

**MELBOURN PARISH COUNCIL  
MINUTES**

**DRAFT MINUTES SUBJECT TO FORMAL RATIFICATION AT THE NEXT PLANNING MEETING.**

**Minutes of the Planning Committee held on Monday, 1<sup>st</sup> February 2016 in the upstairs meeting room of the Community Hub at 7.20 p.m.**

**Present: Cllrs Tulloch, M.Linnette, J Hales, J Regan, R Gatward, C Stead.**

**In attendance: The Clerk**

**PL138/15 Apologies for Absence:** Cllrs Sherwen and Cllr Crosby for health reasons, Cllr Bloomfield for work commitments, and Cllr Norman for personal reasons.

**PL139/15 Declarations of Interest:**  
N/A

**PL140/15 Minutes of the meeting held on 11<sup>th</sup> January 2016:**  
Cllr Regan confirmed that the statement relating to the Electrical Test Certificate is an important health and safety issue and that should be mentioned within the minutes.

Wording changed to:

Cllr Regan raised his concern that prior to completion of the car park the following paper work must be received as soon as possible as without this Melbourn Parish Council will not settle final payment.

- Electrical Test Certificate (This is important due to Health and Safety Regulations).
- O&M Manual for reviewing and approving
- A list of Interserve's Sub Contractors
- Final costing from Interserve

Cllr Hales stated that in the Standing Orders any councillor not given their apologies to The Clerk in advance of the meeting should be noted as absent in the minutes.

**IT WAS PROPOSED BY CLLR GATWARD AND SECONDED BY CLLR REGAN AND AGREED THAT MINUTES OF THE MEETING HELD ON 11<sup>TH</sup> JANUARY 2016 BE SIGNED AS A TRUE RECORD.**

**PL141/15 Report on the last meeting: 11<sup>th</sup> January 2016**  
PL133/15

Cllr Linnette suggested replacing the fence on the Beeton Close side of the workshop and closing the opposite side with a gate to stop members of the public gaining access to the back. **ACTION: The Clerk to ask Ashton Renovation for a quote for this work.**

**Cllr Linnette has talked through the requirements with Ashton Renovation. Awaiting Quote**

The existing car park signage in the car park is to be cleaned by the Ranger. **ACTION: The Ranger.**  
**The car park sign has been cleaned.**

The 3 Tonne car park sign is still to arrive. **ACTION: The Clerk to chase**

**Sweetts Group to confirm delivery date. The Clerk has chased Sweetts for this information.**

The position of the kebab van has caused residents to complain as when he arrives onto site his new location is usually taken up with cars already being parked there. To prevent this from happening two signs will be placed on the fencing facing the two parking bays next to the motorcycle area. The signs will read

**“THIS SPACE – NO PARKING AFTER 3PM”**

In addition to this the two spaces will be marked in yellow paint to separate them from the other spaces on the car park. **Action: The Clerk : Signs have been ordered from Unlimited Logos  
Cllr Linnette has spoken with Ranger about this.**

Cllr Linnette commented that members of the public are using the left hand side of the bus shelter as a walk way and treading over the grass/mud area. This area will now be block paved and the kerb from the car park will be painted with white paint. **ACTION: The Clerk to contact Ashton Renovations for a quote to do this work.**

**Cllr Linnette has asked Ashton Renovations for a quote to carry out this work.**

The landscaping of the car park is still to be completed. **ACTION: The Clerk to ask Herts Grounds Maintenance to make contact with Cllr Gatward. Herts Ground Maintenance and Cllr Gatward have now spoken**

Cllr Linnette raised the concern about the fire safety information we are awaiting from Interserve. The Clerk confirmed this has been received and copies had been sent to The Ranger and Cllr Linnette. **ACTION: The Clerk to forward details again.**

**The Clerk sent details again for The Range and Cllr Linnette to discuss**

Cllr Hales reported that the old street light located on the left hand side pathway as you enter the car park should have been disconnected and removed as this was stated in the original contract.

