

A meeting of the **OVERVIEW AND SCRUTINY PANEL (ENVIRONMENTAL WELL-BEING)** will be held in **CIVIC SUITE 0.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, CAMBS, PE29 3TN** on **TUESDAY, 8TH DECEMBER 2015** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

**Contact
(01480)**

APOLOGIES

1. MINUTES (Pages 5 - 12)

To approve as a correct record the Minutes of the meeting held on 10th November 2015.

**A Green
388008**

2. MEMBER'S INTERESTS

To receive from Members declarations as to disclosable pecuniary and other interests in relation to any Agenda item.

3. NOTICE OF KEY EXECUTIVE DECISIONS (Pages 13 - 18)

A copy of the current Notice of Key Executive Decisions is attached. Members are invited to note the Plan and to comment as appropriate on any items contained therein.

**M Sage
388007**

4. REVIEW OF PLANNING ENFORCEMENT (Pages 19 - 32)

To receive a report on the Planning Enforcement Review.

**J Jaarsma
388402**

5. HUNTINGDONSHIRE INFRASTRUCTURE BUSINESS PLANNING
(Pages 33 - 40)

The Huntingdonshire Infrastructure Planning Update is to be presented to the Panel.

**P Bland
388430**

6. COMMUNITY INFRASTRUCTURE LEVY GOVERNANCE (Pages 41 - 52)

To consider a report on the Community Infrastructure Levy (CIL) Governance Structure.

**P Bland
388430**

7. NEIGHBOURHOOD AND COMMUNITY PLANNING GUIDANCE
(Pages 53 - 100)

The Neighbourhood and Community Planning Guidance is to be presented to the Panel.

**P Bland
388430**

8. WORKPLAN STUDIES (Pages 101 - 102)

To consider the work programmes of the Social and Economic Well-Being Overview and Scrutiny Panels.

**A Green
388008**

9. OVERVIEW AND SCRUTINY PROGRESS (Pages 103 - 106)

To consider a report on the Panel's activities and scrutinise decisions taken since the last meeting as set out in the Decision Digest (circulated separately).

**A Green
388008**

Dated this 30th day of November
2015



Head of Paid Service

Notes

1. Disclosable Pecuniary Interests

- (1) *Members are required to declare any disclosable pecuniary interests and unless you have obtained dispensation, cannot discuss or vote on the matter at the meeting and must also leave the room whilst the matter is being debated or voted on.*
- (2) *A Member has a disclosable pecuniary interest if it -*
 - (a) *relates to you, or*
 - (b) *is an interest of -*
 - (i) *your spouse or civil partner; or*
 - (ii) *a person with whom you are living as husband and wife; or*
 - (iii) *a person with whom you are living as if you were civil partners*

and you are aware that the other person has the interest.
- (3) *Disclosable pecuniary interests includes -*
 - (a) *any employment or profession carried out for profit or gain;*
 - (b) *any financial benefit received by the Member in respect of expenses incurred carrying out his or her duties as a Member (except from the Council);*
 - (c) *any current contracts with the Council;*
 - (d) *any beneficial interest in land/property within the Council's area;*
 - (e) *any licence for a month or longer to occupy land in the Council's area;*
 - (f) *any tenancy where the Council is landlord and the Member (or person in (2)(b) above) has a beneficial interest; or*
 - (g) *a beneficial interest (above the specified level) in the shares of any body which has a place of business or land in the Council's area.*

Non-Statutory Disclosable Interests

- (4) *If a Member has a non-statutory disclosable interest then you are required to declare that interest, but may remain to discuss and vote providing you do not breach the overall Nolan principles.*
- (5) *A Member has a non-statutory disclosable interest where -*

- (a) a decision in relation to the business being considered might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the council tax payers, rate payers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the authority's administrative area, or
- (b) it relates to or is likely to affect a disclosable pecuniary interest, but in respect of a member of your family (other than specified in (2)(b) above) or a person with whom you have a close association, or
- (c) it relates to or is likely to affect any body –
 - (i) exercising functions of a public nature; or
 - (ii) directed to charitable purposes; or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a Member or in a position of control or management.

and that interest is not a disclosable pecuniary interest.

2. Filming, Photography and Recording at Council Meetings

The District Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. It also welcomes the use of social networking and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening at meetings. Arrangements for these activities should operate in accordance with guidelines agreed by the Council and available via the following link [filming, photography and recording at council meetings.pdf](#) or on request from the Democratic Services Team. The Council understands that some members of the public attending its meetings may not wish to be filmed. The Chairman of the meeting will facilitate this preference by ensuring that any such request not to be recorded is respected.

Please contact Mr Adam Green, Democratic Services Officer, Tel No. 01480 388008/e-mail Adam.Green@huntingdonshire.gov.uk if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Committee/Panel.

Specific enquiries with regard to items on the Agenda should be directed towards the Contact Officer.

Members of the public are welcome to attend this meeting as observers except during consideration of confidential or exempt items of business.

Agenda and enclosures can be viewed on the District Council's website – www.huntingdonshire.gov.uk (under Councils and Democracy).

If you would like a translation of Agenda/Minutes/Reports or would like a large text version or an audio version please contact the Elections & Democratic Services Manager and we will try to accommodate your needs.

Emergency Procedure

In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit.

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the OVERVIEW AND SCRUTINY PANEL (ENVIRONMENTAL WELL-BEING) held in Civic Suite 0.1A, Pathfinder House, St Mary's Street, Huntingdon, Cambs, PE29 3TN on Tuesday, 10th November 2015.

PRESENT: Councillor T D Sanderson – Chairman.

Councillors I C Bates, Mrs B E Boddington, Mrs S Conboy, J W Davies, Mrs A Dickinson, I D Gardener, D A Giles, P Kadewere, K D Wainwright and R J West.

APOLOGY: An apology for absence from the meeting was submitted on behalf of Councillor Mrs L A Duffy.

IN ATTENDANCE: Councillors J D Ablewhite, R C Carter, D B Dew, J A Gray and M F Shellens.

33. MINUTES

The Minutes of the meeting of the Panel held on 8th September 2015 were approved as a correct record and signed by the Chairman.

34. MEMBER'S INTERESTS

Councillor D A Giles declared a non-pecuniary interest in relation to Minute No. 39 by virtue of his Membership of St Neots Town Council.

Councillor K Wainwright declared a non-pecuniary interest in relation to Minute No. 39 by virtue of his Membership of St Neots Town Council.

35. NOTICE OF KEY EXECUTIVE DECISIONS

The Panel received and noted the current Notice of Key Executive Decisions (a copy of which is appended in the Minute Book) which had been prepared by the Executive Leader for the period 1st November 2015 to 29th February 2016.

Members were informed that the Huntingdonshire Infrastructure Business Plan would be presented to the Panel in December 2015.

36. WASTE POLICY DEVELOPMENTS AND HUNTINGDON NEEDS ANALYSIS OF OPEN SPACES AND PLAY FUNCTIONS

With aid of a report by the Interim Head of Operations (a copy of which is appended in the Minute Book), the Executive Councillor for Operations and Environment, Councillor R Carter, the Interim Head of Operations and the Operations Manager (Commercial Services) presented the Waste Policy Developments and Huntingdon Needs Analysis of Open Spaces and Play Functions to the Panel.

The Panel was informed that the timescale for the needs analysis had slipped as a result of the amount of work needed in order to complete the needs analysis and the staff resources available. Members were advised that an open spaces needs analysis of Sawtry, Godmanchester and St Neots would be completed by the end of March 2016.

As part of the Waste Policy Developments, the service was required to develop a new lane end collection policy and a new dry recyclates contamination policy. The new lane end collection policy required the individual survey of 87 tracks, lanes and unadopted roads in the District.

The Panel was informed that there was difficulty in collecting from unadopted roads. Options offered to the residents was a request for them to move the bin to the end of the unadopted road on collection day or ask the resident to sign a warranty to allow the refuse collection crews to enter the unadopted road and collect from the property. Members were advised that the warranty ensured that the Council would not be liable for any damage caused by the refuse lorries.

With regards to the open spaces needs analysis, Officers had been identifying current provision and future needs in the towns and parishes. In relation to Huntingdon there was some concern over allotment provision however with regards to the play area provision. the analysis identified that four play areas required upgrading from a Locally Equipped Area for Play (LEAP) to a Neighbourhood Equipped Area for Play (NEAP). The areas are highlighted as follows:

- The Pits, Sapley Road Play Area;
- Sallowbush Road;
- Devoke Close; and
- Elsie's Way.

Members were advised that following negotiations with Stukeley Meadows Primary School the third play area to be upgraded would be at the school and not Devoke Close. This option had resulted in maintenance and costs to be shared with the School. The Panel was informed that the money to upgrade the play areas was available through existing Section 106 (S106) funding

The new Policy for dry recyclates had evolved as a result of high dissatisfaction with the number of bins rejected. If refuse collection crews identified small items of contamination they would be removed and bagged up and left with an explanatory to the resident that the particular item cannot be recycled. A trial had been carried out on green bin collections and would now be extended to dry recyclates.

Under the new Policy if there was one or two items of contamination the refuse collectors would remove them and collect the bin. However if there was increased contamination a photograph would be taken and transferred to the Call Centre so if the customer phoned the Call Centre would be able to explain why the bin had not been collected.

In relation to a question regarding the identification of the 87 lanes and are there others. Members were informed that the lanes had

been identified by speaking to the refuse collectors, local knowledge and customer feedback. Officers stated that they believed not all the lanes had been identified however would be liaising with residents in order to establish the location of other lanes.

In response to a query from a Member regarding the possibility of losing S106 money, Officers confirmed that it was a real risk however a Red, Amber and Green (RAG) status had been established to assist with minimising the risk.

In response to a query regarding the cost to Town and Parish Councils regarding ongoing maintenance, Members were advised that the Council needed to have the dialogue with the Town and Parish Councils. The ongoing maintenance costs had been covered by the Town and Parish Councils however if the cost became too great then decommissioning would be considered as an option.

Members were advised that in response to a shortage of allotments, that a different range of options had been considered including identifying areas for allotments outside of Huntingdon and releasing land for community gardens however further consultation needed to be undertaken.

Members explained that one of the problems with recycling contamination was education, as some residents still believed that clothes would be recycled. The Panel was informed that there would be an awareness campaign to inform residents of the specific items that could be recycled.

37. LOCAL PLAN TO 2036 - UPDATE

With the aid of a report by the Planning Service Manager (Policy) (a copy of which is appended in the Minute Book) the Panel was informed of the update to the Local Plan to 2036. Members were advised that progress on the Local Plan had slowed, due in part to the need for strategic transport modelling, which was needed in particular to assess the transport effects of the proposed housing allocation at Wyton Airfield.

The Panel's attention was drawn to item 1.2 of the report which stated that the Government required Local Plans "to be written" by early 2017 and the consequence of not doing so was that the Government would intervene to arrange for the Local Plan to be written for Huntingdonshire. The Government had yet to clarify what the meaning of "to be written" however to ensure that the Government does not take over the writing of Huntingdonshire's Local Plan, these statements should be interpreted as a requirement to submit the proposed Local Plan to the Government by March 2017.

With regards to the key evidence items needed to progress the Local Plan, Members were advised that the Council had been working with Cambridgeshire County Council to progress the traffic modelling. A new Strategic Flood Risk Assessment for the District was also required; flood risk data was expected from the Environment Agency in December 2015, which would form the core evidence behind this study.

Members were informed that the Council would be exploring the identification of a supply of sites for years 1-10, alongside continuing to develop the current approach to the Local Plan which identified a supply for years 1-15. If the traffic impacts of development at Wyton Airfield had not been resolved using the transport modelling in time to submit the Local Plan by the early 2017 deadline, the Council would consider whether to submit a Plan including the 10 year supply of sites, excluding in particular the allocation of Wyton Airfield. This approach would require a commitment to an early review of the Plan.

If the 10 year Plan approach was adopted, Officers would need to assess whether additional sites would be needed to make up a 10 year housing supply. Members were reassured by the suggestion that the Council would consult again in 2016 on proposed allocations, including consulting on additional sites required to make up any deficit in supply created by the removal of Wyton Airfield allocation.

Members were advised that Wyton Airfield remained part of the Council's development strategy and was likely to be developed at some point in the future, not least because of its part in the Government's land disposal programme. Removing the site's allocation under a 10 year plan approach would be entirely driven by the need to meet the Government's proposed deadline.

The Panel were advised that Local Plans were required to demonstrate that that sufficient infrastructure would be provided to meet the needs of planned development. This was different to earlier planning rules where it was assumed that such infrastructure would be provided when development took place. Members were pleased to note the inclusion of infrastructure planning within the Local Plan.

The Panel was concerned that the Government did not seem to know how they would like to progress with Local Plans as there is no clear steer. Members were advised that the Government had been trying to attempt to improve the economy through development and see Local Plans as a means to do this. However there appeared to be little understanding within the Government on why developments take time to progress, for reasons such as resident opposition and developers not building on land which had permission for development.

In response to a question regarding Neighbourhood Plans, the Panel were advised that the Neighbourhood Plans had been considered as supplementary planning documents, once 'made' Neighbourhood Plans would become part of the adopted Development Plan. The Panel expressed their agreement with having a twin tracked approach- exploring the 10 year Local Plan option, although indicated a preference for a 15 year Local Plan. In doing so, the Panel,

RESOLVED

- a) that the Government's new timescales for the Local Plan preparation process be noted;
- b) that progress on the preparation of the Huntingdonshire Local Plan to 2036 be noted; and
- c) that the proposed way forward as outlined in paragraph 3.8 of the report is submitted to be endorsed.

38. NEIGHBOURHOOD PLANS

With aid of a report by the Planning Policy Team Leader (a copy of which is appended to the Minute Book) the Panel was informed about the establishment of a process for progressing Neighbourhood Plans from examination to Referendum following the receipt of an Examiner's report into the Neighbourhood Plan. A part of the process was the requirement to include a notification period of 28 working days before a Referendum. This was to enable the public to view the Examiner's report, all representations and the neighbourhood area before the Referendum.

Members were informed that Regulations did not allow councils to set specific points in the year for Neighbourhood Plan Referendums; they would be required to make every effort to conclude each stage promptly and progress from Examination to Referendum of the Neighbourhood Plan as swiftly as is practicable.

The Panel requested that items 2.2 and 2.3 of the report now submitted was fully explained to Town and Parish Councils as they needed to know under what limited circumstances the Cabinet could hold up or reject a Neighbourhood Plan. In addition Members felt that clear timescales needed to be set out for Town and Parish Councils, particularly in relation to when the Neighbourhood Plan was passed to the Council for the Examination and Referendum.

A Member asked what was the implication for those Town and Parish Councils who had decided not to create a Neighbourhood Plan. In response the Panel was advised that having a Neighbourhood Plan increased the amount of Community Infrastructure Levy (CIL) the Town or Parish Council would receive on a development from 15% to 25%. However it was noted that a Town or Parish Council could decide to produce a Neighbourhood Plan at a later date if they wished.

The Panel wanted to emphasise to the Cabinet the requirement for a Town or Parish Council to adopt a project plan when developing a Neighbourhood Plan. In addition Members were reminded that it was the responsibility of the Town or Parish Council to produce a clean copy once the Cabinet have considered the content.

(At 8.40pm, during the consideration of this item, Councillor I C Bates left the meeting and did not return.)

39. ST NEOTS NEIGHBOURHOOD PLAN

With aid of a report by the Planning Policy Team Leader (a copy of which is appended in the Minute Book) the report on the St Neots Neighbourhood Plan was presented to the Panel. Members were informed that after the Examination in February 2015 the Neighbourhood Plan could proceed to a Referendum subject to the modifications being made as recommended by the Examiner. A clean copy of the Plan, including the modifications could not be produced until the Overview and Scrutiny Panel (Environmental Well-Being) and Cabinet had approved the Plan for Referendum, at their meetings in November 2015.

Following a discussion regarding community involvement, Members highlighted their concerns that the Neighbourhood Plan may be rejected if there was to be a low turnout at a Referendum. In response, the Panel was assured that so long as a majority of those residents that voted were in favour, the Neighbourhood Plan would be adopted regardless of turnout.

In response to a concern that St Neots was losing out on Community Infrastructure Levy (CIL) money the Panel was reassured that to date St Neots had not missed out on any CIL money, which is due after the final planning conditions had been discharged. In addition, the Panel was reminded that Neighbourhood Plans had been intended primarily as a way for communities to develop a shared vision for how they want their area to developed and that getting more CIL money should be seen as a secondary bonus.

Members questioned the timings of the progression of the Neighbourhood Plan to Referendum, as it was submitted in April 2014 and was only being submitted to the Cabinet in November 2015. The Panel were advised that in hindsight the process could have been quicker. The process had been a learning experience for the Council, since the St Neots Neighbourhood Plan was the first in Huntingdonshire to be progressed this far in the process. The Panel was also informed that the Council was not in control of all the timescales: for example, the Neighbourhood Plan had to undergo a statutory six week consultation after submission before the Neighbourhood Plan was submitted to an Independent Examiner.

The Panel asked for further clarity on the timescales involved between submission, examination and Referendum of Neighbourhood Plans. In response it was clarified that the process as referred to in Item Number 38 would give a good indication of timelines, and that the Huntingdonshire Community Planning Support report, to be considered by the Panel in December 2015, would clearly set out the process.

Following concerns the Panel was reminded that the Neighbourhood Plans process should not be concerned with completion before the Local Plan was adopted. Neighbourhood Plans should be consistent with, and complement, both the adopted and emerging Local Plans, giving the Town or Parish some control of local planning issues such as the amount and location of development.

The Panel had recommended to the Cabinet that the timescales for the process of creating a Neighbourhood Plan should be made clearer. In addition once Cabinet had considered the Neighbourhood Plan and agreed to proceed to a Referendum it should be made clear that it was the responsibility of the Town Council to produce a 'clean copy' of the document.

(At 9.04pm, during the discussion of this item, Councillor B E Boddington left the meeting and did not return.)

40. OVERVIEW AND SCRUTINY PANEL STRUCTURE

With aid of a report by Policy, Performance and Transformation Manager (Scrutiny) (a copy of which is appended in the Minute Book)

the Overview and Scrutiny Panel Structure report was presented to the Panel. At the Scrutiny Away Day in February 2015, the structure of the Council's Overview and Scrutiny Panels had been reviewed and alternative arrangements had been explored. The Panel was asked to endorse Option 2 which includes the following:

- Rename the 'Social Well-being' Panel to 'Communities and Customers';
- Rename the 'Economic Well-being' Panel to 'Finance and Performance'; and
- Rename the 'Environmental Well-being' Panel to 'Economy and Growth'.

The Panel was informed that the option was considered to have the clearest links to the Corporate Plan's strategic priorities and objectives. It was also expected that the preferred option would result in a more balanced workload for the Panels with the Chairman and Vice-Chairman meeting regularly to review the agenda plan. It was anticipated that once the option had been reviewed by the Corporate Governance Panel and Council the change would be implemented in January 2016 with the membership of each Panel remaining until the Annual Council.

Members were advised that in addition to the changes to the Panels two Task and Finish Groups would be established. The first would investigate the impact of County Council Budget Cuts upon services in Huntingdonshire. The second Group would investigate Registered Social Providers and the challenges faced by them in the future.

The Panel suggested that the new Panel titles could be rebranded in the following way: 'Places' instead of 'Economy and Growth', 'People' instead of 'Communities and Customers' and 'Performance' instead of 'Finance and Performance'. Whereupon, the Panel,

RESOLVED

- a) that Option 2 as detailed in the report now submitted be endorsed as a new structure for the Overview and Scrutiny panels; and
- b) that the Corporate Governance Panel and Council be requested to make the necessary amendments to the Constitution at their meetings in December 2015.

41. WORKPLAN STUDIES

The Panel received and noted a report by the Democratic Services Team (a copy of which is appended in the Minute Book) which contained details of studies bring undertaken by the Overview and Scrutiny Panels for Economic Well-Being and Social Well-Being. Whereupon, the Panel

RESOLVED

that Councillors Mrs S J Conboy, D A Giles, T D Sanderson and R J West be appointed to the Impact of the County Council Budget Cuts Task and Finish Group.

42. OVERVIEW AND SCRUTINY PROGRESS

With the aid of a report by the Democratic Services Team (a copy of which is appended in the Minute Book) the Panel reviewed the progress of its activities since the last meeting. Members were informed that the Huntingdonshire Infrastructure Business Plan would be presented to the Panel at their meeting in December 2015.

The Panel had expressed that they would like to investigate the cost of open spaces maintenance. In regards to litter polices Councillor D A Giles informed the Panel that he had a meeting with the Environmental Education & Promotions Officer in order to progress the matter.

