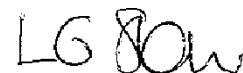


CAXTON PARISH COUNCIL

I hereby give notice that, as previously arranged, the Meeting of the Parish Council will be held on Thursday 9 March 2023 at 7.45 pm in the Village Hall

The Public and Press and County and District Councillors are invited to be present and Members of the Parish are welcome to attend and may speak under the Open Public Session item and make representation to the Council on items on the agenda during this section of the meeting

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



Mrs Gail Stoehr,
Clerk 01/03/23

AGENDA

- 1. Apologies for absence and declarations of interest**
 - 1.1 To receive written apologies for absence and reasons
 - 1.2 To receive declarations of interests from councillors on items on the agenda
 - 1.3 To receive written requests for dispensations and to grant any requests for dispensation as appropriate
- Comments & observations from members of the public and reports from District & County Cllrs**
- 2. To approve the minutes of the January meeting**
- 3. To consider matters arising from the minutes**
 - 3.1 (3.1) Watercourse maintenance grant - update
 - 3.2 (6.4) Memorial water fountain – to consider report and recommendation and any quotations received (LK, AE)
- 4. Local matters and members items for info only unless stated**
 - 4.1 Reports on local matters for information only (Chairman)
 - 4.2 Proposal that the Council considers its social media presence^(AE)
- 5. Planning and tree works**
 - 5.1 Applications received since the last meeting*
 - 5.2 SCDC notifications - to note any received
 - 5.3 Tree works applications – to consider any received
 - 5.3.1 23/0219/TTCA – 11 Ermine Street
- 6. Finance, procedure & risk assessment**
 - 6.1 To receive the financial report and approve the payment of bills
 - 6.2 To consider any urgent works required because of risk and the Clerk's use of delegated powers
 - 6.3 To consider play equipment checks reports
- 7. To consider any correspondence received**
 - 7.1 CCC Consultation on Draft Local Validation List requirements (deadline 15 March)
 - 7.2 CCC 20mph application process – to consider if an application is to be made
- 8. Closure of meeting**

CAXTON PARISH COUNCIL
Report to Caxton Parish Council meeting on Thursday 9 March 2023

1. Apologies for absence and declarations of interest – will be reported to the meeting.

Comments & observations from members of the public & reports from District & County Cllrs

1. Apologies for absence will be reported to the meeting.
2. To approve the minutes of the January meeting – attached.

3. To consider matters arising from the minutes

3.1 (3.1) Watercourse maintenance grant - update

Further to the last meeting CCC have written:

“We are pleased to confirm that we have awarded funding for the project.

The next steps are for us to progress this with our legal team, who will draw up a funding agreement. This will then have to be signed by yourselves and us.

We have already instructed the legal team to start working on the agreement.

In previous agreements it is stated that the riparian owners, which in this case is the Highways department, will be responsible for cleaning and maintaining the area after all the work is done so we will make sure this is included in this one as well. The Parish Council will just receive the grant and be responsible in ordering the works.”

If the Parish Council is agreeable the Clerk will order the works and draw down the grant once the agreement has been received.

3.2 (6.4) Memorial water fountain – to consider report and recommendation and any quotations received

Cllrs Kelly and Esposito to report. Quotes for the original specification and the updated specification have been passed to Cllrs Kelly and Esposito.

4. Local matters and members items for info only unless stated

4.1 Reports on local matters for information only (Chairman)

4.2 Proposal that the Council considers its social media presence^(AE)

Cllr Esposito writes she'd like to “discuss the Parish Council's social media presence – do they have one? I thought if they had a presence, it might encourage people to volunteer to stand for the council if they knew what we actually did! I hoped to be able to discuss it at the meeting. Gamlingay has a really good Facebook page that looks really useful. I'd be happy to volunteer, if nobody else volunteers.”

5. To consider any Planning and Tree Works applications received since the last meeting

5.1 Planning applications received

None at the time of writing.

5.2 SCDC notifications - to note any received

None at the time of writing.

5.3 Tree works applications – to consider any received

5.3.1 23/0219/TTCA – 11 Ermine Street

6. Finance, procedure & risk assessment

6.1 To receive the finance report and to approve the payment of bills – attached.

6.2 To consider any urgent works required because of risk or health and safety and the Clerk's use of delegated powers – none at the time of writing.

