

**SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL
SCRUTINY COMMITTEE**

**THURSDAY 12 NOVEMBER 2015
7.00 PM**

Bourges/Viersen Room - Town Hall

AGENDA

Page No

1. Apologies for Absence

2. Declarations of Interest and Whipping Declarations

At this point Members must declare whether they have a disclosable pecuniary interest, or other interest, in any of the items on the agenda, unless it is already entered in the register of members' interests or is a "pending notification " that has been disclosed to the Solicitor to the Council. Members must also declare if they are subject to their party group whip in relation to any items under consideration.

3. Minutes of Meeting held on 15 September 2015

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4. Call In of any Cabinet, Cabinet Member or Key Officer Decisions

The decision notice for each decision will bear the date on which it is published and will specify that the decision may then be implemented on the expiry of 3 working days after the publication of the decision (not including the date of publication), unless a request for call-in of the decision is received from any two Members of a Scrutiny Committee or Scrutiny Commissions. If a request for call-in of a decision is received, implementation of the decision remains suspended for consideration by the relevant Scrutiny Committee or Commission.

5. Update On Peterborough City Council's 2014/15 Carbon Emissions As Submitted Under Different Reporting Requirements

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6. Portfolio Progress Report from the Cabinet Member for Communities & Environment Capital

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7. Portfolio Progress Report from the Cabinet Member for Digital, Waste and Street Scene

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8. Peterborough Preliminary Draft Local Plan

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There is an induction hearing loop system available in all meeting rooms. Some of the systems are infra-red operated, if you wish to use this system then please contact Paulina Ford on 01733 452508 as soon as possible.

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| 9. | Revised Peterborough Statement of Community Involvement | 185 - 212 |
| 10. | Forward Plan of Executive Decisions | 213 - 236 |
| 11. | Work Programme 2015/2016 | 237 - 242 |
| 12. | Date of Next Meeting | |

Monday, 25 January 2016

Committee Members:

Councillors: N Sandford (Chair), N Khan (Vice Chairman), M Jamil, D Over, A Iqbal, R Brown, C Harper, R Bisby, J A Fox and J Whitby

Substitutes: Councillors: S Lane, M Nadeem, J Okonkowski, A Shaheed and L Forbes

Further information about this meeting can be obtained from Paulina Ford on telephone 01733 452508 or by email – paulina.ford@peterborough.gov.uk

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**MINUTES OF A MEETING OF THE SUSTAINABLE GROWTH AND ENVIRONMENT
CAPITAL SCRUTINY COMMITTEE
HELD IN THE BOUGES/VIERSEN ROOMS, TOWN HALL
ON 15 SEPTEMBER 2015**

Present: Councillors Sandford (Chairman), N Khan MBE (Vice Chairman), D Over, R Brown, A Iqbal, C Harper, R Bisby, M Jamil, JA Fox, J Whitby

Also Present: Councillor JR Fox, Group Leader, Werrington First
Councillor Eley, Cabinet Member for Digital, Waste and Street Scene
Councillor Seaton, Cabinet Member for Resources
Hani Mustafa, Youth Council Representative
Oliver Sainsbury, Youth Council Representative

Officers Present: Nicholas Harding, Head of Development and Construction
Andy Tatt, Head of Peterborough Highways Services
Amy Petrie, Principal Programme and Project Officer
James Collingridge, Amey Partnership Manager
Martin Raper, Account Director, Amey
Steven Pilsworth, Service Director Financial Services
Vicki Palazon, Financial Services Manager – Planning and Reporting
Paul Richards, Serco Operations Director
Paulina Ford, Senior Democratic Services Officer

1. Apologies for Absence

No apologies for absence were received.

2. Declarations of Interest and Whipping Declarations

There were no declarations of interest or whipping declarations.

3. Minutes of Meetings held on 16 July 2015

The minutes of the meeting held on 16 July 2015 were approved as an accurate record.

4. Call in of any Cabinet, Cabinet Member or Key Officer Decisions

There were no requests for call-in to consider.

5. Report on the Review of the A1139 Fletton Parkway Junction 17 A1(M) – Junction 2 Scheme and Procurement Options for Major Highway Schemes

The report was introduced by the Head of Peterborough Highway Services. The report had been brought to the Committee following a request from the Committee at its meeting held on 16 February 2015 and provided a review of the Fletton Parkway Scheme and included the following information:

- The different procurement options for highway contracts including fixed price and target cost contracts

- Details of the different stages of delivery of major highways schemes, using the Fletton Parkway Junction 17-2 Scheme as an example

Questions and observations were made around the following areas:

- Was any preparatory work done prior to the contract being procured like checking the soil? *The Head of Peterborough Highway Services referred Members to Appendix 2, Scheme Delivery Stages. All procurements of this nature went through a procurement framework contract which included soil testing, environmental work, surveys and studies. With regard to the Fletton Parkway Junction 17-2 Scheme there was additional contamination found to that identified through the surveys. No contamination had been found through the pre testing of soil or identified in historical records. Large scale schemes always had an element of risk.*
- Members sought assurance that lessons had been learnt from the Fletton Parkway Scheme to ensure any future contamination would not be missed when undergoing further schemes. *Members were assured that lessons had been learnt and additional testing will be undertaken for future schemes in similar locations or locations with similar traffic flows.*
- Members were also informed that preparatory work for any major scheme would remain the same and the professionals employed to do this work would take into consideration the large area of contamination found but trial holes for a new scheme may still miss any further areas of contamination. This risk could not be mitigated completely.

ACTIONS AGREED

The Committee noted the report and requested that a copy of the minutes of the meeting held on 16 February 2015 be circulated for information to Members of the Committee.

6. Amey Annual Partnership Report

The report was introduced by the Cabinet Member for Digital, Waste and Street Scene, also in attendance was the Amey Account Director and Amey Partnership Manager. The report provided the Committee with an update on the performance of the Amey Partnership contract which included the following key areas:

- Street Cleansing
- Gluttons
- Litter Bins
- Parks Trees and Open Spaces
- Refuse and Recycling
- Garden Waste
- Property Service, Design and Project Management
- Transport
- Managed Services
- Clean and Green
- KPI Performance update

Questions and observations were made around the following areas:

- Members sought further clarification on the Gluttons. *Members were advised that there would initially be five Gluttons deployed: 2 in the city centre, 1 in Central Park, 1 in Central Ward and 1 in Bretton. The Gluttons would be permanently based within the wards but could be transported to other areas by trailer. Parish Councils and local community groups would also be able to use them at any time that they were not being used by Amey. Five further Gluttons would be provided at a later date. The Glutton*

could be deployed to any area where required. Material collected by the Glutton was sent to an external company who specialised in recycling.

- *Members were informed that it was at the discretion of each individual Parish Council if they wished to use the Gluttons. Anyone wishing to use them would receive training on the use of the Glutton and there would be a number to call if there were any issues. Insurance cover and how this would be provided was being looked into.*
- *A member of the Youth Council referred to paragraph 5.9.2 and the scheme, "3 month environmental hit squad" and sought clarification as to what this was. Members were informed that it was part of the Clean and Green Campaign and was a hit squad which comprised of two operatives and a van. It provided a more intense cleanse of an area such as collecting fly tipping, needles, removal of graffiti, clearing of dog fouling, cleansing of shelter belts etc.*
- *How was the street cleaning monitored. Members were informed that quality checks completed by inspectors were in place to ensure the cleanse had been completed to grade A standard. The inspection records were then monitored by the partnership team.*
- *Members requested a schedule of street cleansing so that ward councillors could be aware of when the streets should be cleaned.*
- *Members referred to paragraph 5.4 of the report; Update on Refuse and Recycling and noted that over 60% of the waste presented in the black bin could be removed and placed into containers already in use to collect recyclable and compostable wastes. What was being put in place to reduce this percentage? Members were informed that various initiatives had been put in place to increase the recycling rates as part of the Clean and Green Campaign. This included door knocking in areas of the city to advise people on how to recycle and which receptacle to use, street signs to show people which colour bin to place what type of waste in, all new properties received packs of information advising on which bins should be used for which type of waste. A trial incentive scheme had also been put in place where people could earn points for recycling which would go towards a local community scheme.*
- *Members asked for a breakdown of recycling rates in different areas of the city.*
- *Was anything being done with schools to educate children regarding recycling. Members were advised that Amey did visit schools and provided education on recycling and the benefits. Amey also did road shows in the city centre.*
- *A member of the Youth Council asked if incentives could also be offered to young people to earn points for their schools or youth clubs. Members were informed that the incentive scheme meant that the points would be earned by the household and therefore encouraged both young people and parents within the household to earn points by recycling better.*
- *Members referred to the statement within the report quoting the current recycling rate as 34.35% (excluding garden waste) and asked what the figure would be if garden waste was included. The Account Director was unable to provide the figure at the meeting but advised that it could be provided after the meeting.*
- *Members sought clarification as to whether the recycling rate was increasing or falling. Members were informed that overall recycling of garden waste was falling as residents now removed garden waste in different ways. The change in council policy to pay for garden waste collection has had an impact on the percentage collected. However the green bin recycling rate has increased. The food waste recycling had decreased which had instigated a focus on getting this back up again by offering incentives such as free bags.*
- *Members noted that there were currently 19603 garden waste subscriptions and asked what percentage of the total household this equated to. Members were advised that it equated to approximately 25% of households in the city.*
- *Had the amount of garden waste increased in the black bins since the garden waste charge had been implemented. Members were informed that it had increased by 3½% which had been expected.*

- Had fly tipping of garden waste increased since the introduction of the garden waste collection charge. *Members were advised that fly tipping of garden waste was very low. All fly tipping cases were investigated.*
- What was being done with regard to people who lived in accommodation such as flats that did not have the facilities to recycle or the use of a food waste caddy. *Members were advised that Amey were currently piloting a scheme in flats for recycling food waste and if successful this would be rolled out further.*
- Members noted that there were four sites where residents could deposit bulky waste free of charge for collection. Had this been beneficial? *Members were informed that where they were placed in areas of low fly tipping it had been beneficial but in areas where there was high fly tipping hardly anyone had used the site. The four sites were located in Hampton, Central Ward, Ravensthorpe and Bretton. Communications were sent out in advance so that people were made aware of the locations.*
- Would fly tipping be reduced if more free bulky waste collections were available? *Members were advised that the evidence suggested that it would not make a difference. The take up of the service was no more when the service was free.*
- Members were informed that two mobile cameras were being purchased to catch fly tippers and they would be used 24/7, 365 days a year. They would target the most habitual fly tipping areas. People who were caught and prosecuted were named and shamed.
- Members were concerned that the courts were not taking fly tipping seriously and issuing appropriate fines. *Members were informed that courts could issue fines of up to £50,000 for fly tipping but this was never enforced.*
- Members sought clarification as to what a “Big Belly” was. *Members were informed that they were large capacity bins which also compacted the rubbish inside and therefore was able to take two or three times the amount of rubbish. It also had a Wi-Fi connection so that a message could be sent to the depot to advise that the bin was filling up. This would cut down on wasted collection journeys as the bins would only need emptying when they were full.*
- Members were concerned that people may be confused as to what they could put into the green bin and that this might affect recycling figures.
- Members were advised that the current recycling facility could not take shredded paper but this was being looked into.
- Members were informed that there had been a positive response to spray signs regarding dog fouling.
- Members referred to the Key Performance Indicator Chart and specifically to reference 1.2; “number of missed collections at assisted collection properties. Target < 70”. An explanation was sought as to why the monthly rate had increased to 66. *The Account Manager advised that the rate required further improvement and this was being worked on. Work was being done with each collection crew if a complaint was received to understand why the collection had been missed so that it would not happen again.*

ACTIONS AGREED

The Committee noted the report and requested the following:

1. A schedule of street cleansing for each ward, this to be circulated to all councillors.
2. An information report regarding recycling rates to include:
 - a. recycling rates for each area of the city
 - b. a trend report for the last four years to show the total household recycling rate including green bin and black bin recycling.
3. That the Cabinet Member look into whether the spray signs could be made a permanent feature.

RECOMMENDATION

The Committee recommend that the Director of Governance look at how the Committees concerns regarding low penalties being imposed with regard to fly tipping offences by the courts could be raised with the local Magistrates courts.

7. Report on the Performance of the Serco Partnership (2014/15)

The report was introduced by the Serco Operations Director. Also in attendance was the Service Director - Finance Services, Financial Services Manager - Planning and Reporting and the Cabinet Member for Resources. The report provided the Committee with an update on the performance of Serco during 2014/15 highlighting the following areas:

- Performance Data for:
 - Customer Services
 - Shared Transactional Services
 - Business Support
 - Strategic Property
 - Procurement
 - ICT
- Complaints

Questions and observations were made around the following areas:

- Members congratulated the Operations Director on Serco retaining the Customer Service accreditation for another year for the Peterborough Direct Service.
- Members referred to the section on Complaints and noted that whilst overall the complaints had reduced for both Customer Services and Shared Transactional Services there was a high number of complaints received for delayed / failed service in the Shared Transactional Service. Why was this and what had been put in place to improve this. *Members were informed that the Contact Centre received approximately 400,000 calls a year and it was therefore inevitable that some customers may not be happy with the service they receive. All calls were recorded and played back and coaching and training was then given to staff and if necessary disciplined.*
- Members commented that the generic number used for council tax queries was often impossible to get through to. The 747474 number also took a long time to be answered. Serco Officers listed in the telephone directory often only showed their names but no telephone number. Members requested that this be changed to show telephone numbers as well.
- Members asked if the number of staff on the call centre varied according to the time of day and when it was busiest. *Members were informed that more staff were on duty to cover at peak times.*
- Had extended opening hours for the call centre been considered? *The Cabinet Member responded that this had been considered but there was a cost implication. This matter was however being considered with the Leader and would be presented to the Budget Working Group if additional funds were required.*
- Members were concerned that the council was still behind with ICT technology and wanted to know how quickly this would change. *Members were informed that Peterborough was one of the top ranking councils in the country with regard to ICT strategies. The improvements would not be seen immediately as much of the work was done in the background. The Cabinet Member offered to provide a briefing to all Group Leaders on the operational implementation of the ICT Strategy.*
- It was noted that the Cabinet Member for Digital, Waste and Street Scene would be presenting a progress report for his portfolio at the next meeting in November and an update on the ICT Strategy and CityFibre could be included.

- A member of the Youth Council asked if a deal could be done between CityFibre and new housing developers to install fibre optic broadband when the new houses were being built. *The Cabinet Member advised that he thought that discussions with CityFibre on this subject were already taking place.*

ACTIONS AGREED

The Committee noted the report and requested that the Cabinet Member for Digital, Waste and Street Scene provide an update on the implementation of the ICT Strategy within his portfolio progress report when attending the November meeting.

