

Strategic Planning Service – 2018-19

Overview of the service

The Service is responsible for setting a strategy for the sustainable development of East Cambridgeshire and planning for the delivery of residential and employment growth – including bringing forward key development sites and infrastructure projects.

The work includes assisting with the delivery of a number of the Council's Corporate Objectives, including delivering affordable housing/CLT schemes, improving infrastructure and improving local transport.

The key responsibilities of the team are set out below:

1. Keeping the Local Plan up to date and in line with Member priorities and changes to national planning policy and guidance. For 2018/19 this means continuing the preparation of a new Local Plan, with a target of adopting it by the end of the year. The Local Plan sets out a strategy for the future growth of the district, policies to guide growth and identifies key sites for housing, employment and other development and infrastructure. During 2018/19, the Local Plan will be at its 'examination stage', whereby an Independent Inspector will determine whether the Local Plan is suitable for adoption. The production of a Local Plan is a statutory requirement.
2. Facilitating, as part of a 'one-team' Council service, the delivery of key growth projects identified in the Council's adopted Local Plan. This involves working across other teams and in partnership with landowners, developers, infrastructure providers and the local community in the first stages of scheme development (prior to commencement of formal pre-application discussions and submission of planning applications).
3. Producing Supplementary Planning Documents for specific topics where necessary – in conjunction with landowners, developers, local communities and other public bodies. These support, and add more details to, policies in the Local Plan.
4. Monitoring the delivery of growth and key development sites, through the collection and analysis of demographic, housing, economic and environmental data. Monitoring work also involves regular assessment of key development trends, viability assessments, market trends, future requirements and potential changes to the Council's growth strategy. This is a statutory requirement.
5. To provide policy advice and direction to the Development Management team on preliminary enquiries, planning applications and appeals and to provide general policy advice and guidance to landowners/developers and the public.
6. To assist Parish Councils in the production and adoption of Neighbourhood Plans. This is a statutory requirement.
7. Under the Section 20 (5) (c) of the Planning and Compulsory Purchase Act 2004, the Council is required to engage constructively with neighbouring Councils and other bodies to maximise the effectiveness of plan preparation. This may at times require joint working on plans or projects.
8. To respond to consultations at national and sub-regional level on proposed changes to national policy and guidance, and emerging strategy documents issued by other public bodies. This includes plans prepared by the Combined Authority.

Looking back to the Service Plan for 2017/18, the Service Area has been principally engaged in the preparation of the emerging Local Plan, leading up to the consultation which took place in Nov – Dec 2017 and the ‘submission’ of the Local Plan for examination in February 2018.

Cost of service

No directly employed staff are currently in post within the Service Area (see ‘Staffing Information’ below). However, an SLA is in place to ‘share’ Peterborough City Council’s planning policy staff resource, as agreed by Corporate Governance and Finance Committee in 2015, and updated in January 2018

(http://www.eastcambs.gov.uk/sites/default/files/agendas/rf290118_S217_0.pdf).

For 18/19, that SLA, for strategic planning, is agreed at £224,000 (+ travel costs), plus has the ability to secure additional support from PCC as needed.

Additional costs of the service are on an ‘as needed’ basis, covering, for example, essential external consultancy work needed to progress the Local Plan, Planning Inspector costs, and costs associated with printing consultation documents.

Some costs of the service are off-set by one-off or limited time grants received from Government, such as Neighbourhood Planning Grants and Brownfield Register Grants.

Staffing information

The Strategic Planning Service Area consists:

