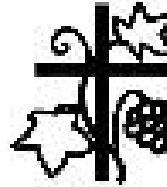
Rob Lewis

Education Officer; Planning, Policy and Review Infrastructure Service Children, Families and Adult Services Castle Court

Tel: 01223 699789

Post: CC1209

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Cambourne Primary School Review of catchment areas

Background Information for parents

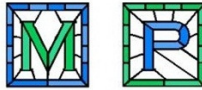


The Blue School

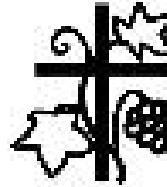


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Cambourne Primary School Catchment Review

Introduction

The proposals to develop permanent accommodation for the Hardwick Primary School second campus (known as the Blue School) have highlighted the need to review existing school catchment arrangements within Cambourne.

It is vital that primary school provision is robust and flexible enough to respond to demand, with the minimal amount of disruption to existing and future residents.

These proposals are being consulted upon as part of the County Council's **annual consultation of Admission Arrangements for September 2015**. Details about this consultation, which runs from **3 January** until **28 February 2014** can be found on the County Council's website at:

<http://www.cambridgeshire.gov.uk/childrenandfamilies/education/schools/Developmentadmissions.htm>

This document is not a consultation document. It has been produced by the County Council and the four Cambourne primary schools to provide background information, setting out the reasons for and implications of the proposed changes. Any comments on the proposals should be made to the County Council through the processes set out in the annual consultation document.

Cambourne context

Cambourne comprises three linked villages, Great, Upper and Lower Cambourne totaling approximately 3,200 dwellings. Cambourne is still expanding, with an additional 950 homes under construction to the south of Upper Cambourne.

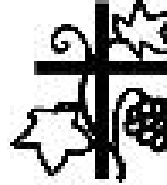
A new fourth linked Cambourne village of approximately 1,200 homes has also been proposed as part of the development of the South Cambridgeshire Local Plan. The Local Plan is currently being reviewed prior to submission to the Secretary of State. If approved, this fourth village would be built to the west of Upper Cambourne surrounding the site of Cambourne Village College.

Cambourne Primary Schools

Primary school provision in Cambourne has evolved to meet the needs of its residents. There are currently four primary schools serving the needs of children and families in the three linked villages;

- Monkfield Park Primary School,
- The Vine Inter-Church Primary School,
- Jeavons Wood Primary School, and
- Hardwick Community Primary School (The Blue School).

Monkfield Park Primary School was the first primary school to be established in the village of Great Cambourne. As Cambourne has grown and developed, additional provision was created at The Vine Inter-Church School in Upper Cambourne and Jeavons Wood Primary School in Great Cambourne. Most recently, the decision was taken to open a second



campus of Hardwick Community Primary School in Cambourne in temporary accommodation (known as the Blue School) opposite Jeavons Wood. These proposals are for it to be re-located to permanent accommodation co-located with Cambourne Village College.

Currently, Monkfield Park Primary School is the only school to have its own defined catchment area. The other three schools have a shared catchment area. The proposed development of the new primary school accommodation means that the current arrangements will become largely unworkable, as The Blue School will become detached from the majority of its catchment area.

Following initial discussions with the four primary schools a clear preference for consolidating the two existing primary school catchment areas into a single shared Cambourne Catchment Area serving the whole of Cambourne has emerged. It is considered that this approach would best serve the existing community, whilst providing flexibility to respond to the emerging proposals for additional development identified in the South Cambridgeshire draft Local Plan, currently being consulted upon.

What is a catchment area?

Catchment areas are 'administrative' boundaries which provide a means of planning and prioritising applications for school places. They take on greater significance when a school is oversubscribed. Pupils applying from within the catchment area are given a higher priority for admission, in accordance with the oversubscription criteria.

What are the oversubscription criteria?

These are criteria by which all applicants are prioritised when more applicants are received than places available. The schools admission authority is responsible for setting the criteria in accordance with the statutory admission code. The current oversubscription criteria for each primary school in Cambourne are outlined in Appendix 1.

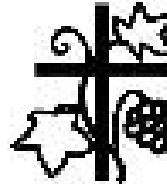
The oversubscription criteria are applied to each pupil to ensure places are offered in a transparent and consistent manner.



The Blue School



Jeavons Wood Primary School

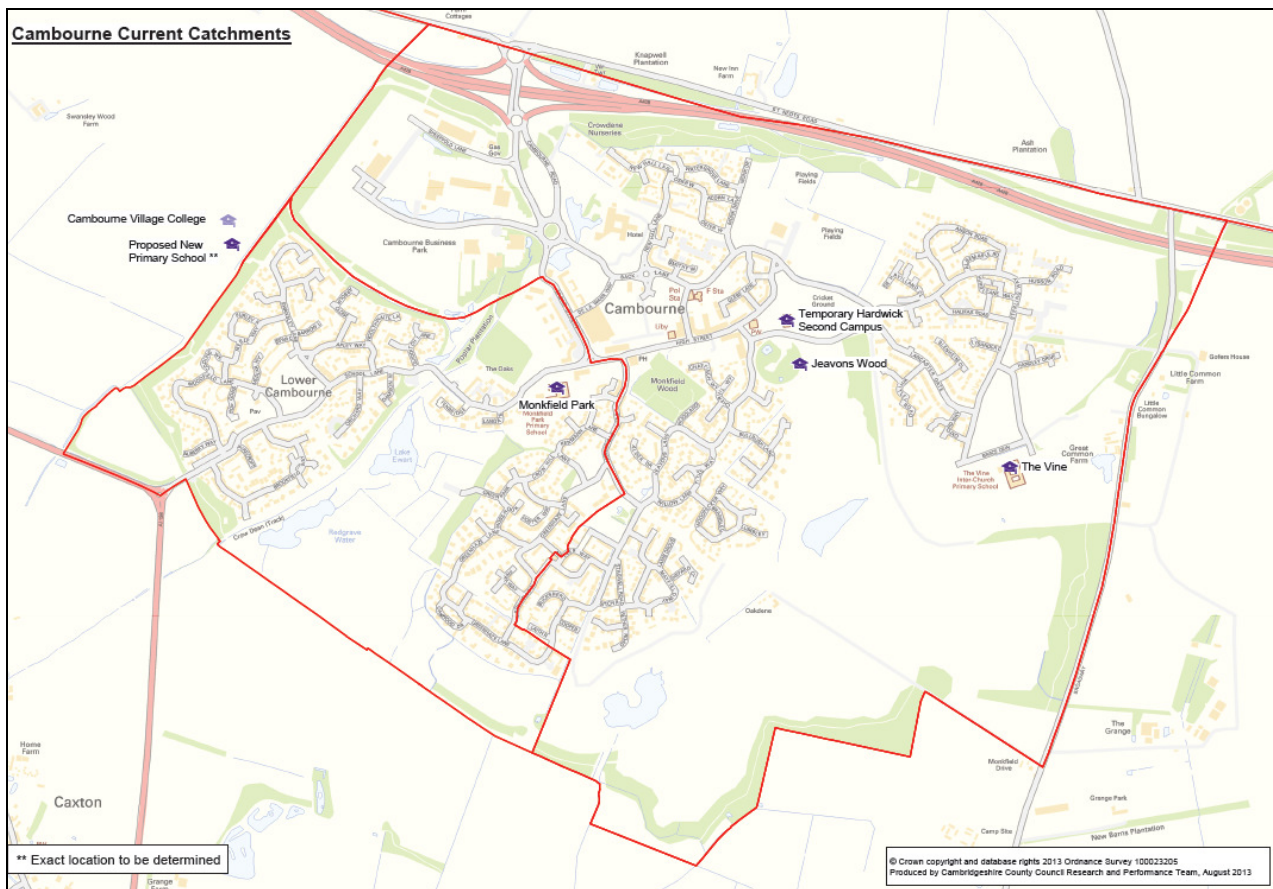


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Existing Catchment Areas, August 2013

Cambourne currently operates two catchment areas:

1. Monkfield Park Primary School has its own defined catchment area.
2. Jeavons Wood Primary School, The Vine Inter-Church Primary School and Hardwick Community Primary School (The Blue School) share a catchment area.



Key Issues with the Current Arrangement

- Those families in Monkfield Park catchment are only considered as catchment children for one school.
- Hardwick Community Primary School (The Blue School) is currently located in temporary accommodation adjacent to Jeavons Wood. Its permanent location (shown as the 'new school' on the map above) is likely to be outside the currently defined catchment area for Cambourne.
- Cambourne is still growing and evolving. Construction is underway for 950 additional homes to the south of Upper Cambourne. A site for the development of 1,200 houses as part of a fourth village to be built to the west of Lower Cambourne is being considered as part of the finalisation of South Cambridgeshire District

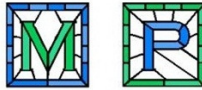


The Blue School

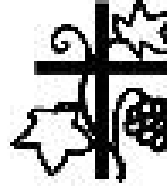


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Council's Local Plan. This fourth village, if approved would be outside the current catchment areas serving wider Cambourne. .

- The catchment area solution needs to be flexible to cope with these impending changes and responsive to further potential future changes.

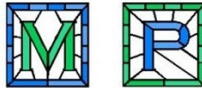


The Blue School

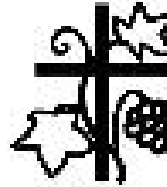


Jeavons Wood Primary School

Monkfield Park



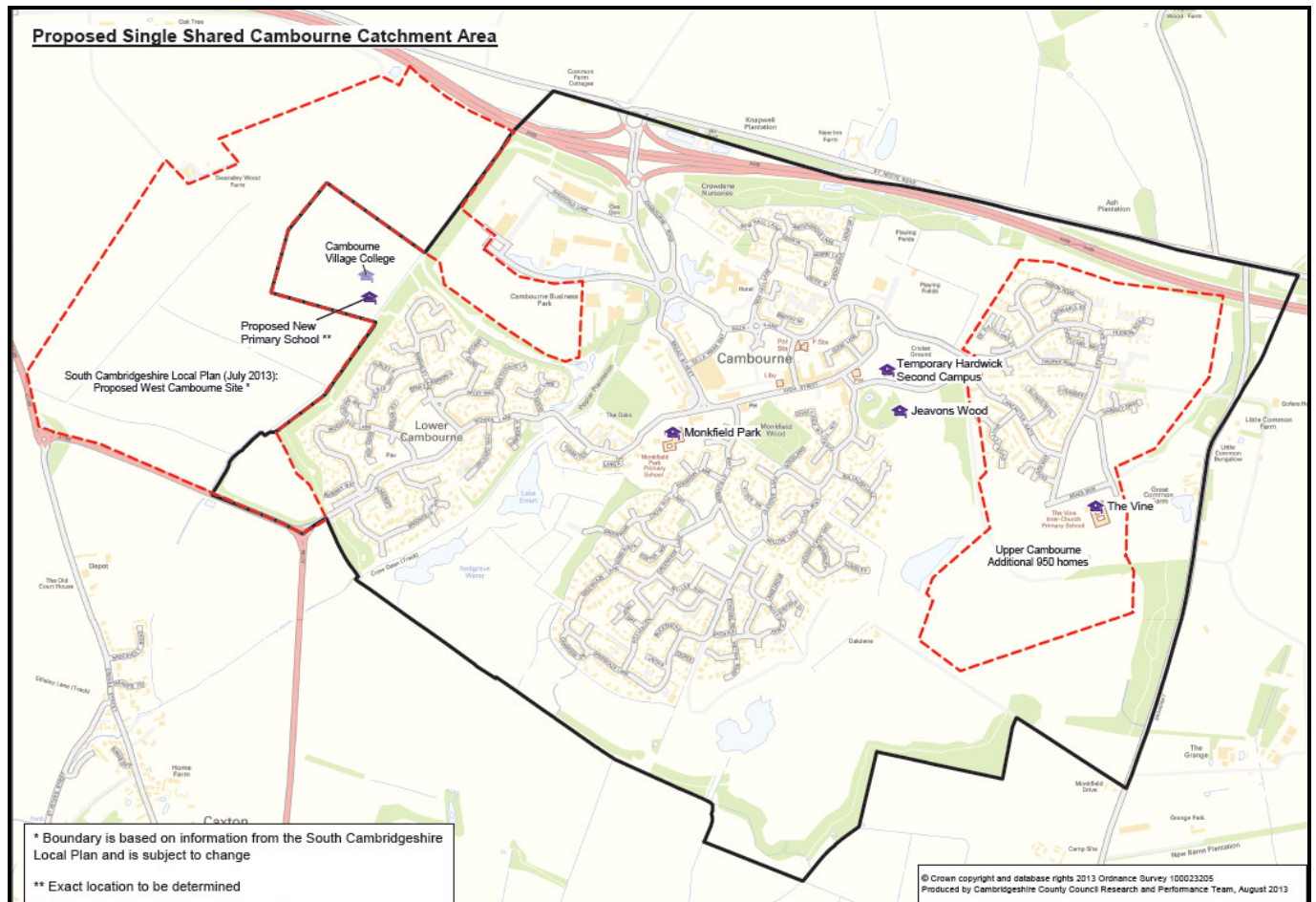
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Creation of a single shared Cambourne Catchment Area

The proposal is to simplify the current catchment arrangements to create a single shared Cambourne Catchment Area to serve the whole of Cambourne. The proposed catchment area boundary is illustrated below in red:



What this means in practice

- All four schools will serve the whole of Cambourne.
- In cases of equal merit the oversubscription criteria inherently prioritises children who live nearest to one of the schools, as measured by a straight line.
- No property in Cambourne is more than 2 miles, the statutory walking distance, from any primary school site in Cambourne.