Cllr Hales confirmed he had walked past the lamppost prior to the meeting and it has not been disconnected as it was still “buzzing”.

**ACTION: The Clerk to seek confirmation from Sweetts Group. The Clerk has been in contact with SCDC. The legal department are working on this and have yet to send a response.**

Cllr Regan raised his concern that prior to completion of the car park the following paper work must be received as soon as possible as without this Melbourn Parish Council will not settle final payment.

- Electrical Test Certificate
- O&M Manual for reviewing and approving
- A list of Interserve’s Sub Contractors
- Final costing from Interserve

**ACTION: The Clerk to chase Sweetts Group. The Clerk has chased four times for this documentation. Awaiting response**

PL135/15

- (a) Planning application – Outline application for the erection of timber framed eco-friendly detached house (all matter reserved) at Orchard Cottage, Bury Lane, Meldreth, Royston, Cambridgeshire, SG8 6DF S/2244/15/OL was refused with the following comments:

There is a lack of detail on the location plan, lack of detail as to what is to be built, no materials are suggested and there is no consideration as to access to highway. Without this information we cannot approve this application. Clarification as whether this is in Melbourn or Meldreth would be useful.

**ACTION: The Clerk to ask if Meldreth Parish Council received this application too.**

**Meldreth Parish Council sent the following response:**

**Orchard Cottage, Bury Lane S/2244/15/OL**

Mr L Cottam

Outline application for the erection of timber eco-friendly detached house (all matters reserved)

Meldreth Parish Council recommends **Refusal on the grounds that this proposed dwelling would be outside the village envelope. If approved would set a precedent for other development in the countryside (HG/7 Replacement dwellings in the countryside).**

PL136/15

- (a) Consultation on the Strategic Policies identified for Neighbourhood Planning purposes  
Due to the intensity and large workload required it was agreed by all that this matter should be remitted to Melbourn Futures Committee on 27 January 2016. MFC to contact officers from SCDC to talk through the documentation.

**This was on the agenda for MFC on 27 January 2016.**

An Extraordinary Full Parish Council Meeting will be held at 7.15pm on Monday 15 February prior to Planning to discuss and review the outcome and findings from Melbourn Futures Committee.

**ACTION: THE CLERK. The Clerk will invite councillors to the Extraordinary Meeting of the Parish Council on Monday 15 February.**

**PL142/15 To consider any matters concerning the Village Car Park:**

Cllr Linnette confirmed Melbourn Parish Council has still not received the final costing, and electrical test certificate and O&M Manual from Interserve. The Clerk is still chasing. **ACTION: THE CLERK**

BT has still yet to arrive on site to complete the line installation. The first date was 22 December 2015 and second date was today (11/1/16). Cllr Linnette to chase BT contact Julie Harris on 12 January 2016. The CEO Department have now taken over this case and are in discussion with Cllr Linnette. MPC are waiting installation date.

The two additional baffles to be placed on the street lights on the left hand side will now be ordered and supplied by Interserve.

Cllr Linnette raised the issue that the outside wall to the pavilion appears to have paint peeling off from it. Cllr Linnette to investigate whether anti-graffiti paint was used?" **ACTION: CLLR LINNETTE**

SCDC are currently looking into the existing lease and plan of the car park and the ownership of the lamppost. Cllr Hales confirmed due to staffing there are delays within the Legal Department and it may take some time before The Clerk receives this information.

District Cllr Hales mentioned could the car park sign on the left be straightened as it appears to unbalanced. **ACTION: THE CLERK**

The new red and white signs saying "Keep Clear" for the kebab man appear to be working successfully.