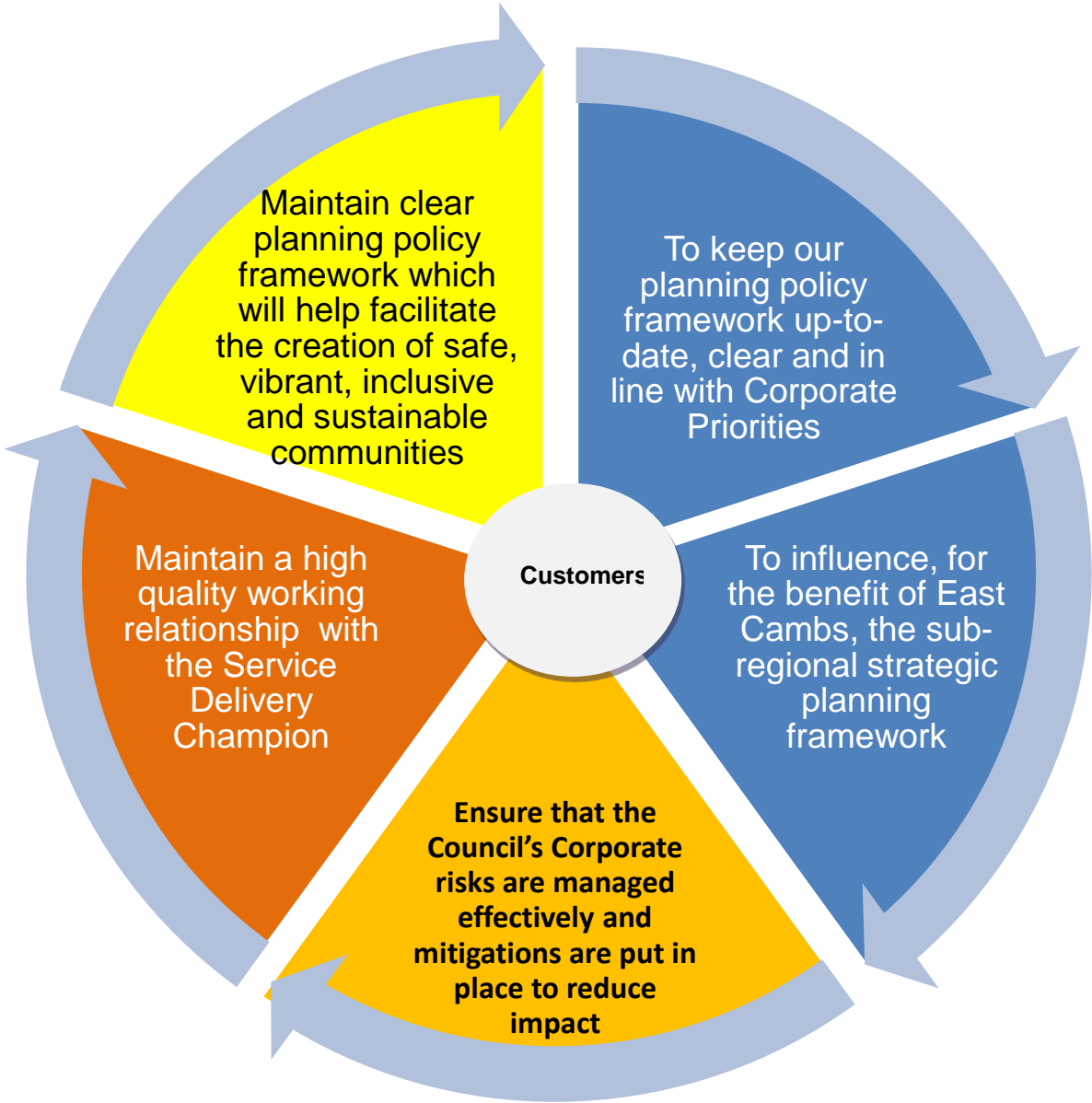
3FTE Manager and Officer support, plus Local Plan Programme Officer support, via the PCC SLA arrangement, plus additional ‘call-off’ support as and when required and agreed by the Director – Commercial.

There are no ECDC directly employed staff in the Service Area.

The SLA currently has an end date of 31 March 2021. Staffing provision for 19/20 is scheduled to drop to 1.1FTE (and the cost likewise dropping). This reflects the anticipated adoption of the Local Plan in 2018/19.

Forward planning for Councillors

| Proposed date of decision | Item/Event/ Project Stage | Service Area | Service Delivery Champion | Committee |
|---------------------------|--|--------------------|---------------------------|--------------|
| July 2018 | Full Council to approve an updated ‘Statement of Community Involvement’ (SCI), a statutory document which sets out how the council will consult on various planning matters. | Strategic Planning | Councillor Coralie Green | Full Council |
| Between Oct-Dec 2018 | Full Council to adopt Local Plan. Timing is dependent on progress with the Local Plan Examination. | Strategic Planning | Councillor Coralie Green | Full Council |
| July 2018 | Full Council might receive draft Supplementary Planning Documents to approve for the purpose of public consultation, in support of the emerging Local Plan. Details to be confirmed. | Strategic Planning | Councillor Coralie Green | Full Council |