Members were advised that the Decision Digest would no longer be printed with the Agenda but would be circulated electronically. The Panel would continue to consider the Decision Digest at future meetings under the Agenda Item 'Overview and Scrutiny Progress'.

Chairman

NOTICE OF KEY EXECUTIVE DECISIONS INCLUDING THOSE TO BE CONSIDERED IN PRIVATE

Prepared by Councillor J D Ablewhite
Date of Publication: 11 November 2015
For Period: 1 December 2015 to 31 March 2016

Membership of the Cabinet is as follows:-

Councillor J D Ablewhite	- Executive Leader of the Council	3 Pettis Road St. Ives Huntingdon PE27 6SR Tel: 01480 466941 E-mail: Jason.Ablewhite@huntingdonshire.gov.uk
 Councillor R C Carter	- Executive Councillor for Operations & Environment	5 The Paddock Bluntisham Huntingdon PE28 3NR Tel: 07986 325637 E-mail: Robin.Carter@huntingdonshire.gov.uk
Councillor S Cawley	- Executive Councillor for Organisational Change & Development	6 Levers Water Huntingdon PE29 6TH Tel: 01480 435188 E-mail: Stephen.Cawley@huntingdonshire.gov.uk
Councillor D B Dew	- Executive Councillor for Strategic Planning & Housing	4 Weir Road Hemingford Grey Huntingdon PE28 9EH Tel: 01480 469814 E-mail: Douglas.Dew@huntingdonshire.gov.uk

Councillor J A Gray - Executive Councillor for Resources	Vine Cottage 2 Station Row Catworth Huntingdon PE28 0PE Tel: 01480 861941 E-mail: Jonathan.Gray@huntingdonshire.gov.uk
Councillor R Harrison - Executive Councillor for Strategic Economic Development & Legal	55 Bushmead Road Eaton Socon St Neots PE19 8GC Tel: 01480 406664 Email: Roger.Harrison@huntingdonshire.gov.uk
Councillor R Howe - Deputy Executive Leader of the Council with responsibility for Commercial Activities	The Old Barn High Street Upwood Huntingdon PE26 2QE Tel: 01487 814393 E-mail: Robin.Howe@huntingdonshire.gov.uk
Councillor D M Tysoe - Executive Councillor for Customer Services 1 4	Grove Cottage Maltings Lane Ellington Huntingdon PE28 OAA Tel: 01480 388310 E-mail: Darren.Tysoe@huntingdonshire.gov.uk

Notice is hereby given of:

- Key decisions that will be taken by the Cabinet (or other decision maker)
- Confidential or exempt executive decisions that will be taken in a meeting from which the public will be excluded (for whole or part).

A notice/agenda together with reports and supporting documents for each meeting will be published at least five working days before the date of the meeting. In order to enquire about the availability of documents and subject to any restrictions on their disclosure, copies may be requested by contacting the Democratic Services Team on 01480 388169 or E-mail Democratic.Services@huntingdonshire.gov.uk. Agendas may be accessed electronically at www.huntingdonshire.gov.uk.

Formal notice is hereby given under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that, where indicated part of the meetings listed in this notice will be held in private because the agenda and reports for the meeting will contain confidential or exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. See the relevant paragraphs below.

Any person who wishes to make representations to the decision maker about a decision which is to be made or wishes to object to an item being considered in private may do so by emailing Democratic.Serices@huntingdonshire.gov.uk or by contacting the Democratic Services Team. If representations are received at least eight working days before the date of the meeting, they will be published with the agenda together with a statement of the District Council's response. Any representations received after this time will be verbally reported and considered at the meeting.

Paragraphs of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) (Reason for the report to be considered in private)

1. Information relating to any individual
2. Information which is likely to reveal the identity of an individual
3. Information relating to the Financial and Business Affairs of any particular person (including the Authority holding that information)
4. Information relating to any consultations or negotiations or contemplated consultations or negotiations in connection with any labour relations that are arising between the Authority or a Minister of the Crown and employees of or office holders under the Authority
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
6. Information which reveals that the Authority proposes:-
 - (a) To give under any announcement a notice under or by virtue of which requirements are imposed on a person; or
 - (b) To make an Order or Direction under any enactment
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Huntingdonshire District Council
 Pathfinder House
 St Mary's Street
 Huntingdon PE29 3TN.

- Notes:- (i) Additions changes from the previous Forward Plan are annotated ***
 (ii) Part II confidential items which will be considered in private are annotated ## and shown in italic.

15 Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Approval of Council Tax Base 2016/2017	Section 151 Officer	1 Dec 2015		Clive Mason, Head of Resources Tel No. 01480 388157 or email Clive.Mason@huntingdonshire.gov.uk		J Gray	Economic Well-Being
Home Improvement Agency - Annual Report	Cabinet	10 Dec 2015		Jo Emmerton, Housing Strategy Manager Tel No. 01480 388203 or email: Jo.Emmerton@huntingdonshire.gov.uk		D B Dew	Social Well-Being
Fraud Prosecution Policy	Cabinet	10 Dec 2015		Amanda Burns, Benefits Manager Tel No. 01480 388122 email: Amanda.Burns@huntingdonshire.gov.uk		D Tysoe	Economic Well-Being

Subject/Matter for Decision	Decision/recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Commercial Investment Strategy Business Plan	Cabinet	10 Dec 2015		Ms Julie Slatter, Corporate Director (Services) Tel No. 01480 388301 email: Julie.Slatter@huntingdonshire.gov.uk		J Gray	Economic Well-Being
Procurement Policy	Cabinet	10 Dec 2015		Nigel Arkle, Procurement Manager Tel No. 01480 388104 email: Nigel.Arkle@huntingdonshire.gov.uk		J Gray	Economic Well-Being
Customer Service Strategy ***	Cabinet	10 Dec 2015		John Taylor, Head of Customer Services Tel No. 01480 388119 email: John.Taylor@huntingdonshire.gov.uk		D Tysoe	Economic Well-Being
Huntingdonshire Infrastructure Business Plan ***	Cabinet	10 Dec 2015		Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 email: Paul.Bland@huntingdonshire.gov.uk		D Dew	Environmental Well-Being
Gambling Act 2005 Statement of Principles	Council	16 Dec 2015		Christine Allison, Licensing Manager Tel No. 01480 388010 email: Christine.Allison@huntingdonshire.gov.uk		R Harrison	Social Well-Being
Statement of Licensing Policy	Council	16 Dec 2015		Christine Allison, Licensing Manager Tel No. 01480 388010 email: Christine.Allison@huntingdonshire.gov.uk		R Harrison	Social Well-Being
Approval of Final 2016/17 Revenue and Capital Budgets and Medium Term Financial Strategy 2017/18 to 2020/21	Cabinet	11 Feb 2016		Clive Mason, Head of Resources Tel No. 01480 388157 email: Clive.Mason@huntingdonshire.gov.uk		J Gray	Economic Well-Being

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Treasury Management Strategy 2016/17	Cabinet	11 Feb 2016		Clive Mason, Head of Resources Tel No. 01480 388157 email: Clive.Mason@huntingdonshire.gov.uk		J Gray	Economic Well-Being

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**Public
Key Decision - No**

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter:	Review of Planning Enforcement
Meeting/Date:	Overview and Scrutiny Panel (Environmental Well-Being) – 8th December 2015 Development Management Panel 14th December 2015
Executive Portfolio:	Cllr Doug Dew, Executive Councillor for Planning and Strategic Housing
Report by:	Head of Development
Ward(s) affected:	All

Executive Summary:

At its meeting in February 2015 the Overview and Scrutiny Panel (Environmental Well-Being) requested that a report on Planning Enforcement should be submitted to a future meeting and that the Executive Councillor should be invited back to discuss the matter further at that time. A report was presented to the April 2015 meeting. The Panel was advised that a detailed review of Planning Enforcement was already under way and a further report would be made in the summer. This further report has been delayed in part to enable the recently appointed Planning Service Manager (Development Management) to be involved in its preparation as part of his wider Lean Review of Development Management.

The main issues facing the service are the need for clear objectives to enable it to use resources in the most effective and efficient way; to set and adhere to priorities; and to be fair and open in case outcomes. The aim of the review has therefore been to set objectives, priorities and service standards. The goal is a sustainable service that can deliver appropriate planning outcomes in a timely and prioritised manner to agreed service standards, thereby improving stakeholder satisfaction.

The report makes nine main recommendations to address the key issues:

1. Delegating decision-making on cases to Area Enforcement Officers and Team Leader.
2. Reducing the number of planning applications dealt with by the Enforcement Team Leader
3. Enhancing the enforcement team's capacity to deal with planning applications arising from enforcement cases by using Development Management officers.
4. Introducing new time targets for enforcement case milestones and closure.
5. Closing old cases
6. Setting targets for carrying out the first site visit
7. Prioritising cases after the first site visit
8. Managing the expectations of stakeholders
9. Improving communication with stakeholders

Two further measures are also proposed:

10. Updating the Council's Enforcement Policy

11. A series of other process improvements

The recommendations have no financial implications in terms of staffing because work will be carried out with the existing staff resources. It is proposed to purchase add-on case management software to work with the main case recording software (Uniform). This will be funded from savings in the overall Development Management cost-centre.

Recommendations:

That the Overview and Scrutiny Panel comments on the contents of this report.

That the Development Management Panel endorses the contents of this report.

1. WHAT IS THIS REPORT ABOUT/PURPOSE?

- 1.1 The report relates to a review of the Planning Enforcement function which is part of the Development Management service. Planning enforcement deals with breaches of planning control, including unauthorised development, breaches of planning conditions, unauthorised works to listed buildings and protected trees and the display of unauthorised advertisements/banners.

2. WHY IS THIS REPORT NECESSARY/BACKGROUND

- 2.1 At its meeting in February 2015 the Overview and Scrutiny Panel (Environmental Well-Being) requested that a report on Planning Enforcement should be submitted to a future meeting and that the Executive Councillor should be invited back to discuss the matter further at that time. A report was presented to the April 2015 meeting. The Panel was advised that a detailed review of Planning Enforcement was already under way and a further report would be made in the summer. This further report has been delayed in part to enable the recently appointed Planning Service Manager (Development Management) to be involved in its preparation as part of his wider Lean Review of Development Management.
- 2.2 The main issues facing the service are the need for clear objectives to enable it to use resources in the most effective and efficient way; to set and adhere to priorities; and to be fair and open in case outcomes. The aim of the review has therefore been to set objectives, priorities and service standards. The goal is a sustainable service that can deliver appropriate planning outcomes in a timely and prioritised manner to agreed service standards, thereby improving stakeholder satisfaction.

3. OPTIONS CONSIDERED/ANALYSIS

- 3.1 Planning enforcement is one of the three main functions of land use planning, namely development plan preparation; decision making having regard to the provisions of the development plan and securing compliance with decisions and the plan.
- 3.2 Paragraph 207 of the Government's National Planning Policy Framework says: "Effective enforcement is important as a means of maintaining public confidence in the planning system. Enforcement action is discretionary, and local planning authorities should act proportionately in responding to suspected breaches of planning control. Local planning authorities should consider publishing a local enforcement plan to manage enforcement proactively, in a way that is appropriate to their area. This should set out how they will monitor the implementation of planning permissions, investigate alleged cases of unauthorised development and take action where it is appropriate to do so."
- 3.3 More detailed guidance in the Government's Planning Practice Guidance 2014 says that effective enforcement is important to:
- (i) tackle breaches of planning control which would otherwise have unacceptable impact on the amenity of the area;
 - (ii) maintain the integrity of the decision-making process;
 - (iii) help ensure that public acceptance of the decision-making process is maintained.
- 3.4 The Lean Review has followed five stages:
1. Define the issues and project goals.

2. Measure critical quality requirements for the service.
3. Analyse the issues, evaluate options and map the desired future service.
4. Improve the service by developing proposals.
5. Control the improvements by documenting, monitoring and reviewing.

Defining the issues and project goals

- 3.5 The main issues facing the service are the need for clear objectives to enable it to use resources in the most effective and efficient way; to set and adhere to priorities; and to be fair and open in case outcomes. The aim of the review has therefore been to set objectives, priorities and service standards. The goal is a sustainable service that can deliver appropriate planning outcomes in a timely and prioritised manner to agreed service standards, thereby improving stakeholder satisfaction.
- 3.6 The review has involved stakeholders including sample Town and Parish Councils, Development Management Panel and Ward Members, complainants, people who have been the subject of complaints and other agencies.
- 3.7 Key themes which emerged in the responses from Town and Parish Councils were:
All responses strongly agreed that:
- an objective should be to tackle breaches that unacceptably impact on amenity
 - dealing with breaches of planning conditions should be a priority
 - danger to highway safety should be a priority
- Other key issues which were frequently raised are:
- 8/11 considered they were not kept adequately informed
 - 6/11 said the time taken to resolve minor cases is unsatisfactory
 - 6/11 felt it is not easy to find out the current stage of a case
 - 6/11 considered that sufficient information is not available about cases
 - 4/11 felt cases were not appropriately prioritised
- 3.8 Key themes which emerged in the responses from District Council Members were:
All responses strongly agreed that:
- an objective should be to tackle breaches that unacceptably impact on amenity
- Other key issues which were frequently raised are:
- 6/9 said breaches of planning conditions should be a priority
 - 6/9 said danger to highway safety should be a priority
 - 8/9 said loss of or damage to listed buildings should be a priority
 - 7/9 said complaints from Ward Councillors should be a priority
 - 3 strongly agreed that Members were kept adequately informed, 3 agreed and 3 disagreed
 - 2 strongly agreed that the time taken to resolve minor cases was satisfactory, 5 agreed and 2 disagreed
 - 1 strongly agreed that the time taken to resolve serious cases was satisfactory, 4 agreed and 3 disagreed
 - 4 strongly agreed that it is easy to find out the current stage of a case, 2 agreed and 3 disagreed
 - 2 strongly agreed that sufficient information is available about cases, 5 agreed and 2 disagreed
 - 5 considered cases were appropriately prioritised and 2 disagreed.

- 3.9 There was insufficient feedback from complainants and recipients for useful analysis.
- 3.10 Process mapping workshops involving the team members identified areas where improvements could be made to processes:
- Improving the reporting of alleged breaches
 - Reviewing which cases are taken to Enforcement Forum (see paragraph 4.2)
 - Enhancing IT (Uniform case handling / Anite document management software)
 - Prioritising cases
 - Providing self-service information for stakeholders on the website
 - Closing old cases to reduce the number of current cases
 - Updating the procedures manual for administrative tasks

Measuring critical quality requirements

- 3.11 Measuring critical quality requirements is concerned with defining and measuring those aspects of a service that provide value for stakeholders. These are the aspects that the service should concentrate on to satisfy its stakeholders. Although taking enforcement action is discretionary, not investigating any complaints or not investigating effectively is unacceptable. The main causes of complaint nationally to the Local Government Ombudsman about planning enforcement are:
- unreasonable delays in assessing whether there is a breach of control, deciding its seriousness and the appropriate course of action and in taking action if justified;
 - failure to keep proper records, such as records of site visits;
 - failure to have or to take account of a written policy;
 - failure to tell the parties involved of its decision or keep them informed;
 - failure to liaise with other departments, e.g. Environmental Health and Building Control.
- 3.12 The actions which have been identified as providing value for all stakeholders are:
- receiving and logging the complaint;
 - prioritising complaints;
 - carrying out an effective, well documented investigation;
 - deciding the appropriate response;
 - taking action if appropriate in a timely manner;
 - keeping stakeholders informed.
- 3.13 The qualitative and quantitative measurements for these critical quality requirements have been identified as:
- receiving and logging complaints
 - i. clearly explaining what planning enforcement can and cannot do;
 - ii. making the process of submitting a complaint straightforward;
 - iii. ensuring that the necessary information is submitted at the outset;
 - iv. promptly acknowledging complaints
 - prioritising complaints
 - i. setting targets for carrying out the first site visit
 - ii. prioritising cases for the subsequent investigation
 - iii. publishing priorities and adhering to them
 - carrying out an effective, well documented investigation;
 - i. researching the actual (not necessarily the alleged) breach;
 - ii. recording the findings;
 - iii. analysing the planning impact (harm) from any identified breach;

- iv. informing stakeholders in a timely manner
- deciding the appropriate response
 - i. publishing how decisions will be made
 - ii. explaining decisions and informing stakeholders in a timely manner
- taking the appropriate action and informing stakeholders
 - i. taking action if appropriate in a timely manner
 - ii. informing stakeholders at key stages.

Analysing issues and developing options

- 3.14 Key Issue 1 – The number of cases on hand. The number increased from 421 in 2009 to over 700 during 2015. The increase came despite the number of new cases remaining relatively consistent at between 300 and 350 per year. Since this review started the number has been reduced to 660. This number is however still too high for effective prioritisation and proactive case management. There are no recognised guidelines and benchmarking with other authorities has not yielded useful information because procedures vary widely. The aim will be to reduce the number of cases being dealt with by the Area Enforcement Officers to less than 100 each and by the Team Leader to around 25. The options that have been considered have the aim of bringing the overall total down to around 225.
- 3.15 Key Issue 2 – Effective prioritisation. The high number of cases on hand is causing significant problems for prioritisation. A lot of time is being spent dealing with matters that have become urgent because of the backlog of cases that are central to the service's objectives. The options that have been considered have the aim, in conjunction with reduced overall caseloads, of enabling cases to be dealt with in this priority order.
- 3.16 Key Issue 3 – Effective communication. Until 2012 town and parish councils were provided with a quarterly update on enforcement cases. This was very labour intensive to prepare and it had to be discontinued when the Team Support Officer's time could no longer be made available. There were also concerns about confidential information being disclosed. Since then only a small number of local councils have asked for regular updates. It is clear however that communication with local councils and Members is an issue.
- 3.17 Communication with complainants was also undertaken to a timetable and as workloads rose this involved an unsustainable amount of work, with very often nothing significant to report.
- 3.18 The options that have been considered have the aim, in conjunction with reduced overall caseloads, and appropriate prioritisation, of giving stakeholders the information they need.
- 3.19 Key Issue 4 – Process improvements. The enforcement process has not been comprehensively reviewed for at least five years. In that time Anite document management software has been introduced, increasing use has been made of email and web-based information systems. The workload pressures on the service and the financial pressures on the Council generally mean processes must be efficient and effective. The options that have been considered have the aim, in conjunction with reduced overall caseloads, appropriate prioritisation, and improved communication of eliminating non-value adding processes and highlighting and prioritising areas for improvement.

Managing the number of cases on hand

- 3.20 Five main actions are proposed to reduce the cases on hand to manageable numbers:
- delegating decision-making to Area Enforcement Officers and the Enforcement Team Leader;
 - reducing the number of planning applications dealt with by the Enforcement Team Leader to provide more time for enforcement cases;
 - enhancing enforcement planning capacity by using Development Management officers to deal with some of the applications arising from enforcement cases;
 - introducing new time targets for case milestones and closure;
 - closing old, inactive cases where significant harm has not been identified.

Proposal 1 - Delegating decision-making

- 3.21 The main procedural change which will be used to improve the throughput of cases is a development of the Enforcement Forum system of decision-making. Currently Enforcement Forum is a fortnightly meeting of the Area Enforcement Officers and the Team Leader with the Planning Service Manager and Head of Development. During the meetings new cases are discussed and if sufficient information is available appropriate outcomes are agreed. Ongoing cases are reviewed when there are issues or there have been significant developments. Closure of cases has to be authorised at a Forum. The system was introduced in 2010 to improve the quality and consistency of decision making and to obviate the need for written case-closure reports. Enforcement Forum outcomes are recorded on a simple spreadsheet.
- 3.22 The objective of achieving consistency has been achieved because team members at all levels have a shared understanding of appropriate outcomes even though there is wide variation in the enforcement issues encountered. The time is now right to delegate decision making from the Planning Service Manager and Head of Development to the Area Enforcement Officers and the Team Leader when these officers are fully satisfied that:
- the breach of planning control, if any, has been accurately identified;
 - when a breach has been identified, the level of harm has been accurately assessed;
 - the appropriate planning outcome has been identified
- 3.23 Because enforcement issues are varied and sometimes raise highly complex legal and planning issues, the Enforcement Forums will continue for discussion of selected cases with the Planning Service Manager. The Head of Development, the Portfolio Holder and the Chairman of the Development Management Panel will be kept informed about key cases by a monthly written Key Cases Briefing.
- 3.24 Two categories of decision will remain with the Planning Service Manager and the Head of Development.
- Decisions whether or not to prosecute an offence; and
 - Decisions to take formal action (enforcement notices, breach of condition notices, stop notices, temporary stop notices) which are delegated under the Constitution to the Head of Development, and in his absence the Planning Service Manager (Development Management), after consultation with the Legal Services Manager.