8. Forward Plan of Executive Decisions

The Committee received the latest version of the Forward Plan of Executive Decisions, containing key decisions that the Leader of the Council anticipated the Cabinet or individual Cabinet Members would make during the course of the following month. Members were invited to comment on the Forward Plan and where appropriate identify any relevant areas for inclusion in the Committee's work programme.

Members sought clarification on when the Subsidised Passenger Service Provision decision KEY/04SEPT15/05 would be made.

ACTIONS AGREED

The Committee noted the Forward Plan of Executive Decisions

9. Work Programme 2015/2016

Members considered the Committee's Work Programme for 2015/16 and discussed possible items for inclusion.

ACTION AGREED

To confirm the work programme for 2015/16 and the Senior Democratic Services Officer to include any additional items as requested during the meeting.

The meeting began at 7.00pm and ended at 9.10pm

CHAIRMAN

SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE	Agenda Item No. 5
12 NOVEMBER 2015	Public Report

Report of the Director of Growth and Regeneration		
Contact Officer	Charlotte Palmer - Environment, Transport and Future City Manager	Tel. 453538

UPDATE ON PETERBOROUGH CITY COUNCIL'S 2014/15 CARBON EMISSIONS AS SUBMITTED UNDER DIFFERENT REPORTING REQUIREMENTS

1. PURPOSE

- 1.1 In line with previous years, this report provides an update on Peterborough City Council's 2014/15 carbon dioxide emissions. These emissions are reported as part of its mandatory participation in the Carbon Reduction Commitment Energy Efficiency Scheme, the local authorities Greenhouse Gas Report (formerly NI 185) and to assess progress under the city council's Carbon Management Action Plan.

2. RECOMMENDATIONS

- 2.1 The contents of this report are noted and comments invited accordingly.
- 2.2 That future updates remain an annual scrutiny item in November, following the annual reporting deadlines at the end of July.

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

- 3.1 The council's carbon emissions directly relate to two priorities of the Sustainable Community Strategy: creating the UK's Environment Capital and delivering substantial and truly sustainable growth. As a key partner in the Environment Capital aspiration the council is in a position to lead by example on reducing its climate change impact and ensuring that growth in the city is environmentally sustainable.

4. BACKGROUND

- 4.1 The three similar but slightly different carbon emission reports are described in detail below. Table 1 below summarises the differences in scope, conversion factors and method.
- 4.2 **Carbon Reduction Commitment Energy Efficiency Scheme (CRC):** The participants in this mandatory scheme (including 198 other Local Authorities in its first phase) are required to report annual carbon emissions and purchase allowances at a fixed price per tonne of CO₂ emitted, which can be purchased at a cheaper rate in a forecast sale that takes place in April each year. 2014/15 is the first year of Phase 2 of the scheme and this phase incorporates some changes which effect the reporting scope. An annual report is published which includes information about the participants organisation type, CO₂ emissions and renewable energy use.

- 4.3 **Carbon Management Action Plan (CMAP):** The CMAP is the result of a programme of work that the council undertook with the Carbon Trust in 2009 to ensure the organisation was well placed to make progress towards reducing its environmental impact. The plan committed the council to achieve a 35% reduction in carbon dioxide emissions from its own buildings and operations by 2013/14 (extended to 2016) relative to 2008/9 baseline. It was presented to Environment Capital Scrutiny in February 2010 and adopted by Full Council in April 2010.
- 4.4 **Greenhouse Gas Report (GHG):** Local Authorities are asked to report their GHG emissions formerly, known as NI 185, for the Department of Communities and Local Government's Single Data List. There are no financial implications or targets associated with this report.

Table 1:

Report	Scope (for 14/15)	Conversion factors	Method notes
CRC	Buildings where PCC pays the energy bills (including Vivacity and rental units). Also includes street lighting and unmetered supplies. Excludes emission from schools, academies, transport and where energy is part of the rent e.g. Stuart House.	Factors specific to the scheme published by DECC, which in phase 2 are the same ones provided by Defra.	CO ₂ emissions only. Excludes non-core supplies such as oil and LPG Estimated emissions subject to 10% uplift. Reports renewable electricity using same conversion factor as electricity imported from the grid.
CMAP	Includes building, street lighting, fleet transport and business transport emissions. Also includes significant outsourced services which were originally part of the city council – i.e. Amey.	Original factors provided by the Carbon Trust. Going forward GHG Report scope 1 and 2 factors published by Defra used.	CO ₂ emissions only. Reports renewable electricity as zero emissions.
GHG	Essentially same as CMAP but the sources are treated differently. Reporting outsourced services and business travel is discretionary, and they are reported as scope 3.	Factors revised and published by Defra annually. Use both scope 1, 2 and 3 factors.	Requires report to include all main greenhouse gases converted into CO ₂ equivalent. Scope 3 emissions are reported using scope 3 conversion factors.

5. KEY ISSUES

- 5.1 The headline conclusion is that emissions have increased in 2014/15. This is mainly due to a significant change to the conversion factors used in relation to electricity and new assets operating throughout the year including, for example, Hampton Leisure Centre, Hampton Premiere Leisure and Fitness Centre and the City of Peterborough Academy.

In addition, whilst all reports show an overall decrease in emissions from the baseline year (2008/09) it should be noted that the figures are positively and negatively affected by a range of factors including outsourcing of services, an increase in the number of children in the city's schools, variability of corporate assets, changeable weather and energy efficiency improvement works.

Please note, the figures are different for each report due to their different scopes as shown in Table 1.

5.2 **CRC:** The council successfully prepared and submitted the fifth annual CRC report in July 2015, which was the first reporting year for Phase 2 and due to accurate forecasting, savings were achieved. Internal Audit has approved the process used this year. The key points are:

- Annual report emissions = 13,605 tonnes of CO₂
- Annual cost of allowances = £196,645
- Savings made from purchasing allowances in the forecast sale: £10,084
- Street lighting proportion = 42% of emissions equating to approximately £83k

5.3 **CMAF:** 2014/15 is the penultimate reporting year where progress against the 35% reduction target will be monitored. The data presented in Table 2 shows a reduction of 20.2% since the baseline year (2008/09). Whilst this does not equate to the full 35% reduction that the council committed to it still represents a significant reduction.

Table 2:

Emission source	Carbon Dioxide Emissions (tonnes)						
	2008/9	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
Council buildings	8,046	9,976	8,766	7,241	8,315	7,631	7,424
Schools	21,850	14,215	14,392	12,919	14,930	13,107	14,460
Street lighting	4,391	4,517	4,497	4,233	5,823	4,978	5,313
Fleet vehicles	2,375	2,478	2,117	-	-	-	-
Business transport	618	507	477	365	430	398	371
Outsourced services	-	-	-	2,593	2,632	2,131	2,196
Total emissions	37,280	31,694	30,250	27,351	32,130	28,245	29,765

Figure 1 shows the evolution of each emission source over the CMAF period. This shows that the schools are the largest emitters and their performance has improved over the last five years. The corporate estate is the second largest emitter and this also shows an overall improvement, though to a lesser extent. A corporate review of the council's street lighting assets has resulted in this source becoming the third largest source of emissions. The emissions generated from fleet vehicles is now classed as outsourced services.

Figure 1:

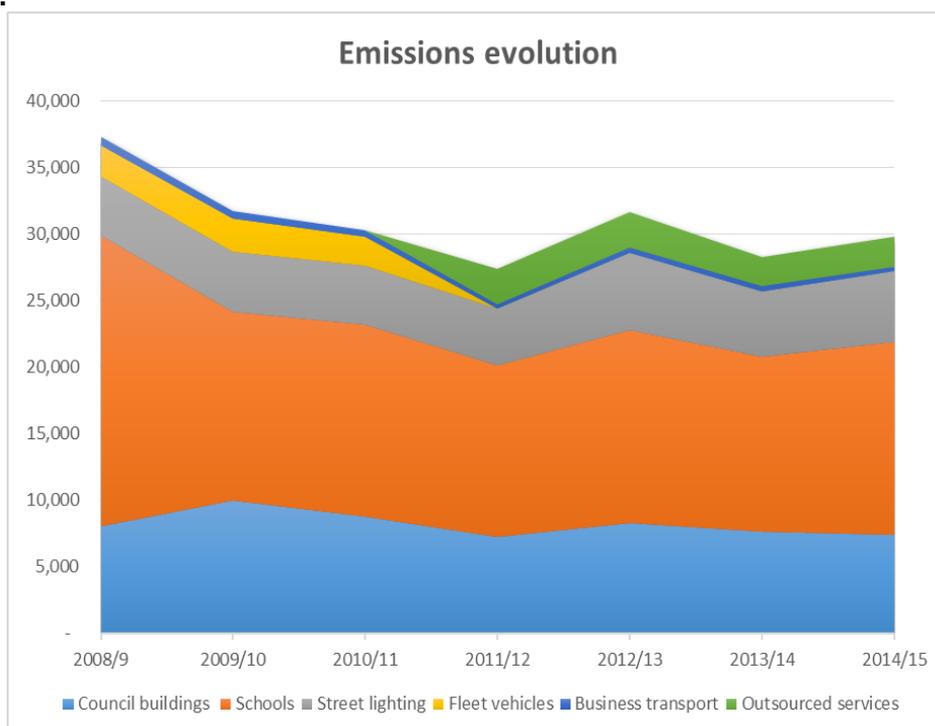


Table 3 shows normalised CO₂ emissions figures during the CMAP against different metrics. The assessment includes the total emissions and the individual sources of emissions assessed against the relevant factors such as revenue turnover, per habitant (estimated figure by the planning department based on population trends as there is no data available for 2015) or pupils from primary and secondary schools. The data shows an overall reduction of 27.5% based on per £m revenue turnover and a 25.6% reduction based on per habitant. However, looking at the individual sources of emissions, a variance can be seen. This is mainly due to different variables like the comprehensive review of street lighting which has increased the associated emissions.

Table 3:

Normalised emissions	Emissions (tons of CO ₂)		% Reduction
	2008/9	2013/14	
Total emissions			
Per £m revenue turnover	77.8	56.4	27.5%
Per habitant	0.208	0.155	25.6%
Individual sources emissions			
Schools emissions per pupil	0.76	0.43	43.0%
Street lighting emissions per habitant	0.025	0.028	-12.7%

- 5.4 As part of the Environment Capital Action Plan a commitment was made to collate water data consumption for both corporate assets and schools from 2011 up to 2014. The results can be seen in Table 4 and the associated emissions in Table 5. Please note that due to data availability, the water monitoring is reported in calendar years and not in financial years.

Table 4:

	Water consumption (m ³)			
	2011	2012	2013	2014
Corporate	92,417.1	93,818.9	106,664.7	114,590.0
Schools	127,058.4	123,351.6	166,584.8	142,355.5
Total	219,475.5	217,170.4	273,249.5	256,945.5

Table 5:

	Water supply and treatment emissions (tons of CO ₂)			
	2011	2012	2013	2014
Corporate	97.3	98.8	112.3	120.6
Schools	133.7	129.8	175.3	149.8
Total	231.0	228.6	287.6	270.5

- 5.5 An audit has also been undertaken to monitor the waste consumption for both corporate assets and schools. This audit will help to baseline the waste consumption as well as recycling rates and will help towards the development of specific targets and plans for reduction in consumption and increase in recycling rates in the near future.
- 5.6 **GHG report:** The council has published reports annually from 2009/10 to 2014/15 on its website. The figures are in line with the other reports and includes the emissions in both CO₂ equivalent (CO_{2e}) and CO₂ (Tables 6 and 7 respectively) for information purposes. They show an overall reduction of 25% from the baseline year.

Table 6:

GHG emissions data for period 1 April 2008 to 31 March 2015							
	Tonnes of CO _{2e}						
	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
Scope one	16,525	12,139	11,521	7,960	10,380	8,374	8,014
Scope two	18,930	17,826	17,048	15,263	17,458	16,105	17,802
Scope three	2,097	1,923	1,853	2,183	2,468	2,229	2,390
Total gross emissions	37,552	31,888	30,422	25,406	30,306	26,709	28,207
Carbon offsets	0	0	0	0	0	0	0
Green tariff	0	0	0	0	0	0	0
Total net emissions	37,552	31,888	30,422	25,406	30,306	26,709	28,207
Intensity measurement (kg CO _{2e} per gross revenue expenditure)	£0.08	£0.07	£0.06	£0.05	£0.05	£0.05	£0.05

Table 7:

GHG emissions data for period 1 April 2008 to 31 March 2015							
	Tonnes of CO ₂						
	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
Scope one	16,402	12,076	11,470	7,931	10,353	8,355	7,996
Scope two	18,798	17,708	16,938	15,166	17,346	15,993	17,657
Scope three	2,080	1,909	1,841	2,168	2,363	2,218	1,916
Total gross emissions	37,280	31,694	30,250	25,266	30,061	26,566	27,569
Carbon offsets	0	0	0	0	0	0	0
Green tariff	0	0	0	0	0	0	0
Total net emissions	37,280	31,694	30,250	25,266	30,061	26,566	27,569
Intensity measurement (kg CO _{2e} per gross revenue expenditure)	£0.08	£0.07	£0.06	£0.05	£0.05	£0.05	£0.05

6. IMPLICATIONS

6.1 **CRC:** The changes in the new Phase of the CRC in terms of the emissions scope has reduced the cost of the allowances from £267,612 in 2013/14 to £196,645 in 2014/15.

6.2 **CMAP:** Whilst the conditions listed in 5.1 such as the weather variability resulted in a slight variability in emissions in some years, over the 6 years since the baseline year, the trend shows a reduction in emissions. However, the latest result shows a 20.2% reduction in the last year of CMAP, which is behind target to hit the ambitious 35% reduction target. It is worth noting that the benefits as a result of the upcoming energy efficiency works as part of the Energy Performance Contract with Honeywell have started to be felt but it will likely impact, in a positive way, the figures significantly at a later date. Collectively, the results from these actions will help the council continue to reduce emissions towards the 35% target although it will probably take longer than originally anticipated. Therefore, it is intended to continue monitoring the original 35% reduction target to 2016, as stated in the Environment Capital Action Plan to realise the effects of the above mentioned actions.

6.2 **Water:** None

6.3 **Waste:** None

6.4 **GHG:** None

7. CONSULTATION

7.1 No further consultation on the CMAP has taken place since it was approved at Full Council in April 2010. No consultation is needed on the CRC or GHG report.

8. NEXT STEPS

8.1 Officers will continue to monitor carbon emissions annually for the delivery of upcoming energy efficiency and renewable energy projects.

8.2 Key water consumers and trends will be identified to develop a specific target for water reduction within the council.