Cllr Linnette raised the issue about the fire safety information. **ACTION: CLLR LINNETTE AND THE RANGER TO COMPLETE.**

**PL143/15 To discuss which Brownfield Sites there are in the Parish of Melbourn.**

After discussion Melbourn Parish Council suggested the following Brownfield Sites:

- Pet Reks and Yard
- BT Exchange
- The garages located at the end of Fordham Way. (Although District Cllr Hales commented planning permission has already been agreed at this site).

**ACTION: THE COMMITTEE WERE ASKED TO SEND ANY FURTHER IDEAS AS SOON AS POSSIBLE TO DISTRICT CLLR HALES.**

**PL144/15 Changes to Proposed Scheme of Delegation (Correspondence)  
PL144/15 and PL145/15 were discussed together.**

District Councillor Hales and Barrett discussed their letter (APPENDIX 1) regarding District Councillor representation at MPC Planning Committee meetings.

Melbourn Parish Council is to engage with South Cambridgeshire District Council to run Training Courses relating to Proposed Delegation on Planning. These training courses would be funded by Melbourn Parish Council.

**ACTION: DISTRICT CLLR HALES TO SPEAK WITH OFFICERS FROM SCDC PLANNING COMMITTEE TO SEE WHAT COURSES THEY CAN OFFER MPC.**

The Clerk to create a Planning Policy Folder to ensure up-to-date policies are available for immediate use at Planning Meetings. **ACTION: THE CLERK**

The committee discussed the documentation from SCDC relating to Proposed Scheme of Delegation: See Appendix 2. Melbourn Parish Council will seek advice from District Councillors Hales and Barrett prior to them presenting Melbourn Parish Council's case to SCDC Planning Officers.

It was discussed about a Conservation Policy being included as an extended part of Melbourn Neighbourhood Plan. **ACTION CLLR HALES**

**PL145/15 To discuss and adopt a written policy concerning Planning Committee Meetings (District Hales and Barrett).**

PL144/15 and PL145/15 were discussed together. See PL144/15

**PL146/15 Assets of Community Value Application**

The Community Right to Bid for Assets of community value was discussed.

**IT WAS PROPOSED BY CLLR GATWARD AND SECONDED BY CLLR REGAN THAT AN APPLICATION SHOULD BE COMPLETED ON BEHALF OF MELBOURN PARISH COUNCIL.**

**ACTION: DISTRICT CLLR BARRETT AND HALES TO COMPLETE ASSETS OF COMMUNITY VALUE NOMINATION FORM**

**PL147/15 To receive any notification or planning consultation documents.**

- (a) Notification granting permission for Extending Existing Brick Boundary Wall to Front of 12 High Street, Coton, Cambridge, Cambridgeshire, CB23 7PL. S/2509/15/FL. Was noted but this is not related to Melbourn.
- (b) Notification granting permission for Proposed Dwelling at Cherrytrees, Cambridge Road, Melbourn, Royston, Cambridgeshire, SG8 6EY. S/2773/15/FL. Was noted.
- (c) Notification granting permission for Erection of Shed in Rear Garden (retrospective) at Sheene Mill Hotel & Restaurant, 39 Station Road, Melbourn, Royston, Cambs, SG8 6DX. S/2149/15/FL. Was noted.
- (d) Notification granting permission for 2<sup>nd</sup> storey rear extension to form en-suite bathroom at 19 High Street, Melbourn, Royston, Cambridgeshire, SG8 6ER. S/2238/15/FL. Was noted.
- (e) Notification grants permission for Application to vary conditions 2, 4, 10 and 13 of planning permission S/1692/14/FL by replacement of drawing reference MMX91/REV with MMX91/Rev C and removal of conditions 3 (materials), 8 (traffic Management Plan) and 14 (Contamination) following submission of details and acceptability of details by the Local Planning Authority, at Ruboic, Flint Cross, Newmarket Road, Melbourn, Royston, Cambridgeshire, SG8 7PN. S/2207/15/VC. Was noted.
- (f) Notification granting permission for 2 Storey Extension to Rear & Single Storey Extension to Front at 54 Bramley Avenue, Melbourn, Royston, Cambridgeshire, SG8 6HG. S/2331/15/FL. Was noted.
- (g) Condition 2 (Approved Plans) of Planning Consent S/1427/14/FL for Solar Farm and Associated Works at Land between Railway and Sewage Disposal Works, Royston Road, Melbourn, Cambridgeshire. S/1616/15/VC. Was noted.
- (h) Any notifications received up to the time of the meeting  
Notification granting permission for Demolition of Existing Outbuilding at 56 Medcalfe Way. Construction of New 2 Bedroom House on Land Part of 56 Medcalfe Way. At 56 Medcalfe Way, Melbourn, Royston, Cambridgeshire, SG8 6HU. S/2546/15/FL. Was noted.