Proposal 2 - Reducing the number of planning applications dealt with by the Enforcement Team Leader

- 3.25 For the last five years the Enforcement Team Leader has dealt with planning applications on sites where he has knowledge of complex site histories and some of the applications that have been requested through the enforcement process, particularly the complex cases. This has led to conflicting priorities with progressing other enforcement cases, providing planning advice to the Area Enforcement Officers in their more complex cases, managing the day to day work of the team and bringing about continuous improvement. Removing a significant part of the planning case workload will enable a better balance of these roles to be achieved.

Proposal 3 - Enhancing enforcement planning capacity

- 3.26 Some of the enforcement generated planning applications that have been dealt with by the Enforcement Team Leader will, in future, be dealt with by Development Management case officers. This will supplement the enforcement team's capacity to deal with planning applications and give Development Management officers useful experience in enforcement, particularly in writing conditions.

Proposal 4 - Introducing new time targets for case milestones and closure

- 3.27 The 10 working day target for carrying out the first site inspection will continue with the addition of 1 and 3 day targets for specific types of alleged breach.
- 3.28 A new target of 6 weeks is proposed for the first response to complainants once the initial assessment of the case has been made. This response will specify whether there has been a breach and what course of action is to be pursued. In practice many responses in straightforward cases are now, and will continue to be, well before this date. It is appreciated that many stakeholders, particularly complainants, perceive their case as urgent. However, because resources are finite the service has to prioritise according to a dispassionate assessment, deal with all cases in accordance with agreed priorities and manage stakeholders' expectations accordingly.
- 3.29 The second update will be available after 3 months, by which time the case should be progressing to a conclusion.
- 3.30 The proposed target for closing cases is 6 months from the receipt of the first complaint unless an application to regularise the development is being considered or formal enforcement action is under way. Cases older than 6 months will be reviewed by the Planning Service Manager at the first Enforcement Forum beyond the 6 month period and thereafter as necessary until the case has been closed.

Proposal 5 - Closing old cases

- 3.31 A large number of old cases remain open for a variety of reasons. These include the breach having been resolved but officers are unaware and partial resolutions that have addressed the complainant's concerns. These cases will be reviewed and closed wherever possible.

Effective prioritisation of cases

Proposal 6 – Setting targets for carrying out the first site visit

3.32 An informal system is already used to decide how quickly the first site visit should be made. This will be formalised with the following targets:
Within 1 working day - when a quick visit may prevent the breach happening or worsening or could enable evidence to be gathered for a prosecution. For example:

- threatened, ongoing or just completed work to protected trees
- total or substantial demolition of a listed building or conservation area building

Within 3 working days - when a prompt site visit may prevent the breach worsening or could enable evidence to be gathered for a prosecution.

- completed work to protected trees
- alterations to protected buildings
- threat to human health or safety from highway safety, flood risk or contamination

Within 10 working days - in all other cases

Proposal 7 – Prioritising cases after the first site visit

3.33 Following the first site visit further investigation will be prioritised according to the Area Enforcement Officer's assessment of the level of harm in relation to:

- amenity or safety the integrity of the decision-making process (including breaches of conditions)
- public acceptance of the decision-making process (including breaches which are contrary to planning policy)

3.34 Cases will be prioritised as follows:

Priority 1 – Breaches that could cause permanent damage to the environment or a serious risk to health and safety. For example:

- traffic hazards
- development causing pollution or on contaminated land
- development at risk of flooding
- loss of protected trees
- unauthorised work to listed buildings

Priority 2 – Breaches that cause significant harm to amenity, health and safety or the environment; the integrity of decision-making; public acceptance of decision-making. For example:

- building work that is unlikely to be given approval without significant modification
- unauthorised uses causing serious loss of amenity through noise or smells
- persistent breaches, for example fly posting

Priority 3 – Breaches that cause less than significant harm which could be overcome by limited modification. For example:

- building work that may require measures to address privacy concerns
- uses that may require restriction on the hours of operation

Priority 4 – All other cases

Case officers will deal with their caseload in priority order.

Proposal 8 – Managing expectations

3.35 The overarching objective of the enforcement service is to secure broadly the same outcome in cases of unauthorised development as that which would

have resulted from an application. Application outcomes are broadly: unconditional approval; approval with changes and/or conditions and refusal.

- 3.36 When the development (or works in the case of a listed building or display in the case of an advertisement) is likely to have been granted an unconditional approval because no significant harm has been identified, the appropriate outcome for the enforcement case will normally be to seek an application to attempt to regularise the development. It should be noted that in England, local planning authorities do not have the power to require the submission of an application. Government advice is that enforcement action should not be taken merely to regularise unauthorised development. If an application is not submitted, in these circumstances the planning authority will not pursue the matter and the enforcement case will be closed.
- 3.37 When the development is acceptable in principle and likely to be approved with changes and/or regulated by the imposition of conditions, enforcement officers would normally try to negotiate a voluntary remedy or the submission of an application within a given timescale. Formal action will then need to be considered if the application is not submitted.
- 3.38 When development is unacceptable in principle and significant harm has been identified enforcement officers would normally try to negotiate a voluntary remedy within a given timescale but if that is not achieved formal action would be taken.

Effective communication

Proposal 9 – Improving communication

- 3.39 In the short-term the enforcement service will respond promptly (within 7 working days) to requests for updates rather than using its limited resources to try to regularly update all complainants. This includes requests for information from Town and Parish Councils. This will enable more time to be allocated to pursuing breaches whilst ensuring that those who really do want an update receive one.
- 3.40 In the medium term consideration will be given to making information about enforcement cases available on the website so that stakeholders can self-serve.

Proposal 10 – Updating the enforcement policy

- 3.41 The Council's Enforcement Policy, which is approved by the Development Management Panel, was last given a minor update in 2012. With the passage of time and changes to legislation and procedures it is now due for a major update. The National Planning Policy Framework says that local planning authorities should consider publishing a local enforcement plan. In the next three months a draft revised policy will be reported to the Development Management Panel. The Government advocates enforcement plans with development plan status, either as a separate plan or as policy in a local plan. There is currently no provision for a separate plan in the Council's Local Development Scheme but there is an opportunity to include enforcement policy in the next draft of the Local Plan to 2036.
- 3.42 An enforcement policy or local enforcement plan is important because it can:
- allow engagement in the process of defining objectives and priorities which are tailored to local circumstances;

- set out the priorities for enforcement action, which will inform decisions about when to take enforcement action;
- provide greater transparency and accountability about how the local planning authority will decide if it is expedient to exercise its discretionary powers;
- provide greater certainty for all parties engaged in the development process.

Process improvements

Proposal 11 – Minor process improvements

- 3.42 The main improvement proposals have been explained above, other identified process improvements are:
- (i) the website will be updated to explain clearly what planning enforcement does and does not deal with;
 - (ii) complaints will, as now, be accepted online, by telephone, email and in person using simplified consistent forms but not anonymously;
 - (iii) log sheets for complainants to record events will be available to download;
 - (iv) complainants will be required to explain what harm is being caused to assist in prioritisation;

4. COMMENTS OF OVERVIEW & SCRUTINY PANEL

- 4.1 This matter is being considered by the Overview and Scrutiny Panel (Environmental Well-Being on 8th December 2015 and its comments will be conveyed to the Development Management Panel on 14th December 2015.

5. KEY IMPACTS/RISKS? HOW WILL THEY BE ADDRESSED?

- 5.1 The adoption of recommended 'Lean' approach backed up by an up-to-date Enforcement Policy with clear objectives and priorities will enable planning enforcement to target the most significant breaches of planning control in accordance with service standards.

6. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION

- 6.1 The timetable for implementing the changes recommended in section 3 and for reviewing their effectiveness is as follows:

	Improvement Proposal	Implementation date	Measures	Review date
1.	Delegating decision-making	Immediate	Number of complaints	01-06-2016
2.	Reducing Team Leader's planning applications	Number of new applications to be minimised	Number of applications on hand	31-03-2016
3.	Enhancing enforcement planning capacity	Progressively as DM Teams become fully staffed	No specific measures	31-03-2016
4.	Milestone and closure targets	New cases from 01-01-2016	Performance against targets	31-03-2016

	Improvement Proposal	Implementation date	Measures	Review date
5.	Closing old cases	Ongoing	Number of cases more than 6 months old	Monthly
6.	Target for first site visit	New cases from 01-01-2016	Time to first site visit	Monthly from 01-02-2016
7.	Ongoing case prioritisation after first site visit	New cases from 01-01-2016	Milestone and closure targets vs case grade	31-03-2016
8.	Managing expectations	As part of new enforcement policy (see 10. Below - April 2016)	No specific measures	
9.	Improving communication			
(i)	Short-term	01-01-2016	Number of complaints	Quarterly
(ii)	Medium-term	Feasibility study by 01-04-2016		01-04-2016
10.	Updating enforcement policy	April 2016		April 2016
11.	Minor process improvements			
(i)	Update website	01-01-2016		01-01-2016
(ii)	Standardise forms	01-01-2016		01-01-2016
(iii)	Publish log sheets	01-01-2016		01-01-2016
(iv)	Emphasis on ascertaining harm from complainants	Immediate		Monthly

6.2 An update report will be presented to Overview and Scrutiny in one year's time and annual reports will be presented to the Development Management Panel.

7. LINK TO THE CORPORATE PLAN

7.1 The recommendations of this report relate to the following elements of the Huntingdonshire Corporate Plan 2015-2016 (page 6):

- Objective – To enhance our built and green environment (page 7)
- Objective – To Improve health and well-being (page 8)
- Objective – To become more business-like and efficient in the way we deliver services (page 9)

8. CONSULTATION

8.1 As set out in paragraphs 3.7 and 3.8 sample questionnaire surveys and meetings were undertaken with town and parish councils and ward members to inform the review.

9. LEGAL IMPLICATIONS

9.1 The provisions of the European Convention on Human Rights such as Article 1 of the First Protocol, Article 8 and Article 14 are relevant when considering enforcement action. There is a clear public interest in enforcing planning law

and planning regulation in a proportionate way. In deciding whether enforcement action is taken, local planning authorities should, where relevant, have regard to the potential impact on the health, housing needs and welfare of those affected by the proposed action, and those who are affected by a breach of planning control.

10. RESOURCE IMPLICATIONS

- 10.1 Costs associated with this work will be met from within the Development Management budget.

11. OTHER IMPLICATIONS

- 11.1 The subject of the report and the recommendations have no implications for equalities.

12 REASONS FOR THE RECOMMENDED DECISIONS

- 12.1 The main issues facing the service are the need for clear objectives to enable it to use resources in the most effective and efficient way. The report's recommendations, and in particular the forthcoming review of the Planning Enforcement Policy, are part of a process of setting objectives and priorities which are tailored to local circumstances. The priorities for enforcement action will inform decisions about when to take enforcement action and provide greater transparency and accountability about how the local planning authority will decide if it is expedient to exercise its discretionary powers.

13. LIST OF APPENDICES INCLUDED

None

BACKGROUND PAPERS

None.

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Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Huntingdonshire Infrastructure Planning Update

Meeting/Date: Overview and Scrutiny Panel (Environmental Wellbeing) –
8th December 2015

Cabinet – 10th December 2015

Executive Portfolio: Strategic Planning and Housing (DD)

Report by: Head of Development (AM)

Ward(s) affected: All Wards

Executive Summary:

This report provides an update on the current position with infrastructure planning in Huntingdonshire.

Recommendation(s):

That the Overview and Scrutiny Panel (Environmental Wellbeing) and Cabinet:

- 1) Receives an update on the current position with infrastructure planning in Huntingdonshire and notes that future update reports will be provided in June and December of each year.

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1. WHAT IS THIS REPORT ABOUT / PURPOSE?

- 1.1 This report updates Members on the current position with infrastructure planning across the council. Given the importance of this issue, it is intended that further update reports will be provided in June and December of each year to keep Members fully informed of progress with emerging infrastructure strategies, projects, and delivery mechanisms.

2. WHY IS THIS REPORT NECESSARY / BACKGROUND

- 2.1 Huntingdonshire District Council needs to plan effectively for a range of new infrastructure that is required to support development and growth. The spatial strategy for the location and scale of new development across the district will be set by the Huntingdonshire Local Plan to 2036 (HLP2036) which is currently under preparation. This will be supported by a Huntingdonshire Infrastructure Delivery Plan that will form part of the evidence base at the examination of the HLP2036, and will also be the basis for identifying and prioritising infrastructure programmes, projects and delivery mechanisms.
- 2.2 Most of the infrastructure required to support growth (for example, local road and transport improvements, new or extended schools, and playing fields) will be located within and close to new developments in the district itself. However, Huntingdonshire sits within a broader context of growth with neighbouring Cambridgeshire authorities and other authorities in the East of England and the South East. Larger scale infrastructure projects (for example major new highways and transport infrastructure such as the new A14) bring wider impacts and opportunities, if properly planned. The council recognises the need to work strategically with Cambridgeshire County Council and other authorities, the Greater Cambridgeshire and Greater Peterborough Local Enterprise Partnership (LEP), national agencies and infrastructure providers, and government to plan for the delivery of all such projects.
- 2.3 Depending on their scale and nature, new infrastructure projects can be locally controversial, highly complex in design and planning terms, and expensive to deliver. They usually require a long term approach and commitment to project development, funding, and partnership working.
- 2.4 The main local funding sources for infrastructure to support development and growth are the Community Infrastructure Levy (for investment in projects across the District) and Section 106 Agreements (for site related infrastructure). Other funding and investment opportunities are available from time to time, including sources managed by the LEP, national agencies and the government. Infrastructure projects are usually required to be developed to a sufficiently detailed stage to be eligible for such funding and this can often require significant resources from the partners involved prior to any commitment from external investment sources.

3. OPTIONS CONSIDERED / ANALYSIS

- 3.1 There is a significant amount of Member and officer activity on a range of different types and scales of infrastructure planning at HDC. The main current areas of work are summarised below.
- 3.2 **Infrastructure Delivery Plan:** HDC is working with partners to prepare a detailed Infrastructure Delivery Plan to support planned growth related to the HLP2036. This will develop the approach established in the Infrastructure Business Plan 2013/14 and cover a full range of infrastructure types, from

highways and transport projects to green infrastructure. The Infrastructure Delivery Plan will be HDC's main tool for prioritising investment and deploying resources to deliver locally and strategically important infrastructure projects. It will be developed by the HDC Growth and Infrastructure Group (which is proposed to be strengthened by additional elected Member involvement), with regular progress reports to the Overview and Scrutiny Panel process and to Cabinet. It also has a key role as part of the supporting evidence base for the HLP2036.

3.3 Highways and transport infrastructure projects: The council is actively involved with partners including the County Council, Highways England, and Network Rail in a range of major highways and transport infrastructure projects. These include:

- a) **A14 Trunk Road:** HDC has been pro-actively involved in the Development Consent Order process for the new £1.5 billion A14 project which, if approved in Spring 2016, will be the largest new road project in the country. Highways England intends to complete the construction of the A14 by 2019. The removal of the Huntingdon viaduct should be completed 18 months later.
- b) **A428:** HDC is involved with the County Council, South Cambridgeshire District Council and Cambridge City Council in lobbying government for the dualling of the A428 between the A1 Black Cat roundabout and the Caxton Gibbet. This is a major strategic project that links growth areas, and it has been identified in Highways England's Route Based Strategy initiative.
- c) **A1:** HDC is involved with the Department for Transport (DfT) and Highways England in raising the profile of a major project to improve the route between Peterborough and the M25. Stakeholder briefings are being held, the next in January 2016 hosted by HDC. This will culminate in a range of recommendations by DfT at the end of 2016 to inform the next government spending review.
- d) **Oxford to Cambridge Expressway and East West Rail:** This is following the same process as the A1 and is running approximately one month later. Again, recommendations will come forward at the end of 2016 and the council will remain pro-active on both projects. HDC was the lead council in producing a joint lobbying document for all council's that may benefit from the project along the route between Oxford and Cambridge. This was submitted to the Minister of State and has proved to be a useful tool for engaging MPs in particular. HDC has been lobbying to ensure that the A1 and expressway scheme fully dovetail where they cross at the Black Cat roundabout. It is pleasing to note that this is being fully taken on board and led by DfT. In tandem with the Oxford to Cambridge Expressway, a vital element will be to ensure that road and rail based projects entirely complement each other – Cambridgeshire County Council is a lead partner in the rail based elements.
- e) **A141 – Huntingdon / St Ives:** As part of the wider district-wide transport modelling now underway to support growth identified in the Huntingdonshire Local Plan to 2036, and supported by the County Council's Long Term Transport Strategy (LTTS), a range of potential intervention options (which take account of economic, social and environmental impacts and opportunities) will need to be tested to facilitate planned growth in this area. At this stage, it is considered unlikely that an agreed package (that will need to be designed following consideration of the modelling outcomes) can be funded by development alone. Therefore, it is considered that a partnership approach will

need to be developed to seek resources from government. This is likely to need a high level strategic lead by the partners at a political level.

- f) **Rail investment:** The Thameslink project will see services arrive on the East Coast Mainline in by 2019. This will deliver through services across London and represent a step change in accessibility to the District. This will be supported by early delivery of new rolling stock and with a potential new rail station at Alconbury Weald. The County Council's LTTS contains the option for this railway station and, if secured, this has the ability to significantly improve travel by rail to and from Huntingdonshire with associated economic and transport benefits across the District.
- 3.4 **County-wide infrastructure planning:** The Cambridgeshire and Peterborough Joint Strategic Planning Unit is, at the request of the Cambridgeshire Public Service Board and the County Council, leading on the development of a county-wide infrastructure planning framework involving all Cambridgeshire authorities. The work has initially been modelled on HDC's methodology for project identification, analysis and prioritisation, as expressed in the Infrastructure Business Plan 2013/14 as this has been recognised as good practice within the county. The aim is to provide a tool that informs and evidences the prioritisation of strategic growth related infrastructure projects that impact positively on more than one authority. The prioritisation process will then ensure that resources and funding are focused into the development and delivery of the 'big ticket' strategic infrastructure projects that create multiple benefits and do most to unlock growth potential. HDC officers are actively involved in this project.
- 3.5 **Growth and Infrastructure Group:** The preparation of the Huntingdonshire Infrastructure Delivery Plan and consideration of infrastructure funding, including CIL prioritisation towards projects, is guided by the HDC Growth and Infrastructure Group (chaired by the Executive Councillor for Strategic Planning and Housing Strategy). The Growth and Infrastructure Group involves a range of infrastructure partners, including the County Council and the LEP, and is recognised as a beneficial group by the partners involved. Current proposals to strengthen its role in infrastructure planning and as part of the CIL governance structure are being considered separately.
- 3.6 **District and County Council working relationship:** It is important that the District Council and the County Council continue to build a strong working relationship on infrastructure planning. Experience in recent years has shown that resources for effective infrastructure planning within both authorities have often been stretched. There is a strong inter-relationship between the District Council's role as local planning authority and the local responsible body for economic development, and the County Council's role as local highways authority and education authority, and its other responsibilities for sustainable drainage, libraries etc.
- 3.7 **District and LEP working relationship:** The LEP has an important role as the conduit for government funding into major economic development and infrastructure projects for the LEP area and Huntingdonshire. The importance of its role to Huntingdonshire is accentuated, but not limited, by the fact that the LEP is based at the Alconbury Enterprise Zone. Mechanisms are in place to ensure that that HDC has a key role in influencing the allocation of potential strategic infrastructure funding from government. For example, HDC co-ordinates the LEP working group for 'Strategic Economic Plan (SEP) Local Growth Deal' funding, and is currently working with other partners in developing projects for the SEP2 process. The LEP is also a member of the HDC Growth

and Infrastructure Group and is therefore involved in the consideration of the Huntingdonshire Infrastructure Delivery Plan and the prioritisation of CIL funding. This is a key relationship and it is important that it continues to be strengthened.

3.8 **Potential opportunities from Government Initiatives:** Under the government's drive to devolve powers and funding from 'the centre' to local areas there is a potential opportunity to explore new ways of working strategically across Cambridgeshire to deliver the infrastructure required to support growth. High level options are currently being developed by partner authorities to enable full consideration of a potential case to government for using appropriate devolved powers and funding, in combination with existing powers, to unlock development and growth by delivering strategic infrastructure.