6.3 To consider play equipment checks reports

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7. To consider any correspondence received

7.1 CCC Consultation on Draft Local Validation List requirements (deadline 15 March)
Attached.

7.2 CCC 20mph application process – to consider if an application is to be made
“The new 20mph process scheme is open, as of Monday 27th February 2023, and accepting applications. You can apply via the link below. The deadline for submitting the applications will be by Sunday 30th April 2023 at 17:00PM.

Further information on the process, funding available and application timeline is available on our website at <https://www.cambridgeshire.gov.uk/20mph-funding>

8. Closure of meeting

**CAXTON PARISH COUNCIL MONTHLY FINANCIAL STATEMENT
MEETING Mar-23**

Summary of previous month £
Balance brought forward **£52,746.53**
Adjusts/transfers/inc during period

Expenditure approved at last/between meetings

SALARIES	Feb-23	-144.43
OPUS ENERGY	STREETLIGHT ENERGY	-48.19
UNITY TRUST	SERVICE FEE	-18.00
OPUS ENERGY	STREETLIGHT ENERGY	-57.65
OPUS ENERGY	STREETLIGHT ENERGY	-57.01
ICO	DPA REGISTRATION	-35.00

Misc credits

NETWISE	REFUND	238.80
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Total Adjustments -121.48
 Balance revised after adjustments £52,625.05

Bank Reconciliation to last statement

Account	Funds	Statement	Outstanding
Unity Trust Current Acc	30,874.79	30,877.57	-2.78
Cambs & County Bank	21,746.43	21,746.43	0.00
Santander Savings Acc	3.83	3.83	
Total	<u><u>52,625.05</u></u>	<u><u>52,627.83</u></u>	<u><u>-2.78</u></u>

Expenditure for approval £

SALARIES		314.90
LGS SERVICES	ADMIN SUPPORT JAN	687.19
LGS SERVICES	ADMIN SUPPORT FEB	656.52

Total expenditure 1658.61
 Balance c/f £50,966.44

Gail Stoehr
 Responsible Financial Officer

Notes:
Late invoices will be reported to the meeting

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



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

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

Dear Sir/Madam,

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

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

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

When can I comment?

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

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

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

How can I comment?

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

planningdc@cambridgeshire.gov.uk

Alternatively, you can write to:

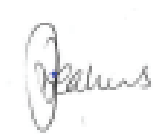
County Planning, Minerals and Waste, Box No ALC2613, New Shire Hall, Enterprise Campus, Emery Crescent, Alconbury Weald, PE28 4YE

Please ensure that your comments arrive by 15 March 2023.

What happens next?

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

Yours faithfully,



Deborah Jeakins

Business Manager County Planning Minerals and Waste

Our Local Validation List Requirements (updated 2023)

NOTE: - This guidance will be updated when there are significant changes to planning policy documents and will be reviewed and republished at least every 2 years.

Purpose

This document sets out the information that must be submitted to Cambridgeshire County Council with a planning application (for waste or County Council development) to enable it to be accepted and processed and the circumstances in which you will need to submit information. Not all the items listed will apply in every case and you are strongly advised to seek pre-application advice to find out what information is required, before submitting your application. Failure to consider all necessary points will mean that the application will be invalid and an invalid application cannot be registered. The submission of poor quality or conflicting information is likely to delay or prevent the processing on an application.

Pre-application advice

Applicants are encouraged to take advantage of the pre-application services that we offer in accordance with Paragraph 40 of the National Planning Policy Framework (July 2021).

Our planning advice

As noted above, we offer a planning pre-application service for County Planning, Mineral and Waste planning applications. More information about planning pre-application advice can be found by scrolling down the following page on our website. [Submitting-a-planning-application](#). In addition to giving planning policy advice, we can advise: which documents will need to be submitted to meet the requirements of the validation checklist; on the appropriate level of community engagement; and, encourage engagement with the relevant statutory and non-statutory bodies at an early stage.

Our other specialist advice

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

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

More information on our specialist advice

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

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

Pre-application advice from others

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

Submitting a planning application

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

For County Council development

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

Mineral development

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

National validation requirements

In addition to our local validation list requirements, national validation requirements also need to be met. National legislation can be found on the website legislation.gov.uk and the national validation requirements are set out in Article 7 of [The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#). Guidance on the National requirements can be found by visiting [Planning Practice Guidance](#).