Notification granting permission for Single storey side and rear extension to create porch, shower room and kitchen. At Flat 2, Corner House, 10 High Street, Melbourn, Royston, Herts, SG8 6ER.

S/1635/15/LB. Was Noted.

**PL148/15 To consider the following planning applications**

- (a) Planning application for Two storey side extension to existing house at 25 New Road, Melbourn, Royston, Cambridgeshire, SG8 6BX. S/3234/15/FL. This was approved without comment.
- (b) Planning application Construction of underground cable to connect to solar farm Land between Railway and Sewage Disposal, Land between Railway and Sewage Disposal Works, Royston Road, Melbourn, Cambridgeshire. S/3187/15/DC. For information only.
- (c) Planning application Non Material amendment to application S/1823/15/FL – Removal of render to first floor and replacement with brick to match existing at 9 Portway, Melbourn, Royston, Cambridgeshire. SG8 6EU. S/2993/15/NM. For information only

**PL149/15 Correspondence:**

- (b) Email from Cllr Mulcock relating to The Old Star, Melbourn. Cllr Tulloch confirmed he had spoken to Marshalls Estates in Royston and asked them to remove the incorrect planning information from their website immediately.

**PL150/15 To accept notices and matters for the next agenda**

District Cllr Hales and Barrett to report back on Planning Training available from SCDC.

**The Chairman closed the meeting at 8.38 p.m.**

## **APPENDIX 1**

### **District Councillor Representation at MPC planning committee meetings.**

Date: 15<sup>th</sup> January 2016

Dear Sarah,

You will be aware of the changes proposed by SCDC to the Parish Council representation process called 'Scheme of Delegation'.

On Wednesday 14<sup>th</sup> October 2015, both Cllr's Barrett and Hales attended an SCDC Cross Party member workshop on various subjects, which included the aforementioned 'Scheme of Delegation'.

Senior SCDC officers and lawyers gave a detailed briefing to District Councillors on the ramifications of the proposed change to policy. Much discussion ensued and finally a compromise was suggested and one we believe will be accepted by all SCDC Councillors. This was discussed at the Planning Pfh meeting at SCDC on the 17<sup>th</sup> November and the decision to defer for six months was taken to allow for more consultation with the parishes.

To paint the proper picture in short the Parish Councils automatic referral to SCDC planning committee (where the PC's decision differs from that of the planning officers) will go and be replaced by an option for Parish Councils via the 'Blue form' (or subsequent replacement) to 'ask' for the application to be heard by the committee (all referrals must be accompanied by valid material planning considerations).

Then both the SCDC Planning Committee Chair and designated Planning officer will decide whether or not the request meets the requirements.

- If the request meets the requirements then the application will go to committee.
- If it fails to meet requirements then it won't.

However there will be the alternative/complimentary option of intervention by District Councillors which has always been an option but because of the auto referral method in the past, hasn't often been used.

This will now change.

District Councillors can also make a request to the Planning Chair and designated Planning officer for the application to go to committee with again using valid material planning considerations. District Councillors are better placed to be able to confer with officers and come to a position that Parish Councillors may not be able to do.