3.9 **Community Infrastructure Levy (CIL):** The CIL process has been in place in Huntingdonshire since May 2012. The CIL fund continues to grow as new development that is liable to pay CIL comes forward across the District. The CIL process is managed by the Implementation Team within the Planning Service as part of the team's wider role in infrastructure planning. As the CIL fund grows it will be important to ensure that the use of CIL funds is prioritised towards the most appropriate local and strategic projects. A separate report on CIL governance structures identifies a proposal to refine the decision making processes related to the prioritisation of CIL funds. The only project currently receiving CIL funding is the Huntingdon West Link Road (Edison Bell Way) which was a joint regeneration and development venture by HDC and Cambridgeshire County Council. It is estimated that the CIL may generate up to some £80 million of developer contributions in the period to 2036¹. Of this, HDC is able to retain up to 5% for administering the CIL process; between 15% and 25% (the 'meaningful proportion', dependent on whether the town or parish has a Neighbourhood Plan in place) goes to town and parish councils where CIL liable development has taken place (a number of town and parish councils have begun to receive their proportions of CIL through this process); and the remainder is available to HDC to prioritise for local and strategic infrastructure projects. In the period since its introduction some £3.360 million of CIL charge has been invoiced. To date, £1.869 million of CIL funds have been received to date, taking account of the HDC instalment policy.

4. **COMMENTS OF OVERVIEW & SCRUTINY PANEL**

4.1 This matter is being considered by the Overview and Scrutiny Panel (Environmental Wellbeing) on 8th December 2015 and its comments will be conveyed to Cabinet.

5. **KEY IMPACTS / RISKS? HOW WILL THEY BE ADDRESSED?**

5.1 Infrastructure planning will continue to be a major element of corporate workload, especially within the Development Service linked to planning, economic development and funding activities. This is complex work that needs to be programmed over realistic timescales, and the Director of Delivery and the Development Service Management Team, in conjunction with the Executive Councillor for Strategic Housing and Planning, continues to plan for the appropriate deployment of resources to facilitate the required tasks.

¹ This is a high level estimation based on current evidence and before any exemptions or reliefs are applied. The figure is subject to monitoring and potential regulatory changes.

6. WHAT ACTIONS WILL BE TAKEN / TIMETABLE FOR IMPLEMENTATION

- 6.1 The Head of Development will continue to ensure that Members are kept informed of progress with infrastructure planning issues that affect Huntingdonshire. It is proposed that future update reports are provided to the Overview and Scrutiny process and to Cabinet in June and December of each year.
- 6.2 The next update report will be brought to Overview and Scrutiny and Cabinet in June 2016. Additionally, it is intended that an update report on progress with the emerging Local Plan to 2036 will be brought to Overview and Scrutiny and Cabinet in March 2016. This will include an update on progress with the Infrastructure Delivery Plan, specific highways and transport modelling work to support the Local Plan which is being taken forward with Cambridgeshire County Council, and other infrastructure related Local Plan evidence base work.

7. LINK TO THE CORPORATE PLAN

- 7.1 The information in this report relates to the following elements of the Huntingdonshire Corporate Plan 2015 – 2016 (page 6):
- A strong local economy: to remove infrastructure barriers to growth.
 - Enabling sustainable growth: improve the supply of new and affordable housing to meet future needs; and develop sustainable growth opportunities in and around our market towns.

8. LEGAL IMPLICATIONS

- 8.1 None arising from this report.

9. RESOURCE IMPLICATIONS

- 9.1 Effective infrastructure planning requires the efficient use of HDC resources in conjunction with resources from partner organisations, often over long term timescales. Plans are being developed, for example through the strengthening of the HDC Growth and Infrastructure Group, to ensure that appropriate resources are in place to manage the infrastructure planning workload into the future.

10. REASONS FOR THE RECOMMENDED DECISIONS

- 10.1 This report is provided to update Members on the current position with infrastructure planning in Huntingdonshire. Future update reports will be provided in June and December of each year.

CONTACT OFFICER

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Public
Key Decision - Yes

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Community Infrastructure Levy Governance Structure

Meeting/Date: Overview and Scrutiny Panel (Environmental Wellbeing) –
8th December 2015

Cabinet – 10th December 2015

Executive Portfolio: Strategic Planning and Housing (DD)

Report by: Head of Development (AM)

Ward(s) affected: All Wards

Executive Summary:

This report identifies a revised governance structure for the management and operation of the council's Community Infrastructure Levy, and seeks the confirmation of continued Community Infrastructure Levy funding towards the costs of the Huntingdon West Link Road.

Recommendation(s):

That the Overview and Scrutiny Panel (Environmental Wellbeing):

- 1) Considers the revised Community Infrastructure Levy governance structure and conveys its comments to Cabinet.

That Cabinet:

- 1) Approves the revised Community Infrastructure Levy governance structure and the revised Terms and Conditions and Membership of the Growth and Infrastructure Group.
- 2) Approves the further investment of Community Infrastructure Levy towards the Huntingdon West Link Road.

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1. WHAT IS THIS REPORT ABOUT / PURPOSE?

- 1.1 The Huntingdonshire Community Infrastructure Levy (CIL) was introduced on 1st May 2012. The CIL is a mandatory charge on specific types of new development within the district. In the period since its introduction some £3.360 million of CIL charge has been invoiced. Of this, £1.869 million has been received to date taking into account the HDC CIL instalment policy. It is estimated that the CIL may generate up to some £80 million¹ of developer contributions in the period to 2036.
- 1.2 It is important that CIL funding is invested wisely to ensure the timely delivery of community infrastructure projects that support the council's development and growth agenda. Given the scale of CIL funding that will be generated in future years, and the need to prioritise the investment of CIL funds into key projects, it is necessary to review the governance arrangements for the investment of CIL funds.
- 1.3 The report also recommends that Cabinet approves a funding profile for CIL expenditure related to the Huntingdon West Link Road (Edison Bell Way) which was forward funded and implemented to enable the regeneration and development of that area. The Link Road is currently the only CIL funded project that has been approved by Cabinet.

2. WHY IS THIS REPORT NECESSARY / BACKGROUND

- 2.1 The current CIL governance structure was approved by Cabinet on 18th October 2012 and is summarised in Figure 1. The governance structure is focused on updating the Huntingdonshire Infrastructure Business Plan 2013/14 which currently forms the basis for identifying and prioritising projects that could utilise CIL. The intention is to re-cast the Business Plan into a Delivery Plan at its next iteration. The decision to invest CIL into projects rests with Cabinet.

Cabinet	Responsible for approving the Huntingdonshire Infrastructure Business Plan and decisions on CIL expenditure.
Overview and Scrutiny Panel (Economic) with other Panels invited to attend	Responsible for considering the draft Huntingdonshire Infrastructure Business Plan and making recommendations to Cabinet.
Huntingdonshire Strategic Partnership (HSP)	Responsible for endorsing the draft Huntingdonshire Infrastructure Business Plan and recommending it for approval to HDC Cabinet.
Growth and Infrastructure Group (reporting to the Huntingdonshire Strategic Partnership)	Responsible for directing the preparation of the draft Huntingdonshire Infrastructure Business Plan and project development for the delivery of major sites. Chaired by the Executive Councillor

¹ This is a high level estimation based on current evidence and before any exemptions or reliefs are applied. This figure is subject to monitoring and potential regulatory changes.

	for Strategic Planning and Housing. Includes the Chair of the Cambridgeshire County Council Environment and Economy Committee and a nominated town and parish council representative. Supported by members of the officer group led by HDC officers (Implementation Team in Planning Service). Also seeks to involve neighbouring authorities in Cambridgeshire and beyond.
Officer Working Group	Responsible for identifying projects to be included in the Huntingdonshire Infrastructure Business Plan. Involves a wide range of partners to consider the integration of a wide range of infrastructure themes including communities, health, utilities, education, highways and transport, green infrastructure.

- 2.2 Whilst the final decisions on CIL rest with Cabinet under the current structure, there is an extensive formal underlying process for engaging infrastructure project partners, Members and officers from other authorities, and the Huntingdonshire Strategic Partnership.
- 2.3 There are useful and efficient elements of the current governance structure, but experience over the past three years has demonstrated that it has been more complex than necessary.
- 2.4 The element of the existing governance structure that has not worked as effectively as initially envisaged is the link between the Growth and Infrastructure Group and the Huntingdonshire Strategic Partnership. In order to work effectively, the Growth and Infrastructure Group needs to meet regularly enough to make progress with its business, and to contribute appropriate management information to the council. Its current tie to the Huntingdonshire Strategic Partnership Board, which meets infrequently, mitigates against the level of progress and action that is likely to be required as the CIL fund grows in line with the amount of new development that commences in future years.
- 2.5 In addition, the local and strategic context for infrastructure planning and funding continues to change. The changes include:
- The need to respond to recent government announcements about the timing of development.
 - The need to cement more effective infrastructure project development and delivery arrangements and working relationships with key partners (particularly Cambridgeshire County Council and the Greater Cambridgeshire and Greater Peterborough Local Enterprise Partnership (LEP)).
 - The potential for changes in the way that major infrastructure projects will need to be planned across local authority areas, along with impacts and opportunities related to any future devolution of powers and funding from central government.

- The need to ensure that town and parish councils are in a position to effectively utilise the 'meaningful proportion' of CIL funds that they receive under legislative requirements (15% to 25% of CIL receipts) as an incentive to accept and plan for new development in their areas.

2.6 It is considered that much of the existing governance structure should be retained but that some elements should be rationalised in order to create a revised CIL governance structure that is fit for purpose for future years. These are set out in section 3 of this report.

3. OPTIONS CONSIDERED / ANALYSIS

3.1 There is an opportunity to simplify the CIL governance structure by removing parts of it and strengthening other parts. It is clear, given the finances involved, that a robust and up to date CIL governance structure needs to be in place. The key elements of the CIL process that need to be subject to the governance structure are the policies, processes and mechanisms for collecting CIL from developers, the preparation and publication of statutory features of CIL (including the CIL Regulation 123 List) and the CIL Annual Monitoring Report, and the significant work that is required to develop prioritised projects and programmes that justify the investment of CIL into local and strategic infrastructure projects.

3.2 HDC is the 'collection authority' for CIL receipts and, with the exception of the proportion for administration purposes and a proportion that goes to eligible town and parish councils, the expenditure of all CIL funds generated from new development within the district is for the council to decide. In order to ensure sound investment decisions locally and strategically, other relevant authorities and organisations need to be involved in working with HDC. The ability to build and maintain good working relationships with relevant partners is an important factor in enabling the development of broader infrastructure priorities and related funding packages, which may include CIL along with other funds, and discussions about prioritising CIL expenditure on those projects.

3.3 From the council's perspective, the CIL governance structure needs to comply with corporate governance arrangements and so it must include a meaningful role for the Overview and Scrutiny process and a decision making role for Cabinet. The process of reporting CIL matters to the Overview and Scrutiny Panel (Economic Wellbeing) with representatives from the other Panels invited to attend remains appropriate as CIL issues are of cross-cutting interest to all Panels.

3.4 The Growth and Infrastructure Group process has worked effectively as a Member and officer group, with membership that represents all of the main infrastructure related organisations that operate in the district. The separate Officer Working Group has not been necessary as the officer representatives on the Growth and Infrastructure Group have effectively assumed this role. It is proposed that the Growth and Infrastructure Group should remain and be strengthened subject to three key changes:

- 1) The membership should be strengthened to enable the group to have more direct input from elected Members from both HDC and Cambridgeshire County Council. This would help to raise the profile and importance of infrastructure planning generally, and would build the working relationships between the District and County councils on these matters. This in turn would enable the development of a much more

effective discourse on strategic infrastructure matters (especially in relation to the planning and delivery of highways and transport infrastructure).

- 2) The officer membership and representation from infrastructure related bodies, in particular the importance of the representation from the LEP, should remain and be strengthened. The relationship with the LEP will become more important, especially through its role as conduit for government funding.
- 3) The group, in its re-ordered format, does not need to be linked to the Huntingdonshire Strategic Partnership to be successful. It can operate as a formally convened working group within the council's existing structures, reporting to the Overview and scrutiny processes and Cabinet.

3.5 With the changes proposed it will not be necessary to include the Huntingdonshire Strategic Partnership as part of the revised CIL governance structure. Sufficient safeguards and mechanisms to cover broader economic, environmental and social wellbeing issues will be built into the frameworks that support the CIL governance structure through the broader representation of elected Members on the Growth and Infrastructure Group and more regular reporting to the Overview and Scrutiny and Cabinet processes.

3.6 The changes will also provide a clearer reporting mechanism for the emerging Infrastructure Delivery Plan. It is proposed that the Infrastructure Delivery Plan replaces the current Infrastructure Business Plan. The change in title is to reflect the importance of infrastructure delivery whether funded by CIL or other sources. The plan will need to ensure that infrastructure projects that may utilise CIL funding are properly developed through effective partnership working to enable timely delivery. The Infrastructure Delivery Plan will have a key role as part of the supporting evidence base for the emerging Huntingdonshire Local Plan to 2036 (HLP2036) and its production timescale is necessarily linked to the Local Plan. This timescale would tie in with the anticipated adoption timescales for the emerging HLP2036 meaning that it would continue to be prepared up to the point at which the Local Plan is 'submitted' in the period up to March 2017. This timescale allows the revised CIL governance structure to fully inform the prioritisation of infrastructure projects as they are developed through wider dialogue with the members of the Growth and Infrastructure Group.

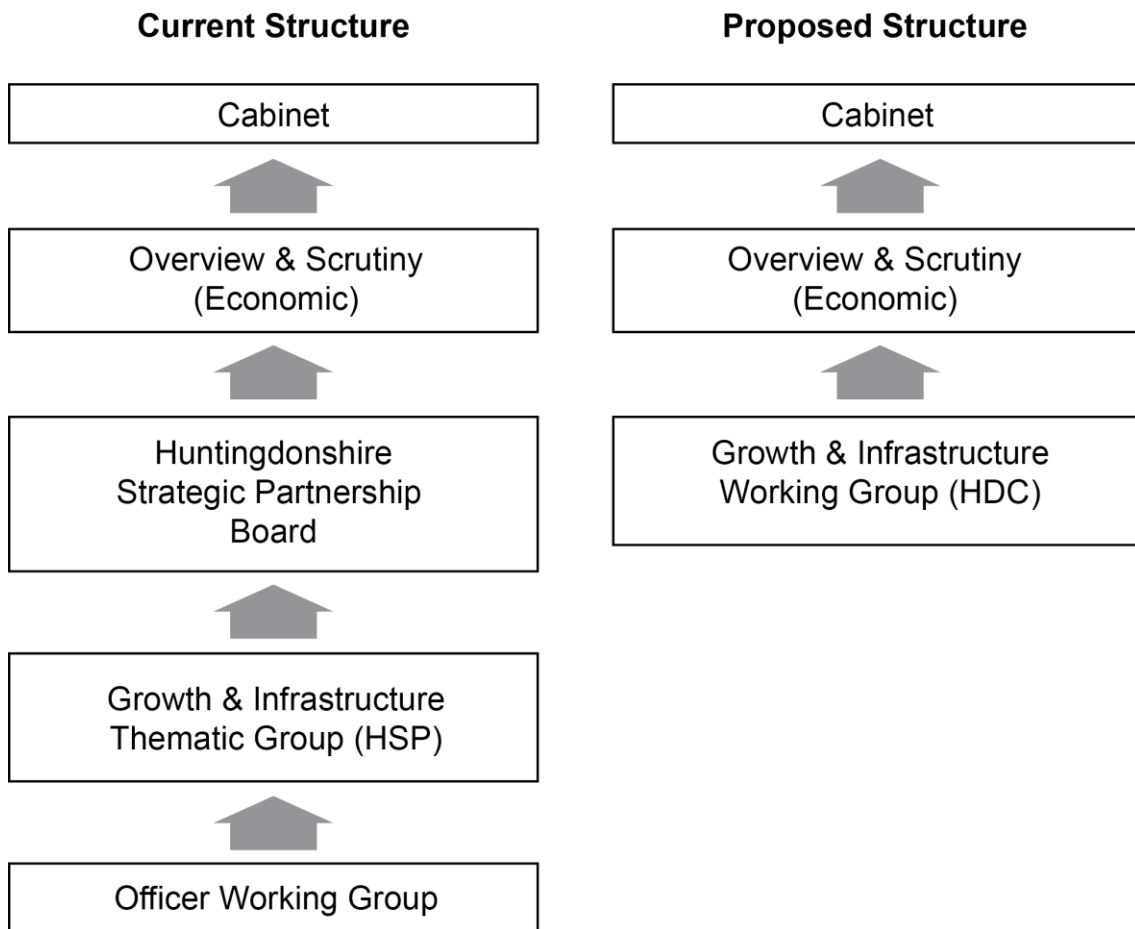
3.7 The nominated representation from the town and parish councils needs to be retained on the Growth and Infrastructure Group to maintain involvement in overall infrastructure project development but also, importantly, to inform discussions between the District Council and town and parish councils over how the proportion of CIL that goes to them may be allocated to infrastructure projects.

3.8 It is proposed that the Growth and Infrastructure Group should meet on a quarterly basis to develop the Infrastructure Delivery Plan and to consider CIL and other related issues, including strategic site delivery. This frequency of meeting enables progress reports to be prepared for management and business planning purposes, and also as required for information to be provided to Overview and Scrutiny processes, and for decisions on CIL expenditure to be planned and made for relevant Cabinet meetings.

3.9 The revised CIL governance structure proposal is summarised in Figure 2.

Figure 2: Proposed CIL Governance Structure	
Cabinet	Responsible for approving the Huntingdonshire Infrastructure Delivery Plan and decisions on CIL expenditure.
Overview and Scrutiny Panel (Economic) with other Panels invited to attend	Responsible for considering the draft Huntingdonshire Infrastructure Delivery Plan and making recommendations to Cabinet.
Growth and Infrastructure Group (reporting to the Overview and Scrutiny process and Cabinet)	<p>Responsible for directing the preparation of the draft Huntingdonshire Infrastructure Delivery Plan and project development for the delivery of major sites.</p> <p>Chaired by the Executive Councillor for Strategic Planning and Housing supported by three HDC councillors. Includes the Chair of the Cambridgeshire County Council Environment and Economy Committee supported by one CCC councillor. A nominated town and parish council representative will be involved. The elected Members will be supported by members of the officer group led by HDC officers (Implementation Team in Planning Service). The group will continue to seek to involve neighbouring authorities in Cambridgeshire and beyond. The workload involves a wide range of partners to consider the integration of a wide range of infrastructure themes including communities, health, utilities, education, highways and transport, green infrastructure.</p>

3.10 The change between the current structure and the proposed new structure is summarised at Figure 3.



3.11 The proposed revised Terms of Reference and Membership for the Growth and Infrastructure Group are attached at Appendix A.

3.12 These structures should be subject to regular review once it has been operational for a reasonable period, and it is suggested that the structure should be reviewed again in 2017/18 as part of a fundamental review of the council’s CIL Charging schedule and underlying supporting policies.

Confirmation of CIL Funding Towards the Huntingdon West Link Road

3.13 The Huntingdon West Link Road (now known as Edison Bell Way) was implemented as part of the regeneration and development of an area to expand the role of Huntingdon town centre. The Link Road was opened in April 2014. The funding partners are Cambridgeshire County Council (CCC) and Huntingdonshire District Council (HDC). The estimated overall cost of the link road is £11.341 million (NB. this is estimated as compensation costs related to the Compulsory Purchase Order are still to be finalised). The outstanding balance to pay is £4.426 million, split equally between HDC and CCC, to be profiled over a period to be determined by the Head of Resources and funded by future CIL receipts. Approval is sought from Cabinet for the development of a future funding profile that enables the further drawdown of CIL funds towards the financial completion of the project.

4. COMMENTS OF OVERVIEW & SCRUTINY PANEL

- 4.1 This matter is being considered by the Overview and Scrutiny Panel (Environmental Wellbeing) on 8th December 2015 and its comments will be conveyed to Cabinet.

5. KEY IMPACTS / RISKS? HOW WILL THEY BE ADDRESSED?

- 5.1 The adoption of a CIL governance structure that is fit for purpose should minimise the risk of the council failing to prioritise CIL expenditure through an open and transparent project development and prioritisation and decision making process.
- 5.2 A revised Growth and Infrastructure Group which includes additional elected Members from the District Council and the County Council, as well an enhanced representation from the LEP and continued representation on behalf of town and parish councils and supporting officers and partner organisations, will enable the building of more effective working relationships in the preparation of the Infrastructure Delivery Plan and its influence on the emerging Huntingdonshire Local Plan to 2036.

6. LINK TO THE CORPORATE PLAN

- 6.1 The recommendations of this report relate to the following element of the Huntingdonshire Corporate Plan 2015 - 2016 (page 6):
- A strong local economy: to remove infrastructure barriers to growth – develop Community Infrastructure Levy governance structure.