The national validation requirements include the payment of the correct fee. A guide to the fees for planning applications in England can be found on [The Planning Portal English application fees page](#). An additional processing fee is charged by the Planning Portal for submitted an application through the planning portal. There are additional requirements for Environmental Impact Assessment development, which are set out in [The Town and Country Planning \(Environmental Impact Assessment\) Regulations 2017](#).

Our local validation list requirements

The following sections describe each of the Local Validation List requirements, indicating in which circumstances each should be provided. They also give the development plan policy behind the requirement (policy drivers) and advise where you can find further information. Some items will require advice from a technical specialist. Applicants are advised to seek early advice on the scope and methodology to help inform their submission, which will take account of the scale and type of development.

1. Planning Statement

Policy Drivers

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

Types of applications that require this information

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

Information required

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

For South Cambridgeshire District Council's area:

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

Where to look for further assistance

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

For example: - [The National Planning Policy Framework \(July 2021\)](#); [The National Planning Policy for Waste \(October 2014\)](#); [The Planning Practice Guidance](#).

The Cambridgeshire and Peterborough Minerals and Waste Local Plan

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

District and City Council Planning Policies

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

Supplementary Planning Guidance

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

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

2. Local Authority Development Letter

Policy Drivers

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

Types of applications that require this information

All applications submitted under Regulation 3 of the 1992 Regulations.

What information is required?

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

Where to look for further assistance

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

3. Statement of Community Involvement

Policy Drivers

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

[2019](#)).

Types of applications that require this information

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

What information is required?

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

Where to look for further assistance

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

4. Biodiversity survey and report

Policy Drivers

- National Planning Policy Framework (July 2021), particularly Section 15: Conserving and enhancing the natural environment.
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 19 Restoration and Aftercare, and Policy 20 Biodiversity and Geodiversity.
- Cambridge City Local Plan (October 2018) policies 57(h.): Designing new buildings, 58(a.): Altering and extending existing buildings, 59: Designing landscape and the public realm, 69: Protection of sites of biodiversity and geodiversity importance, and 70: Protection of priority species and habitats.
- East Cambridgeshire Local Plan (April 2015) policy ENV 7: Biodiversity and geology.
- Fenland Local Plan (May 2014) policies LP16: Delivering and Protecting High Quality Environments across the District, and LP19: The Natural Environment.
- Huntingdonshire Local Plan to 2036 (May 2019) policies Box LP 3: Green infrastructure, Box LP 11: Design Context, Box LP 12: Design Implementation, Box LP 30: Biodiversity and Geodiversity, and Box LP 31: Trees, Woodland, Hedges and Hedgerows.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1.b. & m.): Design Principles, NH/4: Biodiversity, and NH/5: Sites of Biodiversity or Geological Importance.

Types of applications that require this information

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

What information is required?

See the Biodiversity Checklist and accompanying guidance notes and the Natural

Cambridgeshire Developing with Nature Toolkit.

Where to look for further assistance

See on the relevant websites:

- [Planning Practice Guidance Natural Environment paragraphs](#)
- [Middle Level Biodiversity Manual \(2016\)](#)
- [Natural Cambridgeshire Developing with Nature Toolkit \(October 2018\)](#)
- [Cambridgeshire Biodiversity Checklist and guidance notes](#)
- [CIEEM Biodiversity Net Gain Guidance](#)
- [Cambridgeshire Green Infrastructure Strategy \(June 2011\)](#)
- [Greater Cambridge Biodiversity Supplementary Planning Document \(January & February 2022\)](#)
- [The Huntingdonshire Landscape & Townscape Assessment Supplementary Planning Document \(March 2022\)](#)
- [Department for Environment Fisheries and Rural Affairs Biodiversity Offsetting Metric](#)

5. Statement of sustainable design and construction

Policy Drivers

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

Types of applications that require this information

Within South Cambridgeshire District Council's area:

- For all applications.

Within all other districts and Cambridge City Council:

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

What information is required?

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

Within Cambridge City Council's area:

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

Within South Cambridgeshire District Council's area:

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

Where to look for further assistance

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

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

5A. Health Impact Assessment

Policy Drivers

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

Types of applications that require this information

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

What information is required?

