

## **Strategic Planning Service – 2017-18**

### **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 2017/18 this means continuing the preparation of a new Local Plan, which commenced in late 2015/16 (including a first round consultation which took place in Feb-March 2016). 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 2017/18, it is expected that a third and final consultation on the emerging Local Plan will take place in 2017. 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.

Looking back to the Service Plan for 2016/17, the Service Area has been principally engaged in the preparation of the emerging Local Plan, leading up to the consultation which took place in Jan – Feb 2017.

## 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 Sept 2015 ([https://www.eastcambs.gov.uk/sites/default/files/agendas/cg280915\\_Q77.pdf](https://www.eastcambs.gov.uk/sites/default/files/agendas/cg280915_Q77.pdf)).

For 17/18, that SLA is agreed at £151,484 (+ 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.

## Staffing information

The Strategic Planning Service Area consists:

2.3FTE Manager and Officer support via the PCC SLA arrangement, plus additional 'call-off' support as and when required and agreed by the Director – Commercial.

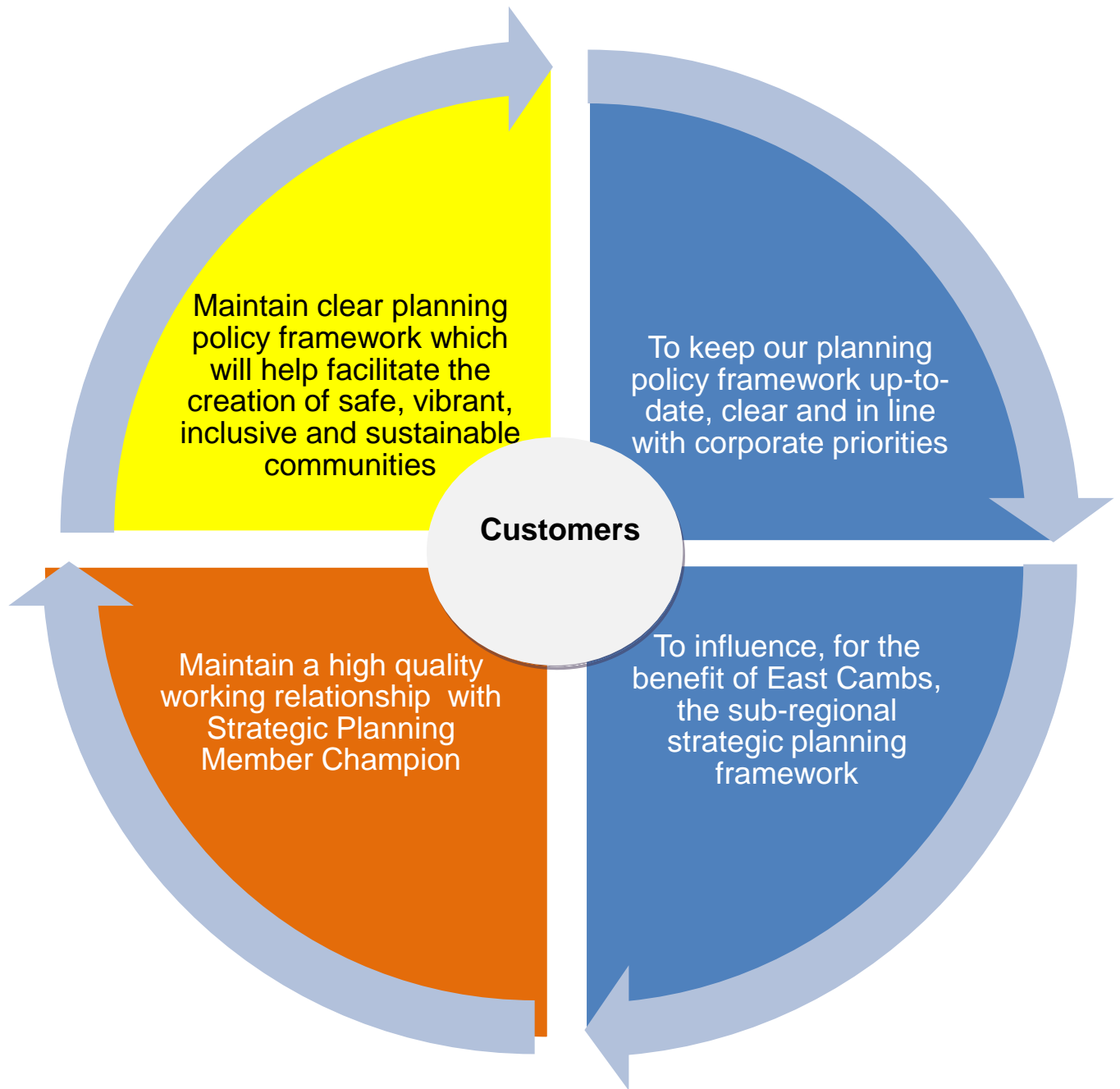
There are no ECDC directly employed staff in the Service Area.