7. LEGAL IMPLICATIONS

- 7.1 The council needs to have a robust CIL governance process to ensure that decisions on the expenditure of CIL funds are taken in an open and transparent manner.

8. RESOURCE IMPLICATIONS

- 8.1 The meetings of the Growth and Infrastructure Group will continue to be facilitated by the Corporate team as part of the council's committee processes. The lead Head of Service will be the Head of Development who will continue to deploy the workload on CIL, other developer contributions, and infrastructure planning to the Implementation Team Leader. Support will be provided as required by the Implementation Team, other officers in the Planning Service and across the council as appropriate, as well as from partners organisations including the County Council.

9. REASON FOR THE RECOMMENDED DECISIONS

- 9.1 The recommendations will ensure that the council has a CIL governance structure that is fit for purpose by ensuring that CIL funding is allocated to prioritised infrastructure projects in an open and transparent manner.

10. RECOMMENDED DECISIONS

That the Overview and Scrutiny Panel (Environmental Wellbeing):

- 1) Considers the revised Community Infrastructure Levy governance structure and conveys its comments to Cabinet.

That Cabinet:

- 1) Approves the revised Community Infrastructure Levy governance structure and the revised Terms and Conditions and Membership of the Growth and Infrastructure Group.
- 2) Approves the further investment of Community Infrastructure Levy towards the Huntingdon West Link Road.

11. LIST OF APPENDICES INCLUDED

Appendix A: Terms of Reference for Revised Growth and Infrastructure Group.

CONTACT OFFICER

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APPENDIX A

Huntingdonshire District Council Growth and Infrastructure Thematic Group

Lead Head of Service: **Head of Development**

Lead Officer: **Implementation Team Leader, Planning Service**

Terms of Reference

1. To support and co-ordinate, as appropriate, the strategic growth and infrastructure development for Huntingdonshire, through the delivery of actions relating to key plans including the:
 - a) Huntingdonshire Development Plan (including the Core Strategy/ emerging Local Plan and associated planning documents strategies and site development briefs).
 - b) Cambridgeshire County Council's Local Transport Plan and associated highways and transport strategies.
 - c) Relevant Huntingdonshire District Council and related organisations' strategies for housing, economic development, and the environment.
 - d) Greater Cambridgeshire and Greater Peterborough Local Enterprise Partnership strategies and delivery and funding mechanisms.
2. To act as Project Board for the delivery and funding of the infrastructure needs for the District including all strategic sites to match projected planned growth as outlined in the existing and emerging Huntingdonshire Development Plan.
3. To develop an Infrastructure Delivery Plan for the district and with reference to strategic infrastructure priorities that may impact on the District.
4. To assess / review infrastructure priorities for the spending of Community Infrastructure Levy and other available funding through an agreed governance process.
5. To ensure the co-ordination and delivery of the growth and infrastructure elements of the Huntingdonshire Corporate Plan.
6. To ensure smooth working between Huntingdonshire District Council and partner organisations in relation to infrastructure delivery.
7. To ensure stakeholders have engaged in the process of strategy development and implementation on growth and infrastructure related issues.
8. To anticipate and co-ordinate the implementation of new legislation.
9. To provide performance management information.
10. To disseminate good practice.

Membership

Huntingdonshire District Council councillors: Executive Councillor for Strategic Planning and Housing (Chair); 3 x nominated District Councillors.

Cambridgeshire County Council councillors: Chair of the Environment and Economy Committee plus 1 x nominated County Councillor.

Town and Parish Councils nominated representative.

Relevant Huntingdonshire District Council officers.

Relevant Cambridgeshire County Council officers.

Relevant officers from the Greater Cambridgeshire and Greater Peterborough Local Enterprise Partnership.

Representatives from the following infrastructure related organisations:

- Environment Agency.
- Highways England.
- NHS Property Services.
- Network Rail.
- Utilities providers (water, sewage, power).
- Any other infrastructure related organisation that the Group wishes to invite.

Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Neighbourhood and Community Planning Guide

Meeting/Date: Overview and Scrutiny Panel (Environmental Well-Being) –
8th December 2015

Cabinet – 10th December 2015

Executive Portfolio: Strategic Planning and Housing (DD)

Report by: Head of Development (AM)

Ward(s) affected: All Wards

Executive Summary:

This report introduces a new 'Neighbourhood and Community Planning Guide' to clarify how the council will support local communities that wish to embark on community planning initiatives.

Recommendation(s):

That the Overview and Scrutiny Panel (Environmental Wellbeing):

- 1) Considers the proposed approach to clarifying Huntingdonshire District Council's neighbourhood and community planning offer and conveys its comments to Cabinet.

That Cabinet:

- 1) Approves the Neighbourhood and Community Planning Guide document attached as Appendix A of this report.

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1. WHAT IS THIS REPORT ABOUT / PURPOSE?

- 1.1 This report introduces a new guide that clarifies how the council will interact with local communities and town and parish councils when they wish to pursue community planning initiatives. The purpose of this 'Neighbourhood and Community Planning Guide' (attached at Appendix A) is to manage the expectations of local communities and to enable the council to offer a consistent and deliverable level of service to those local communities.

2. WHY IS THIS REPORT NECESSARY / BACKGROUND

- 2.1 A number of local communities within Huntingdonshire have started to undertake formal Neighbourhood Plans. These include St Neots Town Council, Godmanchester Town Council, Huntingdon Town Council, Bury Parish Council, and Houghton and Wyton Parish Council. Brampton Parish Council moved to the first formal stage of the Neighbourhood Plan process but has since indicated that it does not currently wish to make further progress.
- 2.2 Once 'made' (approved) following a local referendum, a Neighbourhood Plan becomes part of the statutory Development Plan for the District, meaning that it is a material consideration with significant weight in the decision making process for planning applications.
- 2.3 Other options are available to local communities which seek to achieve different community planning objectives. These include the ability to promote local affordable housing projects through the 'rural exceptions' process; a range of community facilities and amenities (for example, new village halls and playing fields) through the 'enabled exceptions' process; and more general community action plans or parish plans that focus on specific community needs identified by the communities themselves.

3. OPTIONS CONSIDERED / ANALYSIS

- 3.1 The proposed 'Neighbourhood and Community Planning Guide' includes advice on processes and timescales for community planning initiatives, and links to external advice. In this, its first iteration, the guide focuses on the Neighbourhood Plan process, as that is the area where most local communities will initially wish to engage with the council.
- 3.2 The guide will be placed on Neighbourhood Planning page of the council's website, and it will be edited and added to as required in light of experience of using it and with regard to any future changes in the regulatory framework. Future amended versions will identify how the council will engage with local communities on community planning initiatives that do not form part of the formal Neighbourhood Plan process (see paragraph 2.3 above). Future amendments to the guide will be notified to town and parish councils by email as part of an ongoing communications strategy.
- 3.3 The guide is part of the council's ongoing initiative to assist local communities and customers by providing easily accessible information that allows them to 'self-serve'. In addition, town and parish councils will be invited to a Neighbourhood and Community Planning seminar in March 2016 to raise awareness of the guide, relevant processes, and experiences to date with neighbourhood and community planning initiatives.
- 3.4 The format of the 'Neighbourhood and Community Planning Guide' document is based on the following sections:

- a) Introduction.
- b) Picking the right tool for the job: identifies the range of potential options available for community planning and includes a Community Planning Tools diagram.
- c) Introduction to Neighbourhood Plans, including a step by step guide:

Stage 1:

- Getting organised.
- Applying for a Neighbourhood Area.
- Consultation on the application.
- Designation of a Neighbourhood Area.

Stage 2:

- Community engagement and evidence.
- Developing plan content.
- Consulting on the draft plan.

Stage 3:

- Submitting the Neighbourhood Plan.
- Consultation on the submitted plan.
- The Examination.
- Progressing to referendum.
- The referendum.
- Adoption of the plan.

Stage 4:

- Delivering the Neighbourhood Plan.

- d) Support from HDC: a summary of the support measures identified throughout the document.
- e) Useful resources: links to external sources of information.
- f) Templates: standard letters and forms to help local communities to submit consistent information.
- g) Glossary of terms used in the neighbourhood and community planning process.

4. COMMENTS OF OVERVIEW & SCRUTINY PANEL

- 4.1 This matter is being considered by the Overview and Scrutiny Panel (Environmental Wellbeing) on 8th December 2015 and its comments will be conveyed to Cabinet.

5. KEY IMPACTS / RISKS? HOW WILL THEY BE ADDRESSED?

- 5.1 The clarification provided by the Neighbourhood and Community Planning Offer document should have positive impacts by ensuring that local communities have appropriate guidance on how HDC will be able to assist them in the development of their plans. The document will be available on the council's website and will be updated from time to time in light of experience of its use and to take account of relevant legislative changes. The appropriate HDC officers will also continue to be contactable by any interested community representatives to confirm how the council will interact with them on community planning matters.

6. LINK TO THE CORPORATE PLAN

6.1 The recommendation of this report relates to the following element of the Huntingdonshire Corporate Plan 2015 - 2016 (page 8):

- Working with our communities: to empower local communities – support community planning including working with parishes to complete parish plans.

7. LEGAL IMPLICATIONS

7.1 As part of its formal 'Duty to Support' town and parish councils in preparing Neighbourhood Plans, the council needs to have robust processes and supportive advice in place to ensuring that Neighbourhood Plans and other community planning initiatives make satisfactory progress towards key decision making stages. A specific process has already been established to for making progress with Neighbourhood Plans once the independent Examiner's report has been received (approved at Cabinet, 19th November 2015).

8. RESOURCE IMPLICATIONS

8.1 The purpose of the Neighbourhood and Community Planning Guide document is to clarify the level of service available from HDC's officers, and to positively manage the expectations of local communities with regard to HDC's input and assistance with a range of community planning initiatives.

9. REASON FOR THE RECOMMENDED DECISIONS

9.1 The recommendations will ensure that the council meets its 'Duty to Support' obligations for the Neighbourhood Planning process.

10. RECOMMENDED DECISIONS

That the Overview and Scrutiny Panel (Environmental Wellbeing):

- 1) Considers the proposed approach to clarifying Huntingdonshire District Council's neighbourhood and community planning offer and conveys its comments to Cabinet.

That Cabinet:

- 2) Approves the Neighbourhood and Community Planning Guide document attached as Appendix A of this report.

11. LIST OF APPENDICES INCLUDED

Appendix A: Neighbourhood and Community Planning Guide document

CONTACT OFFICER

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Neighbourhood and Community Planning

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Introduction

What does this Neighbourhood and Community Planning in Huntingdonshire Guide do?

Helps you to identify the right community planning tool for your area

This guide first asks what you want to achieve in your community, and briefly sets out a range of community planning tools which can help you achieve your goals, it highlights the benefits and disadvantages of each tool.

Sets out Huntingdonshire District Council's support offer for a particular community planning tool: Neighbourhood Plans

A number of communities across Huntingdonshire and nationally are using neighbourhood plans to set out a shared vision for how they want to see their area develop. Huntingdonshire District Council (HDC) has a key role in providing support for this particular community planning tool. This guide sets out:

- An overview of the process for completing a neighbourhood plan in Huntingdonshire;
- How HDC can help you; and
- What town and parish councils preparing neighbourhood plans will be expected to do.

What does this guide not do?

There is a wide range of excellent community planning and neighbourhood planning resources freely available online. This guide is not intended to replicate existing online guidance but to focus on setting out the particular neighbourhood planning support offer for Huntingdonshire. Links are provided throughout to more detailed guidance.

Relationship with other Huntingdonshire community planning documents

This guide provides additional detail about neighbourhood planning to that provided in the 2013 Huntingdonshire Town & Parish Charter.

Document Information

For any queries about this document, please contact the planning policy team:

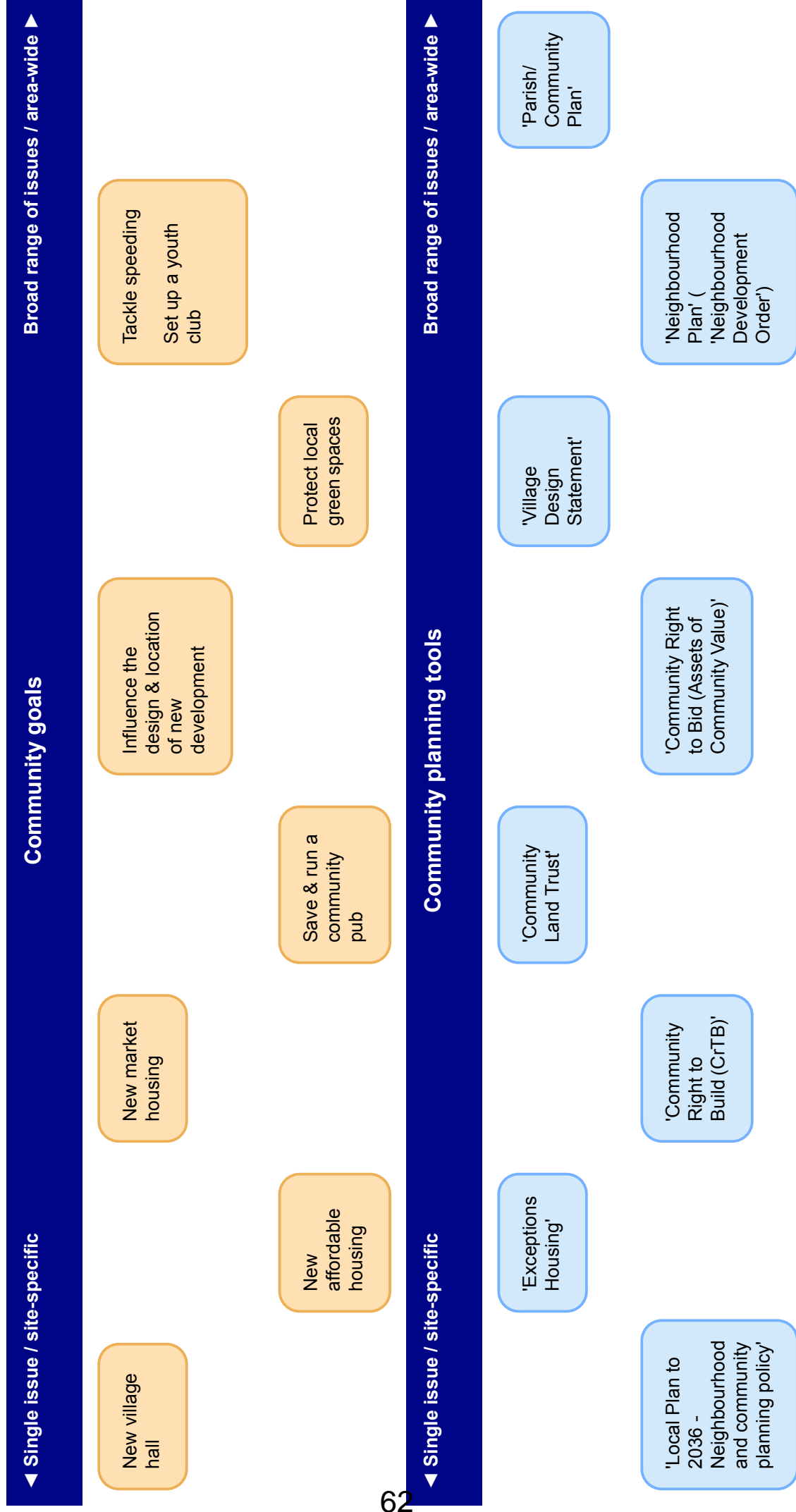
local.plan@huntingdonshire.gov.uk.

This guide includes a range of links to websites providing supporting information, data or guidance. Every effort has been made to ensure that these links are up to date. As websites change these links can become invalid. In circumstances where links have become invalid please use a suitable search term for an internet search. Alternatively please contact the Local Plans team at the email address above for guidance.

Cross references have been included in the text. Where these are underlined they provide a clickable internal link to the reference in electronic versions (pdf and web).

Picking the right tool for the job: community planning goals and tools

The diagram below sets out a range of possible community goals, and the range of community planning tools available to achieve them.



Community Planning Tools

Neighbourhood Plan

What is it?	A plan for the neighbourhood area (often the parish/town) including policies that inform planning decisions regarding development proposals.
Benefits	<p>Gives communities direct power to develop a shared vision for their neighbourhood and shape the development and growth of their local area.</p> <p>The plan has statutory status: providing influence over planning decisions; giving the opportunity to specify sites for development; and enabling communities to add detail to Local Plan policies to shape development in their area.</p> <p>Community consultation can also identify non-planning goals which communities can tackle themselves.</p> <p>Areas with a neighbourhood plan in place receive more infrastructure funding arising from development in their area than areas without a neighbourhood plan.</p>
Disadvantages	Time and resource intensive: before the neighbourhood plan comes into force, the community must follow a set process and meet a number of statutory tests, which lengthen the process, add costs, and require planning expertise.
Support organisations	Huntingdonshire District Council - Planning Policy team Locality
First step	Read this guide, then contact the Planning Policy team: local.plan@huntingdonshire.gov.uk

Local Plan to 2036 - Neighbourhood and community planning policy

What is it?	A policy in the draft Local Plan to 2036 which supports community-based development proposals, as an exception to the requirements of other relevant Local Plan policies, where there is identified community support or need.
Benefits	Community-led development proposals can be given planning permission without the need to go through the lengthy statutory process required for Neighbourhood Plans and Neighbourhood Development Orders.
Disadvantages	Site and proposal specific: doesn't enable communities to influence future planning decisions in their area.
Support organisations	Huntingdonshire District Council - Planning Policy team
First step	Contact the Planning Policy team: local.plan@huntingdonshire.gov.uk

Community Planning Tools

Exceptions Housing

What is it?	Housing development targeted at meeting the needs of local people at less than market cost, on land where development would not normally be granted. The site should be well related to the existing settlement and the houses should be occupied by people having a local connection to the settlement.
Benefits	Provides additional low-cost housing in areas where it is needed, targeted to local people. Less resource intensive for communities than a Neighbourhood Plan or Community Right to Build; process can be completed in partnership between the Council and a Registered Provider (Housing Association).
Disadvantages	Only delivers housing; can't be used for other community development proposals.
Support organisations	Huntingdonshire District Council - Housing Strategy team Cambridgeshire ACRE
First step	Contact the Housing Strategy team: housing.services@huntingdonshire.gov.uk

Neighbourhood Development Order

What is it?	Grants planning permission for specific types of development in a specific neighbourhood area. Created as a part of a neighbourhood plan.
Benefits	Enables communities to deliver small scale, site specific development within a neighbourhood plan without the need for a separate planning application (e.g. small scale rural exceptions affordable housing or a community building such as a village hall).
Disadvantages	See above for neighbourhood plans.
Support organisations	Huntingdonshire District Council - Planning Policy team
First step	Contact the Planning Policy team: local.plan@huntingdonshire.gov.uk

Community Right to Build (CrTB)

What is it?	A form of Neighbourhood Development Order that can be used to grant planning permission for small scale development for community benefit on a specific site or sites in a neighbourhood area.
Benefits	Enables communities to deliver small scale, site specific development without the need for a separate planning application (e.g. small scale rural exceptions affordable housing or a community building such as a village hall).
Disadvantages	Time and resource intensive: before the Right to Build Order comes into force, the community must follow a set process and meet a number of statutory tests, which lengthen the process, add costs, and require planning expertise. The process is similar to that required for Neighbourhood Plans, but is focused on a single site.
Support organisations	Huntingdonshire District Council - Planning Policy team Locality
First step	Read the My Community Guide: Understanding the Community Right to Build

Community Planning Tools

Community Land Trust

What is it?	Community Land Trusts (CLTs) are local organisations set up and run by ordinary people to develop and manage homes as well as other assets important to that community, like community enterprises, food growing or workspaces.
Benefits	A helpful organisational structure enables communities to deliver their own services, housing, pubs or community enterprises. CLTs can be used in combination with another of the community planning tools set out here (e.g. rural exception site or Community Right to Build). Potentially beneficial for land/organisations having charitable status. A way for communities to deliver their own services
Disadvantages	Can be complex to set up and resource intensive over a long period. Some parish councils may not be sufficiently resourced. Replicates what Registered Providers (housing associations) do.
Support organisations	Huntingdonshire District Council - Planning Policy team; Housing Strategy team Community Land Trust East
First step	Contact the Planning Policy team: local.plan@huntingdonshire.gov.uk

Community Right to Bid (Assets of Community Value)

What is it?	Enables communities to nominate public or private community assets of value to their community (e.g. a village pub). Once the community has nominated them they will be identified by the Local Planning Authority on a list of 'Assets of Community Value'. Once on the list, if an asset comes up for sale or lease, a community group has a period of time in which they can register their interest as a potential bidder, delaying a sale on the open market.
Benefits	Gives some protection to valued community facilities, by providing an extended window of opportunity for the community to organise if such an asset is put up for sale.
Disadvantages	Just because an Asset is added to the list does not mean that the community will definitely be able to buy it for community use; they will need to be able to meet the asking price. Not all nominated Assets will be added to the formal list: to be added to the list, the Asset must meet certain tests relating to community value.
Support organisations	Huntingdonshire District Council - Corporate team: acv@huntingdonshire.gov.uk
First step	Read the Community Right to Bid page on the HDC website .