8.3 Waste consumption will continue to be monitored to identify patterns and trends with the aim to develop a target specific for waste reduction within the council in the future.

8.4 Annual reports on 2015/16 emissions will be compiled for each reporting requirement in summer 2016. It should be noted that government is consulting on amendments to the CRC scheme. If this has implications it will be reported to scrutiny as appropriate.

It is recommended that this remains a regular item for this scrutiny board to ensure continued progress.

9. BACKGROUND DOCUMENTS

9.1 Information about the CRC scheme can be obtained from the Environment Agency's website: <https://www.gov.uk/guidance/crc-energy-efficiency-scheme>

9.2 The council's Carbon Management Action Plan is available from:
<https://www.peterborough.gov.uk/upload/www.peterborough.gov.uk/residents/leisure-and-culture/Council-Campaigns-ClimateChange-CarbonManagementPlan.pdf?inline=true>

9.3 The council's Greenhouse Gas Emissions Report is available at:
<https://www.peterborough.gov.uk/upload/www.peterborough.gov.uk/residents/leisure-and-culture/ClimateChange-GreenhouseGasEmissionsReport-201415.pdf?inline=true>

10. APPENDICIES

10.1 None

SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE	Agenda Item No. 6
12 NOVEMBER 2015	Public Report

Portfolio Progress Report from the Cabinet Member for Communities and Environment Capital		
Contact Officer	Charlotte Palmer - Environment, Transport and Future City Manager	Tel. 453538

PORTFOLIO PROGRESS REPORT FROM THE CABINET MEMBER FOR COMMUNITIES AND ENVIRONMENT CAPITAL INCLUDING ENVIRONMENT CAPITAL ANNUAL REPORT

1. PURPOSE

- 1.1 This report is provided to update the Committee on the progress of items relevant to this committee under the responsibility of the Cabinet Member for Communities and Environment Capital.

2. RECOMMENDATIONS

- 2.1 The Committee is asked to note the report and provide comments accordingly.

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

- 3.1 This report supports the Sustainable Community Strategy by highlighting progress and change across a range of indicators and measures related to the objective to create the UK's Environment Capital.

4. BACKGROUND

- 4.1 This is an interim annual progress report for the Cabinet Member for Communities and Environment Capital. In April 2014 the council adopted the Environment Capital Action Plan (ECAP) which provides, for the first time, a clear vision for Environment Capital. The plan is based on the internationally recognised concept of living within the resources of one planet, a vision of a sustainable world where people lead healthy, happy lives within their fair share of the earth's resources.

5. KEY ISSUES

- 5.1 There are a total of 33 targets included within the Environment Capital Action Plan, listed in appendix A. The progress of these targets has been reported, predominantly, up to the end of March 2015 unless more recent information was available. Of these, 21 have a status of 'green' which means that they are on track, 8 are 'amber' which indicates that they are struggling in some aspects and 4 are 'red' which means they are failing to achieve and this status is unlikely to change by the end of 2016.

Appendix B provides a detailed breakdown against each of the targets included within the plan. It also, on a theme by theme basis, provides details of other initiatives that have taken place in

the city which support the corresponding theme. Finally, Appendix B, concludes with a list of potential targets that have been suggested by citywide partners for inclusion in the second Environment Capital Action Plan which will be prepared to commence from January 2017.

6. IMPLICATIONS

6.1 There are no direct implications arising from this report. It is provided for information and comment.

7. CONSULTATION

7.1 This report and corresponding appendices have been produced in collaboration with colleagues from the council and external citywide organisations.

8. NEXT STEPS

8.1 In November each year a full annual progress report will be prepared and made publically available. This will detail progress against each of the targets included in the city's Environment Capital Action Plan.

9. BACKGROUND DOCUMENTS

9.1 None

10. APPENDICES

10.1 Appendix A: Environment Capital Action Plan

Appendix B: Environment Capital Annual Report



Creating the UK's Environment Capital: Action Plan



Theme / 2050 Vision	Local and national context	Our targets to 2016
<p>Zero Carbon Energy</p> <p>No net carbon emissions from energy consumption, achieved through high energy efficiency and renewable energy.</p>	<ul style="list-style-type: none"> 12,000 pupils have taken part in 'Powerdown' to raise awareness of energy issues. Per capita The council has reduced CO₂ emissions by 15% since 2008. CO₂ emissions have reduced from 8.1 tonnes (2005) to 6.3 tonnes (2011). <p>But...</p> <ul style="list-style-type: none"> 16% of households' energy bills are spent on devices left on standby. Each year energy costs Peterborough £144m: the council spends £6.7m plus a tax of £288k. 	<ul style="list-style-type: none"> Reduce city council CO₂ emissions by 35%. Increase the number of businesses registered with Investors in the Environment from 78 to 124. Reduce per capita CO₂ emissions to 5.8 tonnes. All approved developments greater than 10 homes or 1000sqm floor area shall achieve an emissions ratio at least 10% better than building regulation standards.
<p>Sustainable Water</p> <p>We will have high quality water environments, the annual risk of flooding will be less than 1 in 100 in the urban area and we will each use 80 litres of water or less daily</p>	<ul style="list-style-type: none"> 75% of Peterborough residents have water meters. The councils Flood and Water planning guidance is promoted by the Environment Agency as best practice. <p>But...</p> <ul style="list-style-type: none"> Anglia is one of the UK's driest regions with the same average rainfall yearly as Jerusalem. Only 1% of the water on Earth is usable fresh water. ¾'s of Brits overfill their kettles, wasting a total of £68m each year. 	<ul style="list-style-type: none"> Baseline the council's water consumption and set a target for reduction. Promote the 'drop 20' litres of water campaign across the city. Produce integrated environmental and recreational improvement plans for Peterborough's principal rivers. Anglian Water have decreased pipe blockages across Peterborough by 70% since 2010. This significant reduction will be maintained.
<p>Land Use and Wildlife</p> <p>A network of naturally diverse, wildlife-rich, accessible places which are valued and enjoyed locally.</p>	<ul style="list-style-type: none"> Peterborough has one of the highest ratios of green space per person in the UK. Peterborough has 5 Green Flag Awards. The number of nesting pairs of Barn Owl has increased from 5 to 65 between 1990-2012. The Hampton Nature reserve has the largest population of Great Crested Newts in Europe. <p>But...</p> <ul style="list-style-type: none"> Since 1800, England has lost about 500 different species. 	<ul style="list-style-type: none"> Increase the number of sites in positive management from 79% to 81%. Increase the number of trees planted as part of the Forest for Peterborough from 8,000 to 55,000. Secure funding to increase the number of Green Flags to 6. Nene Park Trust will continually raise the quality of its facilities and improve the participation and engagement of visitors.
<p>Sustainable Materials</p> <p>All building materials purchased in the city will be from sustainable sources and wherever possible sourced locally</p>	<ul style="list-style-type: none"> The Waste Electrical and Electronic Equipment (WEEE) Re-Use facility, launched in 2004, refurbishes and recycles unwanted electrical goods which are then resold through charities to those on low incomes. The UK has 1,595,374ha of Global Forest Stewardship Council certified forest area. The UK public sector accounts for 10-40% of all sales of timber, wood and paper products. <p>But...</p> <ul style="list-style-type: none"> The UK construction industry uses more than 400 million tonnes of material every year. 	<ul style="list-style-type: none"> The council will achieve level 5 in the government procurement framework. Develop guidance to support the use of sustainable materials. Seek funding to develop a city wide sustainable local procurement framework. In Cambridgeshire and Peterborough 25% of total aggregates sales will be comprised of secondary and recycled aggregates.
<p>Local and Sustainable Food</p> <p>80% of food consumed will be produced and processed within 100 miles of the city.</p>	<ul style="list-style-type: none"> In 2007 the council committed to support the city's aspiration to achieve Fairtrade city status Via Amey 75% of fresh produce and 40% of meat is from East Anglia. There are 1,450 allotments in the city and 93% are occupied. The area's agri-food industry generates around £2 billion of food-related trade. <p>But...</p> <ul style="list-style-type: none"> Britain's supermarkets generate 300,000 tonnes of food waste every year. 	<ul style="list-style-type: none"> Seek funding to carry out a feasibility study into local, sustainable food production. Achieve Fairtrade city status. Develop planning guidance to support local food.

<p>Zero Waste</p> <p>Annual household waste will decrease to 250kg per person and 100% will be recycled, reused, composted or recovered.</p>	<ul style="list-style-type: none"> Peterborough residents recycled 43% of their household waste in 2011/12. Every year there is a national 'Zero Waste Week' helping to reduce landfill and save money. The Waste Electrical and Electronic Equipment (WEEE) Re-Use facility reprocesses and reconditions electrical goods for recycling and resale into the community, aiming to divert both large and small electrical items from landfill. <p>But...</p> <ul style="list-style-type: none"> We generate about 177 million tonnes of waste every year in England alone. 	<ul style="list-style-type: none"> Increase materials recycled or recovered at the household recycling centre from 80 to 90%. Build a new Household recycling centre. Seek funding to develop an action plan to reduce landfill of non-municipal waste (<i>i.e.</i> non-domestic).
<p>Sustainable Transport</p> <p>A pedestrian, public transport and cycle first city and 90% of all journeys will be zero emission.</p>	<ul style="list-style-type: none"> Travelchoice, a £3.24m government project, achieved a 9% reduction in car journeys. The council is currently administering a £5m fund to encourage sustainable travel. Commuting on a bike at around 10 - 11 mph will burn about 400 calories per hour. <p>But...</p> <ul style="list-style-type: none"> Our 2020 growth plans means that 9% more journeys need to be sustainable. Two-thirds of all journeys in the UK are under 5 miles. 	<ul style="list-style-type: none"> Increase the number of businesses with travel plans from 30 in 12/13 to 60. Increase the number of pupils receiving Bikeability training from 951 to 1300 annually. To further develop a robust monitoring network to enable in depth transport modal data to be collected.
<p>Culture and Heritage</p> <p>We will be recognised as a high quality culture and heritage destination with active residents.</p>	<ul style="list-style-type: none"> Peterborough has 1,056 listed buildings, 65 scheduled monuments and 29 conservation areas. Each year, Peterborough Museum hosts between 50,000-80,000 visitors. Britain is ranked 7th out of 50 nations for cultural heritage. 39% of English adults during 2010/11 said they volunteered at least once in the last 12 months Peterborough has Ferry Meadows: The most visited country park in the UK 	<ul style="list-style-type: none"> Increase the number of active library members by 3% annually from a baseline of 22,971. Increase the people attending theatre performances by 10% over three years from a baseline of 50,000. Increase the number of people attending arts events from 40,000 to 60,000 by 2016. 24 culture and heritage sessions via Greeniversity per quarter
<p>Equity and Local Economy</p> <p>A 'high skilled / low poverty' economy aided by the highest concentration of environmental businesses in the UK</p>	<ul style="list-style-type: none"> The cleantech cluster is home to 5,900 jobs and has contributed £560m into the local economy. In 2011, 12.6% of Peterborough homes (9,315) were in fuel poverty, a decrease from 15.6% in 2010. The 'ready to switch' campaign offers household savings between £60 and £200. The city council has entered into a strategic partnership with British Gas to invest between £5m and £20m into tackling fuel poverty in the city. <p>But...</p> <ul style="list-style-type: none"> 13 million people live below the poverty line in the UK. 	<ul style="list-style-type: none"> Increase the number of jobs in the cleantech cluster by 10%. Reduce city wide unemployment by 1% annually. Undertake a housing stock survey to ascertain homes in fuel poverty and subsequently target resources with the aim of achieving the Government's target to eradicate fuel poverty by 2016.
<p>Health and Wellbeing</p> <p>We will live longer, healthier, more fulfilling lives, with health equality for all residents.</p>	<ul style="list-style-type: none"> Cyclists take 50% fewer sick days. Life expectancy varies across the city by up to ten years. Young people's participation in sport improves their numeracy scores by 8%. <p>But...</p> <ul style="list-style-type: none"> Approximately 37% deaths from Coronary Heart Disease are due to inactivity. 	<ul style="list-style-type: none"> Increase the number of attendances in sport and physical activities provided by Vivacity from 1.056 million to 1.3 million per annum.

Appendix B: Environment Capital Annual Report

Environment Capital Theme: Zero Carbon Energy

Target	Status	Commentary																		
Reduce city council CO ₂ emissions by 35%	Amber	CO ₂ emissions have reduced by 20% from the 2008/09 baseline. If the average trend over the last 6 years is followed, CO ₂ emissions will be reduced by 22%, missing the target by 13%. However, the energy efficiency measures in place will have the highest impact during the next financial year so the final figure is expected to be higher than the forecasted one.																		
Increase the number of businesses registered with Investors in the Environment from 78 to 124	Red	The current figure for the total members registered in Investors in the Environment in the Peterborough area is 79, which indicates that the target is unlikely to be achieved. The reason for this is that Peterborough Environment City Trust (PECT) have not had a commercial manager for the last year to enable them to increase local membership.																		
Reduce per capita CO ₂ emissions to 5.8 tonnes	Red	Data published by the Department for Energy and Climate Change in 2015 shows that per capita CO ₂ emissions in Peterborough are 6.5 tonnes per capita. This is lower than the East of England average (6.7), England (6.7) and National (7.0). Each year when this data is published historic data is also reviewed. This can lead to alterations in historic data and therefore one reporting year cannot directly be compared to preceding years. The latest data available between 2005 and 2013 is: <table border="1" data-bbox="683 1182 1369 1234"> <thead> <tr> <th>2005</th> <th>2006</th> <th>2007</th> <th>2008</th> <th>2009</th> <th>2010</th> <th>2011</th> <th>2012</th> <th>2013</th> </tr> </thead> <tbody> <tr> <td>8.3</td> <td>8.1</td> <td>8.0</td> <td>7.8</td> <td>7.0</td> <td>7.1</td> <td>6.5</td> <td>6.7</td> <td>6.5</td> </tr> </tbody> </table> <p>If the current trend or the average trend over the last four years is maintained, it is likely that the target of 5.8 target tonnes will be missed by approximately 0.3 tonnes per capita.</p>	2005	2006	2007	2008	2009	2010	2011	2012	2013	8.3	8.1	8.0	7.8	7.0	7.1	6.5	6.7	6.5
2005	2006	2007	2008	2009	2010	2011	2012	2013												
8.3	8.1	8.0	7.8	7.0	7.1	6.5	6.7	6.5												
All approved developments greater than 10 homes or 1000sqm floor area shall achieve an emissions ratio at least 10% better than building regulation standards.	Green	This target has been achieved for all developments where the target is applicable, which equates to an average of 72%. The applications that fall outside of this requirement generally relate to reserve matter applications (so the requirement cannot be applied).																		