The SLA currently has an end date of 31 March 2018. Staffing provision for 18/19 and beyond will therefore need reviewing and agreeing during 2017/18.

## Forward planning for Councillors

Proposed date of decision	Item/Event/ Project Stage	Service Area	Service Delivery Champion	Committee
May 2017	Full Council to approve an updated 'Local Development Scheme' (LDS), a statutory document which sets out the timetable for preparing a Local Plan.	Strategic Planning	Councillor Coralie Green	Full Council
July 2017 or September 2017	Full Council to approve 3 <sup>rd</sup> round consultation Local Plan, and subsequent submission of Local Plan for independent examination	Strategic Planning	Councillor Coralie Green	Full Council
July 2017 or September 2017	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
Throughout 2017/18	Local Plan Member Working Group – various meetings, to keep informed on the preparation of the emerging Local Plan	Strategic Planning	Councillor Coralie Green	Local Plan Member Working Group

Strategy map- 2017/2018



# Commitments towards our Vision

## Service Delivery Plan- Strategic Planning



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
<b>Maintain a clear planning policy framework which will help facilitate the creation of safe, vibrant, inclusive and sustainable communities</b>	(2)Genuinely affordable housing by local people for local people	Review all existing service web pages to ensure that only up to date, accurate and relevant information is live on the Council's website. 30 Nov 2017, then ongoing	Preliminary review and update took place through 2016/17	Strategic Planning-Richard Kay- Strategic Planning Manager Edward Dade-Strategic Planning Officer Harj Kumar-Strategic Planning Officer
	(3)Making East Cambridgeshire an even better place to live	Publication of an Authority's Monitoring Report (AMR) covering period to 31 March 2017, which reports on the performance of the previous year in terms of planning matters (statutory item). By 31 December 2017	AMR last published by 31 Dec 2016	Strategic Planning-Richard Kay- Strategic Planning Manager Edward Dade-Strategic Planning Officer Harj Kumar-Strategic Planning Officer
	(4)Making it easier to get around the District and do business	Prepare an updated Local Development Scheme (LDS), setting out the timetable for the Local Plan production, for approval by Full Council in first half of 2017/18	Last LDS adopted July 2015	Strategic Planning-Richard Kay- Strategic Planning Manager Edward Dade-Strategic Planning Officer Harj Kumar-Strategic Planning Officer
	(5)Appropriate developments with better infrastructure and improving Planning Service.			
<b>To keep our planning policy framework up-to-date, clear and in line with corporate priorities</b>	(6)Driving economic success by creating the infrastructure to attract businesses and create jobs.			
	(2)Genuinely affordable housing by local people for local people	Continue a review of the Local Plan in line with statutory provisions. Ensure the Local Plan facilitates delivery of the Council's priorities	1 <sup>st</sup> Draft Local Plan approved at Full Council Jan 2016 2 <sup>nd</sup> Draft Local Plan approved at Full Council Nov 2016	Strategic Planning-Richard Kay- Strategic Planning Manager Edward Dade-Strategic Planning Officer Harj Kumar-Strategic Planning Officer
	(3)Making East Cambridgeshire an even better place to live	3 <sup>rd</sup> Draft to Full Council in September or October 2017.  Six week consultation post Full Council approval		
	(4)Making it easier to get around the District and do business	Submission of Local Plan to Secretary of State for Examination by 31 March 2018		
	(5)Appropriate developments with better infrastructure and improving Planning Service.	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
	(6)Driving economic success by creating the infrastructure to attract businesses and create jobs.	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

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
<b>To influence, for the benefit of East Cambs, the sub-regional strategic planning framework</b>	(6)Driving economic success by creating the infrastructure to attract businesses and create jobs.	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 and LEP strategic planning activities. Ongoing.	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 Harj Kumar-Strategic Planning Officer
<b>Maintain high quality working relationship with Strategic Planning Member Champion</b>	(1) A customer driven efficient Council with a 'can do' attitude and pro business approach and commercially focused to ensure financial self sufficiency for the taxpayer	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