Benefits of the Single Catchment

The proposed solution will provides a clear and easily understood policy to be applied consistently across Cambourne:

- Enabling long-term flexibility as Cambourne continues to grow; and
- Preventing the need for future disruption as a result of further catchment area changes.

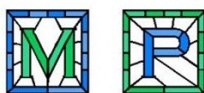


The Blue School

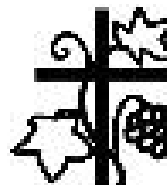


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Changes to the Admission Policy

The four schools currently operate very similar admissions policies and oversubscription criteria. There would however need to be some minor changes made to reflect the changes proposed to the catchment area. To achieve this it is proposed that all four schools have a common admission policy to reflect the single shared catchment area.

The proposed Admission Policy

This is the proposed oversubscription criteria for all four Cambourne primary schools. If approved, it will be used to determine allocation of places when a school is oversubscribed.

Children who have a statement of special educational needs that names the school will be admitted. NB. Those children with a statement of special educational needs that does not name the school will be referred to STAR Team to determine an appropriate place.

Criterion Number	Description
1	Children in Care, also known as Looked After Children (LAC), and children who were looked after but ceased to be so by reason of adoption, a resident order or special guardianship order.
2	Children living in catchment area with a sibling at the school at the time of admission.
3	Children living in catchment area.
4	Children living outside the catchment area who have a sibling at the school at the time of admission.
5	Children living outside the catchment area who have been unable to gain a place at their catchment school because of oversubscription.
6	Children who live out of catchment

In cases of equal merit in each set of criteria, priority will go to children living nearest the school as measured by a straight line.

When will these changes take place

The Council's next annual Admission Consultation will take place in January 2014. Following the consultation any changes adopted will be applied to applications for Reception places for September 2015.

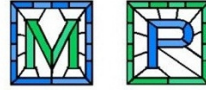


The Blue School

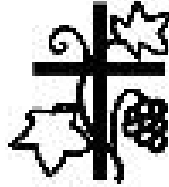


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Cambourne Catchment Area Case Studies

Case studies are used to show how the single shared Cambourne Catchment Area and proposed Admission Policy will work in Cambourne.

This map shows the location of each case study.

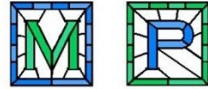


The Blue School

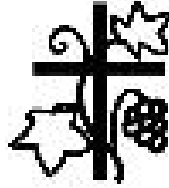


Jeavons Wood
Primary School

Monkfield Park

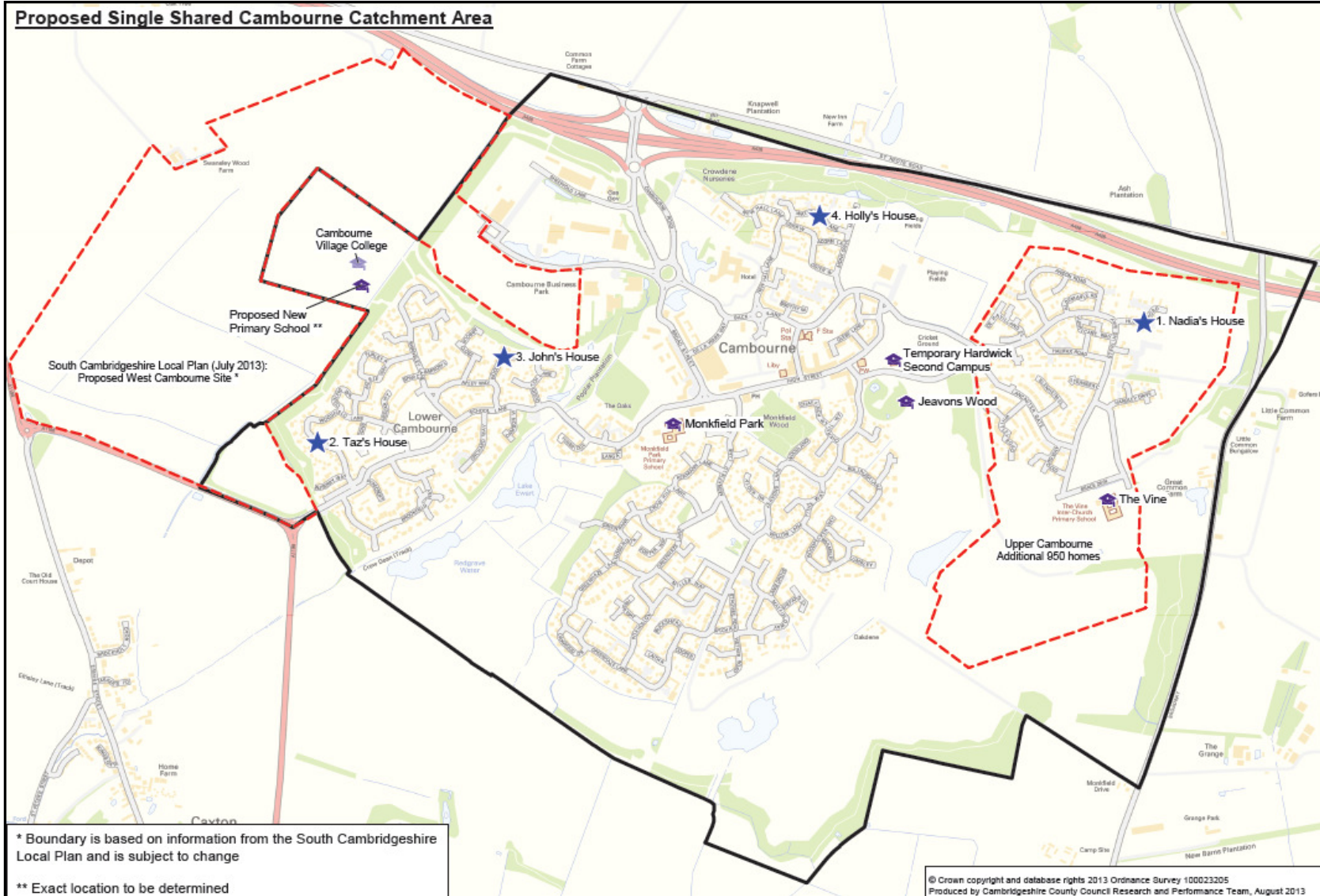


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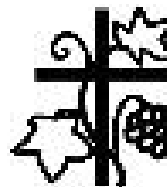
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Proposed Single Shared Cambourne Catchment Area



* Boundary is based on information from the South Cambridgeshire Local Plan and is subject to change
 ** Exact location to be determined

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 Produced by Cambridgeshire County Council Research and Performance Team, August 2013



Case Study 1: Nadia

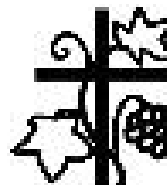
Nadia's family live in Hudson Road in the north of Upper Cambourne, which is in the new single shared Cambourne Catchment Area. Nadia is their eldest child and is due to enter Reception in September 2015. Her younger sister is due to begin school two years after Nadia.

Nadia's parents have visited all four Cambourne primary schools ahead of the 15th January 2014 deadline for applying for a Reception place. On the basis of these visits they feel that The Vine Inter-Church School is best suited to Nadia. As a result they list The Vine Inter-Church School as their first preference on their application.

Following the closing of application, The Vine Inter-Church School has received 70 applications. With a Published Admission Number (PAN) of 60 it is clear, therefore, that not every child who applied for a place at the school on time will be able to get one and that the Admission Authority for the school (in this case the Governing body for the school) will determine which of the applications will be offered places using their published oversubscription criteria.

Five applications have been received for children who meet either criterion 1 or criterion 2. Nadia's application, as a child living in the catchment area fulfils criterion 3 of the oversubscription criteria. This means that her application will be considered after the 5 children who meet criteria 1 and 2. In this round of admissions there are 65 applications for the remaining 55 places all of which meet criterion 3. In accordance with the oversubscription criteria those closest to the school, as measured by a straight line are offered a place first. Nadia's house is the 12th closest to her preferred school. As a result her application is successful and she is offered a place at The Vine Inter-Church School. In this example the applications from ten children who live furthest away from The Vine Inter-Church School will not be successful.

Because Nadia's application has been successful, when her parents come to apply for places for her younger sister in two years time her application would meet criterion 2 of the oversubscription criteria provided Nadia continues to attend the school. This application would be considered at the same time as other applications in this criterion, but ahead of those which meet criterion 3 and below. This means that it is more likely that Nadia's sister's application would also be successful.



Case Study 2: Taz

Taz's family live in the southern corner of Lower Cambourne, which is in the new single shared Cambourne Catchment Area. Taz is their only child and is due to start Reception in September 2015.

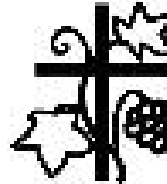
Taz's parents have visited all four Cambourne Primary Schools ahead of the 15th January 2014 deadline for applying for a Reception place. On the basis of these visits they feel that Monkfield Park Primary School is best suited to Taz. As a result they list the Monkfield Park Primary School as their first preference and Hardwick Community School as their second preference.

When the Local Authority considers applications all preferences are treated equally. This means they will look to see if a place is available at each of your selected preferred schools simultaneously and offer you a place at your highest ranked school. For further details of the Allocation Process see Appendix 2.

Places for the Monkfield Park School are oversubscribed, with a total of 80 applications for the 60 Reception places available. It is clear, therefore, that not every child who applied for a place at the school on time will be able to get one and that the Admission Authority for the school (in this case the County Council) will determine which of the applicants will be offered places using their published oversubscription criteria.

Ten of the applications received meet either criterion 1 or criterion 2. Taz's application, as a child living in the catchment area fulfils criterion 3 of the oversubscription criteria. This means that his application will be considered after the 10 children who meet criteria 1 and 2. In this round of admissions there are 70 applications for the remaining 50 places that meet criterion 3. In accordance with the oversubscription criteria those closest the school, as measured by a straight line are offered a place first. In Taz's case there are 68 applicants living closer to the school than Taz. As a result his application is unsuccessful and he is not offered a place at the Monkfield Park Primary School.

Hardwick Community School (The Blue School) was listed as Taz's second preference. The school has a PAN of 105, in this round of applications the school received 55 Reception admission requests. Since there is sufficient space available each applicant will be offered a place. Taz's parents accept the offer of a place at Hardwick Primary School (The Blue School) and in discussion with the school, Taz is allocated a place at the Cambourne campus.



Case Study 3: John

John's family live in the north of Lower Cambourne, which is in the new single shared Cambourne Catchment Area. They have two sons; John who is due to start Reception in September 2015; and Mark who will start school three years later.

John's parents have visited all four Cambourne Primary Schools ahead of the 15th January 2014 deadline for applying for a Reception place. On the basis of these visits they feel that Jeavons Wood Primary School best suits John. As a result they list Jeavons Wood Primary School as their first preference.