Village Design Statement

What is it?	A document created by the community informing the design of new development in an area.
Benefits	When adopted, it can become supplementary planning guidance. This means that they are a consideration which the council must take into account when determining planning applications.
Disadvantages	Unlike neighbourhood plans, village design statements do not become part of the statutory development plan, and therefore do not have much weight in determining planning applications.

Community Planning Tools

Support organisations	Huntingdonshire District Council - Planning Policy team
First step	Contact the Planning Policy team: local.plan@huntingdonshire.gov.uk

Parish/ Community Plan

What is it?	A comprehensive plan for the area identifying community priorities and actions to address these.
Benefits	<p>Enables communities to produce a comprehensive vision for their area, addressing all issues of interest to the community.</p> <p>Identifies non-planning goals which communities can tackle themselves.</p> <p>Non-development-focused community goals can be achieved more quickly than development-focused goals, which must follow a statutory process.</p> <p>No formal process to follow.</p>
Disadvantages	<p>No influence over planning decisions.</p> <p>Time intensive: although there is no formal process to follow, most parish plans still take well over a year to produce, including getting started, consulting the community, and identifying priorities and actions.</p> <p>Non-development-focused actions can also be identified and addressed alongside the neighbourhood planning process.</p>
Support organisations	Cambridgeshire and Peterborough Association of Local Councils
First step	Contact the Planning Policy team: local.plan@huntingdonshire.gov.uk

Introduction to Neighbourhood Plans

Introduction to Neighbourhood Plans

This guide seeks to explain Huntingdonshire District Council's approach to neighbourhood plans and how they can fit with the existing Development Plan and the emerging Local Plan. The advice is intended for town and parish councils that are contemplating drawing up a Neighbourhood Plan.

Neighbourhood Plan Process Overview

Stage	Steps	Time required	Responsibility of:	
Stage 1: 'Getting started'	'Step 1: Getting organised'	4 weeks⁽¹⁾	Town/ Parish Council	
	'Step 2: Applying for a Neighbourhood Area'			
	'Step 3: Consultation on the Application'		HDC	
	'Step 4: Designation of the Neighbourhood Area'			
Stage 2: 'Preparing the Neighbourhood Plan'	'Step 5: Community engagement and evidence'	6 weeks	Town/ Parish Council	
	'Step 6: Developing Plan Content'			
	'Step 7: Consulting on the Draft Plan'			
Stage 3: 'Getting the Plan in place'	'Step 8: Submitting the Neighbourhood Plan'	6 weeks	HDC	
	'Step 9: Consultation on the Submitted Plan'			
	'Step 10: The Examination'	Appoint Examiner	28 working days notice	HDC + Town/ Parish Council jointly
		Independent examination		Examiner
		Examiner reports		
	'Step 11: Progressing to Referendum'	28 working days notice	HDC	
	'Step 12: The Referendum'			
'Step 13: Adoption of the Plan' If a majority vote 'Yes', the plan is 'made' by Full Council and comes into force as part of the Development Plan				
Stage 4: 'Delivering the Neighbourhood Plan'	Implementation of the Neighbourhood Plan		Town/ Parish Council	

1. Depends on the area being applied for. 4 weeks is for the whole of a town/ parish council area

Stage 1: Getting started

Stage 1: Getting started

The first stage of producing a Neighbourhood Plan is to get an area designated for it. There are four steps in this stage:

'Step 1: Getting organised'

'Step 2: Applying for a Neighbourhood Area'

'Step 3: Consultation on the Application'

'Step 4: Designation of the Neighbourhood Area'

Step 1: Getting organised

Who leads neighbourhood planning in Huntingdonshire?

In nearly all areas of Huntingdonshire, town and parish councils are responsible for neighbourhood planning⁽¹⁾. However, guidance recommends that such councils get involvement from the wider community so that interested community members can play an active role in shaping the plan. The relationship between any group and the formal functions of the town/ parish council should be clear to the wider public.

Creating the best neighbourhood plan possible

Before getting started it is worth considering why you want to do a neighbourhood plan, and what you could achieve through the plan, and through the plan-making process.

The best Neighbourhood Plans are:

- Based upon strong community engagement, and are owned by the wider community
- Uniquely local
- Complementary to Local Plan policies- providing additional policy detail
- Not just about creating a nice-looking document, but have a focus on the implementation of community projects and ideas

The Neighbourhood Planning process can:

- **Inform communities:** developing a neighbourhood plan can educate and inform the steering group and wider community about planning and the process of planning for the local community.

How can HDC help?

The Council will offer to meet you to help you consider how to get started on your neighbourhood plan. This meeting might cover matters such as:

- a run through of the process for preparing a neighbourhood plan
- the requirements to fit in with national planning policy
- what neighbourhood plans can cover, but also what they can't
- what may be involved in terms of technical work
- expectations of effective community engagement
- the requirements to fit in with the Core Strategy and the emerging Local Plan and how this might shape the content of the neighbourhood plan
- possible resource and capacity considerations

¹ Areas with a parish meeting as opposed to a parish council will need to go through an extra step of applying to be designated as a [neighbourhood forum](#). This designation is subject to certain tests. If you live in an area with a parish meeting please contact HDC in the first instance.

The best Neighbourhood Plans are:

- **Tackle non-planning issues:** community consultation often flags up issues of importance to the community that are not related to the planning system, such as speeding or the need for new community groups. These should not be lost, and can be addressed separately to the creation of the planning-focused document.
- **Bring people together:** working with others over a period of time can in the steering group can connect people, and if done well, community consultation events can be enjoyable social events.

Some of these matters are considered in more detail in other parts of this guide. The initial meeting may not need to cover all of these items, but it is suggested that you make some preparation for the meeting and inform us if you will want to discuss other matters so that we can do any research or other work in order to be prepared to deal with your questions.

To create the best neighbourhood plan possible, it is important to get organised.

Project planning

Given the length of time the neighbourhood plan will take to produce, good project management is essential (expected timescales are set out throughout this guide). This will enable you to manage the workload, and the wider community's expectations if things get delayed. It may therefore be useful to draw up a simple project plan to help you get organised. The project plan could:

- Set out when you think you will be able to take the different steps in the process
- Who will work on different parts of the plan
- Who will be the main point of contact with HDC
- Who will be responsible for taking actions at specific points
- Who you could get to help you draw up the plan

The project plan doesn't have to be particularly detailed and you can leave parts that you will decide on later. The project plan can, and probably will, change as you go through the process.

You should also remember that you will mostly be relying on the time of volunteers so you will have to work within the limited time that they have. This means it may not be possible to make progress as quickly as you might like.

Further tips for getting organised

- **Get help:** use available online resources referenced in this document, and take advantage of the support on offer.
- **Learn from the best:** read other neighbourhood plans to work out what you think works, and what doesn't. You can ask us for contacts from other neighbourhood planning groups that are further ahead in the process to learn from their experience.
- **Gather as broad a steering group as possible:** members of a diverse steering group will provide different perspectives, and their backgrounds will also help the group engage with different sections of the wider community.
- **Think about how to recruit and manage volunteers:** consider targeting people in your community with specific skills to help with particular tasks,

Guidance and Regulations

[NPPG: Neighbourhood Planning](#)

Other Resources

[Locality Neighbourhood Plans Roadmap Guide](#), Worksheet 1 and 2

Time needed

No time constraints: take as long as you need.

Stage 1: Getting started

and parcel up tasks into manageable chunks that might attract volunteers more than an undefined role which could last years.

- **Be creative, and have fun:** if you're going to put significant time and effort into this process, make it fun for all involved. Celebrate getting to milestones, and if you get bogged down in the process, remember why you are doing this!

Legal Requirements for Neighbourhood Plans

The Basic Conditions

To be successful at examination, a neighbourhood plan must meet a number of tests, known as Basic Conditions. At submission, a statement about how the plan meets the Basic Conditions should accompany the plan. In summary, the neighbourhood plan must demonstrate that it is consistent with:

- **national planning policy:** as set out in the National Planning Policy Framework (NPPF) and National Planning Practice Guidance (NPPG);
- **Statutory protections for listed buildings and conservation areas;**
- **Sustainable development:** contributing to improvements in environmental, economic and social conditions, or showing how consideration has been given to how any potential adverse effects arising from the proposals may be prevented, reduced or offset;
- **Strategic policies set out in the adopted and emerging Local Plan;**
- **EU obligations:** see below for more detail; and
- A number of other basic conditions.

More information about some of the Basic Conditions is provided below.

How can HDC help?

We can advise you at the start of the process about how to meet the basic conditions.

Guidance and Regulations

[National Planning Policy Framework](#)

[NPPG: The basic conditions](#)

Sustainable development

Your neighbourhood plan must demonstrate how it contributes to sustainable development, using sufficient and proportionate evidence. You may be able to use the Council's Local Plan Sustainability Appraisal to provide some of this evidence.

Sustainability Appraisal

A sustainability appraisal is a systematic process which can help you select the most sustainable options in your neighbourhood plan policies. It assesses the extent to which your emerging plan, when judged against reasonable alternatives, will help to achieve relevant environmental, economic and social objectives. While sustainability appraisal is not required for neighbourhood plans, and involves a significant amount of work, it can help you make evidence-based decisions when writing your plan, particularly if you are choosing between sites for allocating development.

How can HDC help?

We can discuss with you the options for evidencing how your plan delivers sustainable development.

Guidance and Regulations

[NPPG: Meeting the Basic Conditions - Sustainable development](#)

Other Resources

[Local Plan to 2036: Stage 3 - Sustainability Appraisal Consultation](#)

Stage 1: Getting started

Strategic policies in the local plan

Neighbourhood plans need to be in "general conformity with the strategic policies contained in the development plan for the area".

Huntingdonshire Core Strategy 2009

- The adopted Core Strategy is the current development plan for the area. It sets the context for development in the district and provides the basis for local and neighbourhood planning.
- The Core Strategy has a strategic focus. For the purposes of neighbourhood planning, all policies in the Core Strategy should be considered to be strategic.

Huntingdonshire Local Plan to 2036

- The Council is in the process of producing a Local Plan to cover the period up to 2036. Once adopted the Local Plan will replace all existing parts of the development plan, including the Core Strategy.
- The draft Local Plan includes both strategic and non-strategic policies. For the purposes of neighbourhood planning, policies in Section B: The Strategy for Sustainable Development should be considered to be strategic. The policies that allocate land for development in Section D: 'Allocations' should also be considered as strategic as they are required to achieve the strategy as set out in Section B.

EU obligations

Your neighbourhood plan must be compatible with EU obligations in order to be legally compliant. The main relevant obligations relate to the environmental impacts of your plan.

Strategic Environmental Assessment

Strategic Environmental Assessment (SEA) integrates environmental considerations into the process of preparing a plan. You will need to explicitly screen your draft plan to check whether or not it will have certain impacts that trigger the need for a full SEA.

Other EU obligations may also be triggered, depending on:

- the presence of protected species or habitats in or close to your area, and
- what your neighbourhood plan contains

EU obligations are complex, and if triggered, could require a substantial amount of work in order to address. It is important to discuss with us early in the process whether your plan is likely to trigger the need for a full SEA and assessments relating to other EU obligations.

How can HDC help?

We can discuss with you at the start what the requirement for general conformity with the development plan's strategic policies means. We will check your draft and submitted plan to assess how it meets the requirement for general conformity.

Guidance and Regulations

[NPPG: Conformity with strategic policies](#)

Other Resources

[Adopted Development Plans on HDC website](#)
[Emerging Local Plan to 2036 on HDC website](#)

How can HDC help?

We will discuss with you the steps that you need to take, and what evidence needs to be produced in order to comply with the EU obligations.

We can also provide an SEA screening template.

Guidance and Regulations

[NPPG: EU obligations](#)

Other Resources

[Locality Neighbourhood Plans Roadmap Guide](#), Worksheets 1 and 2

Support for Neighbourhood Planning

Overview of support from Huntingdonshire District Council

The Council has a statutory requirement to provide support for neighbourhood planning. This includes two specific roles:

- taking decisions at key stages in the neighbourhood planning process; and
- providing advice and assistance to the town and parish councils preparing neighbourhood plans. The advice and assistance we provide comprises a number of roles as set out below:

Advice	Assistance
<ul style="list-style-type: none">• Technical expertise (e.g. explaining how you can meet the legal requirements for neighbourhood plans; providing advice in policy writing)• Critical friend (e.g. commenting on draft questionnaires, reviewing the draft plan)	<ul style="list-style-type: none">• Process guidance (e.g. explaining the timescales and processes for examination and referendum)• Provide and point to evidence (e.g. population and housing evidence sources and data)• Point you towards further support and funding (e.g. connecting you with groups that are further ahead in the process)

Our support for neighbourhood planning is set out at each stage of the process in this guide, and is summarised at Appendix 1: 'Support from HDC'.

Keep talking to us!

Setting aside the detail of our neighbourhood planning support offer, it's important to remember that the best neighbourhood plans which make a real impact to development in their area, are the result of a constructive and ongoing conversation with the council. Keeping in touch with the Council, and in particular at key points in the process will ensure that your neighbourhood plan:

- is based upon the most relevant evidence;
- is additional and complementary to local plan policies; and
- has teeth, in terms of influencing planning decisions.

A caveat

The Council is required to provide the neighbourhood planning assistance it considers appropriate. The planning policy team is responsible both for the preparation of the local plan, and for neighbourhood planning support.

Neighbourhood planning by definition is led by the community; we cannot and should not write your plan for you. The support offer set out below is therefore focused on providing specific support at key points in the neighbourhood planning process.

Stage 1: Getting started

Other support and funding

Online guidance

There is a wealth of excellent neighbourhood planning guidance available online. The following list provides links to some of these (N.B. this is not intended to be exhaustive):

My Community: Neighbourhood Planning Key Resources Kit	Includes in particular: <ul style="list-style-type: none">• Neighbourhood Planning Roadmap (very clear and comprehensive; see in particular the worksheets at the back)• Writing Planning Policies guide• RTPI resources on a range of topics
Planning Practice Guidance: Neighbourhood Planning	Sets out the national rules governing the neighbourhood planning system including key stages and decisions (e.g. deciding neighbourhood areas, the legal tests for neighbourhood plans, and the process of independent examination and referendum).
Planning Aid: Forum for Neighbourhood Planning	This site is especially helpful for learning from others' experiences, and for posting questions on a forum.
Department of Communities & Local Government: Notes on neighbourhood planning	Update bulletins on neighbourhood plan progress nationally, including links to new resources as they become available.
Twitter #neighbourhoodplanning	Good for getting inspiration and following links to other's activities.

Funding

There is a significant amount of funding available to support neighbourhood planning:

- All groups writing a neighbourhood plan or neighbourhood development order will be eligible to apply for up to £8,000 in a neighbourhood planning grant (as at November 2015).
- Groups facing more complex issues can apply for specific packages of technical support where needed, and may also be eligible for further £6,000 in grant.

Visit the [My Community](#) web-pages to find out more, and to fill in an Expression of Interest form.

In addition, the Council also receives funding from government for each neighbourhood plan produced. The funding pays for the examiner and referendum, as well as for some of the support we provide. This means that these formal stages of the neighbourhood planning process are free to groups preparing their plans.

Further practical support

As noted above, producing a successful neighbourhood plan requires some planning expertise. While the Council can provide a range of support as set out in this guide, you may feel that you would value more intensive planning support for specific parts of the process. The [My Community grants and support web-page](#) highlights that the grant funding available could be used to engage an independent planning expert.

Step 2: Applying for a Neighbourhood Area

The first step towards preparing a neighbourhood plan is for the town or parish council to apply for an area to be designated as a neighbourhood area.

Deciding on the 'Neighbourhood Area'

The neighbourhood area does not have to follow existing administrative boundaries. There are advantages to choosing the same area as the town or parish making the application:

- A shorter period for consultation on the application is required (See Consultation on the Application).
- It is more likely to be supported by people responding to the consultation.

There are other alternatives. An area can either be smaller or larger than the area of the town or parish:

- **Alternative Scenario 1 - smaller area:**
A town council may decide that one particular area of their town is particularly cohesive and has its own identity so might consider drawing the area smaller than the area of the town council.
- **Alternative Scenario 2 - larger area:**
Two adjacent parish councils for villages that are close together may decide that drawing up a neighbourhood plan for both parishes would have benefits because the plan could tackle issues shared by both villages.

If you decide that a larger area would make sense you will need to have the agreement of the town or parish council whose area you are extending into.

You should check whether there are other neighbourhood areas nearby. If you think that part of an area that is already designated as a neighbourhood area should be part of your area you will need to talk to us about how to proceed.

Whatever area you decide upon you will need to say why you have chosen it when you make your application to HDC.

Making an application

To make an application for the designation of a neighbourhood area the town or parish council needs to write a letter to Huntingdonshire District Council. We have set up a 'Template Area Application Letter' to get you started.

The letter needs to include:

1. a statement explaining why the proposed neighbourhood area is considered to be an appropriate area; and
2. a statement that the organisation or body making the area application is a relevant body for the purposes of section 61G of the 1990 Act. Town and parish councils are relevant bodies⁽¹⁾.

How can HDC help?

We can advise you on things to consider when deciding upon the area for the neighbourhood plan.

Guidance and Regulations

[NPPG: Designating a neighbourhood area](#)

Other Resources

[Neighbourhood Planning on HDC website](#),
[Locality Neighbourhood Plans Roadmap Guide](#), Worksheet 2

Time needed

There are no constraints on how long this has to take so take as long as you need.

How can HDC help?

We can provide the map needed for the application

Guidance and Regulations

[Regulation 5](#)

Stage 1: Getting started

A map showing the area that the application is for will need to be included with the letter.

If the area being applied for is the same as the town or parish then all you need to do is tell us and we will provide the map. If you decide on a different area you can talk to us about producing a map.

Other Resources

'Template Area Application Letter'
[Locality Neighbourhood Plans Roadmap Guide](#), Worksheet 2

Time needed

There are no constraints on how long this has to take so take as long as you need.

Step 3: Consultation on the Application

HDC is required to consult on applications for new neighbourhood areas. An application will be subject to public consultation for at least:

- 4 weeks, If the neighbourhood area is the same as the town or parish council area
- 6 weeks, in all other circumstances

Consultation events will be held online on the Council's [Consultation Portal](#).

We will tell you before hand when the consultation will start and finish. You should publicise and promote the consultation locally.

How can HDC help?

This step is our responsibility.

Guidance and Regulations

[Regulation 6](#) as amended by [2015 amendments](#)

Other Resources

[Locality Neighbourhood Plans Roadmap Guide](#), Worksheet 2

Time needed

We aim to set up and start the consultation within 2 weeks of receiving a complete application. The consultation takes at least 4 weeks and in some circumstances 6 weeks.

Step 4: Designation of the Neighbourhood Area

After consultation the responses will be considered. A report detailing the main issues raised in responses will be prepared for the Strategic Planning and Housing Portfolio Holder. In most circumstances this report will have a recommendation for the area to be designated.

Where the application is for a neighbourhood area that will be the same as the area of the town or parish council making the application the Council has a total of 8 weeks to determine the application from the date that the consultation started. For other areas we have 13 weeks. If the area extends outside Huntingdonshire we have 21 weeks to determine the application.

How can HDC help?

This step is our responsibility.

Guidance and Regulations

[Regulation 6A](#)

Other Resources

[Locality Neighbourhood Plans Roadmap Guide](#), Worksheet 2

Time needed

We have 8 or 13 weeks to determine the application.

Stage 2: Preparing the Neighbourhood Plan

Stage 2: Preparing the Neighbourhood Plan

The second stage of producing a neighbourhood plan is to draw up a draft plan. There are three main steps in this stage:

'Step 5: Community engagement and evidence'

'Step 6: Developing Plan Content'

'Step 7: Consulting on the Draft Plan'

Step 5: Community engagement and evidence

This is possibly the single most important step; the content of the neighbourhood plan depends on finding out what is needed for your area, from both community views and secondary evidence.

Community engagement

What is community engagement for neighbourhood planning?