We advise the MPC planning committee that if they wish their District Councillors to recommend an application for the SCDC Planning Committee, that they do so in writing to both Cllr's as soon after the scheduled Parish meeting as possible, as District Councillors will only have an additional seven days in which to talk to officers, come to a decision and make the request. As a result of this proposed SCDC change in policy, both Cllr Hales and Barrett felt that our serving on the Parish planning committee may prejudice our positions when attending SCDC Planning Committees, where we will be called upon to speak either for or against a particular application.

Circumstances have recently changed Cllr Barrett's position and she has left the Parish Council however Cllr Hales could be affected so as a result will you please take this letter as

confirmation that Cllr Hales is stepping down from the Parish planning committee with immediate effect.

We do however have some recommendations that we feel MPC might wish to adopt as a matter of urgency regarding planning committee meetings and the unique role that the District Councillors play in the planning process.

We recommend that:

1. The published planning agenda states at the top where Parish Councillors are summoned to the committee meeting, that Cllr's Hales and Barrett are named and 'invited to attend the meeting' as District Councillors.
2. We are sent as a matter of course all agendas for MPC planning committee meetings at the point of agenda publication.
3. We are sent all minutes of the previous meeting.
4. We are sent all correspondence ahead of the meetings at the point of agenda publication. Any late material can follow as received by MPC.
5. We are sent any other pertinent material ahead of the meetings at the point of agenda publication. Any late material can follow as received by MPC.
6. We are asked for our advice prior to a decision being voted upon (preferably prior to the meeting taking place) at committee as this may help committee members with their decision.

District Councillors have the unique privilege of access to planning officers that others do not have, so will/may be better placed to be able to advise MPC planning committee on its intended decision.

We trust that these recommendations meet with your approval and we look forward to receiving your written response soon.

Yours faithfully

District Councillor Jose Hales

District Councillor Val Barrett



## **APPENDIX 2**

### **Proposed delegation of planning decisions in South Cambridgeshire (Jan 2016)**

South Cambridgeshire District Council operates an adopted scheme of delegation which sets out the range of decisions that designated officers can make on behalf of the Council. Decisions on the majority of planning proposals and associated applications are delegated to designated officers without the need for them to be decided by members at Planning Committee

Delegated decisions are carefully considered by the case officer who outlines their recommendations, and reasons behind the recommendations, in a balanced delegated report, which is checked by a designated officer before a decision is agreed and issued.

By operating a scheme of delegation, decisions are made in good time, in line with statutory target dates, and the Planning Committees can concentrate on the most contentious and significant proposals.

#### **Applications will be dealt with under delegated powers unless:**

- A Local Member or Parish Council writes, or emails a request for a particular application to be considered by Planning Committee, sound planning reasons are given for why this is considered necessary and the request is accepted by the Chairman of Planning in consultation with designated Officers.

The request by Parish councils should be made within 21 days of the date of registration and by Local Members not later than 28 days of the date of registration of the application, or within 14 days of receipt of any subsequent significant amendment to a current proposal. If the Chairman declines a request, a written explanation will be given to the Parish Council and copied to the Local Member.

- An application is made by an elected Member or an officer of the Council, or a household member of either of such persons, and representations objecting to the application have been received (delegation is still permitted if the application is refused);
- If approved, the application would represent a significant departure from the approved policies of the Council (officer delegation is still permitted if the departure from policy would not conflict substantially with the aims and objectives of the policy or the application is to be refused). For these purposes significant departures are defined as a development which requires referral to the Secretary of State;
- Any 'Major' or 'Minor' application relating to the Council's own land or development where representations have been received against the proposal;
- The application is for the demolition of a listed building or a Building of Local Interest or
- The application is one that in the opinion of officers, in consultation with the Chairman and Vice-Chairman, should be determined by Committee because of special planning policy considerations, the complexity of the application, the application is significant and/or strategic importance to an area beyond both specific site and parish.