Places for Jeavons Wood Primary School are oversubscribed, at the close of applications they have received 90 applications for the 60 Reception places available. It is clear, therefore, that not every child who applied for a place at the school on time will be able to get one and that the Admission Authority for the school (in this case the County Council) will determine which of the applicants will be offered places using their published oversubscription criteria.

Fifteen of the applications meet either criterion 1 or criterion 2. John's application, as a child living in the catchment area fulfils criterion 3 of the oversubscription criteria. This means that his application will be considered after the 15 children who meet criteria 1 and 2. In this round of admissions there are 65 applications for the remaining 45 places available which meet criterion 3. In accordance with the oversubscription criteria those closest the school, as measured by a straight line are offered a place first. John's house is the 37th closest to his preferred school. As a result his application is successful and he is offered a place at Jeavons Wood School. In this example the twenty applications furthest away from Jeavons Wood School were not successful.

Because John's application has been successful, when his parents come to apply for places for his younger brother in three years time his application would meet criterion 2 of the oversubscription criteria provided John continues to be educated at the school. This application would be considered at the same time as other applications which meet this criterion, but ahead of those which meet criterion 3 and below. This means that it is more likely that John's brother's application will also be successful.

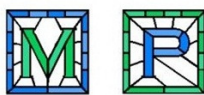


The Blue School

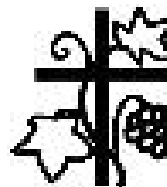


Jeavons Wood
Primary School

Monkfield Park



Primary School and
Care & Learning Centre



Cambridgeshire
County Council

Case Study 4: Holly

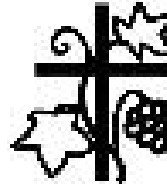
Holly's family live in Watergrove Lane on the northern edge of Great Cambourne, which is in the new single shared Cambourne Catchment Area. They have three children; Toby who is in Year 2 at Monkfield Park; Holly who is due to start Reception in September 2015; and Sadie who will start school two years later.

Holly's parents have visited all four Cambourne Primary Schools ahead of the 15th January 2014 deadline for applying for a Reception place. On the basis of these visits and the sibling link, they feel that Monkfield Park School is the best school for Holly. As a result they list Monkfield Park Primary School as their first preference.

Places for Monkfield Park School are oversubscribed; at the close of applications they have received 80 applications for the 60 Reception places available. It is clear, therefore, that not every child who applied for a place at the school will be able to get one. Therefore, the Admission Authority for the school (in this case the County Council) will determine which of the applicants will be offered places using their published oversubscription criteria.

Holly's application, as a child living in the catchment area with a sibling at the school at the time of admission fulfils criterion 2 of the oversubscription criteria. This means that her application will be considered after children who meet criterion 1. In this round of admissions there are no children who meet criterion 1 and 10 children that fulfill criterion 2. Therefore, Holly and all the other children who meet criterion 2 are offered a place at Monkfield Park.

When Holly's parents come to apply for places for her younger sister in two years time her application will also meet criterion 2 of the oversubscription criteria provided she continues to be educated at the school. This application would be considered at the same time as other applications which meet this criterion. This means that it is more likely that Holly's sister's application will also be successful and all three siblings will attend the same school.



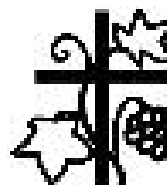
APPENDIX 1

The current Oversubscription Policy for Monkfield Park Primary School, Jeavons Wood Primary School and The Vine Inter-Church Primary School

Children who have a statement of special educational needs that names the school will be admitted. NB. Those children with a statement of special educational needs that does not name the school will be referred to STAR Team to determine an appropriate place.

Criterion Number	Description
1	Children in Care, also known as Looked After Children (LAC), and children who were looked after but ceased to be so by reason of adoption, a resident order or special guardianship order;
2	Children with a sibling at the school at the time of admission and who live in the catchment area;
3	Children with a sibling at the school at the time of admission and who live in Cambourne;
4	Children living in the catchment area;
5	Children living in Cambourne who have been unable to gain a place at their catchment school because of oversubscription;
6	Children living in Cambourne;
7	Children who live outside Cambourne who have a sibling at the school at the time of admission;
8	Children who live outside Cambourne.

In cases of equal merit in each set of criteria, priority will go to children living nearest the school as measured by a straight line.



The current Oversubscription Policy for Hardwick Community Primary School (The Blue School)

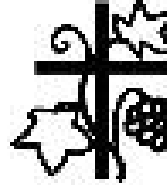
Children who have a statement of special educational needs that names the school will be admitted. NB. Those children with a statement of special educational needs that does not name the school will be referred to STAR Team to determine an appropriate place.

Criterion Number	Description
1	Children in Care, also known as Looked After Children (LAC), and children who were looked after but ceased to be so by reason of adoption, a resident order or special guardianship order;
2	Children living in catchment area with a sibling at the school at the time of admission;
3	Children living in catchment area;
4	Children living outside the catchment area who have a sibling at the school at the time of admission;
5	Children living in Cambourne who have been unable to gain a place at their catchment school because of over-subscription;
6	Children living outside the catchment area who have been unable to gain a place at their catchment area school because of oversubscription;
7	Children who live outside the catchment area, but nearest the school as measured by a straight line.

In cases of equal merit in each set of criteria, priority will go to children living nearest the school as measured by a straight line.



The Blue School



APPENDIX 2

The Allocation Process

All Preferences are treated equally. This means we will look to see if a place is available at each of your preferences and offer you a place at your **highest** preference school that has a place available.

Step 1 If we can meet your first preference, we will offer your child a place at that school.

Step 2 If we cannot meet your first preference but can meet your second preference, we will offer your child a place at that school. Your child's name will then be added to the reserve list of your first preference school, and you will be offered your right of appeal.

Step 3 If we cannot meet your second preference, but can meet your third preference, we will offer your child a place at that school. Your child's name will be added to the reserve lists for your first and second preference schools, and you will be offered your right of appeal.

Step 4 If we cannot meet any of your preferences, we will offer your child a place at your catchment school if;

- you have not already expressed it as a preference; and
- following the allocation of all preferences, there remain places available

Alternatively a place will be allocated at the nearest designated school where a place is available. Your child's name will be added to the reserve list for all of your preferred schools and you will be offered your right of appeal.

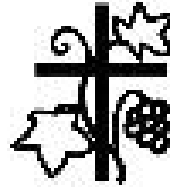
What is a designated school?

The local authority will offer a place at a school which is;

- (a) the catchment school
- (b) the nearest appropriate school (as described in the Authority's Home to School Transport Policy)
- (c) the school specified in the child's statement of special educational need.

Further information about the admissions process can be found at

www.cambridgeshire.gov.uk/admissions



Consultation on these proposed changes to the oversubscription criteria for the four primary schools serving Cambourne is taking place as part of the Annual Consultation on Admission Arrangements. Details of this consultation, including how to respond can be found on the County Council's website at:

<http://www.cambridgeshire.gov.uk/childrenandfamilies/education/schools/Developmentadmissions.htm>

The consultation opens on **Monday 3 January** and runs until **Friday 28 February**. You are invited to share any comments on this proposal as part of this process.

If you would like any further information, or would like make a comment about the proposal please contact Sam Surtess at:

Children Families and Adult Services,
Infrastructure,
Cambridgeshire County Council, B202, CC1209,
Castle Court,
CAMBRIDGE,
CB3 0AP
Tel: 0345 0451370
Email: Sam.Surtees@cambridgeshire.gov.uk

From: C&P CCG Engagement
<Engagement@cambridgeshireandpeterboroughccg.nhs.uk>
Sent: 14 January 2014 12:31
To: C&P CCG Engagement
Subject: Information about Care.data
Attachments: Better Information Means Better Care leaflet (FINAL VERSION).pdf.pdf; Patient FAQ's.pdf

Please see attached and below information about Care.data:

NHS DATA USE PROGRAMME ROLLS OUT ACROSS EAST OF ENGLAND

A new system to collect information from patient's medical records that will help to provide a 'joined-up' picture of the country's health and social care needs is currently underway in the region.

Every week, the NHS collects millions of pieces of data about the nature of people's health, the way services are accessed and the types of treatments provided to support our nations' health and wellbeing.

Care.data is being delivered by the Health and Social Care Information Centre (HSCIC) and NHS England to bring this information together so the NHS can use it to:

- better understand and improve the health of the nation;
- find ways of targeting, preventing, treating and managing illness and disease; and
- better anticipate future need for services and plan and commission accordingly.

The information gathered - date of birth, full postcode, NHS Number and gender - will be used to link patient records in a secure system, managed by the HSCIC. Confidentiality is paramount and if this information is used, it will not contain information that identifies individuals. The type of information shared, and how it is shared, is controlled by law and strict confidentiality rules.

NHS England is committed to supporting patients in making informed decisions about their healthcare and how their information is used. The awareness campaign explains what information will be used as part of care.data and makes it clear how people can opt out if they choose to do so.

NHS Choices already contains a wide range of information about care.data on its website – www.nhs.uk/caredata - with sections for both health professionals and patients/the public.

The first data extraction takes place in March 2014.

Regards,

Sarah Prentice
Engagement Officer

CCG Engagement Team
Cambridgeshire and Peterborough Clinical Commissioning Group
✉ engagement@cambridgeshireandpeterboroughccg.nhs.uk

🖨️ Think before you print this e-mail.

NHS England Publications Gateway Reference 00969

Frequently asked questions for patients

1. Why do I need to read the leaflet ‘Better information means better care’?

The leaflet contains important information about your health records. It explains that NHS organisations share information about the care that you receive with those who plan health and social care services, as well as with approved researchers and organisations outside the NHS, if this may benefit patient care.

It is important you know how information about your health is used, shared and protected and what choices you have.

2. Why is information collected?

By using information about the care you have received, those involved in providing health and care services can see how well different services are performing and where improvements need to be made.

Sharing information about the care you have received helps us understand the health needs of everyone and the quality of the treatment and care being provided. It also helps researchers by supporting studies that identify patterns in diseases, responses to treatments, and the effectiveness of different services.

3. What is the “secure environment” mentioned in the leaflet?

The secure environment is called the Health and Social Care Information Centre, which is a public body based in Leeds. The Health and Social Care Information Centre was set up in April 2013 as the central source of health and social care information in England.

The role of the Health and Social Care Information Centre is to ensure that high quality information is used appropriately to improve patient care. The organisation has legal powers to collect and analyse information from all providers of NHS care. It is committed, and legally bound to the very highest standards of privacy, security and confidentiality to ensure that your confidential information is protected at all times. Access to information is strictly controlled. Further information about the Health and Social Care Information Centre is available at www.hscic.gov.uk/patientconf

4. What is changing?

For decades, the NHS has been using information from health records for purposes other than providing your direct care, for example to support research and to help plan new health services. However, we need to upgrade our information systems and collect information from more places where you may receive care. Doing so will make sure that we have joined-up information about all parts of the NHS, as well as public health and social care services.

5. Why are these changes needed?

The NHS has some of the best information systems in the world. Since the 1980s, we have been collecting information about every hospital admission, nationwide. This information is brought together at the Health and Social Care Information Centre, where it is anonymised (see FAQ 7 below). The information has been invaluable for monitoring the quality of hospital care, for planning NHS services, and for conducting research into new treatments. However, the information collected is incomplete, with areas such as prescribing and test results not currently included. Additionally, while we have this type of information already for some of the care provided outside hospitals, there are significant gaps. As a result, it is not currently possible for us to see a complete picture of the care that patients receive.

NHS England has therefore commissioned a programme of work on behalf of the NHS, public health and social care services to address these gaps. Known as the care.data programme, this initiative has been designed to ensure that there is more rounded information available to citizens, patients, clinicians, researchers and the people that plan health and care services. Our aim is to ensure that the best possible evidence is available to improve the quality of care for all.

6. When will these changes occur?

The first change is that information from GP practices will be brought in to the Health and Social Care Information Centre in spring 2014. This information will be joined to the hospital information that is already held by the Health and Social Care Information Centre. In the future, we will also collect information from different parts of the health and social care system to create a joined up picture of all the care delivered.