Community engagement is the range of activities aimed at involving everyone in the community in the development of your neighbourhood plan. Your aim is that all members of your community have the opportunity to shape what your neighbourhood plan says, and that they feel ownership over the final document.

Who to involve?

Community engagement should aim to involve everyone who might be affected by the neighbourhood plan. This will mainly be residents but it will also include anyone who travels into the area to work and visitors to the area. It should also seek to include landowners or their agents if land is going to be designated for any reason or if development is proposed anywhere.

Community engagement process

There are no hard and fast rules about how, or how many times, to ask for community views when developing a neighbourhood plan. However, before going ahead to write your plan, it may be helpful:

- At the start, to focus on informing people about what a neighbourhood plan is, that a neighbourhood plan is being prepared for their area, and how they can get involved;
- Early on in the process, to ask open questions, enabling everyone to say what is important to them, rather than limiting views to specified issues;
- Building on that initial engagement, to delve deeper into the issues people have highlighted as being important.

Community engagement methods

How can HDC help?

We can help you decide how best to involve the community and get their views. We can help you design a questionnaire, or could comment on one you have prepared.

Guidance and Regulations

NPPG: Consulting on, and publicising, a neighbourhood plan

Other Resources

[Locality Neighbourhood Plans Roadmap Guide](#), Worksheet 4 [Hunts Forum of Voluntary Services](#) (for engagement and consultation advice and training)

Time needed

No time constraints: take as long as you need.

Stage 2: Preparing the Neighbourhood Plan

What engagement methods to use is up to you. Be creative to engage people's interest and imagination. Research methods set out in other community planning guides. Methods could include:

- Polls or surveys (paper and/or online)
- Online discussion forums, social media comments
- Market/ street stalls/ stalls at community events
- Open workshops
- A walk round your area, with people taking pictures of what they like or don't like
- Making a 3D model of your area, using approaches like [Planning for Real](#)

Evidence

There are a wide range of sources of evidence that might be useful, including:

Strategies relating to your area

- the [Core Strategy](#) and emerging [emerging Local Plan](#) and the [background evidence](#) that supports them
- other Huntingdonshire District Council plans and strategies
- Cambridgeshire County Council strategies (e.g. Market Town Transport Strategies)
- information gathered by other town/ parish councils who are working on their own neighbourhood plans
- existing plans for an area, such as a parish plan or village design statement

Sources of evidence and data

- socio-economic data for for Huntingdonshire or your ward (census and other data- see 'Socio-economic evidence sources')
- Cambridge sub-region [Strategic Housing Market Assessment](#)
- Huntingdonshire Environmental Capacity Study and the Housing and Economic Land Availability Assessment
- [Conservation Area appraisals](#), [buildings-at-risk surveys](#) and [landscape character studies](#)
- statutory lists (listed buildings and scheduled ancient monuments)
- details of other environmental protection designations, such as tree preservation orders and sites of special scientific interest
- plans or data from other public bodies or utilities companies
- local libraries, archives and web sites
- Information from Environmental Health such as land contamination and air quality

How can HDC help?

We can point you to relevant evidence sources for your plan.

We can provide a set of initial maps to help you consider the planning issues in your area

Guidance and Regulations

[NPPG: Evidence](#)

Other Resources

Appendix 2: 'Useful Resources'

[Locality Neighbourhood Plans Roadmap Guide](#), Worksheets 4, 5 and 6

Time needed

No time constraints: take as long as you need.

Stage 2: Preparing the Neighbourhood Plan

Striking a balance between community engagement and secondary evidence

The best neighbourhood plans are built upon a balance of community views and secondary evidence:

Don't go overboard on community engagement:

Secondary evidence can help inform community discussion, moving the debate beyond one based solely upon personal opinion. Particular issues to consider include:

- Don't ask people questions you could find the answer to elsewhere: are there other sources of information providing answers to the questions you're asking, perhaps in existing evidence?
- Be aware of consultation fatigue: has community engagement happened recently in your area which might mean people are less willing to spend the time providing their views again? Can you use responses from other recent community engagement to inform your plan?

On the other hand, don't get swamped by evidence and data:

There is a huge amount of fascinating data available and it's easy to get a bit overwhelmed by it and/or to explore it in great detail. When looking through what evidence to use to inform your plan, it may be helpful to:

- Consider what story the data is telling you and why you're using it. In particular, it's important not to overwhelm the wider community with loads of figures and statistics that are not 100% relevant to the plan you're developing;
- Remember that informing your plan with this type of evidence is only one part of the story: making sure that the community is fully involved in shaping the plan is just as important.

Step 6: Developing Plan Content

What to consider when writing your plan

Once you have gathered community views and evidence, there is a wide range of things to think about when drawing up the draft plan:

- **Identify key issues/ themes for the plan to address -**
This should be based on the engagement and consultation you have done and the evidence that you have collected.
- **Identify the strategic local plan policies -**
The strategic policies are currently those in the Core Strategy. You should also refer to the emerging Local Plan for information about which of its policies are considered to be strategic.
- **Develop clear aims for the Neighbourhood Plan -**
These should seek to tackle the issues and themes bearing in mind that the policies with which to achieve these aims can only deal with planning matters.
- **Write planning policies and guidance -**
Policies should clearly identify the circumstances in which they apply.
- **Identify any projects or proposals for the neighbourhood area -**
Do the projects you have in mind need to be enabled by policies?
- **Consider allocating specific sites for different uses -**
If there are different options for where the development you want can go you should think about which is best. If you identify one option as

How can HDC help?

We will run a workshop, covering issues such as:

- Making best use of the evidence
- What makes a good policy
- The role of supporting text

We can advise about:

- the potential need to gather more evidence to support your plan.
- whether you need to take additional work to address E U obligations.
- the use of monitoring indicators.

Stage 2: Preparing the Neighbourhood Plan

better than the alternatives it is probably worth specifically identifying that in the plan.

The content of your neighbourhood plan will influence whether there is a need to think about SA, SEA and other EU obligations (see 'Legal Requirements for Neighbourhood Plans').

Considering the implementation of your neighbourhood plan early on

When drafting your neighbourhood plan it is important to ensure that the priorities in it have a realistic chance of being delivered. To achieve this, you may wish to consider setting SMART (Specific, Measurable, Achievable, Realistic, Time-set) indicators to monitor the priorities in your plan. On the other hand, it may be more manageable to measure the implementation of your plan's priorities using indicators already included within the Council's Annual Monitoring Report, which provides information on things such as housing delivery and a range of environmental measures.

Guidance and Regulations

[NPPG: Preparing a neighbourhood plan](#)

Other Resources

[Locality: Writing Planning Policies](#)
[Planning Aid: How to structure your neighbourhood plan](#)
[Locality Neighbourhood Plans Roadmap Guide](#), Worksheets 4, 5 and 6

[HDC Annual Monitoring Report](#)

Time needed

No time constraints: take as long as you need.

Step 7: Consulting on the Draft Plan

Pre-submission consultation

The town/ parish council is required to undertake consultation for a period of at least 6 weeks on the draft neighbourhood plan.

You should try to publicise the consultation as widely as possible. You should specifically contact:

- HDC - all departments including Community Services regarding environmental impact
- key consultees, based on the content of the plan (e.g. Natural England, the Environment Agency, English Heritage)
- neighbouring district, town or parish councils, as applicable
- significant land-owners, particularly if you are proposing to allocate their land for any reason
- local community organisations

For everyone that comments you should record contact details (an email address is usually enough) so that you can inform them of any changes you make in order to address their comments, but also to send to HDC as part of the Consultation Statement when you submit the neighbourhood plan (See Stage 3: 'Step 8: Submitting the Neighbourhood Plan').

Other things to think about:

How can HDC help?

We can help you publicise the consultation by providing contact details for key consultees. We can also use our social media and other online tools to help publicise the consultation.

Guidance and Regulations

[Regulation 14](#), [Regulation 21](#) and [Schedule 1](#).
[NPPG: Consulting on, and publicising, a neighbourhood plan](#)

Other Resources

Stage 2: Preparing the Neighbourhood Plan

- Would a comment form help make sure you collect all the details you need?
- Where will you have copies of the plan available?
- Would it make sense to have a longer consultation period?

[Locality Neighbourhood Plans Roadmap Guide](#), Worksheet 7

Responding to the consultation: are changes needed?

You should identify the main issues raised in comments on the draft plan. You should then decide whether you want to change the plan to try to address these issues. You may find that people raise issues that are not related to anything that is in the plan, in which case it is OK to decide that you will not change the plan to address that issue.

You will need to set out all of this information in the Consultation Statement (see Stage 3: 'Step 8: Submitting the Neighbourhood Plan'). You may find it beneficial to look at how other town/ parish councils have done this or how we have done it for the [emerging Local Plan](#) or our Supplementary Planning Documents.

Time needed

The consultation has to last at least 6 weeks. There are no time constraints on how long responding to issues raised in the consultation should take.

Stage 3: Getting the Plan in place

This stage of producing a Neighbourhood Plan is the boring official bit where most of the actions are taken by HDC. There are six steps to this stage:

'Step 8: Submitting the Neighbourhood Plan'

'Step 9: Consultation on the Submitted Plan'

'Step 10: The Examination'

'Step 11: Progressing to Referendum'

'Step 12: The Referendum'

'Step 13: Adoption of the Plan'

Step 8: Submitting the Neighbourhood Plan

This step is when the town/ parish council passes over the neighbourhood plan to HDC.

What's required at submission?

You will need to send us a:

- **Basic Conditions Statement** - a statement setting out how the neighbourhood plan meets the [Basic Conditions](#). Please note that some of the Basic Conditions apply only to Neighbourhood Development Orders.
- **Consultation Statement** - a statement setting out who and how you consulted on the neighbourhood plan, the main issues raised and how you have addressed them in the final version of the plan. This should include a list of all the people/ organisations that made comments on the draft plan (See 'Pre-submission consultation') and their contact details, usually an email address - this is important as we need this information when we consult on the submitted plan.
- **Copy of the Neighbourhood Plan** - It is advisable to send us a printed copy and an electronic version. It may also be useful to send an 'editable' version to facilitate making modifications should they be necessary (See 'Step 10: The Examination').

The submission documents also need to include a map of the neighbourhood area but we can provide this.

How can HDC help?

We can advise on what needs to be included in each of the submission documents. We can provide the map of the neighbourhood area. Once submitted, we will check that the submission documents include everything that is required.

Guidance and Regulations

[NPPG: Submitting a neighbourhood plan](#)

Other Resources

[Locality Neighbourhood Plans Roadmap Guide](#), Worksheet 7
[My Community: basic conditions statement](#)
[My Community: consultation statement](#)

Time needed

Stage 3: Getting the Plan in place

There are no constraints on how long this should take so take as long as you need.
It will take us about 2 weeks to check the submission documents.

Step 9: Consultation on the Submitted Plan

HDC will publicise the neighbourhood plan and consult on it for a period of at least 6 weeks. We will run an online consultation event on our [Consultation Portal](#).

You can help us by publicising the consultation locally.

How can HDC help?

This step is our responsibility.

Guidance and Regulations

[NPPG: Submitting a neighbourhood plan](#)

Other Resources

[Locality Neighbourhood Plans Roadmap Guide](#), Worksheet 7

Time needed

The consultation must be open for at least 6 weeks

Step 10: The Examination

Choosing an Examiner

We will discuss the appointment of the examiner with you. There are two main options:

1. NPIERS (Neighbourhood Planning Independent Examiner Referral Service), who will send us the details of 3 examiners, based on any specialisms we specify. We will then discuss with you who we think is best.
2. We can contact anyone we think would be a good examiner, for example someone who has examined other plans in Huntingdonshire.

The decision is the responsibility of HDC but we will decide jointly with you.

How can HDC help?

We will discuss appointing the examiner with you
We will jointly decide who to appoint

Guidance and Regulations

[NPPG: The Independent Examination](#)

Stage 3: Getting the Plan in place

Send items to the Examiner

HDC will send all the comments received during the submission consultation to the examiner along with all the submission documents.

Other Resources

[NPIERS](#)

Time needed

There are no constraints on how long this should take.

The Examination

The examination will probably be conducted by what is known as 'written representations' but could include hearings. The examiner will decide if hearings are necessary based on the complexity of the issues raised and the impact on whether the plan will meet the 'The Basic Conditions'.

How can HDC help?

We will check through the examiner's 'fact check' report and provide or correct any factual information

The Examiner's Report

The examiner writes a report that sets out whether:

- the plan meets the Basic Conditions as it stands;
- modifications will be necessary for the plan to meet the Basic Conditions; or
- modifications can't be made to enable the plan to meet the basic conditions

Guidance and Regulations

[NPPG: The independent examination](#)

If the plan meets the Basic Conditions as it stands or if modifications are needed the recommendation is that the plan can proceed to a referendum.

Other Resources

[Locality Neighbourhood Plans Roadmap Guide](#), Worksheet 7

However, if the examiner concludes that it is not possible to modify the plan to enable it to meet the Basic Conditions the recommendation will be that the plan cannot proceed to a referendum.

Time needed

The report will be sent to the town/ parish council and to HDC in draft for 'fact checking', when basic information in the report can be corrected and clarification can be sought from the examiner.

The examiner will take as long as they need to properly examine the plan. The examiner will ask us to check their draft report within 1 or 2 weeks.

Stage 3: Getting the Plan in place

Step 11: Progressing to Referendum

The Council has a procedure in place for when an examiner's report is received.

At this stage we have limited options. We can:

- Act upon the examiner's report and progress the neighbourhood plan to referendum:**
This option should be taken when the Examiner either recommends that the plan meets the Basic Conditions as it stands or can meet the basic conditions subject to modifications.
- Propose to take a substantially different decision from the examiner's recommendation:**
This option can only be taken as a result of new evidence or a different view taken by the Council about a particular fact. In this case the Council must notify all those identified in the consultation statement (see 'Step 8: Submitting the Neighbourhood Plan') and invite representations on the alternative decision and where necessary as a result of these representations the local planning authority must reopen the examination.
- Decide not to progress the neighbourhood plan in light of the Examiner's report:**
This is only permissible where the examiner has recommended that the plan does not proceed to referendum as it fails to meet the basic conditions or legislative requirements and cannot be modified to do so.

There are currently no requirements in place for how long we have in order to decide whether or not a neighbourhood plan will proceed to referendum. However we will aim to complete this process in 9 weeks.

How can HDC help?

This step is our responsibility.

Guidance and Regulations

[NPPG: The referendum](#)

Other Resources

[Locality Neighbourhood Plans Roadmap Guide](#), Worksheet 7

Time needed

We will aim to complete this process in 9 weeks

Step 12: The Referendum

Setting up the Referendum

We will do all the necessary administration for setting up the referendum. We will work with you to decide on a date for the referendum. We have to give at least 28 working days notice that a referendum is going to take place. Once we have decided when the referendum will be we will publicise the details.

The examiner may advise that the area for the referendum should be enlarged from the neighbourhood area. If this is the case those residents living outside the neighbourhood area would be eligible to vote in the referendum in the same way as those living within the neighbourhood area.

If more than 50% of those voting vote in favour of the plan it can then be 'made'. You will be responsible for campaigning for a 'Yes' vote.

Gaining Support in the Referendum

Factors that will make a 'Yes' vote more likely include:

- publicity at all stages, so that the voting population know about the plan
- involvement of a range of partner organisations

How can HDC help?

We will discuss with you when the referendum should be held. We can advise on the limitations on campaign expenditure.

Guidance and Regulations

[NPPG: The referendum](#)

Other Resources

[Locality Neighbourhood Plans Roadmap Guide](#), Worksheet 7

Stage 3: Getting the Plan in place

- robust community involvement and engagement from the beginning and throughout the plan-making process
- involving and engaging with as many people as possible, including minority groups
- basing the content of the plan on firm evidence and on the outcomes of the community engagement programme and explaining how this has been done
- explaining key decisions made in producing the plan
- openness and transparency in the plan-making process
- clearly explaining the choices and compromises made in the plan
- addressing the diverse range of local needs and wants

Time needed

We have to give at least 28 working days notice that a referendum is going to take place. The result of the referendum should be available within 1 week.

There are limitations on things like campaign expenditure. We will be able to advise on this.

Step 13: Adoption of the Plan

If more than 50% of those voting vote in favour of the plan it can then be 'made' by Full Council.

Following a successful referendum, Full Council will formally adopt the plan at one of their regular meetings. This formal stage is known as 'making' the plan. To enable this stage to happen, we will programme a report for the next Council committee cycle after the referendum.

Once the neighbourhood plan is 'made' it becomes a part of the 'development plan' for Huntingdonshire. This means that it is a statutory material consideration in guiding future development and in the determination of planning applications within the neighbourhood plan area.

How can HDC help?

This step is our responsibility.

Guidance and Regulations

[NPPG: Majority 'Yes' vote](#)

Other Resources

[Locality Neighbourhood Plans Roadmap Guide](#), Worksheet 7

Time needed

This will usually take up to 2 months as Council meets every 2 months

Stage 4: Delivering the Neighbourhood Plan

Stage 4: Delivering the Neighbourhood Plan

Your neighbourhood plan has been 'made'- well done! This is a great achievement, so remember to make a point of celebrating this milestone.

However, the neighbourhood plan being 'made' is not the end of the story; the final neighbourhood plan stage is about delivering the priorities identified in your plan. See below a number of things to consider to ensure that your neighbourhood plan creates positive change on the ground, as opposed to just being a nice-looking document.

Implementation of policies

Development management decisions

The Council will determine planning applications in your area in accordance with the development plan for the area, which will include the Local Plan and your neighbourhood plan.

Allocations of land for development

Allocating land for development in a neighbourhood plan does not automatically mean that the housing, shop or community building you want to see developed will magically pop up next week. Even as you write your neighbourhood plan you could start thinking about how you will ensure that the development you want to see happens. This could involve talking to landowners, talking to the Council about how affordable housing could be delivered, or starting to consider how a project might be funded.

How can HDC help?

We can discuss with you how to ensure that neighbourhood plan priorities result in development (e.g. working with you to deliver exceptions housing).

Community Infrastructure Levy

Under the requirements of the Community Infrastructure Levy Regulations 2010 (as amended), 15% of the Community Infrastructure Levy (CIL) collected as a result of development in a given parish area will be passed to the relevant town/ parish council, this is commonly known as the 'meaningful proportion'.

Payments will be capped to £100 per council tax dwelling per year, for example, a town/ parish with 500 dwellings cannot receive more than £50,000 of CIL receipts per year.

For areas with an adopted neighbourhood plan the amount to be passed to the town/ parish council will be 25% with no cap.

The 'meaningful proportion' is required to be used to support the development of the local area by funding the provision, improvement, replacement, operation or maintenance of infrastructure or anything else that is concerned with addressing the demands that development places on an area.

How can HDC help?

We can advise on how and when you should spend the meaningful CIL proportion. We can also advise on what is required for the financial reporting.

Guidance and Regulations

[NPPG: Spending CIL receipts](#)

Other Resources

[CIL on HDC website](#)
[Locality Neighbourhood Plans Roadmap Guide](#), Worksheet 8

Stage 4: Delivering the Neighbourhood Plan

If a town/ parish council has failed to spend CIL funds transferred to them within 5 years from receipt, or has not applied the funds in accordance with the Regulations then HDC can serve a notice on the town/ parish council requiring it to repay some or all of the receipts that had been transferred to them.

The current arrangements for payment of the meaningful proportion is that:

- CIL received from 1 April to 30 September will be transferred to the town/ parish council by 28 October of that financial year; and
- CIL received from 1 October to 31 March will be transferred to the town/ parish council by 28 April of the following financial year.

To ensure transparency town/ parish councils must publish for each financial year their:

- total CIL receipts;
- total expenditure;
- a summary of what the CIL was spent on; and
- the total amount of receipts retained at the end of the reported year from that year and previous years.

Reports can be combined with other reports already being produced and should be placed on your website and a copy sent to the HDC.

Where a town/ parish council does not have a website we can, if requested, publish the information on our website on your behalf.

The CIL report must be published and sent to us by 31 December following the end of the reported year.

Time needed

Financial reporting needs to be done at the end of each financial year

Addressing community priorities which don't relate to planning

As noted earlier, neighbourhood plans often identify community priorities that don't relate to the planning system. Such priorities might include things like tackling speeding, addressing anti-social behaviour, or setting up a community group. These can often be addressed more quickly than those linked to the planning system. You can start to work on these actions even before your plan is 'made'.

Consider setting up a new working group to take forward community-based actions. The neighbourhood plan working group may feel in need of a rest!

How can HDC help?

We can point you to sources of help in addressing community priorities which don't relate to planning, both within the Council and in other organisations.

Time needed

No time constraints: take as much time as you need.