## What are Material Considerations?

A material consideration is a matter that should be taken into account in deciding a planning application or appeal against a planning decision.

Examples of material considerations can include (but are not limited to).

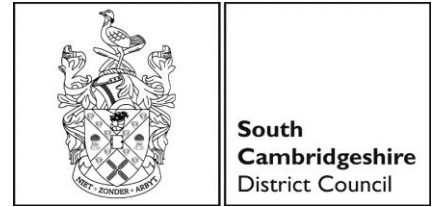
- Overlooking /loss of privacy
- Loss of light/overshadowing
- Highway Safety
- Traffic
- Parking
- Noise
- Layout and density
- Design, appearance and materials
- Effect on listed Building and Conservation Areas
- Nature Conservation and or impact on protected trees or the landscape.
- Disabled Person's access
- Government Policy
- Compliance with the Local Plan.

The following are **not normally** issues that can be taken into account:

- Loss of property value
- Issues of market competition
- Loss of a view
- The applicant's motive, character or personal circumstances
- Matters covered by other legislation including restrictive covenants
- Issues relating to landownership/property boundaries.
- Moral or religious Issues.

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Date 14<sup>th</sup> January 2016.

To Clerk to all Parish Councils

Dear Parish Councillors,

### **Changes to Planning Scheme of Delegation**

Happy New Year.

Further to last autumn's consultation with you in respect of the above, I am writing to thank you for your comments and to respond to them.

Your comments were considered by the Portfolio Holder at his meeting on 17<sup>th</sup> November 2015. He deferred making a recommendation and has asked me to write to you to clarify a further proposed amendments and to give your Council an opportunity for you to comment on this should you wish to.

#### **Comments Received:**

In respect of the autumn consultation, responses were received from 27 Parish Councils and 1 Member to the proposed changes to the scheme of delegation.

In summary, all had concerns about the scheme as initially proposed; many did not like the idea of Local Members acting as 'gatekeepers'. Most, however, recognise that there is a general need to streamline the process but wanted to ensure that any changes did not diminish Parish Council input and wanted to ensure that the valuable local knowledge Parish Councils hold is acknowledged and used. All comments were attached in full to the Portfolio Holder's report.

During the consultation process an alternative option emerged which I feel, has merit. It was discussed at the Parish Planning Forum on 14<sup>th</sup> October and was referred to and supported by 10 Parish Councils in their written submissions. It is also supported by the Planning Committee.

As such I am formally writing to set out this alternative option (below) and to seek any further comments on this by **19<sup>th</sup> February 2016**. Please send them to me: [jane.green@scams.gov.uk](mailto:jane.green@scams.gov.uk).

#### **Proposed Scheme of Delegation (as now amended)**

All applications would be delegated other than those set out in appendix 1 to this letter, which would be determined by Planning Committee.

Set out under the first bullet point within the proposed scheme is a clause which enables Parish Councils to request that other applications be considered by Planning Committee. Any request would need to be received within 21 days and set out the planning reasons for the request. The

request would then be considered by the Chairman of Planning Committee, as advised by designated officers, who would either accept the request, or would write back setting out the reasons why it cannot.

A draft copy of the consultation letter to Parish Councils is attached and I would welcome your comments on this draft. I have added to this examples of what does and doesn't comprise a material planning consideration to assist Parish Councils in their consideration of the application and reasons why they might wish to request an application is considered by Planning Committee.

In writing to you the Portfolio Holder and a number of other District Councillors have asked me to stress the value and importance of representatives attending Planning Committee to support their comments, where a Parish Council has specifically requested consideration by Planning Committee. Please note that the Parish Council can be represented at Planning Committee by any of its Councillors or the Parish Clerk (with approval of their Parish Council).

### **Why are the changes being proposed?**

Firstly because it is good practice to periodically review the Scheme of Delegation and it is some time since we have done so. The revised format can readily accommodate any changes the government may introduce e.g. new types of planning application or pre-notification.