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

Within South Cambridgeshire District Council's area:

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

Within Huntingdonshire District Council's area:

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

Within Fenland District Council's area:

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

Where to look for further assistance

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

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

6. Tree survey / arboricultural report

Policy Drivers

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

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

Types of applications that require this information

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

And/or

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

What information is required?

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

Where to look for further assistance

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

- British Standard BS5837: Trees in relation to construction.
- [South Cambridgeshire District Council's Trees and Development Sites Supplementary Planning Document \(January 2009\)](#)
- [Huntingdonshire District Council's A Tree Strategy for Huntingdonshire \(February 2015\)](#) Including Section 10 Landscape Proposals.

7. Flood Risk Assessment

Policy Drivers

- National Planning Policy Framework (July 2021), particularly Section 14 Meeting the challenge of climate change, flooding, and coastal change.
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 1 Sustainable Development and Climate Change, and Policy 22 Flood and Water Management.
- Cambridge City Local Plan (October 2018) policies 31: Integrated water management and the water cycle and 32: Flood Risk.
- East Cambridgeshire Local Plan (April 2015) policies ENV 2: Design and ENV 8: Flood risk.
- Fenland Local Plan (May 2014) policy LP14: Responding to Climate Change and Managing the Risk of Flooding in Fenland.
- Huntingdonshire Local Plan to 2036 (May 2019) policies Box LP 5: Flood Risk, Box LP 6: Waste Water Management and Box LP: 15 Surface Water.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1 (1.m.): Design Principles, CC/1: Mitigation and Adaption to Climate Change, CC/8: Sustainable Drainage Systems and CC/9 Managing Flood Risk.

Types of applications that require this information

When the application site is:

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

What information is required?

The scope of the flood risk assessment is dependent on the nature, scale, and location of the development. It should consider any relevant significant impacts upon local infrastructure. The Environment Agency's advice should be followed, more information on this can be found here: [Flood risk assessments for planning applications](#).

Where to look for further assistance

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

- [National Planning Policy Framework \(July 2021\)](#)
- [Planning Practice Guidance - Flood Risk and Coastal Change Section](#)
- [The Environment Agency's Flood risk assessment for planning applications](#)
- [The Middle Level Commissioners' Planning Advice and Consent Documents](#)
- [Cambridgeshire County Council's Flood and Water Supplementary Planning Document \(July 2016\)](#). This document was approved by Cambridgeshire County Council as the policy of the Lead Local Flood Authority on 14 July 2016.
- [Cambridgeshire County Council's Surface Water Guidance \(May 2018\)](#)
- [Cambridgeshire County Council's Surface water management plans](#)
- [Cambridgeshire County Council's Watercourse Management guidance](#)
- [Sustainable drainage systems: non-statutory technical standards \(March 2015\)](#)
- [Cambridge City Council's and South Cambridgeshire District Council's Phase One Water Cycle Strategy \(2008\)](#)
- [Cambridge City Council's and South Cambridgeshire District Council's Phase Two Water Cycle Strategy \(2011\)](#)
- [Cambridge City Council and South Cambridgeshire District Council's Strategic Flood Risk Assessment](#)
- [Cambridge City Council's Sustainable Drainage Design and Adoption Guide](#)

7A. Surface water drainage strategy and foul drainage strategy

Policy drivers

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

Types of applications that require surface water drainage strategy information

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

What information is required?

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

Foul drainage strategy

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

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

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

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

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

Dry Weather Flows

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

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

Where to look for further assistance

See item 7 above.

8. Heritage Statement

Policy Drivers

- National Planning Policy Framework (July 2021), particularly Section 16 Conserving and enhancing the historic environment.
- Cambridgeshire and Peterborough Minerals and Waste Local Plan(July 2021) Policy 21: The Historic Environment
- Cambridge City Local Plan (October 2018) policies 55: Responding to context, 58(a.): Altering and extending existing buildings, 60: Tall buildings and the skyline in Cambridge, 61: Conservation and enhancement of Cambridge’s historic environment; 62: Local heritage assets.
- East Cambridgeshire Local Plan (April 2015) policies ENV 11: Conservation Areas; ENV 12: Listed Buildings; ENV 13: Local Register of Buildings and Structures; ENV 14: Sites of archaeological interest; ENV 15: Historic parks and gardens; ENV 16: Enabling development associated with heritage assets.
- Fenland District Local Plan (2014) policies LP16: Delivering and Protecting High Quality Environments across the District; LP18: The Historic Environment.
- Huntingdonshire Local Plan to 2036 (2019) Policies Box LP 11: Design Context, Box LP 12: Design Implementation and Box LP 34: Heritage Assets and their Settings.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1.b.): Design Principles and NH/14: Heritage Assets.