7. Will confidential information be shared?

The Health and Social Care Information Centre collects information from a range of places such as your GP practice, hospitals and community services. This information includes postcodes and dates of birth so that the information about an individual can be joined together accurately. However, there are very strict rules about what information the Health and Social Care Information Centre can release to the NHS and outside organisations. Information can be released in three ways:

- Anonymised information – this information does not identify any individuals, nor small numbers of patients with rare characteristics or diseases. Anonymous information may be published in public reports produced by the HSCIC.
- Potentially identifiable information – this is information about individual patients but it does not include any identifiers (i.e., there are no personal details such as your date of birth and postcode included). We would never publish this type information because there is a risk that you might be identified. For example, if you were the only person in an area who had a rare disease then someone may work out that it was you even though your identifiers were not included. As a result, there are strict controls about how we release potentially identifiable information. For example, we would only ever release this type of information to approved organisations for approved purposes, and there must be a legal contract in place with penalties for any misuse of the information.
- Identifiable information – information that identifies you can only be disclosed where you have given your explicit consent (such as where you have agreed

to participate in a research study) or there is a legal basis for doing so (please see FAQ 22).

8. What kinds of information sharing can I object to?

There are two types of information sharing you can object to:

- You can object to information containing data that identifies you from leaving your GP practice. This type of objection will prevent the identifiable information held in your GP record from being sent to the Health and Social Care Information Centre's secure environment. It will also prevent researchers who have gained legal approval (see FAQ 22) from receiving your health information.
- Information from other places where you receive care, such as hospitals and community services is collected nationally by the Health and Social Care Information Centre. The Health and Social Care Information Centre only releases this information in identifiable form where there is legal approval for doing so such as for medical research (please see FAQ 22).

This legal approval is only granted where:

- in the interests of patients or the wider public to do so; and
- it is impractical to obtain each individual patient's consent; and
- it is not possible to use anonymised data.

If you object, this type of information will not leave the Health and Social Care Information Centre to researchers with approval. The only exceptions are very rare circumstances such as a civil emergency or a public health emergency.

9. Will my whole GP record be used?

No. Only the agreed amount of information required will be used. GP representatives and an independent advisory group have been involved in deciding which health, care and treatment information should be extracted. Your date of birth, postcode, NHS number, and gender (but not your name or full address) will be used to link your records in a secure environment at the Health and Social Care Information Centre but will then be removed (see FAQ 3). Once this information has been linked, a new record will be created with a reference number that does not identify you. This new record will not contain any information that identifies you.

10. I can't get in to my GP Practice to object, what should I do?

Please contact your GP Practice by telephone or email to discuss with them what arrangement would work best. If you have a query or a question about the leaflet you received through your letterbox, you can call our Patient Information line on 0300 4563531.

11. How long have I got to decide if I want to object?

You can decide to object at any time. If you would like to object before any information is extracted from your GP practice then we recommend you do so within four weeks of receiving the leaflet through your letterbox. The first extraction of information is planned for spring 2014. You can change your mind at any time (please see FAQ 12),

12. Can I change my mind?

Yes. You can change your mind at any time and as many times as you wish. If you object but then change your mind then you will need to speak to your GP practice to ensure your preferences are kept up-to-date. Likewise, if you do not object now but your later decide you wish to object, then just speak to your GP practice and ask them to record your wishes in your health record.

13. What should I do if I have concerns?

We have produced a leaflet called “Better information means better care”, which provides information about how your information is stored and used. There is also information on the Health and Social Care Information Centre website about how we look after confidential information www.hscic.gov.uk/patientconf

If you still have questions or concerns, you can call the patient information line on xxx or talk to staff at your GP practice. If you want to object you should speak to your GP Practice (please see FAQ 8)

14. I have opted out of the Summary Care Record (SCR). Do I still need to talk to my GP practice if I have any concerns?

Yes, you should still talk to your GP practice. There are important differences between allowing the NHS to use your information for planning and research and the Summary Care Record (SCR).

The SCR may be used by authorised health professionals to support your care. It would be wrong for us to assume that just because you have chosen not to have an SCR that this automatically means you also wish to stop the use of your information being used to improve health and care services. So you still need to let your GP practice know if you have concerns about sharing your information for improvements to services, planning and research.

15. Will information about me be safe and secure?

Yes. The Health and Social Care Information Centre maintains the highest levels of confidentiality both within the organisation itself and in the systems and services that we provide for the wider health and care system, in order to protect all information. We are continually testing, reviewing, and improving our security systems.

16. Can I stop information that does not identify me being used?

No. Information that does not identify you is neither personal nor private and the law says that it can therefore be used much more freely. Because this information does not identify you and because it can be so helpful to the NHS, public health and social care, it is important that we make the best possible use of it for the benefit of all.

17. Do I need to do anything if I am happy for my information to be used?

No. If you are happy for your information to be shared to help improve health services, then you do not need to do anything. Your information will continue to be used for that purpose and to benefit all patients.

18. I am a carer for someone who lacks capacity to decide whether to allow their information to be shared. Can I decide on their behalf?

It depends. If you have *Lasting Power of Attorney for health and welfare* then you can object on behalf of the patient who lacks capacity. If you are a carer or relative who does not hold a Lasting Power of Attorney then you can raise your specific concerns

with the patient's GP. The GP will make a decision based on an assessment of the patient's best interests, taking your views into account.

19. I am a parent/guardian of a child. Can I make the decision on their behalf?

It depends. If you have parental responsibility and your child is not able to make an informed decision for themselves, then you can make a decision about information sharing on behalf of your child. If your child is able to understand and make an informed decision, then the decision must be theirs.

20. Will you sell data?

No. While the Health and Social Care Information Centre charges a fee to cover our costs, we do not make profits from providing data to other organisations, nor do we subsidise any applicants to receive it.

21. What research will be carried out on information that identifies me?

Examples of approved projects are:

- a national study of people who have had a heart attack, and
- a study of the time that people had to wait for treatment for cancer and the effect of these waiting times on survival.
- Details of approved studies can be found at <http://www.hra.nhs.uk/about-the-hra/our-committees/section-251/cag-advice-and-approval-decisions/>
-

22. When does the HSCIC allow researchers to access confidential information about me?

In most cases, researchers can carry out their studies using information that does not identify you. Occasionally, however, medical researchers need to use information that does identify you.

Only researchers who have obtained your permission or who have been granted legal approval are allowed to access confidential information that identifies individuals. Only the Secretary of State for Health or the Health Research Authority (HRA) can grant this legal approval and they do so following independent advice from the *Confidentiality Advisory Group* (CAG).

CAG considers each application in great detail against the legal framework, and recommends whether approval should be provided together with any conditions. Applicants must demonstrate (i) that the research is in the public interest and for the benefit of the health service; (ii) that it is not possible to use information that does not identify you; and (iii) it is not possible to ask your permission. There are a variety of reasons why it might not be possible to ask people; for example, where there are extremely large numbers of patients. Access to the information is restricted to the specific information necessary for the research. All approvals must demonstrate compliance to with the Data Protection Act 1998.

23. Will information that identifies me be used by commercial organisations?

Please see FAQ 7 about the different ways in which the HSCIC shares information.

Any organisation can make an application to the HSCIC for identifiable or potentially-identifiable information and each application is considered individually.

An organisation making an application would only be allowed confidential information that identifies individuals if they have:

- already obtained your permission (i.e. patient consent); or
- have been granted legal approval by the Secretary of State for Health or the Health Research Authority (HRA) following independent advice from the Confidentiality Advisory Group (CAG) (please see FAQ 22); or
- where we are legally required to provide it for a public health emergency such as an epidemic.

So that we can ensure that confidential information about you remains protected, the organisation making an application must sign a data sharing contract and a data sharing agreement with the Health and Social Care Information Centre. This contract sets out the terms of how the information is shared, what it can and cannot be used for (its purpose), security requirements on how it is stored, and restrictions on onward sharing or publication.

For case studies and examples of how customers have used information from the Health and Social Care information Centre, please see <http://www.hscic.gov.uk/dlescst>

For clinical trials, pharmaceutical companies may work with your GP practice who will contact you first to ask if you are willing for a researcher to contact you about a particular trial for which you may be eligible. You will not be contacted by a pharmaceutical company or any other third party unless you have specifically agreed.

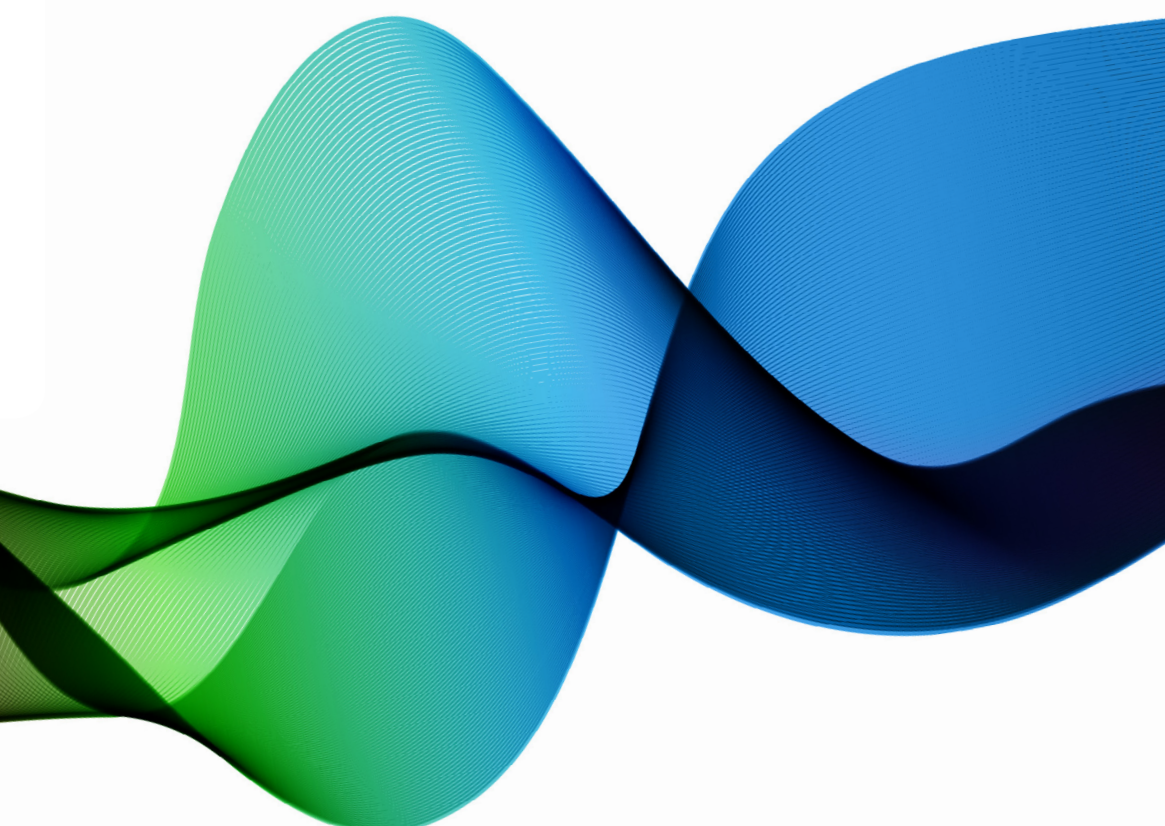
The Health and Social Care Information Centre will not share information about you with insurance companies or solicitors. If an insurance company or solicitor wanted information about you, they would need to approach your GP practice directly and you would need to give your explicit consent before any of your information could be shared with them. If you do not agree to their specific request for your information then it will not be shared with them.

Data will not be shared or used for marketing purposes

24. Can I have a greater number of choices and allow information to be used for some but not other research projects?

No. Currently, you have the right to say yes or no to your information leaving your GP practice or being shared by the Health and Social Care Information Centre. Our systems do not let you say yes or no to your information being used for specific projects. However, if a researcher is working directly with your GP practice for their study then, unless they have approval (please see FAQ 22), your GP will check with you first to see if you are happy for your information to be shared as part of the study.

Better information means better care



**This leaflet contains important information
about your health records.**

You, and everyone who lives with you, should read this leaflet carefully. It is important that everyone knows how we share, protect and use information about their health.

You have a choice.

Introduction

We want to improve the quality of care and health services for all. By using information about the care you have received, those involved in providing care and health services can see how well they are doing, and where improvements need to be made.