Importantly it will allow Planning Committee to focus on the more significant and or contentious cases across the District, and have time within their meetings to receive training as well as briefings on forthcoming major schemes.

### **Next Steps**

The Portfolio Holder wishes to review the Scheme of Delegation at his March Meeting (14<sup>th</sup> March 2016) and make a recommendation on any changes. Any comments you make as a Parish Council will be considered by the Portfolio Holder.

### **Comments on the Planning Service.**

In addition to commenting on the scheme of delegation, a number of specific comments and suggestions were also received from Parish Councils about our current planning service.

I have collated these and they form appendix 3 to this letter together with our initial response. These suggestions are very helpful and will be used to shape our continued improvements to the Planning Service over the coming year.

### **Update on Staff Changes.**

We have had a number of staff changes over recent months, including the appointment of a new Head of Development Management, Julie Baird as well as five project officers working across the service. As such we have recently update our staffing chart and I enclose this for your information.

If you do have any queries do contact me.

Yours sincerely

Jane Green - Head of New Communities.

**Suggestions Received from Parish Councils about other changes might improve Decision Making (Received Autumn 2015)**

<b>Parish Council Suggestion</b>	<b>SCDC Response</b>
<b>Links with the Department/Council</b>	
Parish Councils would welcome greater contact with Planning officers, they are not always accessible.	This is noted, officers are required to answer phones promptly and return calls where messages are left. Officers will attend Parish Council meetings where requested for larger and more controversial applications.
Some Parish Councils question whether there are sufficient resources within the Department.	This Planning Management team do keep this under review. Recruitment in planning is challenging however we have received successfully appointed a Head of Development Management and 5 new project officers and have made recent offers in respect of some Senior Planning Posts. An updated staffing chart is attached.
A named officer per Parish or Group of Parishes as a main point of contact would help build relationships and improve local communication and knowledge.	We currently do this for the major growth sites and are looking to introduce this for larger sites or parishes where a number of applications have been received e.g. Waterbeach and Cottenham.
It would be helpful if Parish Councils copied their Local Members into their comments on planning applications	Agree, we can and will encourage Parish Councils to do this.
<b>Processes and Information</b>	
A request for greater Parish Council involvement at the pre-application stage.	We sympathise with this request which we have discussed at previous Parish Planning Forums. We currently encourage applicant to do this but will be looking at how we can improve Parish Council involvement at this early stage over the coming year.
A list of objective criteria setting out what will and won't go to Committee.	We will do this.
Request for additional information about constraints to go to Parish Councils with applications e.g. Tree Preservation	This information is currently on our website; it has recently been enhanced to include additional information e.g. list

Orders, Listed Buildings.	<p>descriptions for listed buildings.  <a href="https://www.scams.gov.uk/content/planning-applications-map">https://www.scams.gov.uk/content/planning-applications-map</a></p> <p>We will look to see how we can make this information more accessible to Parish Councils.</p>
Can emails from SCDC Planning come from a single central email address rather than a number of officers so Parish Clerks can filter them out and prioritise them.	<p>We are currently in the process of a major upgrade to our Planning IT system and processes which will bring benefits to officers, parishes and the public.</p> <p>We will look into whether it is feasible to do this. However it may mean that all emails may need to go to and from a central email rather than individual officers at a time when we are encouraging individual officers to make further contact with Parish Councils.</p>
Can more Parishes receive copies of the delegated reports with decision notices?	These are already on our website but we will look into the feasibility of sending links to specific documents – delegated reports and decision notices.
Can the Parish Planning Pack be updated?	We will look into doing this in 2016
<b>Planning Committee</b>	
A request that voting at Planning Committee is done via a show of hands rather than electronically in the interests of transparency.	This request will be considered as part of our review of Planning Committee procedures in 2016.
A request for improved communication about the forward plans for Planning Committees	This request will be considered as part of our review of Planning Committee procedures in 2016
Has SCDC considered using area committees?	<p>We already have a Main Planning Committee and Cambridge Fringes Development Control Committee.</p> <p>We will be exploring over coming months what committee arrangements would best suit our growing Growth Agenda.</p>
<b>Training</b>	
On-going training for Parish Councils is welcomed and supported	8 sessions were held across the District in Feb/March 2015. The programme for 2016 is currently being prepared and organised. More information will be available shortly
<b>Other</b>	