Overview of citywide activity undertaken in relation to this theme:

- Empower Peterborough offers home owners in Peterborough the chance to have solar panels installed on their properties for free. As well as homeowners receiving direct financial benefits from this scheme the wider Peterborough community also benefits as a percentage of the money generated will be shared equally between a Local Community Fund and the council. This scheme will close at the end of 2015 due to

government changes significantly reducing the Feed-in Tariff rates for solar PV installations.

- In January the council entered into a partnership with OVO Energy to establish dual and single fuel (electricity only) energy tariffs that are exclusive to Peterborough residents. The new tariffs are jointly branded between OVO Energy and the council, as Peterborough Energy, and offer a competitive, local alternative to the Big Six energy providers. Potential average savings per household are estimated to be up to £230 on an annual energy bill.
- Throughout the year Honeywell have been undertaking work to reduce energy consumption and associated carbon emissions across the council's estate. One of the highlights of this programme relates to a new Combined Heat and Power (CHP) facility installed at the Regional pool which has reduced gas consumption by 52% and electricity by 12%.
- The council has procured a new utility data software management system. This will enable instant access to utility data which will support the council's various data reporting requirements and enable variability in consumption on a site by site basis to be identified. In addition, the system will allow energy and carbon data to be weather corrected which will allow us to more accurately assess the impact of interventions made to reduce consumption.
- The council, Vivacity's Regional Swimming and Fitness Centre and Blue Sky Peterborough all achieved the highest level 'Green' award in the 2014 Investors in the Environment awards.
- The independent charity (PECT) launched 'Warm Homes Peterborough', a project offering free energy advice services to households, funded by the ScottishPower Energy People Trust. This free community-based project aims to help city residents save money and improve the energy efficiency of their homes, whilst also lowering the carbon footprint of local communities and conserving limited natural resources.
- Following successful completion of the Interreg IVB Zero CO₂ Emissions Certification System (ZECOS) project the Glinton and Peakirk Green Group have successfully become a Community Energy Company. This enables the group to explore various forms of energy efficiency and renewable energy projects within the villages and ensures that they are eligible to apply for various funding streams. The group also won a Gold Green Apple Award in the CO₂ Reduction category of The Green Organisation's annual Green Apple awards.
- A mini 'Powerdown' campaign took place in the spring as part of the Children's University programme at University Centre Peterborough. The programme saw a small number of students learn how to develop and deliver their own energy saving campaign in school.
- The Vista development (Carbon Challenge) is nearing completion. It is understood from developers that both private sales and transfers to Cross Keys Homes are going well. 190 of the 302 proposed developments have now been completed.

Environment Capital Theme: Sustainable Water

Target	Status	Commentary
Baseline the council's water consumption and set a target for reduction	Green	Data has been collected from Anglian Water for sites across the council's estate. This is now being reviewed and benchmarked to enable a realistic reduction target to be set.
Promote the 'drop 20' litres	Green	Anglian Water continue to promote this

of water campaign across the city		campaign across the city. In particular, all residents who make an enquiry about having a meter installed also receive further advice to help them reduce consumption which often involves the installation of water saving devices.
Produce integrated environmental and recreational improvement plans for Peterborough's principal rivers	Green	A number of actions have been undertaken to ensure progress is made against this target. This includes: the Peterborough Flood Risk Management Strategy was adopted at Full Council in October; the Integrated Nene Catchment Plan has been published and work is underway to formulate delivery of the partnership; delivery of an initial project to improve the habitat value of Nene banks; the Werrington Brook improvement programme has commenced. This project aims to holistically improve a sub-catchment of the River Welland during a 5-7 year partnership programme of community-focused works.
Anglian Water have decreased pipe blockages across Peterborough by 70% since 2010. This significant reduction will be maintained	Green	Anglian Water's pipe blockage programme focusses on two key areas of the city - Stanground and Central Peterborough. Currently in these areas, which represent approximately 11,000 properties, the sewer pipe blockage reduction rate is 93%.

Overview of citywide activity undertaken in relation to this theme:

- The Werrington Brook Improvements programme aims to holistically improve a sub-catchment of the River Welland during a 5-7 year partnership programme of community-focused works. The proposed plans include physical works to a series of brooks that flow into the River Welland, focusing on Marholm Brook, Werrington Brook, Cuckoo's Hollow and their interaction with Brook Drain and Paston Brook. The programme will not only involve physical works to the river, but will also explore how the local community and businesses can work together to reduce pollution. The programme takes an all-inclusive approach to creating a healthy river environment that can benefit everyone living, working or visiting the areas around North Bretton, Walton and North and South Werrington.
- The council has undertaken a tariff optimisation review with Anglian Water. This work has identified savings totalling approximately £14k across corporate sites and school buildings.
- The council was highly commended in the leadership category of Anglian Water's 'We Love What You Do' business awards in November, recognising the organisations commitment to environmental responsibility.
- In 2012, the Government's Technology Strategy Board (now Innovate UK), launched a UK-wide future cities competition to demonstrate how cities could take a new approach to how they run. By developing and testing innovative ideas, cities were called upon to shape smarter and more sustainable places. With a bid developed with public, private and third sector partnership Peterborough was awarded £3m. The Peterborough DNA programme was born: to implement the ideas, innovations and new systems that were put forward. One of the projects delivered as part of this programme has seen 24 weather stations installed in schools across the city. The weather stations will give

people in the city access to localised weather data and provide a unique opportunity for children across the city to interact with complex data to consider what interventions they could make to address local challenges.

- The Water Innovation Network, delivered in partnership between Anglian Water and Opportunity Peterborough, aims to drive innovation in the water industry. This is achieved by sharing the water company challenges and ensuring that all businesses and organisations understand how their innovations can help the water industry to be more efficient. Over the last 18 months 3 events have been hosted in Peterborough to help businesses meet the experts, with a total of 320 attendees; reviewed 136 innovative solutions; introduced challenge alerts for businesses to get involved in solving current challenges; started a monthly newsletter which gives members network news, event updates, challenge details and other industry news.
- Opportunity Peterborough and the Global Sustainability Institute at Anglia Ruskin University (GSI) are the UK partners on the Water Efficiency in European Urban Areas (WE@EU) FP7-funded project. The primary objective of the WE@EU project, which also involves 4 other European regions, is to create an open European platform for EU excellence in Water Efficiency and Urban Water Management. In order to achieve this, Opportunity Peterborough and the GSI have co-launched The Water Cluster. This free website and network provides a platform for members to identify synergies in one another's work, enter into a dialogue, form partnerships, and collaborate on projects.

Environment Capital Theme: Land Use and Wildlife

Target	Status	Commentary
Increase the number of sites in positive management from 79% to 81%	Green	This target is on track with 79.5% (89 out of 112) of County Wildlife Sites in positive management, placing the city in the top 10 performing local authorities in England. Work is ongoing to schedule this year's site visits, targeting those sites where there is a high probability that they may fall out of positive management.
Increase the number of trees planted as part of the Forest for Peterborough from 8,000 to 55,000	Green	This target has been significantly exceeded with over 84,000 trees planted so far.
Secure funding to increase the number of Green Flags to 6	Amber	There are now 5 Green Flags across Peterborough: Central Park, Itter Park, Manor Farm Park, the Crematorium and Victoria Gardens. Unfortunately Nene Park Trust decided not to reapply for a Green Flag at Ferry Meadows in order to focus on similar accreditation schemes more suitable for country parks. Applications were submitted for Bretton Park and Bishop Road Gardens in 2015 both of which were unsuccessful. Officers are currently reviewing the appropriateness of the Green Flag scheme and considering alternative schemes for future years.
Nene Park Trust will continue to raise the quality of its facilities and improve	Green	This indicator relates to two separate targets reported at Nene Park Trust:

the participation and engagement of visitors	Description	Target	Actual
	Number of visitors to the Park	306,046	338,459
	% of visitors rating experience as very good or excellent	82%	84%

Overview of citywide activity undertaken in relation to this theme:

- The Boardwalks Local Nature Reserve (LNR) has reopened following replacement of flood-damaged bridges and walkways. The council has signed a 10-year Licence Agreement with conservation charity Froglife to take an active lead role in managing and promoting the use of the Boardwalks LNR which has included securing Heritage Lottery Funding to deliver their “Dragonfinder” project.
- The council has installed over 500m of pre-vegetated ‘coir’ rolls along a section of the River Nene west of Town Bridge. By providing a “soft-edge” to the concrete wall it will provide a visually attractive feature as well as supporting fish populations and other wildlife.
- The council has surfaced new informal paths in Grimeshaw and Bretton Woods and installed new interpretation panels. Strong community involvement with management of the woods continues.
- Peterborough’s Buzzing is an exciting new Heritage Lottery Fund funded project led by Buglife in partnership with the council. A number of urban green spaces have been identified as suitable locations where existing amenity grass will be transformed into wild-flower meadows supporting a range of plants and insects. The funding will cover the initial establishment costs with longer term maintenance to be carried out by Amey at a lower cost than current management.

Environment Capital Theme: Sustainable Materials

Target	Status	Commentary
The council will achieve level 5 in the government procurement framework	Red	An assessment is currently underway to ascertain the work that is required to achieve this target. It should be noted that due to the way the framework has been developed it will be impossible to achieve level 5 by the end of 2016, due to the need to demonstrate continuous improvement.
Develop planning guidance to support the use of sustainable materials	Green	Work has started on preparing a new Local Plan for Peterborough. As part of that a Sustainability Appraisal Scoping Report has been prepared. It is structured around the ten themes of Environment Capital. The Sustainable Materials theme is broken down into Minerals, Materials and Circular Economy. It looks at the current baseline with regards to these three topics, as well as key issues and opportunities. The section concludes with the new Plan objective of ‘To minimise the consumption of non-renewable natural resources and maximise the re-use of materials’.

Seek funding to develop a city wide local procurement framework	Amber	<p>The Environment, Transport and Future City team continue to seek suitable sources of external funding in order to deliver this target, however, the team have been unable to identify suitable sources at this stage.</p> <p>A number of related actions are taking place to support this target including the development of a Smart Business Platform and to develop a Circular Economy master plan for the city as part of the Peterborough DNA programme.</p>
In Cambridgeshire and Peterborough 25% of total aggregates sales will be comprised of secondary and recycled aggregates	Amber	<p>This data comes from annual surveys sent out to minerals operators. The latest survey was coordinated by the British Geological Survey (BGS) and administered by the Minerals Planning Authorities (i.e. Peterborough City Council). Responses received were collated and sent back to the BGS in anonymised form at the end of August this year. The council are awaiting the aggregated results back from the BGS (along with their assumptions/extrapolations) so that the annual Local Aggregate Assessment can be completed. Therefore this data is currently unavailable.</p>

Overview of citywide activity undertaken in relation to this theme:

- In September the Environment, Transport and Future City team recruited a new Sustainability Projects Officer (fixed term contract) in order to support delivery of the Environment Capital Action Plan and the Sustainable Materials theme. This officer is currently undertaking work to prioritise actions to ensure that the council is making progress against the government procurement framework.
- As part of the Peterborough DNA programme work has taken place over the last two years as part of the Smart Business strand in Fengate to make sure local businesses are sustainable in all senses of the word – resilient and with low environmental impact. This project has involved:
 - o Building a collaborative business partnership for companies to help each other. A core of companies including Skanska, Viridor and Amey alongside SME's are already working jointly to tackle common challenges.
 - o Offering 1-2-1 advice and specialist environmental audits to improve business efficiency.
 - o Developing a collaborative online platform that aims to connect businesses across the city by providing them with an opportunity to share their people, places and products which are not in use with others in need of such resources.
 - o Test-bedding – testing technologies in live business environments, generating new commercial opportunities for the tester and the host including a revolutionary wind turbine prototype.
- Work is underway to create a circular economy master plan in the city. The circular economy is a concept used to redesign business processes away from the linear 'take, make, dispose' model to a virtuous cycle of manufacture and reuse. An event is due to take place at the beginning of November and will bring experts together from across the UK to collaboratively develop this plan for the city.

- As part of the Peterborough DNA programme 100's of hessian sacks are no longer going to landfill. The Innovation Challenge funding awarded a new company, Peterborough Reuse, funding to develop opportunities to repurpose the hessian bags. New products include shopping bags, riverbank reinforcement materials as part of flood protection schemes and mulch for use in tree planting.

Environment Capital Theme: Local and Sustainable Food

Target	Status	Commentary
Seek funding to carry out a feasibility study into local, sustainable food production	Amber	The Environment, Transport and Future City team continue to seek suitable sources of external funding in order to deliver this target however the team have been unable to identify suitable sources at this stage. A number of supportive projects have been undertaken which are detailed below.
Achieve Fairtrade city status	Green	There are a number of factors that determine the success of this target with the majority performing well. The area of focus for the year ahead is to increase the number of schools and places of worship participating in order to ensure all of the criteria is met.
Develop planning guidance to support local food	Green	Work has started on preparing a new Local Plan for Peterborough. As part of that a Sustainability Appraisal Scoping Report has been prepared. It is structured around the ten themes of Environment Capital. The 'Local and Sustainable Food' section is broken down into the topics of Productive Land, Farm Diversification, Allotments and Community Growing. The section concludes with the objective 'to promote the conservation and wise use of productive land'.

Overview of citywide activity undertaken in relation to this theme:

- As part of Peterborough DNA a number of initiatives have taken place to support this theme including:
 - o An MSc student has completed a comprehensive review to establish the viability of setting up a system to allow people to choose where to eat based on a restaurants level of sustainability. Funding is currently being sought to run a pilot programme.
 - o Students from University College London have undertaken research in to understanding 'behaviour change and local food consumption in Peterborough' and 'the potential of urban agriculture in Peterborough', helping to inform further potential work in this area.
 - o A new company called 'Local Roots' have been awarded a £20k grant as part of the Innovation Challenge Fund. Local Roots grow food to organic standards and distributes high quality edible crops to local catering outlets within a 20 miles radius of Peterborough. It is the first company in Peterborough to tackle this problem by supplying catering outlets with food grown with minimum food miles.
- Arts organisation Metal created a new cultural, weekend-long Harvest Festival in the city centre in September. Working in partnership with international lead artists Lucy and

Jorge Orta, they realised their ambition of delivering an outdoor meal for 500 people, the first event of its kind in the UK aiming to re-imagine the traditional Harvest Festival. The event brought 500 residents together for dinner; a Farmer's Market; an outdoor evening music concert and 1,000 more local people contributing through music, dance, craft, performance and ritual procession. It also focussed on ecological and social sustainability including localism, food production, food waste/sustainability, agricultural education and collective responses to the land.