NHS organisations share information about the care you receive with those who plan health and social care services, as well as with approved researchers and organisations outside the NHS, if this will benefit patient care. As a patient, you may receive care and treatment from a number of places such as your GP practice, hospitals and community services. By bringing this information together from

all the different places, we can compare the care provided in one area with the care provided in another, so we can see what worked best.

We will use information such as your postcode and NHS number to link your records from these different places. Records are linked in a secure system so your identity is protected. Details that could identify you will be removed before your information is made available to others, such as those planning NHS services and approved researchers.

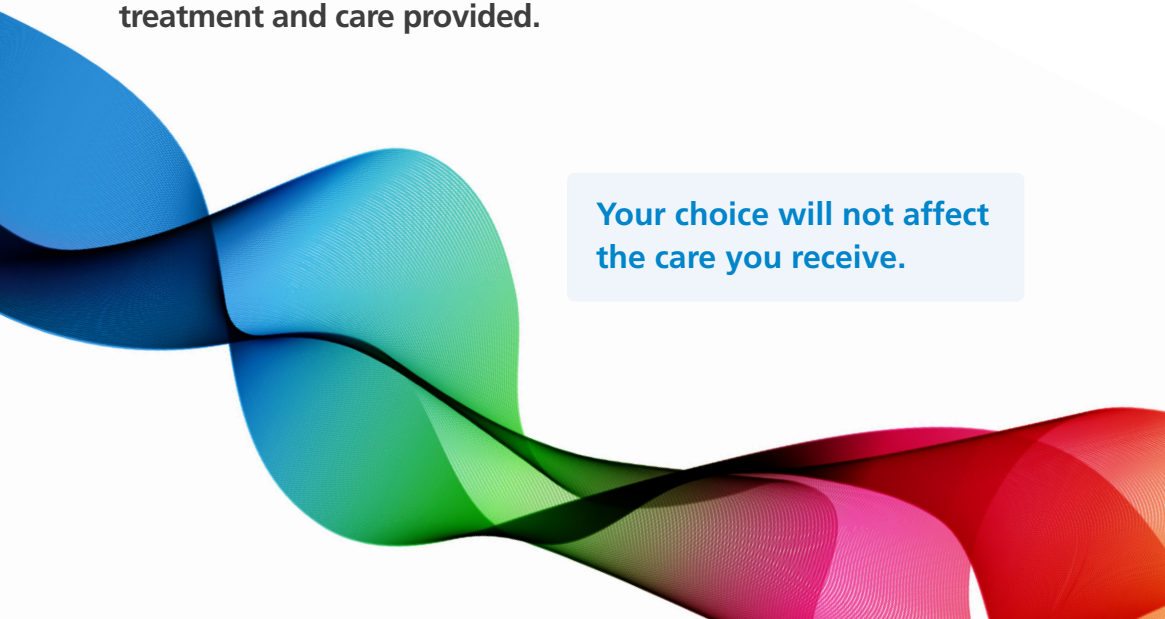
We sometimes release confidential information to approved researchers, if this is allowed by law and meets the strict rules that are in place to protect your privacy.

What are the **benefits** of sharing my information?

Sharing information about the care you have received helps us understand the health needs of everyone and the quality of the treatment and care provided.

It also helps researchers by supporting studies that identify patterns in diseases, responses to different treatments, and the effectiveness of different services.

Your choice will not affect the care you receive.



Information will also **help** us to:

- find more effective ways of preventing, treating and managing illnesses
 - make sure that any changes or improvements to services reflect the needs of local patients
 - understand who is most at risk of particular diseases and conditions, so those who plan care can provide preventative services
 - improve your understanding of the outcomes of care, giving you greater confidence in health and social care services
 - guide decisions about how to manage NHS resources so that they can best support the treatment and care of all patients
 - identify who could be at risk of a condition or would benefit from a particular treatment
 - make sure that NHS organisations receive the correct payments for the services they provide.
-

What will we do with the **information**?

We will only use the minimum information needed to improve patient care and services.

We are very careful with the information and we follow strict rules about how it is stored and used, and have a thorough process that must

be followed before any information can be shared.

When we share information we will make sure we do so in line with the law, national guidance and best practice.

Information that we publish will never identify a particular person.

What **choice** do I have?

We have explained how useful information about you is, and the steps that we take to protect your privacy. However, you may want to prevent confidential information

about you from being shared or used for any purpose other than providing your care (except in special circumstances allowed by law, such as when there is a public-health emergency).

continued

If you do not want information that identifies you to be shared outside your GP practice, please ask the practice to make a note of this in your medical record. This note will prevent your confidential information from being used other than in special circumstances.

Information from other places where you receive care, such as hospitals and community services, is collected nationally. You should also let your GP practice know if you want to

prevent the information from those places being shared.

The practice will make a separate note of this in your medical record.

You may have already asked for information about you not to be shared with others, such as your medical record being shared for your care. You still need to let your GP practice know if you have concerns about your information being shared for the purposes described in this leaflet.

Do I need to **do anything**?

If you are happy for your information to be shared you do not need to do anything. There is no form to fill in and nothing to sign. And you can change your mind at any time.

If you have any questions or are not happy for information about you to be shared, speak to your GP practice.

Where can I get **more information**?



Visit the NHS Choices website at:

www.nhs.uk/caredata

for more information, a list of common questions, or another format of this leaflet.



Speak to staff at your GP practice.



Call our dedicated patient information line on:

0300 456 3531

This line also offers translation and text phone services.

More details about how we look after confidential information and how it may be used can be found on the website at:

www.hscic.gov.uk/patientconf

Liz Pinchen

From: Davies Amanda <Amanda.Davies@cambridgeshire.gov.uk>
Sent: 29 January 2014 12:06
To: Davies Amanda
Subject: Housing Related Support Tender - Update for Parish Council Members
Attachments: HRSOP Member Briefing January 2014 v1.0.doc

Dear Parish Clerk,

Please find attached the second 'Member Briefing' about our Housing Related Support for Older People (HRSOP) Project which I have been asked to circulate by the HRSOP Project Board. I would be grateful if you could share this information with your colleagues on the Parish Council.

A previous Briefing and a set of Frequently Asked Questions (FAQs) about the project were circulated in October 2013.

Many thanks and kind regards.
Amanda Davies

This information has been sent using distribution lists. Apologies if you receive the information more than once. If you no longer wish to receive information about adult social care please email your details to Amanda.Davies@cambridgeshire.gov.uk and I will remove you from our lists.

Amanda Davies
Communications Officer, ASC Personalisation Cambridgeshire County Council Box CC1316, Castle Court, Castle Hill,
Cambridge CB3 0AP
Tel: 01223 699650

Your Life Your Choice answering your questions about adult social care www.yourlifeyourchoice.org.uk

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Shaping *our* Future:

Housing Related Support for Older People

Briefing for County Council, District and City Council, and Town and Parish Council Members

January 2014

The last Briefing in October 2013 set out the context and the key timelines for the new Housing Related Support Service for Older People (HRSOP). Since then a tender exercise has been undertaken and contracts have been awarded as follows:

District	New provider
East Cambridgeshire	Sanctuary
Fenland	Centra (previously known as Circle)
Huntingdonshire	Luminus

At the same time, representatives from the County Council have been meeting with Cambridge City and South Cambridgeshire District Councils to progress the co-operation agreement for the new service in those localities. The services in these districts were not tendered but are being negotiated with Cambridge City Council and South Cambridgeshire District Council. The new agreement will include the same specification as used for the tendered services.

The start date for all five new services will be April 2014.

A meeting has already been held with the new providers to:

- Ensure that arrangements are in hand to deal with (TUPE) Transfer of Undertakings (Protection of Employment) Regulations issues where staff would be transferring to the new HRSOP provider.
- Check that new providers have started to contact other sheltered providers in their district to make arrangements to speak to tenants.
- Discuss their communication plans and how these link in with the County Council's plan.
- Discuss potential outcome measures for the services.

For the first nine months of the contract i.e. until January 2015, providers will focus on assessing the support needs of all tenants living in sheltered housing and make links with organisations in the wider community. It is possible that some providers may start to provide support to older people in the wider community earlier than January 2015. The County Council will continue to provide briefings to County, District, Town and Parish councils to ensure they are kept updated on the service in their respective areas.

[Continued >](#)

More information:

For more information about the Housing Related Support for Older People (HRSOP) Project please contact one of the following:

- ▶ **Project Sponsor:**
Claire Bruin, Claire.Bruin@cambridgeshire.gov.uk
- ▶ **Project Manager:**
Jane Heath, Jane.Heath@cambridgeshire.gov.uk
- ▶ **Housing Related Support Team contact:**
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- ▶ **Contracts:**
Louise Tranham, Louise.Tranham@cambridgeshire.gov.uk



Sent by Email

Our ref: Consultation on Local List/MR
Your ref:
Date: 27th January 2014

Service area: Planning & New Communities
Contacts: Melissa Reynolds & Nigel Blazeby
Direct dials: 01954 713237 & 01954 713165
Email: melissa.reynolds@scambs.gov.uk

Dear Sir / Madam

Planning Application Validation Requirements - Review 2013-15

I am writing to you following a decision to review South Cambridgeshire District Council's planning application validation requirements, also known as the 'Local List'.

The Local List sets out the documents and plans that will be required to be submitted with planning applications. It is accompanied by a set of guidance notes that explains what each document or plan is, when each is required, and the policy basis for requiring it.

This letter is to notify you that the Council is consulting on proposals to:

1. Amend the locally set requirements for planning application validation to include parameter plans relating to layout and scale for outline planning applications; and
2. Update guidance notes accompanying the list to reflect current policy, in particular the NPPF, provide clearer advice on the level of detail required for different scales of development, and provide guidance notes for each application type that include only the items relevant to each type.

We would like you to give us your views on:

1. Continuing the current approach; and not adopting a new system.
2. The updated local list – is it complete; and are there items that should be excluded that are currently included?
3. Are the guidance notes helpful and, if not, where could they be improved?
4. Do you agree with the retention of parameter plans for outline applications; particularly for strategic sites? If not, why?

SCDC has taken a common-sense approach that accords with the 'Guidance on information requirements and validation', 2010. The approach taken by SCDC was not to have a set of requirements for each application type (there are twenty-three application types) and scale of application e.g. major residential, householder etc. It was felt this was too unwieldy and prescriptive. Instead, a list for each type was specified. For each application type there is an accompanying checklist with guidance notes setting out some basic information on each requirement and which policies they relate to. This approach has generally been effective.

Having made improvements to the planning process, officers have been encouraged to advise applicants, through pre-application enquiries, as to what items of the list would be required and the level of detail. Officers then also validate their own planning applications, unlike many local authorities. This has helped provide customers with clarity and certainty over what is required and ensures consistency for customers between pre-application and planning application stages. It enables a sensible view, case by case, to be taken and agreed with the customer.

Details of the proposals can be found in a report to the Planning and Economic Development Portfolio Holder for his meeting on 28th May 2013:

<http://scamb.moderngov.co.uk/ieListDocuments.aspx?CId=600&Mid=6103&Ver=4>

The revised guidance notes can be found in the email to which this letter is attached.

Your responses can be sent to the address above marked for the attention of Melissa Reynolds / Nigel Blazeby. **Please respond by Friday 7th February 2014.**

Following this consultation, your views will be considered and recommendations will be made by officers to the Portfolio Holder based on these. It is important that the validation process is as easy as possible for all involved and we value your input to ensure this is so.

We look forward to hearing back from you. Please do contact us direct to discuss if you wish.

Yours faithfully

Melissa Reynolds

Melissa Reynolds

Team Leader – Planning (New Communities)

Nigel Blazeby

Nigel Blazeby

Development Control Manager



South Cambridgeshire District Council Checklist Guidance Notes

The following advice sets out a basic framework to assist in the preparation of documents required by the Local Planning Authority when submitting planning applications.

References to policies are those in the adopted South Cambridgeshire District Council Local Development Framework Development Control Policies (2007). These and associated supplementary planning documents (SPD) can be viewed at the District Council's website www.scambs.gov.uk. The National Planning Policy Framework (NPPF) can be found on the Government website www.gov.uk.