<p>To consider delegating decisions down to Parish Level where they have achieved some form of suitable qualification which would be possible for larger Parish Councils</p>	<p>This is not something we have previously considered but we can explore together with those Parishes to see what would be involved for all parties.</p>
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**SCDC Departmental Structure January 2016**

**Director- Planning & New Communities**  
Jo Mills

**Executive Support Team**  
Bridget Fairley  
Caroline O'Donoghue

**Head of New Communities**  
Jane Green

**Business Excellence Manager**  
Cat Quy

**Consultancy Team**  
Trovine Monterio

**New Communities**

**Planning Policy Manager**  
Caroline Hunt

**Development Control Manager**  
Julie Baird

**Landscape Design Consultancy Officer**  
David Hamilton

**Urban Design Project Co-ordinator**  
Bonnie Kwok

**Major Developments/Northstowe Team Leader**  
Paul Mumford

**Principal Planning Policy Officer**  
Jonathan Dixon  
David Roberts

**Technical Support Team Leader**  
Ian Papworth

**Team Leader East**  
Julie Ayre

**Team Leader West**  
John Koch

**Landscape Officer**  
Carol Newell

**Historic Buildings Consultancy Officer**  
Juliette Wilson

**Principal Planning Officers**  
Ed Durrant  
Andrew Fillmore

**Principal Planning Officer (Northstowe)**  
James Stone

**Senior Planning Policy Officers**  
Alison Talkington  
Claire Spencer  
Jenny Nuttycombe

**Technical Support Officers**  
Rose Mills  
Nanette Wright  
Robyn Anderson-Welsh  
Jo Dawson-Swain  
Louise Cunningham

**Principal Planning Officer**  
Karen Pell-Coggins

**Principal Planning Officer**  
Paul Sexton  
David Thompson

**Ecology Officer**  
Rob Mungovan

**Urban Design Consultancy Officer**  
Rachel Cleminson

**Senior Planning Officers**  
Katie Parry  
Andrew Winter

**Principal Urban Designer/Planner**  
Ian Howes

**Planning Policy Technician**  
Samantha Johnston

**Appeals**  
Lisa Davey

**Senior Planning Officers**  
Katie Christodoulides  
James Platt

**Senior Planning Officers**  
Rebecca Ward  
Lydia Pravin  
Alison Twyford

**Planning Project Officer**  
Dean Scrivener

**Planning Project Officer**  
Lewis Tomlinson

**Development Officer (Economic Development)**  
Nicole Kritzinger

**System Support Lead Officer**  
Matt Dean

**Planning Officers**  
Chris Morgan  
Michael Sexton

**Planning Officers**  
Debra Bell  
John McCallum

**Interim Historic Building Officer**  
Judith Shepherd

**S106 Officers**  
James Fisher  
Theresa Roberts

**Planning Project Officers**  
Clare Howe  
Rebecca Whitney

**Planning Project Officer**  
William Tysterman

**Building Control Manager**  
Andrew Dearlove (Interim)

**Senior Building Control Surveyors**  
Fred Hedges  
Darren Moffat  
Dan Bethell  
Malcolm Shepherd (Contract)

**Tree Officer**  
Ian Lorman

**Tree & Landscape Technician**  
Jay Patel

**Land Charges Manager**  
Denise Siwicka

**Land Charges Officers**

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**Enforcement Team Principal Officer**  
Charles Swain

**Enforcement Officers**  
Alistair Funge