Environment Capital Theme: Zero Waste

Target	Status	Commentary
Increase materials recycled or recovered at the household recycling centre from 80% to 90%	Amber	The performance for the period from 01/04/2014 to 31/03/2015 is 73.25%. This target is impacted by a number of factors including the decision to delay the construction of a new household recycling centre and because the facility that the council sends material for transformation into fuel for the cement industry closed, removing this non-landfill route. However, following the opening of the Energy Recovery Facility in August this target should begin to increase.
Build a new household recycling centre	Red	The council budget for 2015/16 excludes provision of capital funding to build a new household recycling centre. This project has therefore been moved forward to the 2016/17 financial year and as such no progress will occur until then.
Seek funding to develop an action plan to reduce landfill of non-municipal waste (i.e. non-domestic)	Green	The scope of this target has broadened during the year to embrace the Circular Economy concept which is being delivered as part of Peterborough DNA. As such the council are in the process of securing further funds through a collaborative EU bid with University College London. In addition Peterborough DNA will host the UK's first Circular City event in November, bringing together leading industry partners to develop a collaborative strategy for the city.

Overview of citywide activity undertaken in relation to this theme:

- A Local Government grant was recently awarded to the council to improve recycling rates across the city. As a result the council, in partnership with Amey, are launching a rewards scheme to 35,000 households to encourage residents to recycle. The scheme 'Love Peterborough: Love your Community' will reward residents just for recycling. Residents received a letter and leaflet before the scheme was launched on the 19th October, a dedicated web platform hosts the scheme and residents are able to create accounts and monitor their community's performance on www.lovepeterborough.com. Every four months, the area with the most points will receive £3,000 to donate to a community group or charity of their choice.
- The council are re-launching the food waste service shortly and giving all households free liners, a leaflet and a bin sticker encourage participation in the weekly food waste service.

- The 2015 Recycling of Used Plastics Limited (RECOUP) annual Conference took place in Peterborough. The event aimed to bring together organisations and individuals from the plastic, packaging and recycling chain to share knowledge, experience and insight. It focussed on the future of plastic both as a material and a sustainable, recyclable resource.
- The council have had over 20,000 subscriptions to the garden waste service in 2014 and have seen a positive impact from the clean and green campaign in increasing recycling as well as a reduction in fly tipping.

Environment Capital Theme: Sustainable Transport

Target	Status	Commentary
Increase the number of businesses with travel plans from 30 in 2012/13 to 60	Green	In order to achieve this target by the end of 2016 an interim target of 42 was set to be achieved by the end of March 2015. This has been achieved. Travelchoice are currently targeting a large number of SME's in Fengate which should mean that this target continues successfully.
Increase the number of pupils receiving Bikeability training from 951 to 1300 annually	Green	Bikeability training is delivered in schools across the city. The number of pupils that have received training are: Up to the end of June 2014 - 1,339 Up to the end of June 2015 – 1,550
To further develop a robust monitoring network to enable in depth transport modal data to be collected	Amber	The council currently use data produced by the Department for Transport to understand model shift across the city and to make comparisons at a national level. Advancements have been made using data obtained from TomTom to understand more about vehicle journey times and opportunities for innovative solutions to obtain further data on an ongoing basis will continue to be explored.

Overview of citywide activity undertaken in relation to this theme:

- The council was commended in the sustainability category at the annual Chartered Institute of Highways and Transport Awards in June. The judges commended 'the holistic approach taken to environmental issues which highways contractors have to deal. It fits well with Peterborough's broader environmental ambitions, and gives an indication of how important it is for highway authorities to set the bar high when contracting highways services'. The awards are a celebration of the highways and transportation industry and reward remarkable achievements of those working in the sector.
- Over 30 Cambridgeshire businesses have been recognised for their commitment to encouraging sustainable ways of getting to and from work. The businesses were given diamond, gold, silver, bronze and endeavour awards at the 2015 Travel Plan Awards for initiatives which have reduced dependency on car travel. Ikea Distribution Centre received the top (diamond) accolade for going above and beyond what is expected of them with initiatives such as installing on-site bike shelters, showers and lockers and

introducing personalised travel planning amongst their employees. Skanska were awarded the gold award.

- Outspoken Training won the Best Behaviour change award at the National Cycle Planning awards for their work in transforming how Peterborough families get to and from school. The overall aim of the project was to help build a stronger cycling culture within five primary schools and to encourage children, parents and teachers to cycle more often. In just six weeks there was a 263% increase with more than 200 more children cycling to school each day across the five Peterborough schools - Heritage Park, Oakdale, Norwood, Newborough and Castor.
- Peterborough Highway Services have been shortlisted to receive a Green Apple award in the Green Organisation's annual awards. This recognises the sustainability work embedded within Peterborough Highway Services.
- As part of Peterborough DNA, a new initiative started in November called Smart Supper. These events are designed to inspire and enable young people to develop innovative approaches to solve city challenges. It's a simple concept, secondary school pupil's work in teams, using their imagination, to create new business ideas to solve city scale challenges. People from across the city are invited to buy a ticket to attend the event where they enjoy a light supper and spend the evening listening to the teams pitch their business ideas. But, it's a competitive evening. Everyone in the audience votes for their favourite pitch with the winning team receiving the profit from the night to invest in bringing their idea to life. The first event addressed the challenge 'how do we encourage people to travel sustainably in Peterborough?' The event was well supported with representatives from Skanska, Travelchoice and Peterborough Highway Services attending and work is now underway to support the development of these ideas further.
- The council introduced five electric vehicles into its fleet: three for the Civil Enforcement Officers and two to be used by employees as pool cars for business related travel. 25,207 miles have been travelled so far, saving 4,137 kg of CO₂e and £5,041 in fuel costs (based on council mileage payments).

Environment Capital Theme: Culture and Heritage

Target	Status	Commentary
Increase the number of active library members by 3% annually from a baseline of 22,971	Amber	<p>The baseline for this target was revised once monitoring of the plan began because it was felt that in order to get a true indication of active library members it was necessary to include computer users in the calculation. Therefore a revised baseline of 35,890 active users was agreed. In order to achieve this target by the end of 2016 an interim target of 36,966 was set for the end of March 2015.</p> <p>The target were set before the implementation of the new library system Open+ which now sees all of Peterborough's libraries open for 50% more hours each week, however attendance figures have been reduced during the implementation of the project, as the libraries had to close for the works to take place. The library service will also be closing for short periods of time during January, February and March to install free Wi-Fi in all of</p>

		the city's libraries through a government grant. The actual number of users is 32,788. Open+ is expected to support this objective in the longer term, however this year's figures will be impacted due to the implementation of two large projects which require the buildings to close for short periods of time.
Increase the number of people attending theatre performances by 10% over three years from a baseline of 50,000	Green	This target has been exceeded with 67,319 people attending theatre performances between the 1 st of April 2014 and the 31 st March 2015.
Increase the number of people attending arts events from 40,000 to 60,000 by 2016	Green	This target has been exceeded with 50,079 people attending arts events between the 1 st of April 2014 and the 31 st March 2015.
24 Culture and heritage sessions via Greeniversity per quarter	Green	This target has been continually exceeded throughout the year with between 26 and 42 sessions being delivered every quarter.

Overview of citywide activity undertaken in relation to this theme:

- The variety of Greeniversity classes offered in the city continues to grow with sessions including a lesson from Paul White, an Artisan baker at the renowned Hambleton Bakery inspiring people to upcycle old bread and the Three Bees (Bubbles, Bees and Balms), a cooperative of soap making bee keepers who use beeswax and other natural ingredients to handcraft products such as soaps and lip balms.
- Improvements to Long Causeway started in May aiming to revitalise and enhance the public realm, to complement those successfully carried out in Bridge Street. A new central square depicting John Clare with curved seating and a focus on new public art capturing the city's environmental aspirations, including poems written by city children, will take centre stage. In addition, a new interactive screen will be installed in the square which will allow people to access and engage with city information. The digital content for the screen is being developed as part of Peterborough DNA and saw digital experts from across the city volunteer their time during a 24 hour 'hack-a-thon' to create a fun and exciting digital experience.
- The Key Youth Theatre and UROCK were both invited to perform as part of the National Theatre Connections Festival at the Royal National Theatre in London in July.
- The annual Green Festival organised by Peterborough Environment City Trust (PECT), in partnership with 38 partner organisations, continues to be successful with 10,000+ attendees in 2015.

Environment Capital Theme: Equity and Local Economy

Target	Status	Commentary
Increase the number of jobs in the cleantech cluster by 10%	Green	Over the reporting period Opportunity Peterborough have focussed on sectors and industries which are deemed to fall within the definition of cleantech. This includes digital, environmental and agri-tech companies. As a result there has been a significant increase in jobs in these sectors totalling 420.
Reduce city wide unemployment by 1% annually	Green	This target is performing well. When the target was set in January 2014 there were 4,553 claimants and at the end of March 2015 this has reduced to 2,641 claimants.
Undertake a housing stock survey to ascertain homes in fuel poverty and subsequently target resources with the aim of achieving the Government's target to eradicate fuel poverty by 2016	Green	<p>The draft Building Research Establishment (BRE) Private Sector Stock Modelling Report has been received. The report and database provides the council with dwelling level modelled data on:</p> <ul style="list-style-type: none"> • % of dwellings with a Cat 1 Hazard for Excess Cold • % of households in fuel poverty • % of dwellings occupied by a low income household • The average Simple SAP rating <p>The report provides estimates on basic Green Deal variables for private sector stock (wall and loft insulation), energy efficiency variables and potential energy/carbon savings through a series of "improvement scenarios". This report is currently being reviewed ahead of publication and will inform the delivery of Peterborough Housing Strategy and enable a targeted intervention approach to improving housing.</p>

Overview of citywide activity undertaken in relation to this theme:

- The council have secured £3.9million from the Department for Energy and Climate Change's Green Deal Communities Fund which is currently delivering External Wall Insulation in the Operation Can Do area of the city. This area has a large percentage of pre 1919 solid walled properties, with a high proportion of privately rented dwellings. These, together with the privately owned properties are predominantly occupied by low income households likely to be in fuel poverty. The DECC funding equates to approximately £6,000 towards costs per property. The project will run through to September 2015.
- Now that the Future Business Centre is up and running the Peterborough DNA programme is in the process of working with Allia to develop an Innovation Lab and a programme of activities to further support Innovation activity in the city.
- A new Peterborough Eco Framework flag for schools, which has been inspired by designs from local pupils, has been unveiled. The flag will be flown at schools throughout the city to celebrate and mark students' environmental achievements. The independent charity PECT is leading the way nationally with its new and bespoke Eco

- Framework for Peterborough schools – embedding knowledge of sustainability issues into classes to inspire the next generation of forward-thinking students.
- Peterborough DNA have been invited to present aspects of the programme at the International Smart City Expo in Barcelona for the second year running.
 - Georgie Phone, one of the recent winners of Peterborough DNA’s Innovation Funding, have won the Digital Inclusion award at the Millennium Point Made Me Awards in Birmingham.
 - A joint research programme has been developed with Cranfield University relating to the Urban Observatory which will enable Peterborough data to be compared with other cities around the world on an online platform.
 - Peterborough DNA have delivered a number of initiatives to support skills development in the city including:
 - o The Peterborough Graduate Scheme - 12 part-funded graduates for six months to boost local businesses and tackle their sustainability challenges whilst raising the profile of University Centre Peterborough.
 - o The Bursary Scheme – developing homegrown talent with funding for four residents to study for an MSc in Sustainability. Creating opportunities for local people and re-investing new skills back into the city to drive Smart City approaches.
 - Opportunity Peterborough have launched the Bondholder scheme to provide even greater benefits to its member and the New Business Network has been successfully launched, further supporting business growth in the city.
 - £1.32m of funding has been secured by Opportunity Peterborough to support rural businesses under the LEADER programme.
 - The city has been declared to have had the 2nd best level of job creation in England and Wales over the last 100 years in a Centre for Cities report and was ranked in the top 10 places to raise a family by the OneFamily report.

Environment Capital Theme: Health and Wellbeing

Target	Status	Commentary
Increase the number of attendances in sport and physical activities provided by Vivacity from 1.056 to 1.3 million per annum	Green	<p>Following the opening of Hampton Library & Leisure Centre and Vivacity Premier Fitness this target was amended to: Increase the number of attendances in sport and physical activities provided by Vivacity from 1,056,000 to 1,415,817 per annum.</p> <p>This target has been exceeded ahead of schedule. The total attendances in sport and physical activities provided by Vivacity now stands at 1,575,717 per annum (end March 2015).</p>

Overview of citywide activity undertaken in relation to this theme:

- Peterborough’s Park Run has celebrated its 2nd birthday. Regular Saturday morning visitors to Ferry Meadows may have noticed the growing number of lycra clad women and men of all ages taking part in the Peterborough Park Run. Since starting in August 2013, more than 5,200 different people have run more than 176,060 km.

- In September an assistive technology project that will create a new lifestyle for older residents in the city commenced. Working with the council Alcove will be using its Internet of Things technology to pioneer independent living and revolutionise care and support by providing a connected care ecosystem to Peterborough's older and disabled residents. Packages of in-home sensors will alert concerned neighbours, family members or care workers to falls, deterioration in health or other problems. Smart wearables will be used to raise an alarm in an emergency, allow approved people to call and speak to the citizen, or send them all sorts of relevant notifications, ranging from medication or appointment reminders to local community events.
- Love Local is a community engagement project delivered by PECT that aims to tackle health inequalities in Peterborough. It does this by addressing barriers to healthy eating through a linked programme of cooking skills and nutrition knowledge. The project ran sessions across five inner-city hostels, delivering healthy cooking classes to adults who, for a variety of reasons, are homeless, socially isolated or unemployed. 160 new learners took part between October 2014 and September 2015 with 85% rating the course as outstanding.

SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE	Agenda Item No. 7
12 NOVEMBER 2015	Public Report

Report from the Cabinet Member for Digital, Waste and Street Scene		
Contact Officer	Richard Pearn, Waste Partnership Manager	Tel. 01733 864739
	Richard Godfrey, Assistant Director Digital Peterborough	Tel. 01733 317989

PORTFOLIO PROGRESS REPORT FOR THE CABINET MEMBER FOR DIGITAL, WASTE AND STREET SCENE

1. PURPOSE

- 1.1 The update is being presented at the request of Councillor Sandford, Chair of the Sustainable Growth and Environment Capital Scrutiny Committee.

2. RECOMMENDATIONS

- 2.1 Members are requested to note the contents of the report.