Unless otherwise specified in the List of Local Requirements, a 'Minor Major' or 'Large scale major' application has the same meaning as set out in The Town and Country Planning (Development Management Procedure) (England) Order 2010, as amended, or any Order revoking or re-enacting that order with or without modification) and presently comprises:

Large Scale Major

- 200 or more dwellings or the site area for residential development is 4 hectares or more
- 10,000 sqm or more, or the site is 2 hectares or more

Small Scale Major

- 10 to 199 dwellings or the site area for residential development is more than 0.5 hectares and less than 4 hectares
- 1,000 sqm to 9,999 sqm, or the site area is more than 1 hectare and less than 2 hectares

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1. Affordable Housing Statement

Policies HG/3 and HG/5 of the Local Development Framework Development Control Policies spell out the requirements for the provision of affordable housing. Policy HG3 requires 40% or more of the dwellings for which planning permission may be given on all sites of two or more dwellings to be affordable. Policy HG5 provides for 100% affordable housing designed to meet local housing need on small sites within or adjoining villages as an exception to the normal operation of the policies of the Plan.

The statement should provide information concerning both the affordable housing and any market housing e.g. the numbers of residential units, the mix of units with numbers of habitable rooms and/or bedrooms, or the floor space of habitable areas of residential units, plans showing the location of units and their number of habitable rooms and/or bedrooms, and/or the floor space of the units. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. The affordable housing statement should also include details of any Registered Social Landlords acting as partners in the development.

Regard should also be paid to the Council’s Affordable Housing SPD (adopted March 2010) which can be viewed at: <https://www.scambs.gov.uk/content/affordable-housing-spd> .

2. Agricultural, Forestry and other Occupational Dwellings Appraisal / Justification

The NPPF (paragraph 55) advises that dwellings in the countryside that are to meet the essential need for a rural worker to live permanently at or near their place of work in the countryside may be sustainable development.

Proposals for the erection of dwellings in the countryside to support a rural based enterprise should be accompanied by a justification of why the countryside location is necessary. Proposals for dwellings associated with farming should be accompanied by an appraisal carried out by a suitably qualified person, of the present farming enterprise, the functional need for a dwelling and where necessary an explanation of economic viability. Policy HG/9 applies. Although superseded by the NPPF, advice can still be found in the archived PPS7 – Sustainable Development in Rural Areas (Annex A) (August 2004): <http://webarchive.nationalarchives.gov.uk/20120919132719/www.communities.gov.uk/archived/publications/planningandbuilding/pps7>

3. Air Quality Assessment

Where the development is proposed inside, or adjacent to a designated Air Quality Management Area (AQMA);, or where the development could in itself result in the designation of an AQMA or where the grant of planning permission would conflict with, or render unworkable, elements of an air quality action plan, or includes a biomass boiler/s or Combined Heat and Power Plant, applications should be



supported by an air quality assessment or such information as is necessary to allow a full assessment of the impact of the proposal on the air quality of the area or on any sensitive human receptors, to include consideration of any mitigation measures as appropriate.

It will be important to take into account current air quality conditions and the location of relevant exposure, as well as the particular pollution sources such as activities or processes including transport having particular regard to pollutant emissions that would result from development.

The purpose of an air quality assessment is to demonstrate the likely changes in air quality or exposure to air pollutants, as a result of a proposed development, which should include: impacts of construction phase of development; impact that change in emissions will have on ambient air quality concentrations; any exceedance of air quality objectives or worsening of air quality; a verification of the model outputs.

As SCDC have adopted an Air Quality Action Plan, the assessment should detail whether any of the actions contained within these will be directly compromise or rendered ineffective by the development.

Policy Background

Government policy or guidance:

National Planning Policy Framework (March 2012) Section 11: Conserving and Enhancing the Natural Environment, paragraph 124 – Air Quality

Local Development Policy:

- Policy DP/1 – Sustainable Development, DP/3, DP/6, NE/16 - Emissions, TR/3 – Mitigating Travel Impact of the SCDC, Local Development Framework
- Any air quality assessment should be in accordance with current government / industry standards, best practice and technical guidance and due regard should be given to South Cambridgeshire District Council's Supplementary Planning Document - "*District Design Guide: High Quality and Sustainable Development in South Cambridgeshire*", Adopted March 2010: Chapter 10- Environmental Health & Appendix 4: Air Quality: downloadable from: <http://www.scambs.gov.uk/sites/www.scambs.gov.uk/files/documents/Adopted%20Design%20Guide%20SPD%20FINAL%20%28Appendices%29.pdf>
- Information on SCDC's Air Quality Management obligations, including details of any Air Quality Management Areas and the Air Quality Action Plan can be found on the Council's web site - <http://www.scambs.gov.uk/content/local-air-quality-management>

Area specific requirements and further information:

- [Development Control: Planning for Air quality - \(EPUK, 2010 Update\)](#)
- [Biomass and Air Quality Guidance for Local Authorities - \(EPUK, 2010\)](#)
- [Combined Heat and Power and Air Quality Guidance \(EPUK, 2012\)](#)

All of above can be downloaded / found via: <http://iaqm.co.uk/guidance/>

4. Biodiversity Survey and Report

Where a proposed development may have an impact upon wildlife and biodiversity, Biodiversity Survey



information should be provided on the site's existing wildlife interests. The Biodiversity Survey should usually be accompanied by a Biodiversity Report that details the possible impacts upon the site's wildlife and how the development has taken account of such impacts. Where proposals are being made for mitigation and/or compensation measures full details of how such measures will be effective need to be provided with the application. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features, and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc.) Regulations 1994 or the Protection of Badgers Act 1992. Applications for development in the countryside that affect areas designated for their biodiversity interests will require special consideration to ensure any impact is not considered as significant nor detrimental to the site's special interest. In granting planning consent conditions may be used to secure the site's long-term maintenance and management. This information might form part of an Environmental Statement, where one is necessary.

Certain proposals which include (but are not exclusive to) the demolition of older buildings or removal or alteration of roofspaces, barn conversions, removal of mature and veteran trees, removal of scrub and hedgerows or alterations to watercourses and in-filling of ponds may affect biodiversity and protected species and will need to provide information on the likely biodiversity impact associated with them.

Government planning policies for biodiversity are set out in NPPF. The Government Circular: Biodiversity and Geological Conservation –Statutory obligations and their impact within the planning system (ODPM Circular 06/2005, Defra Circular 01/2005 and Planning for Biodiversity and Geological Conservation: A Guide to Good Practice provide biodiversity and planning guidance. The British Standards Institute has produced a Publicly Available Standard PAS2010 Planning to halt the loss of Biodiversity which takes the form of recommendations on standard procedures for taking account of biodiversity in the planning process, and the Association of Local Government Ecologists has developed a good practice template (available at <http://alge.org.uk>) which gives detailed validation requirements for biodiversity and geological conservation. Further advice is available in Policy NE/6 and the Supplementary Planning Document (adopted July 2009). This can be viewed at <http://www.scams.gov.uk/content/biodiversity-spd>

5. Daylight/Sunlight Assessment

In circumstances where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space then applications may also need to be accompanied by a daylight/sunlight assessment. Further guidance is provided in BRE guidelines on daylight assessments: BRE Report 209 'Site Layout planning for daylight and sunlight: A guide to good practice' 2011. Guidance can also be found at paragraph 6.65 of the Council's adopted Design Guide. This can be viewed at: <https://www.scams.gov.uk/content/district-design-guide-spd>

6. Design and Access Statements (D&AS)

These are required with certain types of application including all major development, the provision of one or more dwellings or a building or buildings where the floor space created by the development is 100 square metres or more and the site is within a conservation area. The DAS will explain the design principles and concepts that have been applied to the development and how issues relating to access to the development have been dealt with.

Further advice can be found at:

'Design & Access Statements: Briefing Note' (April 2010) provides guidance on producing a Design and Access Statement. Please note that section 1.2 (pages 3-4) are outdated due to changes made to when one is required. Instead, see above for up-to-date requirements:



https://www.scambs.gov.uk/sites/www.scambs.gov.uk/files/documents/D&AS%20Guidance%20Note_April2010%20LOW%20RES.pdf

The Planning Portal:

<http://www.planningportal.gov.uk/planning/applications/howtoapply/whattosubmit/designaccess>

Although slightly dated now, the CABE (now Design Council) guidance from 2007 still provides some useful advice:

<http://www.designcouncil.org.uk/publications/design-and-access-statements/>

7. Environmental Statement

The Town and Country Planning (Environmental Impact Assessment) Regulations 2011 set out the circumstances in which an Environmental Impact Assessment (EIA) is required. EIA may obviate the need for other more specific assessments. Where an EIA is required, Schedule 4 to the regulations sets out the information that should be included in an Environmental Statement. The information in the Environmental Statement has to be taken into consideration when the local planning authority decides whether to grant planning consent. It may be helpful for a developer to request a 'screening opinion' (i.e. to determine whether EIA is required) from the local planning authority before submitting a planning application. In cases, where a full EIA is not required, the local planning authority may still require environmental information to be provided.

Guidance can be found at:

<http://planningguidance.planningportal.gov.uk/blog/guidance/environmental-impact-assessment/what-legislation-covers-environmental-impact-assessment/>

8. Flood Risk Assessment (FRA)

Planning applications for development proposals of 1 hectare or greater in Flood Zone 1 and all proposals for new development located in Flood Zones 2 and 3 as designated by the Environment Agency should be accompanied by a Flood Risk Assessment (FRA). A FRA will also be required for any development other than minor development in a designated critical drainage area, which has been notified to the Council by the Environment Agency.

The FRA should:

1. Identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account.
2. Identify opportunities to reduce the probability and consequences of flooding.
3. Include the design of surface water management systems including Sustainable Drainage Systems (SUDs) and address the requirement for safe access to and from the development in areas at risk of flooding.

Policy and further guidance is set out at:

1. Policy NE/11 of the South Cambridgeshire Local Development Framework 2007,
2. The National Planning Policy Framework (NPPF), paragraphs 103 – 104 and its associated Technical Guidance and



3. The Environment Agency's own guidance at <http://www.environment-agency.gov.uk/research/planning/93498.aspx>. It provides further details of what is required for a FRA, including that which is needed as part of the prior approval procedure for permitted development identified in classes J or M of Part 1 of Schedule 2 to the Town and Country Planning Order 2010. This guidance is based upon what it would expect to see in a FRA for different development scenarios, based on the size of the development and/or the risk of flooding in that location. You will need to know the following to select the guidance relevant for your development:
- The size of the development proposal.
 - Which Flood Zone the proposal is in. There is a link on its website to a flood risk map.
 - What flood vulnerability your development is. This information can be found in table D2 of the technical guidance to the NPPF.

9. Foul Sewerage and Utilities Assessment

All new buildings need separate connections to foul and storm water sewers. If an application proposes to connect a development to the existing drainage system then details of the existing system should be shown on the application drawing(s). It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers.

Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then a fuller foul drainage assessment will be required including details of the method of storage, treatment and disposal.

A foul drainage assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage. Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory. Guidance on what should be included in a non-mains drainage assessment is given in DETR Circular 03/99: 'Planning Requirement in respect of the Use of Non-Mains Sewerage incorporating Septic Tanks in New Developments' and Building Regulations Approved Document Part H in BS6297.

If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided. This will include a location plan, cross sections, elevations and specification. Drainage details that will achieve Building Regulations Approval will be required.

If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land.

A utilities statement should include how a proposal connects/will connect to existing utility infrastructure systems, bearing in mind capacities and environmental/archaeological impact. The applicant should demonstrate:

- That, following consultation with the service provider, the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community;
- That proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures;
- That service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains;



(d) Where the development impinges on existing infrastructure the provision for relocating and protecting that infrastructure have been agreed with the service provider.
See Policy NE/10.

10. Heritage Statement (including historical and archaeological sites, landscapes, buildings and structures regardless of designated status and Scheduled Ancients Monuments)

Good information is needed so that the impact of proposals on our heritage is fully understood when decisions are made. This note summarises what is required. Separate guidance says more and explains the heritage terms used here.

Any application which affects historic assets including their settings should contain heritage information which describes their significance (or historic interest) and the impact of the proposal on that significance.

Heritage assets can be designated (such as listed buildings, conservation areas, registered parks and gardens, and scheduled monuments) or undesignated (such as historic buildings of local interest or archaeological sites of local or greater interest).