Types of applications that require this information

- Where the ground will be disturbed within an area of archaeological potential or for major development proposals where archaeological remains may survive.

- Which affect a scheduled monument or battlefield or its setting.
- Which affect a listed building or its setting.
- Within or which will affect a conservation area.
- Which will affect a registered park or garden or its setting.

What information is required?

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

Where to look for further assistance

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

- [Planning Practice Guidance Conserving and enhancing the historic environment](#)
- [Cambridgeshire Historic Environment Record \(CHER\)](#)
- [Historic England's Charter for Historic England Advisory Services \(27 July 2017\)](#)
Attention is drawn to in particular to sections 11 and 12.
- [Historic England's Statements of Heritage Significance Advice Note 12 \(21 October 2019\)](#)
- [Cambridge City Council's Design and Conservation Documents](#)
- [Cambridge City Council's information about Conservation Areas](#)
- [East Cambridgeshire District Council's Heritage & Conservation information](#)
- [Fenland District Council's Heritage Statements](#)
- [Huntingdonshire District Council's information on Conservation Areas](#)
- [The Huntingdonshire Landscape & Townscape Assessment Supplementary Planning Document \(March 2022\)](#)
- [South Cambridgeshire District Council's Listed Buildings Supplementary Planning Document \(July 2009\)](#)
- [South Cambridgeshire District Council's Heritage Information to be submitted](#)

[with Planning, and Listed Building Consent Applications](#)

- [Cambridgeshire County Council Archaeological advice for planning developments](#)

9. Landscape impact assessment

Policy Driver

- National Planning Policy Framework (July 2021)
- Planning Practice Guidance
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 17 Design, Policy 16 Restoration and Aftercare, and Policy 20 Biodiversity and Geodiversity.
- Cambridge City Local Plan (October 2018) policies 8: Setting of the city, 55: Responding to context, 56(a.): Creating successful places, 57(a.): Designing new buildings; and 60: Tall buildings and the skyline in Cambridge.
- East Cambridgeshire Local Plan (April 2015) policies ENV 1: Landscape and settlement character; and ENV 2: Design
- Fenland Local Plan (May 2014) policy LP16: Delivering and Protecting High Quality Environments across the District
- Huntingdonshire Local Plan to 2036 (May 2019) policies Box LP 3: Green Infrastructure, Box LP 10: The Countryside, Box LP 11: Design Context and Box LP 12: Design Implementation.
- South Cambridgeshire Local Plan (September 2018) policies CC/1: Mitigation and Adaption to Climate Change, HQ/1(1.a. & d.): Design Principles and NH/2: Protecting and Enhancing the Landscape Character.

Types of applications that require this information

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

What information is required?

- A proportionate methodological appraisal of the landscape and visual impacts of the proposed development carried out by someone who is appropriately trained and experienced.
- For Environmental Impact Assessment development requiring a landscape visual impact assessment, this should include consideration of significant effects. Otherwise, a Landscape Visual Assessment may be appropriate.

Where to look for further assistance

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

- [Planning Practice Guidance - Natural Environment](#)
- [Cambridgeshire Landscape Document 1991](#)
- [Cambridgeshire Green Infrastructure Strategy \(June 2011\)](#)
- [Huntingdonshire A Tree Strategy for Huntingdonshire \(February 2015\)](#)
- [The Huntingdonshire Landscape & Townscape Assessment Supplementary](#)

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

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

10. Landscape proposals

Policy Driver

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

Types of applications that require this information

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

What information is required?

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

and form of specimens at planting and an implementation programme.

Where to look for further assistance

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

11. Landscape and biodiversity enhancement management scheme

Policy Drivers

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

Types of applications that require this information

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

What information is required?