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

- 3.1 This report supports the Sustainable Community Strategy by highlighting progress and change across a range of indicators and measures related to the Strategy's objectives:

- Creating opportunities and tackling inequalities
- Creating strong and supportive communities
- Creating the UK's Environment Capital
- Delivering substantial and truly sustainable communities

- 3.2 National Indicator NI192 – Household Waste Recycled and Composted information is contained within Appendix 1 which is attached to the end of the report.

- 3.3 National Indicator NI193 - Municipal Waste Sent to Landfill will be significantly improved as very little municipal waste under the Councils control will now go for landfill disposal. A low figure for this NI shows good performance in recycling, composting, reuse and energy recovery, meaning less material is going to Landfill Disposal.

4. BACKGROUND

- 4.1 This report forms the annual progress report of the Portfolio Holder for Digital, Waste and Street Scene. This report is structured around Digital and Waste. A separate report on Street Scene was submitted to scrutiny at its September 2015 meeting.

- 4.2 The responsibilities of this Portfolio Holder are clearly linked to the Council's stated vision:

The Council's vision is to create a bigger and better Peterborough that grows the right way, and through truly sustainable development and growth:

- *improves the quality of life of all its people and communities, and ensures that all communities benefit from growth and the opportunities it brings;*

- *creates a truly sustainable Peterborough, the urban centre of a thriving sub-regional community of villages and market towns, a healthy, safe and exciting place to live, work and visit, famous as the environment capital of the UK.*

5. Progress Report

Waste

- 5.1 The decisions taken by Council in 2007 arising from the report – ‘Waste 2020 Doing Nothing is not an Option’, set an aspiration for high recycling and composting as well as recovery of energy and resources from waste not separately collected for recycling or composting.
- 5.2 The development of the Energy Recovery Facility (ERF) began in June 2013 after Viridor (the Council’s chosen partner) was issued formal notice to commence works, with the clearance of the redundant Materials Recovery Facility completed before construction proper could begin with the excavation of the basement and foundation area of the facility.
- 5.3 The following section of the report will concentrate on updating the Committee on the development of the ERF, with the requested graph showing recycling performance available in Appendix 1.
- 5.4 The construction of the ERF is now in its final stages with completion of the remaining items of exterior finishing, internal pathways, road marking and fencing. The complete technical plant has been in place for some months now and has been the subject of much testing in advance of operation.
- 5.5 The first phase of the testing is called Cold Commissioning and this began in May 2015 with testing of electrical circuits and filling of the boiler with water to undertake a pressure and integrity test, followed by testing of various pumps and fans.
- 5.6 The second phase known as Hot Commissioning began in early August 2015 with the use of the support burners to dry the refractory parts of the combustion chamber before bringing the boiler to full pressure and undertaking the steam blowing process used to clean the pipework out of manufacturing debris before connecting it to the steam turbine.
- 5.7 The Council began delivering waste on Tuesday 25th August in preparation for the first waste combustion which started at the end of that week, when a sufficient volume of waste was available to support the planned testing programme. The steam turbine and electrical connection were tested during the week commencing the 5th October and by the end of the week the facility began exporting electricity on a regular basis. As systems are optimised the process of commissioning will soon come to an end, likely by November 2015.
- 5.8 Acceptance testing is scheduled to begin in November which will see the plant ‘put through its paces’ under the watchful eye of an Independent Engineer to ensure the requirements of the specification for the facility are at least met if not exceeded. Subject to the successful completion of a suite of tests the facility is planned to be handed over to the Council in the early part of 2016, when the final endurance and stress tests will be undertaken. Even after the plant is handed over the construction and technical partners will remain in close contact in order to ensure satisfactory performance is maintained.

Digital

- 5.9 Since approving the council’s Technology Strategy a huge amount of work has been undertaken in moving the Council forwards. With over 30 work streams currently in progress and support for the Customer Experience Transformation Programme the Council is on the verge of being in a position to truly transform the services it delivers.
- 5.10 Some of the major projects that have been undertaken this year or that are in progress are listed below:

- The Salesforce CRM is live in Customer Services;
- The server estate is currently being migrated to Amazon Web Services;
- Box has been rolled out across the estate;
- Chromebooks are on trial with 30 officers and we are now looking to increase the infrastructure to support another 500;
- The new HR system build is currently in progress and should go live in the New Year;
- Replacement applications are currently being built across Housing, Built Environment, Regulatory Services and Children's Services with further requests from another 10 work areas;
- The roll out of iPhones on the new EE contract is underway;
- The old website has been replaced with a new cleaner more modern version, including the integration of Transversal, our FAQ system;
- Work to implement Google Apps is underway. Again we have had a number of users testing this and they are seeing the benefits of not just Google apps but also Hangouts and Google +;
- Work is underway to replace the council's dated Intranet site;
- Work is underway to install the Salesforce Social media studio;
- The council has signed a contract with Alcove, who use the Internet of Things (IOT) technology to radically change the way that we provision social care which will improve residents wellbeing;
- The MyPeterborough app continues to be developed and is adding more and more services to its repertoire;
- Open+ has been rolled out to the libraries; and
- Phase 1 of the Cityfibre contract is complete, Gigaclear are laying fibre to the villages between Peterborough and Stamford and BT have been deploying fibre across the city as part of the Connecting Cambridgeshire programme.

5.11 Alongside these transformation projects we are also running a number of 'business as usual' projects to support the current environment.

5.12 Although work is progressing there is still a lot more to do. Technology will enable the council to deliver services in a much more efficient and joined up way, but it will take time to reach the end goal. Ultimately, the change programme that sits alongside the technology is almost more important than the technology itself. The speed at which technology is improving and changing is unprecedented. You only need to look at the specification and functions of a smart phone, compared to a full desktop computer from 10 years ago to see this rapid improvement.

5.13 The Council is now being seen as a leading light across the digital agenda. There are more and more local authorities now looking to the council to advise and guide them on their own change programmes. With this will come the recognition that Peterborough deserves, but will also help in promoting the city as a place that technology companies will want to be based in in the future. Work on the Digital city Programme due to launch next month will further enhance our reputation.

5.14 In October, Salesforce filmed the Council and locations around the city to be used in their promotional videos which will be shared across the world, again highlighting the city we live in as a lead across digital and technology. Likewise Amazon Web Services have asked for the Council to work with McKinney in Texas as "small giants" who are leading the way in changing perceptions. Peterborough will be heavily promoted across the USA as part of this.

6. IMPLICATIONS

6.1 There are no direct implications arising from this report. It is provided for information and comment.

6.2 The impacts of the subject matters contained within the report are of relevance to the whole city and are not limited to a specific ward or part of the city.

7. CONSULTATION

- 7.1 This document has been produced in collaboration with colleagues across the Resources Directorate.

8. NEXT STEPS

- 8.1 The Sustainable Growth and Environment Capital Scrutiny Committee is at present the only recipient for this report.

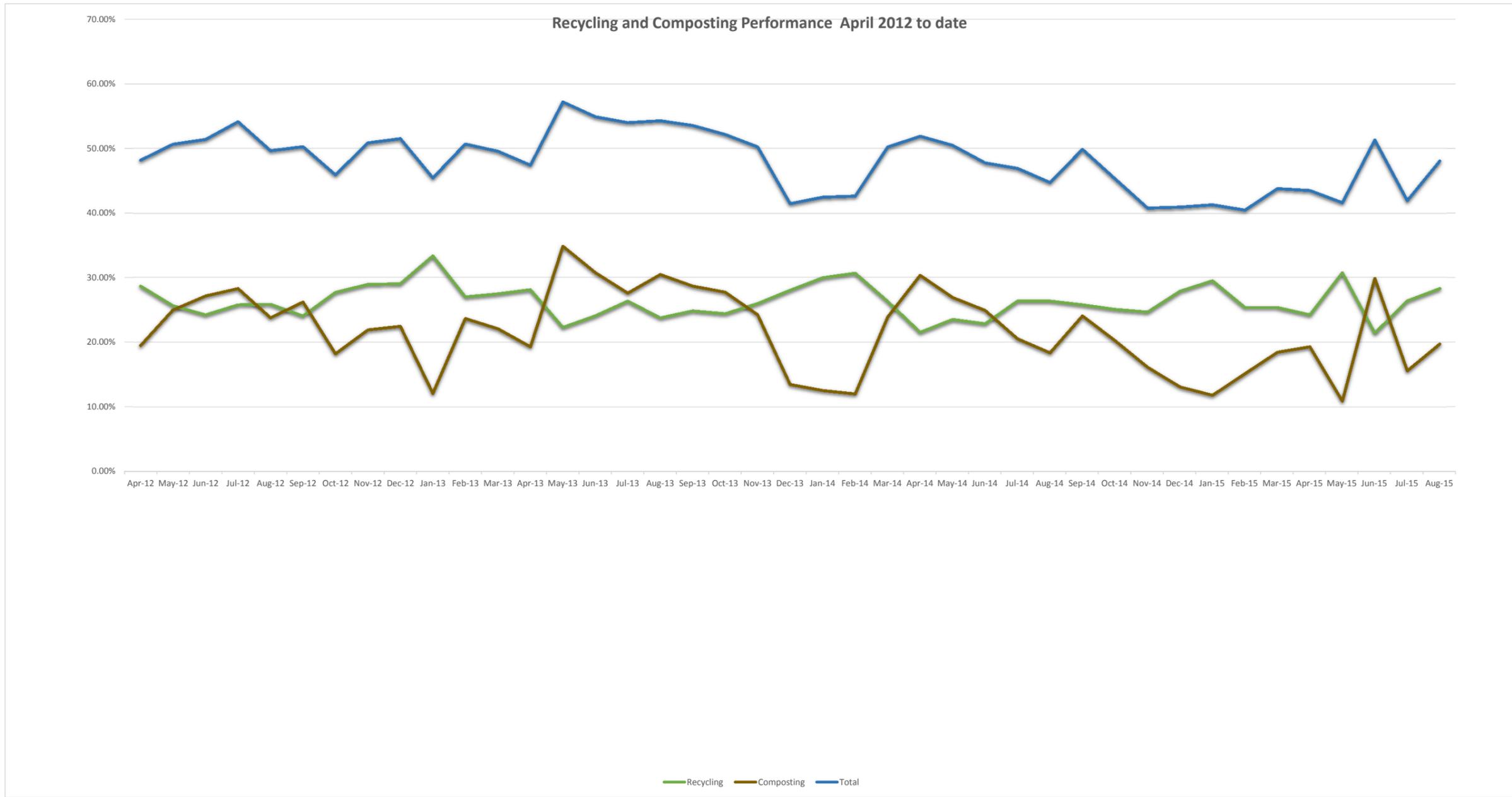
Should the Scrutiny Committee seek further detail on any aspect described in this report, then a subsequent more detailed report will be made available.

9. BACKGROUND DOCUMENTS

- 9.1 None.

10. APPENDICES

- 10.1 Appendix 1 - Historic Recycling and Recovery Performance Graph.
- 10.2 Appendix 2 – Technology Strategy 2014-19



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PETERBOROUGH TECHNOLOGY STRATEGY 2014 - 2019



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EXECUTIVE SUMMARY

Since the first iPhone was released in 2007 the way in which people interact with friends, family, services and businesses has changed. And it keeps changing. For a Local authority, with its wide array of services, keeping pace with the advancement of technology and communication methods is very challenging. New digital technologies such as wearable devices, mobile apps and massively scalable computing power are combining with mobile connectivity and social media to transform how organisations and their customers interact.

At the same time as this global shift takes place, Local Government is undergoing major changes with reduced budgets, localism and commissioning acting as key disruptive themes. As this challenging political environment meets with digital customer preferences and behaviour, the best Local authorities are under pressure to:

- Re-think their customer strategy
- Transform their business models
- Redesign and streamline their business processes
- Allow Citizens to co-create and personalise services with Local Government
- Build a more flexible, agile and integrated technology infrastructure

Peterborough City Council (PCC) recognises that this last bullet point is crucial to all modern organisations acting as it does as an essential enabler for the first four points. In turn, this PCC Technology Strategy recognises that flexible, agile and integrated technology will only be delivered to the Council and its Citizens if the Council adopts the same leading edge models of some of the most forward thinking and efficient companies across the globe.

The following is a high level description of the Strategy, more detail is provided in the main body of the report.

PCC Technology Strategy 2014 - 2019

The Council will adopt a globally available, modern, and citizen centric digital platform at the heart of its technology and business architecture. This core platform will seamlessly connect customers with the Council's front and back-office processes, providing a personalised multi-channel experience. It will be possible to build or buy other business capabilities on this platform meaning that siloed, traditional line of business applications can be gradually retired.

Because the core platform will run from a public cloud it will require minimal local infrastructure and support giving ICT more time to focus on dynamic and rapid service improvement.