Commitments towards our Vision

Strategic Planning Service Delivery Plan 18/19



| Performance Measure | Link to Corporate Plan Priority | Target and reporting timescale (i.e. 6 monthly or annually) | Baseline from previous year/output from previous year | Owner and co-owners |
|---|---|--|---|--|
| Maintain a clear planning policy framework which will help facilitate the creation of safe, vibrant, inclusive and sustainable communities | (2)A Fantastic Place to Live, Work and Visit | Continually review all existing service web pages to ensure that only up to date, accurate and relevant information is live on the Council's website. Ongoing. | Thorough update took place 2017/18 | Strategic Planning-Richard Kay- Strategic Planning Manager Edward Dade-Strategic Planning Officer Harj Kumar-Strategic Planning Officer |
| | (3)Genuinely affordable housing | | | |
| | (4) New Jobs and Funding | Publication of an Authority's Monitoring Report (AMR) covering period to 31 March 2018, which reports on the performance of the previous year in terms of planning matters (statutory item). By 31 December 2018 | AMR last published in Dec 2017 | Strategic Planning-Richard Kay- Strategic Planning Manager Edward Dade-Strategic Planning Officer Harj Kumar-Strategic Planning Officer |
| | (5)Improved Infrastructure. (6)Improving Local Transport. | Prepare an updated Statement of Community Involvement (SCI), setting out how the Council will consult on a variety of planning matters, for approval by Full Council in first half of 2018/19 | Last SCI adopted October 2015 | Strategic Planning-Richard Kay- Strategic Planning Manager Edward Dade-Strategic Planning Officer Harj Kumar-Strategic Planning Officer |
| To keep our planning policy framework up-to-date, clear and in line with corporate priorities | (2)A Fantastic Place to Live, Work and Visit | Continue a review of the Local Plan in line with statutory provisions. Ensure the Local Plan facilitates delivery of the Council's priorities. | 3rd Draft Local Plan approved at Full Council October 2017 | Strategic Planning-Richard Kay- Strategic Planning Manager Edward Dade-Strategic Planning Officer |
| | (3)Genuinely affordable housing | Examination of the Local Plan during 2018. | Local Plan 'submitted' for examination February 2018 | Harj Kumar-Strategic Planning Officer |
| | (4) New Jobs and Funding | Adoption by end of 2018. | | |
| | (5)Improved Infrastructure. (6)Improving Local Transport. | Consider whether any Supplementary Planning Documents need to be approved by Full Council for the purpose of public consultation, in support of the emerging Local Plan. Details to be confirmed. | N/A | Strategic Planning-Richard Kay- Strategic Planning Manager Edward Dade-Strategic Planning Officer Harj Kumar-Strategic Planning Officer |
| | | Work with those communities wishing to undertake Neighbourhood Planning, ensure ECDC meets its statutory requirements. Timing and demand uncertain, due to lead being Parish Councils. | Advice regularly given to communities, and especially parish councils. | Strategic Planning-Richard Kay- Strategic Planning Manager Edward Dade-Strategic Planning Officer Harj Kumar-Strategic Planning Officer |
| To influence, for the benefit of East Cambs, the sub-regional | (2)A Fantastic Place to Live, Work and Visit (3)Genuinely affordable housing | Play an active role in sub-regional strategic planning work, including attendance at Cambridgeshire and Peterborough Planning Policy Forum (every 6 weeks) and contributing to Combined Authority strategic planning activities. | Mostly Ongoing, though the Combined Authority is a new area with the potential for considerable new Strategic Planning activities | Strategic Planning-Richard Kay- Strategic Planning Manager Edward Dade-Strategic Planning Officer |

| Performance Measure | Link to Corporate Plan Priority | Target and reporting timescale (i.e. 6 monthly or annually) | Baseline from previous year/output from previous year | Owner and co-owners |
|---|--|--|---|--|
| strategic planning framework | (4) New Jobs and Funding (5) Improved Infrastructure. (6) Improving Local Transport. | Ongoing. | | Harj Kumar-Strategic Planning Officer |
| Maintain high quality working relationship with the Service Delivery Champion | (1) Delivering a Financially Sound and Well Managed Council | To provide regular updates to the Service Delivery Champion on the work of the Strategic Planning Service and to provide an opportunity to work in partnership on key issues/areas of work. Monthly meetings, and other briefings | Monthly | Strategic Planning-Richard Kay-Strategic Planning Manager Edward Dade-Strategic Planning Officer Harj Kumar-Strategic Planning Officer |
| Ensure that the Council's Corporate risks are managed effectively and mitigations are put in place to reduce impact | (1) Delivering a Financially Sound and Well Managed Council | To regularly review higher level corporate risks including: To regularly review higher level corporate risks, including: <ul style="list-style-type: none"> • New legislation, impacting on work in progress • New legislation, resulting in a resource pressure to implement • Failure or delay of Local Plan, resulting in resource implications, reputational risks, and unplanned for development. | Ongoing | Strategic Planning-Richard Kay-Strategic Planning Manager Edward Dade-Strategic Planning Officer Harj Kumar-Strategic Planning Officer |