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

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

Where to look for further assistance

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

12. Transport Assessment or Statement

Policy Drivers

- National Planning Policy Framework (July 2021), particularly Section 9 Promoting sustainable transport.
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 23 Traffic, Highways and Rights of Way.
- Cambridge City Local Plan (October 2018) policies 80: Supporting sustainable access to development, 81: Mitigating the transport impact of development and Policy 82 Parking Management.
- East Cambridgeshire Local Plan (April 2015) policy COM 7: Transport impact.
- Fenland Local Plan (May 2014) policy LP15: Facilitating the Creation of a More Sustainable Transport Network in Fenland.
- Huntingdonshire Local Plan to 2036 (May 2019) policies Box LP 12: Design Implementation, Box LP 16: Sustainable Travel and Box LP 17: Parking Provision and Vehicle Movement.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1. f., h. & i.): Design Principles, SC/12 Air Quality, TI/2: Planning for Sustainable Travel, and TI/3: Parking Provision.

Types of applications that require this information

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

Scope of the transport information:

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

What information is required?

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

- A layout plan of the existing access onto the public highway.
- A layout plan to show access width, junction radii (if appropriate) and visibility splays at existing and/or proposed access.
- The existing daily traffic movements (and type of vehicle/s) to the site. Where more than one business uses the same access onto the public highway the total number of vehicle movements must be provided.
- The proposed daily traffic movements (and type of vehicle/s) to the site.
- For sites that will generate Heavy Commercial Vehicle movements, swept path diagrams (for the largest vehicle to be generated) in support of the geometry of the access proposed.
- For sites that will generate heavy commercial vehicle movements, details of the route which they will follow to access the strategic routes shown on the Cambridgeshire Advisory Freight Map.

Transport Assessment

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

Transport Statement

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

Within South Cambridgeshire District Council

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

Within Cambridge City Council

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

Where to look for further assistance

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

13. Parking and access arrangements

Policy Drivers

- National Planning Policy Framework (July 2021)

- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 17 Design.
- Cambridge City Local Plan (October 2018) policies 57(b.): Designing New Buildings, 80: Supporting sustainable access to development, 81: Mitigating the transport impact of development, and 82: Parking Management.
- East Cambridgeshire Local Plan (April 2015) policy COM 8: Parking provision.
- Fenland Local Plan (May 2014) policy LP15: Facilitating the Creation of a More Sustainable Transport Network in Fenland.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1. h. & i): Design Principles, T1/2: Planning for Sustainable Travel, and T1/3: Parking Provision.
- Movement Huntingdonshire Local Plan to 2036 (May 2019) policies Box LP 12: Design Implementation, Box LP 16: Sustainable Travel and Box LP 17: Parking Provision and Vehicle.

Types of applications that require this information

- Applications involving a new access (vehicular or pedestrian) to/from the public highway or changes to an existing access.
- Applications that require temporary access during the period of construction.
- Applications proposing changes to parking arrangements.
- Applications that will affect the requirement for car and cycle parking by introducing more users or floor space to a site such as a new classroom.
- Applications, which if permitted, would lead to an increase in traffic, including an increase in capacity/floorspace which could potentially lead to an increase in traffic.
- A change in the type of traffic using the access should be accompanied by a layout plan of the existing access.

What information is required?

- A layout plan of the existing access onto the public highway.
- A Layout plan to show access width, junction radii (if appropriate) and visibility splays at existing and/or proposed access.
- The existing daily traffic movements (and type of vehicle/s) to the site. Where more than one business uses the same access onto the public highway the total number of vehicle movements must be provided.
- The proposed daily traffic movements (and type of vehicle/s) to the site.
- For sites that will generate HCV movements, swept path diagrams (for the largest vehicle to be generated) in support of the geometry of the access proposed.
- Details of existing and proposed parking provision on site layout plans, ideally at 1:500 scale making clear where there is specific provision for disabled persons and non-car modes such as cycles, minibuses, and commercial vehicles (see Standard Application Form).
- Within Huntingdonshire District Council's area all development which includes proposals for car parking and cycle provision requires a clear justification of the space for vehicle movements and the level of vehicle and cycle parking proposed including consideration of facilities for charging plug-in and other low and ultra-low emission vehicles.
- Additionally, within Huntingdonshire District Councils area proposals for new non-residential buildings over 2,500 square metres of net internal floorspace need to consider the provision of dedicated changing and showering facilities for cyclists.