The level of detail required in the heritage information should reflect the heritage assets' importance and be sufficient to understand the potential impact of the proposal on that significance. Assets should be identified and assessed 'on the ground' and by studying sources of historic and other information. Appropriate expertise should be used when it is needed to fully assess significance and impact.

When Design and Access Statements are required then heritage information should be part of those Statements. Otherwise there should be a heritage information statement.

When development is proposed for a site which has known or potential archaeological interest, developers are required to submit an appropriate desk-based assessment and, where necessary, a field evaluation.

Some cases may require extra information such as justifications for proposals which will harm heritage significance, heritage and other public benefits which should be weighed against harm, schedules of works and structural reports.

For advice on heritage information see <https://www.scambs.gov.uk/content/historic-buildings-team> . For advice on archaeology contact the County Council's Historic Environment Team. More detailed guidance can be downloaded from this page, including a flow chart which indicates the Development Management process.: <http://www.cambridgeshire.gov.uk/leisure/archaeology/planning/>

Relevant Policy and Guidance

National Planning Policy Framework (2012)

Section 128.

PPS5 Planning for the Historic Environment: Historic Environment Planning Practice Guide (2010)

Sections 68 and 69.

Guidance on Information Requirements and Validation (2010)

Sections 6.3 and 6.9.



Local Development Framework Development Control Policies DPD (2007)

Chapter 8 Cultural Heritage including:

Policy CH/1 Historic Landscapes and sections 8.2 and 8.3.

Policy CH/2 Archaeological Sites and sections 8.4.

Policy CH/3 Listed Buildings and section 8.5.

Policy CH/4 Development within the Curtilage or Setting of a Listed Building and section 8.11.

Policy CH/5 Conservation Areas and section 8.13.

Listed Buildings: Works to or affecting the setting of SPD (2009)

Section 5.13

District Design Guide: High quality and sustainable development in South Cambridgeshire (2010)

Sections 12.24 and 12.25.

11. Land Contamination Assessment

All development relating to land where contamination is known or suspected or the development site is in the vicinity of such contaminated land or the proposed use would be particularly vulnerable / a sensitive end use (including dwellings, allotments, schools, nurseries, playgrounds, hospitals and care homes), the applicant should provide information on that subject.

Sufficient information should be required to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level. Where contamination is known or suspected or the proposed use would be particularly vulnerable, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed.

All investigations of land potentially affected by contamination should be carried out by or under the direction of a suitably qualified person.

As a minimum validation requirement, a preliminary risk assessment Phase 1 (desktop study, site walkover and a conceptual site model) identifying sources, pathways and receptors will need to be submitted. The initial provision of this information is essential to determine whether further more detailed investigation is required.

The Preliminary Risk Assessment, once completed, should assess whether a Phase 2 Contamination Assessment is required. Where contamination is found, developers will need to demonstrate that unacceptable risk can be dealt with through a remediation strategy to mitigate contamination to an acceptable level and demonstrate that the land is/can be made suitable for the proposed use.

Policy Background

Government policy or guidance:

National Planning Policy Framework (March 2012) Section 11: Conserving and Enhancing the Natural Environment, paragraph 121 – Contaminated Land

Local Development Policy:



- Policy DP/1 – Sustainable Development of the SCDC, Local Development Framework
- Contaminated land should be considered and assessed in accordance with current government / industry standards, best practice and technical guidance and South Cambridgeshire District Council's Supplementary Planning Document - "***District Design Guide: High Quality and Sustainable Development in South Cambridgeshire***", Adopted March 2010: Chapter 10- Environmental Health & Appendix 5: Development of Potentially Contaminated Sites, downloadable from:
<http://www.scambs.gov.uk/content/district-design-guide-spd>

Area specific requirements and further information:

- BS10175 (2011): Investigation of Potentially Contaminated Sites- Code of Practice.
- A phased or tiered approach is recommended in the DEFRA / Environment Agency's Model Procedures for the Management of Contamination' (CLR11) – <http://www.environment-agency.gov.uk/research/planning/33740.aspx>

12. Landscape Details

Landscaping should not be peripheral to the planning process but fully integrated into the design stages. The Landscape in New Developments SPD seeks to ensure consideration is given, wherever possible, to the retention of landscaping features within developments, or to incorporating new planting into new designs. Landscaping is a valuable addition to any development, often helping to create accessible green spaces for wildlife and people.

Applications may be accompanied by landscaping details and include proposals for long-term maintenance and landscape management. There should be reference to landscaping and detailed landscaping proposals, which follow from the design concept in the Design and Access Statement, if required. Existing trees and other vegetation should, where practicable, be retained in new development and protected during the construction of the development.

Guidance on what to include with applications can be found in the Design Guide SPD and Landscape in New Developments SPD, where full details of the documentation required are set out. For small schemes information could be included in drawings, but most large schemes will include a series of drawings with supporting written information.

Relevant Policy and Guidance

Local Development Framework Development Control Policies DPD (2007)

DP/2 Design of New Development

Landscape in New Developments SPD (2010)

Paragraphs 3.8 - 3.17

Trees and Development Sites SPD (2010)

Paragraphs 3.10 - 3.11

Biodiversity SPD (2010)

Paragraphs 3.7 and 3.16

District Design Guide: High quality and sustainable development in South Cambridgeshire (2010)



Paragraphs 12.22-12.23 (Chapter 7)

13. Artificial External Lighting Assessment

Where external lighting would be provided or made necessary by the development, full details of the external lighting and a lighting impact assessment as necessary may be required. Details should be provided by reference to a layout plan to show the location and height of lighting fixtures, a schedule of the equipment, beam orientation and spread patterns of illuminated areas with specified horizontal and vertical isolux level plans (plan of lighting distribution levels).

The level of detail in a lighting assessment should be proportionate to the development and will depend upon whether significant lighting provision is proposed for example extensive building / street lighting, security lighting or floodlighting as opposed to ancillary low level sensor lighting and the sensitivity of the surrounding area to light pollution.

The assessment should cover:

- an appraisal of the need for lighting;
- the proposed hours of use and means of controlling usage times; and
- an assessment of potential impact of proposed lighting on the amenity of nearby properties, upon roads/ highway safety, waterway or any sensitive biodiversity, heritage and character of the area on or close to the site (where relevant), and how any such impacts may be mitigated.

See **Policy Background**

Government policy or guidance:

- National Planning Policy Framework (March 2012) Section 11: Conserving and Enhancing the Natural Environment, paragraph 125
- Statutory Nuisance from Insects and Artificial Light - Guidance on sections 101 to 103 of the Clean Neighbourhoods and Environment Act, 2005, published by Defra

Local Development Policy:

Policy DP/1 – Sustainable Development, DP/3, DP/6, NE/14 - Lighting Proposals of the SCDC, Local Development Framework

Area specific requirements and further information:

- DCLG 'Lighting in the Countryside – Towards Good Practice' (1997)
- CIBSE Lighting Guides
- BS5489 Part 9 Lighting in Urban Areas and Public Amenity Areas
- The Institute of Lighting Professionals "Guidance Notes for the Reduction of Obtrusive Light GN01:2011"

14. Noise Assessment (including vibration)

Applications for developments that have the potential to generate noise / vibration that raise issues of disturbance by noise / vibration internally and externally to the occupants of nearby existing noise sensitive buildings such as residential properties, schools etc. and for developments that are considered to be noise sensitive uses which may be adversely affected by existing sources of noise / vibration for example, industrial, commercial or business sites, a pub or village hall, sports / recreational activities, car



parks / service yards and or in combination with transport noise such as a busy road, railway line or airport / aerodrome, should be supported by a noise impact assessment to include consideration of any mitigation measures as appropriate. The assessment shall be prepared by a suitably qualified, experienced and competent acoustician / noise consultant.

May need to be provided in conjunction with and cross referenced to a Ventilation/Extraction Statement.

You can find details of acoustic / noise consultancies in any local trade directory and at:

- The Institute of Acoustics: www.ioa.org.uk
- The Association of Noise Consultants: <http://www.association-of-noise-consultants.co.uk/>

Policy Background

Government policy or guidance:

- National Planning Policy Framework (March 2012) Section 11 / 13: Conserving and Enhancing the Natural Environment, paragraph 123 – “avoid noise from giving rise to significant adverse impacts on health and quality of life as a result of new development”
- Technical Guidance to the National Planning Policy Framework (NPPF) (March 2012) - ‘Minerals Policy’ section (paragraphs 28 – 31)
- Noise Policy Statement for England, March 2010 (Department for the Environment, Food and Rural Affairs).
- The Calculation of Road Traffic Noise (DEFRA, 1988)
- The Calculation of Railway Noise (Department of Transport, 1995)

Local Development Policy:

- Policy DP/1 – Sustainable Development, DP/3, DP/6, NE/15 – Noise Pollution, TR/3 – Mitigating Travel Impact, TR/6 – Aviation of the SCDC, Local Development Framework
- If a noise / vibration assessment and or noise insulation scheme is required due regard should be given to current government / industry standards, best practice and technical guidance and South Cambridgeshire District Council’s Supplementary Planning Document - “District Design Guide: High Quality and Sustainable Development in South Cambridgeshire”, Adopted March 2010: Chapter 10 - Environmental Health & in particular Appendix 6: Noise” downloadable from: <http://www.scambs.gov.uk/sites/www.scambs.gov.uk/files/documents/Adopted%20Design%20Guide%20SPD%20FINAL%20%28Appendices%29.pdf>

Area specific requirements and further information:

- The International Standard for Assessment of Environmental Noise ISO 1996;
- Acoustics – Description and Measurement of Environmental Noise” is the principal standard referred to for environmental noise assessment;
- BS 4142 – Method for Rating industrial noise affecting mixed residential and industrial areas (British Standards Institution 1997);
- BS 8233 – Code of Practice for Sound insulation and noise reduction for buildings;
- World Health Organisation Guidelines for Community Noise (1999);
- World Health Organisation Night Noise Guidelines for Europe (2009);
- Building Bulletin 93 – Acoustic Design of Schools.



15. Open Space Assessment

For development within open spaces, it will be necessary to demonstrate through an independent assessment that the land or buildings are surplus to local requirements. Application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. See NPPF paragraphs 74 and policy SF/9. All applications for residential development are required to show contributions towards outdoor playing space and informal open space to be associated with the development. See Policies SF/10 and SF/11.

16. Parking Provision

Applications should provide details of existing and proposed parking provision. These details could also be shown on a site layout plans. The design of car and cycle parking should make reference to accord with Policies TR/1, TR/2, standards set out in Appendices 1 & 2 of the Development Control DPD, 2007 and paragraphs 6.81-6.86 (ch. 6) of District Design Guide SPD, 2010.

17. Photographs and Photomontages

These can provide useful background information and can help to show how large developments can be satisfactorily integrated within the street scene, or for demolition applications. Photographs should be provided if the proposal involves development affecting a Conservation Area or a Listed building.

18. Planning obligations – Draft Head(s) of Terms

Planning obligations (or ‘section 106 agreements’) are private agreements negotiated between local planning authorities and persons with an interest in a piece of land (or “developers”), and are intended to make acceptable development which would otherwise be unacceptable in planning terms. Policy DP/4 of the LDF gives details of likely scope of Section 106 requirements. A Heads of Terms template, as prepared by the Local Planning Authority, should be submitted with the application for it to be validated. Further advice and templates are available via: <http://www.scams.gov.uk/headsofterms>

19. Planning Statement

A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It should also include details of pre-application consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission.

20. Structural Survey

A Structural Survey may be required if the proposal involves demolition or partial demolition of a building or the conversion of a rural building.

21. Telecommunications Development – supplementary information

As required by the NPPF (paragraph 45), planning applications for mast and antenna development by mobile phone network operators in England should be accompanied by information as evidence to justify the proposed development.

22. Town Centre Uses

The main ‘town centre uses’ are defined in the NPPF as being: Retail development (including warehouse clubs and factory outlet centres); leisure, entertainment facilities the more intensive sport and recreation uses (including cinemas, restaurants, drive-through restaurants, bars and pubs, night-clubs, casinos, health and fitness centres, indoor bowling centres, and bingo halls); offices; and arts, culture and tourism development (including theatres, museums, galleries and concert halls, hotels and conference facilities).