Stage 4: Delivering the Neighbourhood Plan

Monitoring and reviewing your neighbourhood plan

Monitoring

Keeping track of the progress of any 'What to consider when writing your plan' included in your plan, monitored either by you or in the Council's Annual Monitoring Report, will help you assess whether your plan's aims are being achieved, and if not, whether you need to do anything different to achieve them.

How can HDC help?

We can discuss with you whether there is a need to refresh or review your plan.

Reviewing/refreshing your neighbourhood plan

After a few years conditions in your area may change, and you may wish to review or refresh your neighbourhood plan to bring it up to date. Any neighbourhood plan review will have to involve at least the formal processes of consultation, examination and referendum.

Appendix 1: Support from HDC

HDC support at each stage of the process

Table 1

Stage/Step	HDC support	
	Taking key decisions/formal process	Advice and assistance
Stage 1: 'Getting started'		
'Step 1: Getting organised'		<ul style="list-style-type: none"> 1 meeting, providing advice and information about: <ul style="list-style-type: none"> Neighbourhood Area options The legal requirements that neighbourhood plans must meet The neighbourhood planning process Initial evidence sources Sources of additional support and funding
'Step 2: Applying for a Neighbourhood Area'		<ul style="list-style-type: none"> Provide a template Neighbourhood Area application letter (see 'Template Area Application Letter') Provide a map for Neighbourhood Area application
'Step 3: Consultation on the Application'	<ul style="list-style-type: none"> Run consultation on Neighbourhood Area application 	
'Step 4: Designation of the Neighbourhood Area'	<ul style="list-style-type: none"> Assess responses to the consultation on Neighbourhood Area application, and Formally designate the Neighbourhood Area 	
Stage 2: 'Preparing the Neighbourhood Plan'		
'Step 5: Community engagement and evidence'		<ul style="list-style-type: none"> Provide a set of initial maps to help you consider the planning issues in your area Comment on a draft survey before it is used with the community
'Step 6: Developing Plan Content'		<ul style="list-style-type: none"> 1 workshop, covering issues such as: <ul style="list-style-type: none"> Making best use of the evidence <ul style="list-style-type: none"> What makes a good policy The role of supporting text

Appendix 1: Support from HDC

Stage/Step	HDC support	
	Taking key decisions/formal process	Advice and assistance
		<p>Targeted advice about:</p> <ul style="list-style-type: none"> the potential need to gather more evidence to support your plan. whether you need to take additional work to address EU obligations. the use of monitoring indicators. Provide all mapping required for the draft plan
'Step 7: Consulting on the Draft Plan'		<ul style="list-style-type: none"> Provide a 'health-check' of your plan before you consult on it, or pay for an independent planning expert to provide this. Provide contact details for key consultees. Help publicise the consultation using our social media and other online tools
Stage 3: 'Getting the Plan in place'		
'Step 8: Submitting the Neighbourhood Plan'		<ul style="list-style-type: none"> Advise on what needs to be included in each of the submission documents before you submit. Provide the map of the neighbourhood area. Provide all mapping required for the submission draft plan Once submitted, check the submission documents include everything that is required.
'Step 9: Consultation on the Submitted Plan'	<ul style="list-style-type: none"> Run consultation on the submitted plan Collate comments from the examination consultation and submit them to the examiner 	
'Step 10: The Examination'	<ul style="list-style-type: none"> Formally appoint the neighbourhood plan examiner Complete a 'fact check' of the examiner's report 	<ul style="list-style-type: none"> Discuss and decide jointly with you which examiner to appoint.
'Step 11: Progressing to Referendum'	<ul style="list-style-type: none"> Formally recommend that the plan progresses to referendum (depending on the outcome of the examination) 	
'Step 12: The Referendum'	<ul style="list-style-type: none"> Organise and publicise the referendum 	

Appendix 1: Support from HDC

Stage/Step	HDC support	
	Taking key decisions/formal process	Advice and assistance
'Step 13: Adoption of the Plan'	<ul style="list-style-type: none"> Formally 'make' (adopt) the plan 	
Stage 4: 'Delivering the Neighbourhood Plan'		
	<ul style="list-style-type: none"> Decide planning applications in your area in accordance with the Local Plan and your neighbourhood plan, as the development plan for the area. 	<ul style="list-style-type: none"> Discuss with you how to ensure that neighbourhood plan priorities result in development (e.g. working with you to deliver exceptions housing). Advise on how and when you should spend the meaningful CIL proportion. We can also advise on what is required for the financial reporting. Point you to sources of help in addressing community priorities which don't relate to planning, both within the Council and in other organisations. Discuss with you whether there is a need to refresh or review your plan.

Appendix 2: Useful Resources

Appendix 2: Useful Resources

Socio-economic evidence sources

General evidence sources	
Census 2011	The Census 2011 provides the most wide ranging, small area, and robust (ie they actually asked everyone rather than doing a sample survey) dataset available for socio-economic statistics. The parish profile linked here is a good place to start when thinking about your parish.
Cambridgeshire Insight	Cambridgeshire County Council Research Group's evidence website provides lots of useful data in various formats including reports, spreadsheets and interactive data atlases. Many of the links below are from this website.
Topic specific evidence sources	
Population	
Census 2011 parish profiles	Provides data by age, ethnicity, and employment status by town and parish. N.B. These characteristics aren't linked together in the profile so you can't really interrogate them.
www.nomisweb.co.uk Census 2011 ward profile	If you want to dig further and are confident with statistics then most Census 2011 outputs are available from the NOMIS website. The 2011 ward profile is a good place to start, as you can click on 'query dataset' to get more detail such as data by age. N.B. Census wards may not match your neighbourhood plan area.
County Council population and dwelling estimates and forecasts	Available by parish/ward for estimates and wards by age bands; single year of age is available on request.
Deprivation	
Index of Multiple Deprivation 2015: England IMD Explorer Cambridgeshire data atlas	Seven indices of deprivation are combined to form the composite Index of Multiple Deprivation 2015 (IMD2015). The indices include: income, employment, education, skills and training, health deprivation and disability, crime, barriers to housing and services and living environment. N.B. IMD 2015 is provided at Lower Super Output Area level, which is smaller than a ward. These areas do not neatly match parish boundaries.
Housing	
Cambridge sub-region Housing Data Atlas	A wide range of housing information at parish and ward level.
Traffic and travel	
Census Travel to Work data	The Census parish profiles referred to above show how people travelled to work in 2011.
Bus services	County Council bus timetable- search for your area.

Appendix 2: Useful Resources

County Council traffic count data	Search for 'traffic count'. Download the data and check by road name for traffic monitors in your area. Look at changes between the years for which data is provided. You can exactly see where the traffic monitors were by using the Eastings/Northings in the spreadsheet and putting these into a web map such as http://gridreferencefinder.com/gmap.php
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Crime

Cambridgeshire interactive crime atlas	A wide range of crime information at ward level.
Police.uk	Local crime map. Use the 'Find your neighbourhood' button to see information on crime in your area.

Economy

Economy data atlas	Includes ward-level data on employees and employment (which includes self-employed workers).
Businesses	We are not aware of any organisation holding this information at a parish or small area level. This may be an area where you will need to use local knowledge.

Appendix 2: Useful Resources

Template Area Application Letter

The following text can be used as a template for letters applying for designation of a neighbourhood area. Text marked ~text~ should be replaced with appropriate information.

Andy Moffat
Head of Development
Huntingdonshire District Council
Pathfinder House
St Mary's Street
Huntingdon
PE29 3TN

~Date~

Dear Mr Moffat,

~town/ parish council name~ : application for designation of a neighbourhood area

~town/ parish council name~ has resolved to produce a neighbourhood plan and formally applies for designation of a neighbourhood area as set out in Part 2, paragraph 5 of the Neighbourhood Planning (General) Regulations 2012 (as amended).

Attached is a map showing the area to which this application relates. This follows the parish boundary. This area is considered appropriate to be designated as a neighbourhood area because it is a properly constituted parish within the planning area of Huntingdonshire.

I confirm that ~town/ parish council name~ is the relevant body authorised to act in relation to this proposed neighbourhood area, as defined by Schedule 9, Part 1, paragraph 61(3), 2(a) of the Localism Act 2011.

Yours sincerely

~signed by town/ parish council chairman~

Chairman of ~town/ parish council name~

Appendix 3: Glossary

Affordable housing

A range of housing types provided at below market rates in order to meet the needs of those who can't afford housing on the open market.

Annual Monitoring Report

A document produced each year to report on progress in producing the development plan and implementing its policies.

Community Infrastructure Levy (CIL)

Allows local authorities to raise funds from developers undertaking new building projects in their areas. Money can be used to fund a wide range of infrastructure such as transport schemes, schools and leisure centres.

Community Right to Bid

Aims to give community groups the time to develop bids and raise money to buy public assets that come onto the open market.

Community Right to Build

Allows local people to drive forward new developments in their area where the benefits (e.g. profits from letting homes) could stay within the community. These developments must meet minimum criteria and have local support demonstrated through a referendum.

Conformity

One of the basic conditions for neighbourhood plans is that they be in general conformity with strategic local policy.

Conservation Area

An area of special architectural or historic interest the character and appearance of which are preserved and enhanced by local planning policies and guidance.

Consultation

A communication process with the local community that informs planning decision-making.

Core Strategy

A development plan document forming part of a local authority's Local Plan, which sets out a vision and core policies for the development of an area.

Development Management

The process of administering and making decisions on different kinds of planning application.

Development Plan

A document setting out the local planning authority's policies and proposals for the development and use of land in the area.

Evidence Base

The evidence upon which a development plan is based, principally the background facts and statistics about an area, and the views of stakeholders.

Green Infrastructure

Landscape, biodiversity, trees, allotments, parks, open spaces and other natural assets.

Green Space

Those parts of an area which are occupied by natural, designed or agricultural landscape as opposed to built development; open space, parkland, woodland, sports fields, gardens, allotments, and the like.

Housing Associations

See Registered Providers

Independent Examination

An examination of a proposed Neighbourhood Plan, carried out by an independent person, set up to consider whether a Neighbourhood Plan meets the basic conditions required.

Infrastructure

Basic services necessary for development to take place e.g. roads, electricity, water, education and health facilities.

Appendix 3: Glossary

Legislation

The Acts of Parliament, regulations, and statutory instruments which provide the legal framework within which public law is administered.

Listed Buildings

Any building or structure which is included in the statutory list of buildings of special architectural or historic interest.

Local Plan

The name for the collection of documents prepared by your local planning authority for the use and development of land and for changes to the transport system. Can contain documents such as development plans and statements of community involvement.

Local Planning Authority

Local government body responsible for formulating planning policies and controlling development; a district council, metropolitan council, a county council, a unitary authority or national park authority.

Material Considerations

Factors which are relevant in the making of planning decisions, such as sustainability, impact on residential amenity, design and traffic impacts.

National Planning Policy Framework (NPPF)

The government policy document adopted in March 2012 intended to make national planning policy and guidance less complex and more accessible. The National Planning Policy Framework introduces a presumption in favour of sustainable development. It gives five guiding principles of sustainable development: living within the planet's means; ensuring a strong, healthy and just society; achieving a sustainable economy; promoting good governance; and using sound science responsibly.

National Planning Practice Guidance (NPPG)

An online resource giving guidance on planning practice in support of the NPPF.

Policy

A concise statement of the principles that a particular kind of development proposal should satisfy in order to obtain planning permission.

Planning Permission

Formal approval granted by a council allowing a proposed development to proceed.

Qualifying Body

Either a parish/town council or neighbourhood forum, which can initiate the process of Neighbourhood Planning.

Referendum

A vote by the eligible population of an electoral area may decide on a matter of public policy. Neighbourhood Plans and Neighbourhood Development Orders are made by a referendum of the eligible voters within a neighbourhood area.

Registered Providers

These are independent housing organisations registered with the Housing Corporation under the Housing Act 1996. Most are housing associations, but there are also trusts, co-operatives and companies.

Site Of Special Scientific Interest (SSSI)

A protected area designated as being of special interest by virtue of its flora, fauna, geological or geomorphological features. SSSIs are designated under the Wildlife and Countryside Act 1981 by the official nature conservation body for the particular part of the UK in question.

Stakeholders

People who have an interest in an organisation or process including residents, business owners and government.

Strategic Environmental Assessment (SEA)

Environmental assessment as applied to policies, plans and programmes. Has been in place since the European SEA directive (2001/42/EC).

Sustainability Appraisal (SA)

An assessment of the environmental, social and economic impacts of a Local Plan from the outset of the preparation process to check that the plan accords with the principles of sustainable development.

Appendix 3: Glossary

Strategic Policy

A policy that is essential for the delivery of a strategy, for example, the overall scale and distribution of housing and employment in an area.

Supplementary Planning Document (SPD)

Provides detailed thematic or site-specific guidance explaining or supporting the policies in the Local Plan.

Sustainable Development

Contributing to improvements in environmental, economic and social conditions, or showing how consideration has been given to how any potential adverse effects arising from the proposals may be prevented, reduced or offset

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CURRENT ACTIVITIES OF THE SOCIAL AND ECONOMIC WELL-BEING PANELS

STUDY	OBJECTIVES	PANEL	STATUS
Delivery of Advisory Services Across the District	To monitor the performance of the voluntary/community organisations awarded grant aid by the Council in 2013 – 2015. To discuss funding arrangements for the final year of the Voluntary sector agreements.	Social Well-Being	The Panel received presentations at its October 2015 meeting from the six organisations currently in receipt of three year funding awards (Strategic Grants) which are due to end in March 2016. Further reports from the Head of Community are due in advance of an application process for future grant funding being launched in early 2016.
Housing and Council Tax Benefit Changes and the Potential Impact Upon Huntingdonshire	To monitor the effect of Government changes to the Housing Benefit System arising from the Welfare Reform Act.	Social Well-Being	The Panel received a report on the effect of the Government's Welfare Reform programme and how it impacts on households in Huntingdonshire in December 2014. It was agreed that further updates will only to be provided as circumstances require.
Affordable Housing	To make recommendations for the next Housing Strategy 2016-19 by considering and making recommendations on ways to deliver affordable housing, including through the rural and enabled exceptions policy of the Local Plan and through the Community Land Trust.	Social Well-Being	A report on the Working Group's findings and recommendations was submitted at the Panel's November 2015 meeting. The Panel agreed to submit the recommendations to Cabinet's meeting in November 2015 for their consideration. A report of Cabinet's response to the recommendations is to be submitted to the Panel's January 2016 meeting.
The Health Economy	To establish priorities for future work on the local health economy.	Social Well-Being	Scoping paper considered. Further reports requested on: <ul style="list-style-type: none"> • the current state of Neighbourhood Planning within the area and how it was likely to develop and how it might promote community resilience; • community engagement, including examples of good practice; • the impact of Welfare Reforms, including fuel poverty and how it was defined;

STUDY	OBJECTIVES	PANEL	STATUS
			<ul style="list-style-type: none"> • reviewing the Council's Equalities Impact Assessment arrangements, and • the impact of growth on GP surgeries, school places and hospital capacity.
Registered Social Providers	To review the work of Registered Social Providers and the challenges faced by them.	Social Well-Being	The Panel appointed Councillors R Fuller, P Kadewere, M C Oliver and Mrs D Reynolds onto the Working Group.
The Impact Of Cambridgeshire County Council Budget Proposals On Huntingdonshire And It's Residents.	To review the Cambridgeshire County Council's Budget proposals and assess their impact upon Huntingdonshire and it's residents.	Social Well-Being	<p>The Panel appointed Councillors D Brown, S Criswell, M Francis, T Hayward and P Kadewere onto the Working Group.</p> <p>The Overview and Scrutiny (Economic Well-Being) appointed Councillors T Alban, G Bull, B Hyland and M Shellens onto the Working Group.</p> <p>The Overview and Scrutiny (Environmental Well-Being) appointed Councillors Mrs S J Conboy, D A Giles, T D Sanderson and R J West onto the Working Group.</p>
Project Management Select Committee	To review and test the robustness of the Council's project management arrangements.	Economic-Well Being	A report from the Projects and Programmes Manager on changes in Project Management was submitted to all three Overview and Scrutiny Panels in June 2015. The Panel received a six month update report on project delivery in October 2015 and a further review by the Project Management Select Committee is due in March 2016.

Panel Date	Decision	Action	Response	Date
<p>17/06/14</p> <p>16/06/15</p> <p>16/06/15</p>	<p><u>Whole Waste System Approach/ Waste Collection Policies</u></p> <p>Agreed that the Waste Collection Working Group should reconvene to assist the Head of Operations and Executive Member for Operations & Environment with reviewing waste collection policies in relation to the collection points for wheeled bins/sacks and remote properties (farms and lodges). Councillors G J Bull and D A Giles appointed on to the Working Group alongside Councillors M G Baker and G J Harlock.</p> <p>Members received a RECAP update</p> <p>Agreed that working groups scrutinising the operations policies at HDC stand down as an Operations Review is carried out and implemented.</p>		<p>Further meeting to be held in to consider the outcome of the survey work undertaken by the Head of Operations.</p> <p>Working Group currently on hold as Operations Review is implemented.</p>	
<p>17/06/14</p>	<p><u>Rural Transport</u></p> <p>Councillor Mrs L Kadić re-appointed as the Panel's representative on the Cambridgeshire Future Transport Initiative.</p>		<p>Updates to be delivered in due course.</p>	
<p>11/2/14</p> <p>11/3/14</p>	<p><u>Flood Prevention</u></p> <p>Agreed to undertake a study on flood prevention arrangements in the District and the impact of flooding on associated local policy developments.</p> <p>Representatives from the Environment Agency delivered a presentation on flood risk management within Huntingdonshire.</p>			

Panel Date	Decision	Action	Response	Date
<p>8/4/14 & 17/06/14</p> <p>17/06/14</p> <p>10/03/15</p> <p>25/03/15</p>	<p>Scoping Report submitted to meeting. Working Group appointed comprising Councillors Bull, West and Mrs Kadic to review the effectiveness of flood protection schemes in the District and to scrutinise environmental data including the outcome of the investigations currently being undertaken by the Local Resilience Forum into Flood Risk Management.</p> <p>Presentation delivered by Mr Ian Smith, Chief Executive and Clerk to the Middle Level Commissioners on the organisation's responsibilities for flooding within the District. Information presented will assist the Working Group with its investigations.</p> <p>The Working Group will investigate the role of Internal Drainage Boards.</p> <p>A meeting of the Working Group was held to review the draft Cambridgeshire Flood and Water Supplementary Planning Document.</p>	<p>Meeting to scrutinise role of Internal Drainage Boards to be arranged.</p>		<p>Date to be agreed.</p>
<p>17/06/14</p> <p>11/11/14</p>	<p><u>Litter Policies and Practices</u></p> <p>Chairman requested an item on litter policies and practices to be submitted to a future Panel meeting. Councillor D A Giles requested that consideration is also given to graffiti removal at this time.</p> <p>Scoping report considered. Working Group appointed to consider and make recommendations on future litter and graffiti service scope and standards and on public appetite for changes</p>	<p>Request submitted to Head of Operations.</p> <p>Chairman to discuss this study with the Executive Councillor and report back to the Panel.</p>	<p>The Panel noted that a new work programme is expected soon.</p>	

Panel Date	Decision	Action	Response	Date
16/06/15	Agreed that working groups scrutinising the operations policies at HDC stand down as an Operations Review is carried out and implemented.		Working Group currently on hold as Operations Review is implemented.	
04/02/14	<p><u>Planning Enforcement</u></p> <p>In receiving the Quarter 3 Performance Monitoring report, the Panel asked for clarification of the actions which can be undertaken by the Authority in relation to listed buildings and current enforcement activities, the Panel has requested that a report on enforcement should be presented to a future meeting.</p>			
14/04/14	A report on planning enforcement was discussed at the Panel's meeting. The Panel was informed that a detailed review of planning enforcement would be completed for meetings in July or September.		A report on the review of planning enforcement is scheduled for the Panel's December meeting.	08/12/15
	<p><u>Notice of Key Executive Decisions</u></p> <p>Huntingdon West Masterplan – Panel requested sight of the report prior to submission to Cabinet.</p> <p>Local Plan to 2036 – Panel requested sight of the report prior to submission to Cabinet.</p> <p>Huntingdonshire Infrastructure Business Plan – Panel requested sight of the report prior to submission to Cabinet.</p>	<p>Request submitted to the Planning Services Manager (Policy).</p> <p>Request submitted to the Planning Services Manager (Policy).</p> <p>Request submitted to the Planning Services Manager (Policy).</p>	<p>Not currently on the Notice of Executive Decisions.</p> <p>Report was presented to the Panel in November 2015.</p> <p>Report expected December 2015.</p>	08/12/15

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