Where to look for further assistance

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

13A. Construction environmental management and traffic management plans

Policy Drivers

- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 18 Amenity Considerations and Policy 23 Traffic, Highways and Rights of Way.
- Cambridge City Local Plan (October 2018) policies 35: Protection of human health and quality of life from noise and vibration, and 81: Mitigating the transport impact of development.
- East Cambridgeshire Local Plan (April 2015) policy ENV 9: Pollution.
- Fenland Local Plan (May 2014) policies LP2: Facilitating Health and Wellbeing of Fenland Residents, and LP16: Delivering and Protecting High Quality Environments across the District.
- South Cambridgeshire Local Plan (September 2018) policy CC/6: Construction Methods.
- Huntingdonshire Local Plan to 2036 (May 2019) Policy Box LP 14: Amenity.

Types of applications that require this information

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

What information is required?

For construction effects on the environment and surrounding communities:

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

In addition, for Heavy Commercial Vehicle construction traffic:

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

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

14. Travel Plan

Policy Drivers

- National Planning Policy Framework (July 2021)
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 1 Sustainable Development and Climate Change and Policy 23 Traffic, Highways and Rights of Way.
- Cambridge City Local Plan (October 2018) 57 (b. and d.): Designing New Buildings, 80: Supporting sustainable access to development, 81: Mitigating the transport impact of development, and 82: Parking Management.
- East Cambridgeshire Local Plan (April 2015) policy COM 7: Transport impact
- Fenland Local Plan (May 2014) policy LP15: Facilitating the Creation of a More Sustainable Transport Network in Fenland
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1. g., h. & i.): Design Principles, TI/2: Planning for Sustainable Travel, and TI/3: Parking Provision.
- Huntingdonshire Local Plan to 2036 (May 2019) policies Box LP 16: Sustainable Travel and Box LP 17: Parking Provision and Vehicle Movement.

Types of applications that require this information

- All developments including waste developments that are likely to generate a significant increase in vehicle movements (other than for sites which can demonstrate very limited staffing levels and visitor numbers). This includes school development involving a net increase of one or more classrooms, temporary or permanent (30 pupils) or the addition of a facility such as a pre-school.
- Where the school has a Travel Plan, the application should be accompanied by an updated version that considers the school population when developed. Where existing data is not available, for example in relation to modes of transport for new school proposals where there are no children attending the school, outline travel plans may be accepted. These should be linked to a transport assessment or statement.

What information is required?

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

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

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

Where to look for further assistance

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

15. Noise and/or Vibration impact assessment

Policy Drivers

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

Types of applications that require this information

Development proposals which: -

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

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

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

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

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

What information is required?

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

Where to look for further assistance

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

16. Lighting assessment

Policy Drivers

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

Types of applications that require this information

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

What information is required?

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

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

Where to look for further assistance

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

17. Air quality assessment

Policy Drivers

- National Planning Policy Framework (July 2021).
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 1 Sustainable Development and Climate Change and Policy 18: Amenity Considerations
- Cambridge City Local Plan (October 2018) policies 36: Air quality, odour and dust.
- East Cambridgeshire Local Plan (April 2015) policy ENV 9: Pollution.
- Fenland Local Plan (May 2014) policies LP2: Facilitating Health and Wellbeing of Fenland Residents, and LP16: Delivering and Protecting High Quality Environments across the District.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1. n.): Design Principles, SC/12: Air Quality, and SC/14: Odour and Other Fugitive Emissions to Air.
- Huntingdonshire Local Plan to 2036 (May 2019) Policies Box 14: Amenity, Box LP 29: Health Impact Assessment and Box LP 36: Air quality.

Types of applications that require this information

Where the development: -

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

Within Huntingdonshire District Council's area Air Quality Assessments are also required for the following proposals: -

- For developments where the floor space to be built is 10,000 square metres or more or where the site area is 2 Hectares or more).
- Or any part of the site is located within 50m of an Air Quality Management Area (AQMA) or a clean air zone (CAZ), or

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

Or

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

What information is required?

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

Where to look for further assistance

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

18. Contaminated land assessment

Policy Drivers

- National Planning Policy Framework (July 2021).
- Cambridge City Local Plan (October 2018) policy 33: Contaminated land.
- East Cambridgeshire Local Plan (April 2015) policy ENV 9: Pollution.