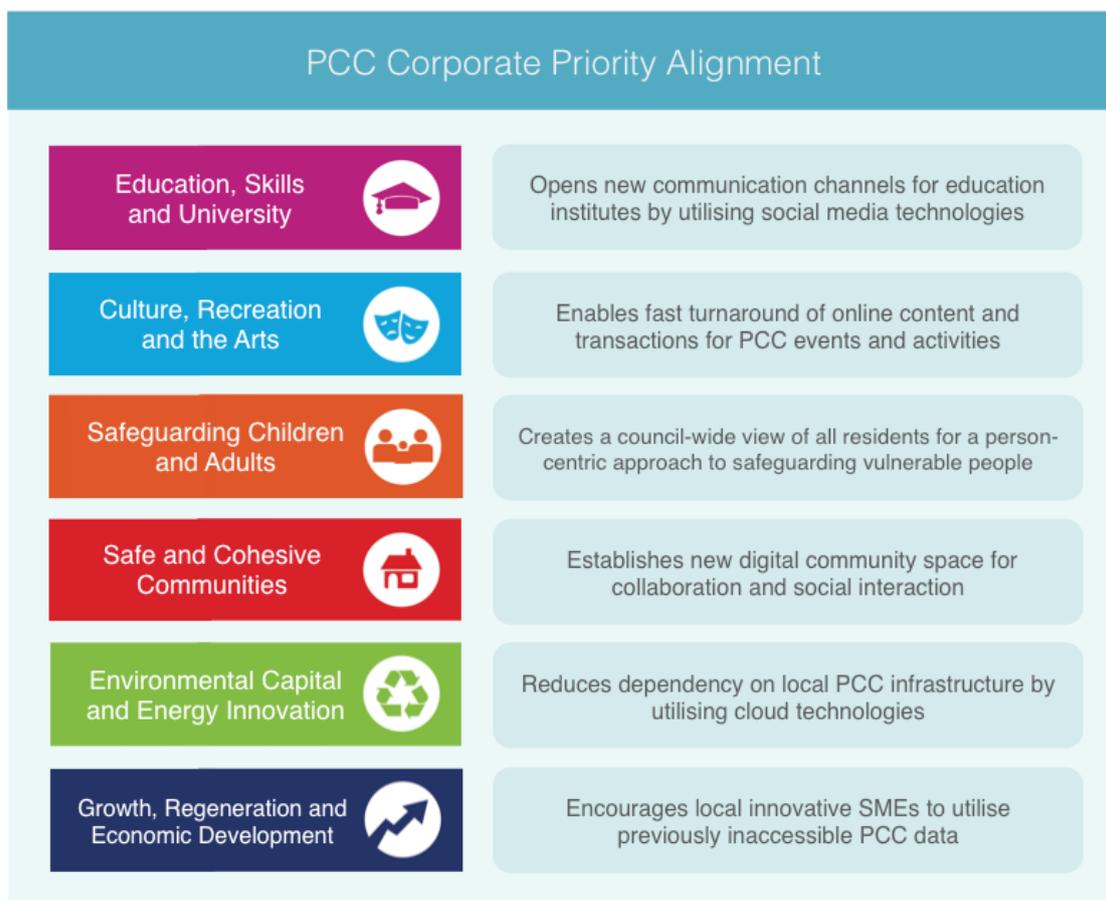
Key benefits will be:

- Improved customer satisfaction
- Anytime, Anywhere, Any Channel access for Citizens
- Maximum operational efficiency
- Mobility for Citizens, Members and Staff
- Greater measurement and transparency of data
- Agility, flexibility and responsiveness

PCC Strategy Benefits		
Strategy Focus	Features	Benefits
 <p>Cloud Platforms</p>	<ul style="list-style-type: none"> Web accessible applications Configurable common functions Scalable usage of services No local infrastructure Low maintenance Centralised platform 	<ul style="list-style-type: none"> Replace legacy applications with cloud alternatives Cost reductions in legacy licenses and support costs Reduce large up-front capital investments Reduce lengthy projects with slow delivery Release configurable incremental cloud products Enables a single view of a customer Reduce legacy supplier lock-in Supports a dynamic commissioning approach
 <p>Mobile</p>	<ul style="list-style-type: none"> Mobile device ready applications Accessible anytime, anywhere Remote workstations in Libraries Improved wireless internet infrastructure 	<ul style="list-style-type: none"> Staff use mobile devices to conduct work Remote staff do not require PCC locations for access to their applications Reduce office desk overheads Increased flexible working for staff
 <p>Data</p>	<ul style="list-style-type: none"> Centralised data Data accessible on mobile devices Publish open data Enabler for data analytics Unlimited document storage 	<ul style="list-style-type: none"> Council-wide data shared Improved service decisions and delivery Reduce FOI requests Reduce infrastructure costs
 <p>Open Source</p>	<ul style="list-style-type: none"> Freely available applications Alternative operating systems Alternative productivity suites Alternative low-cost hardware 	<ul style="list-style-type: none"> Reduce legacy license costs Modifiable Reduce single supplier lock-in Support communities Open standards for interoperability across platforms
 <p>Digital Change</p>	<ul style="list-style-type: none"> Up-skill staff in digital skills & thinking Digital-by-default approach Alternatives to communication and collaboration technologies 	<ul style="list-style-type: none"> Increased awareness of digital technologies Enables service delivery processes to adapt to a digital age Reduced dependency on email culture Increased capacity of ICT staff to support the platform roll-out
 <p>Citizen Engagement</p>	<ul style="list-style-type: none"> Modern & simplified website New self-service functionality Multiple device accessibility Social media channel management 	<ul style="list-style-type: none"> Reduce back-office activity by channel shift to self-service Services are accessible 24-7 Increased customer engagement

Through this core platform PCC's ability to push information out via the channel, time and location of a citizen's choosing will be greatly enhanced. This technology offers a unified solution for managing all channels, allowing a publish once and deploy everywhere strategy, including across social channels and mobile devices. Customer interactions will be transitioned seamlessly across channels and across PCC business areas, providing a transparent, consistent experience no matter how many channels are used.

This vision will support the Council's Corporate Priorities in practical ways as shown below:



A Mixed Supply Chain

Although the Council will have a single customer platform at its heart the Strategy has been designed to avoid long term lock in to single suppliers. There will be a small number of other cloud based platforms and web applications that will complement the customer platform. This will ensure that the Council can continue to exploit emerging products and services that enhance customer service and efficiency. The selected platforms will be typified by the large community of companies and individuals across the globe that build add-on and enhanced products and services on top of them.

The Strategy is “principles led” and these principles will guide future buying decisions alongside more practical principles such as cost and functionality ensuring that the Council will only select modern, web-based technologies where practically possible. The guiding principles will be fully defined as part of the council’s Enterprise Architecture document. However, in principle they will support:

- Seamless integration with other modern technology
- Implicitly mobile technology
- New internet based technologies as they emerge
- Open standards, so that sharing across local authorities is made easier and quicker

Whilst there are small number of commercial public cloud platforms at the heart of this Strategy the Council will be able to change and refresh the supply chain that develops and

maintains its technology stack according to the needs of the organisation. This is because the platforms upon which this vision is based offer, commoditised, re-usable components that can be delivered rapidly by a wide range of suppliers or by council staff themselves.

Disruptive Change

The Council recognises that whilst there are opportunities on offer from adopting this Strategy, its implementation will not always be an easy or comfortable process. Digital technology forces change across all levels of an organisation. For example, the Council will be able to build out new business processes on the platform in a matter of days and weeks rather than the current months and years.

Traditionally, Governance process are set to make decisions over an extended period of time, often with a requirement to involve many of the most senior Members and Officers in the organisation. This will need to be adapted to allow for the speed of change in citizen requirements that is unlocked by the technology.

At a more tactical level staff will need to become comfortable in using different tools with modern designs and interfaces and adaptable to changes. Outside of face-to-face and verbal approaches Email is currently the communication tool of choice within the Council. Over 15,000 internal emails are sent every day across the Council. The Strategy will bring in new choices for collaboration and sharing that remove this reliance on email. Teams will need to adopt an “internal multi channel” approach using web based tools to share and develop ideas and relying less on storing documents on closed, local drives. It takes time for this to become the new normal and it will cause some disruption as staff adjust to these new ways of working.

Training and communication materials will be developed by the programme team to equip staff with new skills and knowledge and to emphasise the benefits that they and their customers will gain from the Strategy. Where-ever possible the program will use a “show don’t tell” approach to change management allowing staff the opportunity to test out technology and offer feedback at an early stage in its development cycle. Training will also use modern tools such as videos and webinars to ensure staff can access knowledge at a time and location of their choosing.

Trust

The Council’s vision recognises that in a world of online, multi channel services and distributed personal data, trust is an essential ingredient of success. As long as it is cost effective Citizens will expect PCC to adopt modern technology to deliver better services. However, they also expect PCC to capture, use and store their data with care, ensuring that their identity, sensitive information and financial details are secure and only used for appropriate purposes.

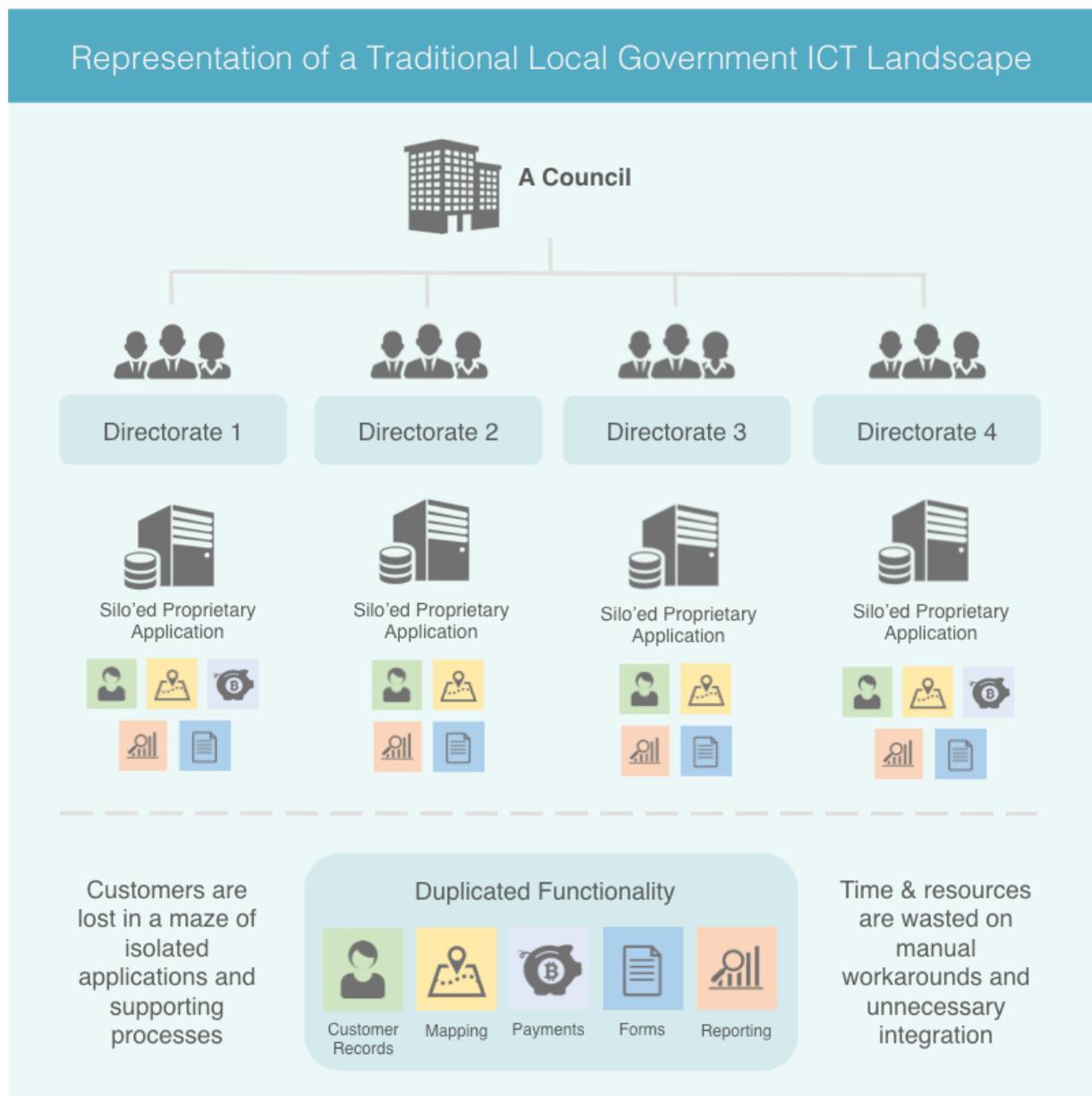
This Strategy will be underpinned by a risk-based approach to the management of data. It will select technologies that conform to globally recognised accreditation standards such as Safe Harbor registration, SAS70 Type ii and ISO27001. For especially sensitive data PCC will adopt tools that comply with or are accredited to Government security classifications.

A substantial amount of the information and data held by PCC is neither personal nor personally sensitive in nature. Data security concerns will be appropriately managed but will not be an excuse for technology choices that offer poor citizen and user experience or that are excessively expensive. The approach to data security will be covered in an accompanying Information Governance Strategy.

What is Different about this Technology Strategy?

This Strategy delivers a technology model that is fundamentally different to the current models in place across the many UK Local Authorities. There are 433 principle Local Authorities in the UK so it is impossible to generalise as if they all follow the exact same model. For example, different types of councils offer different services so they select different technology products to support that.

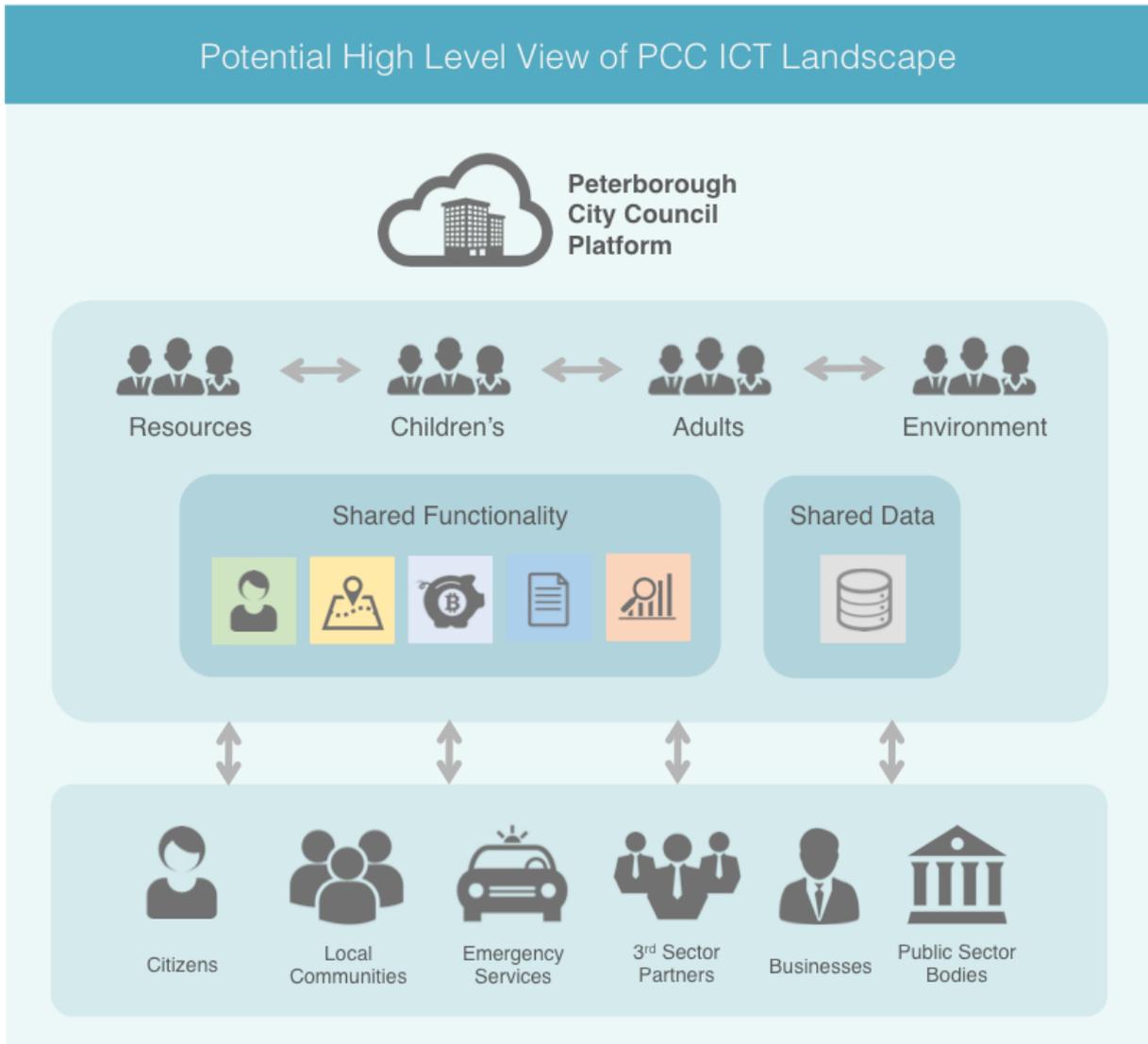
However, it is possible to generalize that much of the Local Government technology landscape is characterised by siloed and ageing applications in which both data and processes are duplicated and offer a poor experience for users and citizens alike. Social Media and new technologies are not coherently exploited and mobility is limited.