Policy ST/9 sets out the retail hierarchy for South Cambridgeshire. The NPPF requires that, when assessing applications for retail, leisure and office development outside of town centres, which are not in accordance with an up-to-date Local Plan an impact assessment should be submitted. As SCDC does not have a locally set threshold, the default of 2,500 sq m, set in the NPPF is to be applied. For developments of more than 2,500 sq m an assessment is required. This should include assessment of:

- the impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal; and
- the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area, up to five years from the time the application is made. For major schemes where the full impact will not be realised in five years, the impact should also be assessed up to ten years from the time the application is made.

23. Transport Assessment (TA)

NPPF advises that a TA be required for all developments that generate significant amounts of movement and should be supported by a Transport Statement or Transport Assessment. Policy TR/3 requires the submission of a TA and a Travel Plan (see below) for major development involving:

- Residential development: the erection of 20 or more dwellings, or, if this is not known, where the site area is 0.5 hectares or more; or
- Other development: where the floor area to be created is 1,000m² or more, or the site area is 1 hectare or more.

Cambridgeshire County Council, Local Highway Authority, advises as follows:

Transport Assessment - The coverage and details of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes the TA should simply outline the transport aspects of the application, while for major proposals, the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts. It should illustrate accessibility to the site by all modes of transport and the modal split of journeys to and from the site. A TA is required for the following types and scale of development:

- Retail 1,000 sqm
- B1, B2 and B8 Office, light industry and warehousing 2,500 sqm
- Hotels 50 rooms and all with ancillary facilities
- Residential Homes/Student Rooms 100 bedrooms
- Residential Dwellings 50 dwellings
- Leisure All
- Healthcare and Education 2,500 sqm
- If there are more than 100 vehicles visiting the site in any one hour
- If there are more than 20 HGV vehicles visiting the site in any one day
- If HGV vehicles are accessing the site between the hours of midnight and 6am.

There may be situations where a development falls below the thresholds set out in the guidelines above, but a TA may still be required, e.g. in areas of limited parking or high traffic congestion, or due to highway safety considerations. It is strongly recommended that early advice be sought from a transport officer at Cambridgeshire County Council as to whether a planning application will require a TA.



Transport Statement –

Developments below the thresholds given, above, may still need to address particular localised transport issues. In such cases, a 'Transport Statement' may be more appropriate than a full TA and can address specific concerns that the Planning and Highway authorities may have. Applicants may wish to contact a transport officer at an early stage to discuss what will be required.

In some areas around Cambridge, even smaller developments will need to make an assessment of the number of all-mode trips likely to be generated by the proposed use, and of the existing use for redevelopments or changes of use. This is to enable officers to establish whether the application will be liable for transport contributions under the relevant adopted policies and S106 strategies.

Further assistance can be found at:

Department for Transport: Guidance on Transport Assessment (March 2007):

<https://www.gov.uk/government/publications/guidance-on-transport-assessment>

Cambridgeshire County Council Transport Assessment Guidelines can be found at:

<http://www.cambridgeshire.gov.uk/NR/rdonlyres/233CABC3-9C64-4643-9F37-F1DEA9637010/0/TransportAssessmentGuidelinesDec2010.pdf>

24. Travel Plan

A Travel Plan should be submitted with applications accompanied by a Transport Assessment. It should outline how transport implications (see above) are going to be managed, by whom, and over what timescale in order to ensure the minimum environmental, social and economic impacts. It should also state how the plan would be promoted, implemented, monitored and maintained. See NPPF (paragraph 36) and Policy TR/3.

Further advice is available in 'Using the planning process to secure travel Plans: Best practice guide' ODPM and DfT, 2002 (forthcoming revised guidance), also Making residential travel plans work: Good practice guidelines for new development: DfT and A guide to Development related travel plan (Addison & Associates).

25. Tree Survey/Arboricultural Implications

Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees) information will be required on which trees are to be lost/retained and on the means of protecting trees during construction works. This information should be prepared by a qualified arboriculturist. Full guidance on the survey information, protection plans and method statement that should be provided with an application is set out in the current BS5837 'Trees in relation to construction – Recommendations'. Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.

26. Ventilation/Extraction Statement including odour / fume emissions

Details of the position and design of ventilation and extraction equipment, including details of any odour and or fume abatement systems / technology ,acoustic / noise specifications and sound power data / characteristics, will be required to accompany all applications for the use of premises for purposes within Use Classes A3 (i.e. Restaurants and Cafes – use for the sale of food and drink for consumption on the premises), A4 (i.e. Drinking establishments – use as a public house, wine bar or other drinking establishments), A5 (i.e. Hot food takeaways – use for the sale of hot



food for consumption off the premises), B1 (general business) and B2 (general industrial). This information (excluding odour abatement systems / technology unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.

Details should include plan and elevation drawings showing location, height, size and external appearance of ventilation/extraction systems with all plant / equipment, flues / ducting, stack / flue end terminal type, ventilation, extraction or air conditioning equipment including distance from neighbouring premises. Will need to be cross referenced to any noise impact assessment, which is also likely to be required.

Policy Background

Government policy or guidance:

- National Planning Policy Framework (March 2012) Section 11: Conserving and Enhancing the Natural Environment
- Guidance on the Control of Odour and Noise from Commercial Kitchen Exhaust Systems, DEFRA 2005

Local Development Policy:

Policy DP/1 – Sustainable Development, DP/3, DP/6, NE/16 – Emissions of the SCDC, Local Development Framework

27. Health Impact Assessment

All planning applications for larger major development are required to submit a Health Impact Statement or a full HIA to demonstrate that they have addressed sustainability issues, including impact on health and to ensure that proposed developments carefully consider key determinants to protect human health.

Major development is defined as:

- Residential development: the erection of 20 or more dwellings (**under new plan to be changed to 100**), or, if this is not known, where the site area is 0.5 hectares or more; or
- Other development: where the floor area to be created is 1,000 m² or more, or the site area is 1 hectare or more.

A HIA will be required for all applications on Strategic Sites or within Strategic Locations requiring an Environmental Impact Assessment.

New communities and developments should be planned and designed at the beginning of the process, to take full advantage of the opportunities to improve the health of local people and to reduce health inequalities in a holistic manner.

It is important that the effect of development proposals on the health of a community is tested and any HIA should identify any adverse impacts of a proposal and how positive impacts can be maximised for all sections of community. They should also provide details of the outcome of discussions with the Health Provider (or other service provider) where new or expanded health care facilities are required.

Government policy or guidance:



- National Planning Policy Framework (March 2012) various Section 8 – Promoting Health Communities and 11 Conserving and Enhancing the Natural Environment

Local Development Policy:

- Policy DP/1 – Sustainable Development of the SCDC, Local Development Framework DP/1- 3
- If a HIA or HIA statement is required due regard should be given to South Cambridgeshire District Council's Local Development Framework, Supplementary Planning Document- "**Health Impact Assessment**", Adopted March 2011-downloadable via:

<http://www.scambs.gov.uk/content/health-impact-assessment-spd>

Area specific requirements and further information:

Healthy Urban Development Unit (HUDU) *Watch out for Health – A checklist for assessing the health impact of planning proposals* HUDU 2009

28. Sustainability Statement

Policy DP/1 sets out the principles of sustainable development, which should be included in the statement. This should be submitted for major applications comprising:

- a) Residential development: the erection of 20 or more dwellings, or, if this is not known, where the site area is 0.5 hectares or more; or
- b) Other development: where the floor area to be created is 1,000m² or more; or
- c) The site area is 1 hectare or more.

Statements should explain how the sustainability criteria, set out in full policy DP/1, have been fulfilled through the development proposals. As a minimum statements should explain how the proposals:

- Minimise the use of energy and resources.
- Reduce carbon emissions.
- Maximise the use of renewable energy sources.
- Incorporate water conservation measures.
- Use sustainable drainage systems.
- Adaptation to the impacts of climate change.
- Use sustainable building methods and materials.
- Recycle construction waste.

Further guidance on sustainability can be found in chapter 8 of the District Design Guide, 2010.

29. Renewable Energy Statement

The NPPF requires Local authorities to expect new development applications to:

- Comply with the local plan unless it can be demonstrated by the applicant, having regard to the type of development involved and its design, that this is not feasible or viable;
- Take account of landform, layout, building orientation, massing and landscaping to minimize energy consumption.

The South Cambridgeshire LDF requires that a Renewable Energy Statement is submitted for all



development proposals greater than 1,000m² or 10 dwellings. It should show what measures will be put in place to achieve at least 10% of predicted energy requirements from renewable energy technologies. See Policy NE/3. Recent research suggest that a 'solar first' approach is the most effective means of delivering these energy requirements, although other technologies are available and will be considered.

Further guidance on what should be included can be found at paragraphs 8.41-8.53 of the District Design Guide, 2010. In addition, Appendix 10 to the Design Guide includes a template for the requisite energy statement calculations, which are to be calculated in kgCO₂, rather than kWh.

A good example of what to include is set out in Cambridge City Council's 'Cambridge Sustainable Design and Construction SPD' (2007), in particular Section 2.4 and Appendices C1 and C2:

https://www.cambridge.gov.uk/sites/www.cambridge.gov.uk/files/documents/SustainComSPD_WEB.pdf

This approach would also be accepted by SCDC.

30. Waste Design Guide Toolkit

The RECAP Waste Management Design Guide 2012 (SPD) forms part of the Cambridgeshire and Peterborough Minerals and Waste Local Development framework. The Design Guide addresses the issue of waste management in new developments and redevelopments of a residential, commercial or mixed nature. It is to be used by architects and developers to ensure effective segregation, storage and collection of waste materials following development.

The Design Guide contains a Toolkit. The Toolkit is the practical element of the Guide allowing developers, in consultation with the Local Planning Authority, to make an effective assessment of the waste management requirements placed upon them and demonstrate compliance necessary. All applications must include a completed toolkit, and the toolkit must be accompanied by detailed supporting documents and plans.

The RECAP guide can be found at:

<http://www.cambridgeshire.gov.uk/environment/planning/mineralswasteframework/recapwastemanagementdesignguidespd.htm>

An editable version of the toolkit itself can be found at:

<http://www.cambridgeshire.gov.uk/NR/ronlyres/D2B00EAB-645B-44AD-A9C8-6601249EB383/0/EditableVersionofRECAPDesignGuideToolkitHighRes140212withoutmarks.pdf>

31. Water Conservation Strategy

A Water Conservation Strategy is required for all development proposals greater than 1,000m² or 10 dwellings. It should demonstrate what water conservation measures have been incorporated in the development. NPPF Section 10, paragraphs 94 & 99, Policy NE/12 and Design Guide SPD chapter 8 – paragraphs 8.54-8.62.

Further guidance on water conservation can be found in the Technical Guide to the Code for Sustainable Homes:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/11722/The_Water_Efficiency_Calculator_for_new_dwellings.pdf

and a helpful calculator for water usage can be accessed at:

<http://www.thewatercalculator.org.uk/calculator.asp>



32. Waste Management Site Layout Plan

With reference to the RECAP Waste Management Design Guide SPD toolkit, the applicant must submit a block plan of the site (1:100 or 1:200), to include and show relevant waste management details, as applicable to the application which are:

- a) Marked road widths and depths of turning heads;
- b) Position and size of external waste storage areas or compounds marked 'SP' (storage point);
- c) The collection point for the bins by council staff on the scheduled collection day marked 'CP' on the plan (Collection point);
- d) Movement route of the bins marked with a solid line and distance, from the external waste storage area/compound (SP) to the collection point (CP) for every property. With reference to the design guide point 7.10, the council may request for a vehicle tracking diagram to be submitted to demonstrate that collection vehicles can be accommodated and access all properties within the proposed development.

33. Waste Management Audit and Strategy

This is required for all developments over the value of £300,000.

The Cambridgeshire and Peterborough Minerals and Waste Local Development Framework (LDF) contains policy CS28 Waste Minimisation, Re-Use and Resource Recovery. In addition to the RECAP waste design guide toolkit, this requires a waste management audit and strategy to be submitted with practical measures to maximise waste minimisation, sorting, re-use and recovery and recycling on all developments over the value of £300,000. This is to be produced in consultation with the planning authority.