- Fenland Local Plan (May 2014) policies LP2: Facilitating Health and Wellbeing of Fenland Residents; LP16: Delivering and Protecting High Quality Environments across the District.
- Huntingdonshire Local Plan to 2036 (May 2019) policies Box LP 14: Amenity and Box LP 37: Ground contamination and Groundwater Pollution.
- South Cambridgeshire Local Plan (September 2018) policy SC/11 Contaminated Land.

Types of applications that require this information

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

What information is required?

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

Where to look for further assistance

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

- [Environment Agency's Land contamination: technical guidance.](#)

19.

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21. Waste Audit and Management Strategy

Policy Drivers

- National Planning Policy Framework (July 2021).
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 1 Sustainable Development and Climate Change.
- Cambridge City Local Plan (October 2018) policy 28: Carbon reduction, community energy networks, sustainable design and construction, and water use.
- East Cambridgeshire Local Plan (April 2015) policy ENV 2: Design.
- Fenland Local Plan (May 2014) policy LP16: Delivering and Protecting High Quality Environments across the District.
- South Cambridgeshire Local Plan (September 2018) policy CC/6: Construction Methods.

Types of applications that require this information

Development proposals: -

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

What information is required?

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

Where to look for further assistance

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

22. Open Space / Playing Field Assessment

Policy Driver

- National Planning Policy Framework (July 2021), particularly Section 8 Promoting healthy and safe communities.
- Cambridge City Local Plan (October 2018) policies 67: Protection of open space, and 73: Community, sports, and leisure facilities.
- East Cambridgeshire Local Plan (April 2015) policy COM 3: Retaining community facilities.
- Fenland Local Plan (May 2014) policies LP6: Employment, Tourism, Community

Facilities and Retail.

- Huntingdonshire Local Plan to 2036 (May 2019) policies Box LP 14: Amenity, Box LP 29: Health Impact Assessment and Box LP 32: Protection of Open Space.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1.j.): Design Principles, NH/11: Protected Village Amenity Areas, and NH/12: Local Green Space.

Types of applications that require this information

Development within designated open spaces/playing fields/allotments.

What information is required?

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

Where to look for further assistance

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

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

Policy Driver

- The Landfill Directive.
- Landfill England and Wales Regulations 2002 (as amended).
- National Planning Policy Framework (July 2021) particularly Section 8 Promoting healthy and safe communities.
- National Planning Policy for Waste (October 2014).
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 1 Sustainable Development and Climate Change, Policy 3 Meeting Waste Management Needs and Policy 4 Providing for Waste Management.
- Cambridge City Local Plan (October 2018) policy 36: Air quality, odour and dust.
- East Cambridgeshire Local Plan (April 2015) policy ENV 9: Pollution.

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

Types of applications that require this information

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

What information is required?

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

Where to look for further assistance

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

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

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

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

Policy Driver

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

Types of applications requiring this information

All to which this guidance applies unless otherwise stated below.

What information is required?

- All scale plans and drawings shall be to a recognisable scale and include a scale bar in addition to the national requirement of a North point.
- The red line of the application area should include the means of access to the public highway and all of the proposed development including ancillary parking provision (see [paragraph 024 Reference ID: 14-024-20140306](#) of the Planning Practice Guidance).
- Existing and proposed Block plans of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries and neighbouring properties and clearly outlining the parking and maneuvering areas.
- Existing and proposed elevations (e.g., at a scale of 1:50 or 1:100).
- Existing and proposed floor plans (e.g., at a scale of 1:50 or 1:100).
- Drawings must be sufficient to identify the building within its context.
- Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100).
- Roof plans (e.g. at a scale of 1:50 or 1:100) - required only for complex roof structures. The roof plan should show the shape of the roof at an appropriate scale.
- Adequate cross-sections showing existing and proposed changes of level are necessary for proposals on sloping sites and all applications which include proposed changes in levels.
- It is the responsibility of the applicant/agent to provide accurate and updated plans and drawings within reasonable tolerances. The information should be sufficient to show the proposals in their context including their relationships with relevant existing on-site and off-site reference points/features.

Where to look for further assistance

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

NOTES

- Environmental Impact Assessment development is covered by separate regulations, which are mainly outside of the scope of these guidance notes.
- If during the lifetime of this list, policy documents, relevant legislation, and other documents are amended or superseded, the revised or replacement document

shall be treated as a substitute for any superseded reference.

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