Communication with customers still takes place predominantly through face-to-face contact, the phone and email. All of these last three channels are expensive when they are unnecessary. This situation, if unresolved will hold the Council back as it will impede:

- Connecting across the overall service chain (including customers and partners) via preferred channels including social media
- Personalising interactions and information to address customer-specific needs
- The agility to launch campaigns or new Council services over different channels
- A shift to lower cost channels preferably handled by customers themselves
- Joining up processes, leading to lack of visibility into the end-to-end process, particularly at an enterprise level
- Process optimisation and improvement to adapt to changing business scenarios and continuous improvement

This Strategy will move PCC to a model as shown below:



The use of these platforms will offer PCC customers the opportunity to personalise and develop services that match their needs rather than only receiving standard services that PCC decides they need.



The Broader Context of PCC’s Vision

The Council’s choice of technology and enterprise wide approach is groundbreaking and innovative, not only within Local Government but also across the wider public and private sectors. This strategy looks across a wide field of best practice across a range of sectors including the global private sector, the UK public sector and non-UK public sector. Gaining insight from complex organisations such as Coca-Cola, Toyota, Stanley Black and Decker and Burberry on how they respond to customers and how they use digital tools to drive their companies is vital as the Council adapts its processes.

Private sector organisations whose business models include the use of digital tools and who show best practice in the banking industry such as HSBC and Barclays, the airline industry such as EasyJet and Virgin America and market leaders in their sector such as comparethemarket.com can provide the Council with valuable lessons in channel shift and customer experience to provide users with a seamless experience.

There are even more obvious examples of companies that have exploited cloud platforms and digital technologies to the full – Amazon, Netflix, Airbnb, Apple to name a few. But these businesses did not just take new, better technology and incrementally improve their existing processes. They adopted new business models and cultures and completely re-wrote the rules of their sectors. Amazon re-designed retail, Apple re-designed the music industry, AirBnB re-designed the hotel industry... The list is growing every month.

This strategy acts as a call to arms for non-technology leaders at the Council to ensure that their business areas make the most of possibilities offered by this Technology Strategy. In particular, it will form an essential and enabling supporting foundation of the Council's two major business change activities - Customer Experience and Adult Social Care transformation programs.

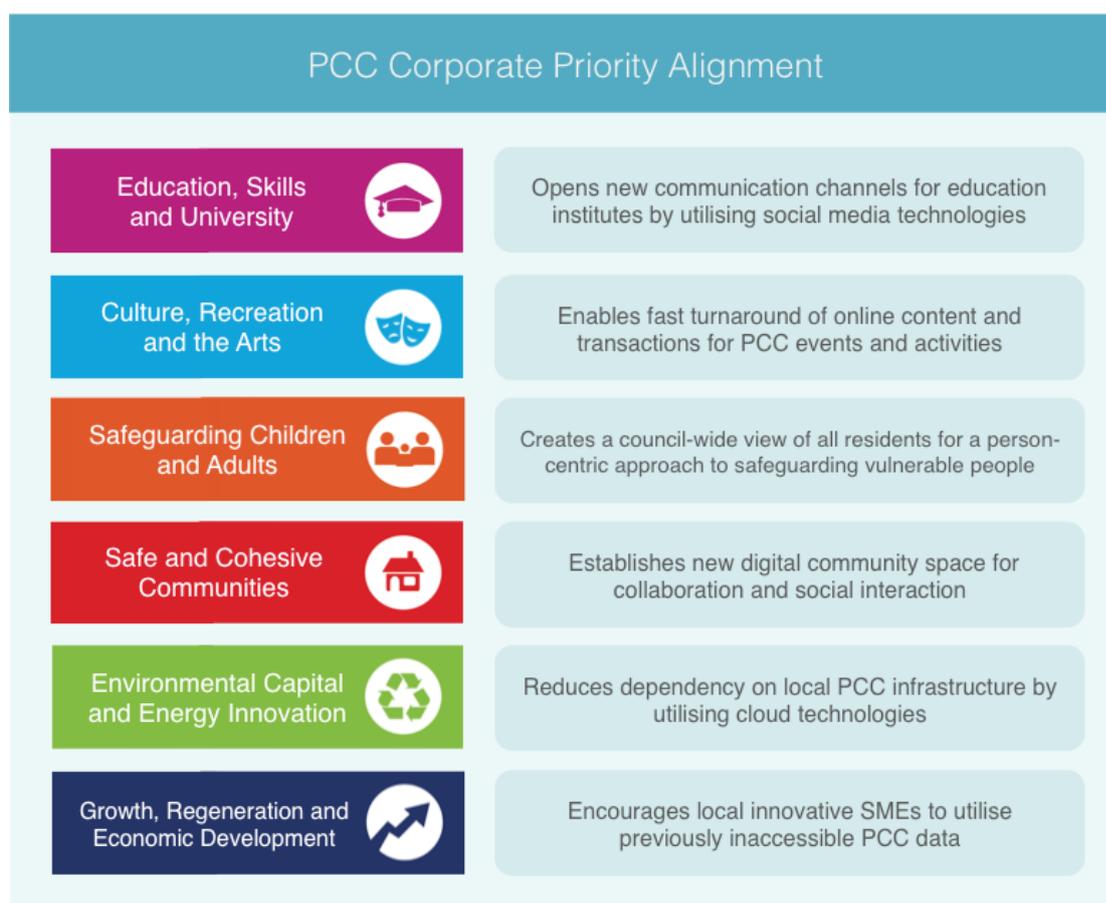
We hope you enjoy reading the rest of this Strategy. We have tried to keep it in plain English and as non-technical as possible but, inevitably with a change of this significance some detail and jargon is inevitable.

OVERVIEW AND PURPOSE

This Strategy sets out Peterborough City Council's (PCC) approach to technology from 2014 to 2019. It will describe how the strategic adoption of cloud platforms and digital techniques will allow the organisation to become more:

- Citizen focused
- Flexible
- Collaborative and
- Efficient

In turn, these features will enable PCC to deliver against its key priority areas. These priorities and some practical examples of how the Strategy will support them are included in the diagram below:



The Strategy is split into 5 sections:

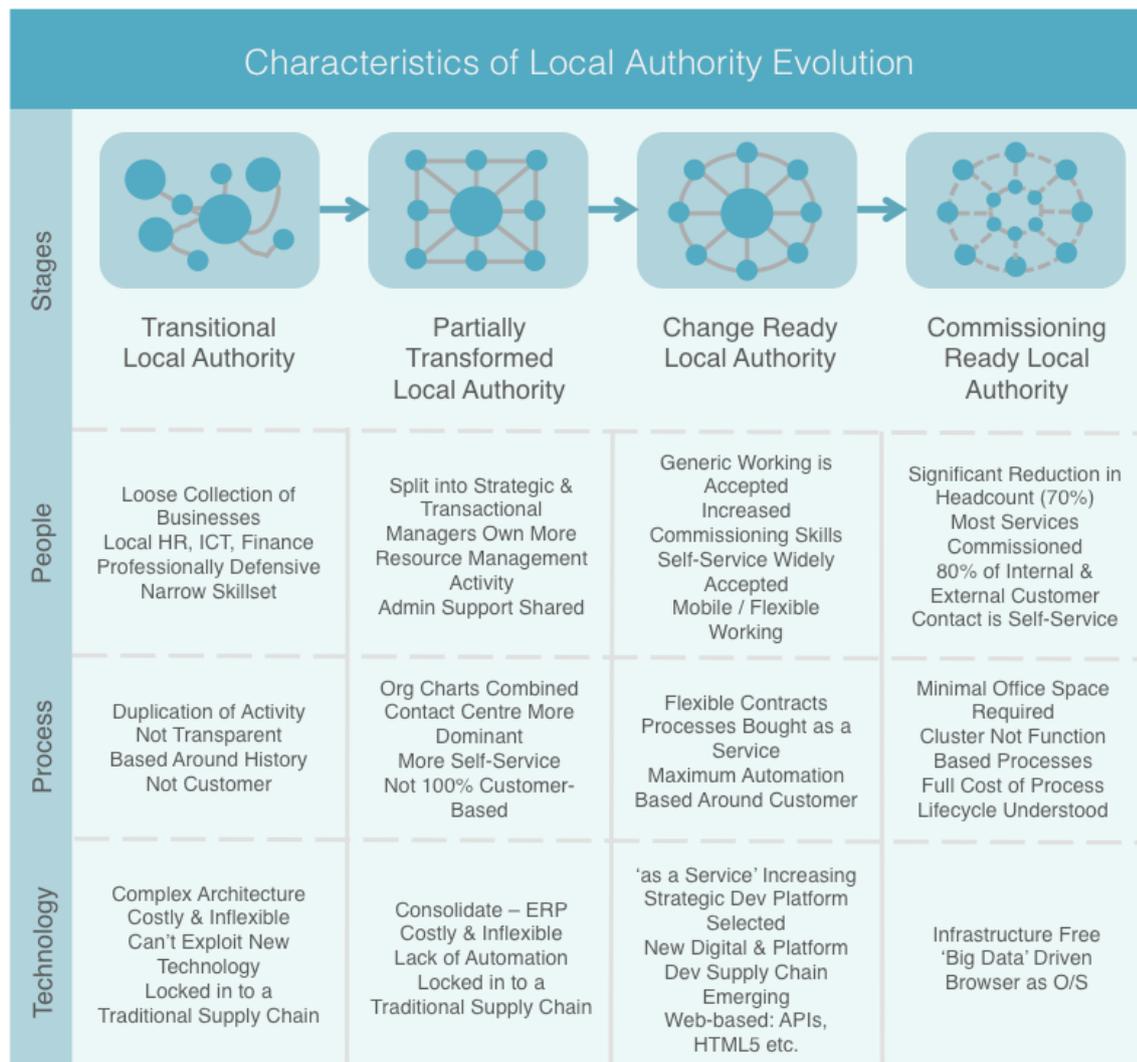
- Section 1: The Problem
- Section 2: The Global Context
- Section 3: The Strategy
- Section 4: The Roadmap
- Section 5: Beyond Technology

This Strategy has been constructed using input from Richard Godfrey, a number of Methods Digital Consultants, using their knowledge and experience combined with collateral provided by PCC including documentation, workshops and 1-2-1 meetings with key staff and stakeholders to develop and test the findings.

SECTION 1: THE PROBLEM

PCC, like all other Councils, is under continual pressure to balance budgetary cuts with business as usual operations, managing unforeseen events and changing political priorities. The on-going need to react to these pressures means that Councils have not been deliberately architected or designed, even at a high level. Understandably therefore, they have evolved; layering on more and more departmental silos, vertically focused business processes and, in the last 15 or so years, inflexible technology products and contracts. Somewhere in this evolution it has become very difficult to efficiently service the needs of the citizen and other stakeholders.

This situation has many drawbacks but the main one is that, in a world where competitive advantage is increasingly created through innovation, agility and flexibility, it sometimes feels to Members, Officers and Citizens that Councils have evolved to achieve an opposite outcome: inflexible silos of activity where innovation and change are difficult to deliver and where pace and agile thinking are stifled.



The first two columns in the figure above broadly describe the current situation of most Local authorities across all levels – County, District, Unitary, Metropolitan or London Borough. The defining feature is of functional silos of activity. The siloed approach diffuses all the way down through each professional “stack” permeating its way into staff, processes and ultimately into the technology supply chain for each of these areas. The technology supply chain comes to replicate these silos so closely that it mirrors it back to the organisation, enforcing its continuation.

Siloed Technology

This last point happens because each silo is locked into long-term contracts for specialist software. Even if the software has become anachronistic or comparatively expensive it is usually too costly and complex to move to other solutions. Even if the particular silo does secure the funds to adopt a different technology product it will choose a slightly more up to date application but one that keeps it locked within its silo. Scant regard is given to wider strategic architectural principles when these buying decisions are made.

So, for example a Local authority may procure its Adult Social Care application and its Revenues and Benefits application from different divisions of the same company. Each system will have components – workflow, case management, payment engines etc. - that are common to both, but the Authority will in effect pay for each component twice to the same supplier. Multiply the cost of buying these components many times across the 180 to 300 applications that Local authorities typically manage and the cost to Council Tax and Business Rates payers becomes clear.

As many of these traditional applications are built from the ground up on proprietary technology it is costly and difficult to integrate them, resulting in a sprawling technology architecture through which it is difficult to facilitate a positive citizen and user experience. As a simple analogy, imagine if screw heads, nuts and bolts had not been standardised. How many tools would be needed to carry out relatively straightforward DIY projects and how much frustration it would cause? In effect, this is the lot of the Members, staff and customers of Local Government.

PCC has already begun to address some of these issues through previous change activities and in particular through the transformational elements of its ICT outsourcing programme. However, as the next section highlights, the technological and new business model opportunities that are now available to PCC mean that the organisation can take a leap forward in its evolution in order to meet the growing expectations of customers and partners.

SECTION 2: THE GLOBAL CONTEXT

So far we have described technology issues from a very Local Government centric perspective. But this Strategy has been developed in the knowledge PCC cannot operate as if it exists in isolation from wider, global forces.

Some of these forces are very positive for PCC as they offer the opportunity to exploit new technology and new business models to meet the challenges of the next 5 years.

There are private sector organisations whose business models include the use of digital tools and who show best practice in the banking industry such as HSBC and Barclays, the airline industry such as EasyJet and Virgin America and market leaders in their sector such as comparethemarket.com. These can provide the Council with valuable lessons in channel shift and customer experience to provide users with a seamless experience.

However, there are even more obvious examples of companies that have exploited cloud platforms and digital technologies to the full – Amazon, Netflix, AirBnB, Apple to name a few. These businesses did not just take new, better technology and incrementally improve their existing processes. They adopted new business models and cultures and completely re-wrote the rules of their sectors. Amazon re-designed retail, Apple re-designed the music industry, AirBnB re-designed the hotel industry... The list is growing every month.

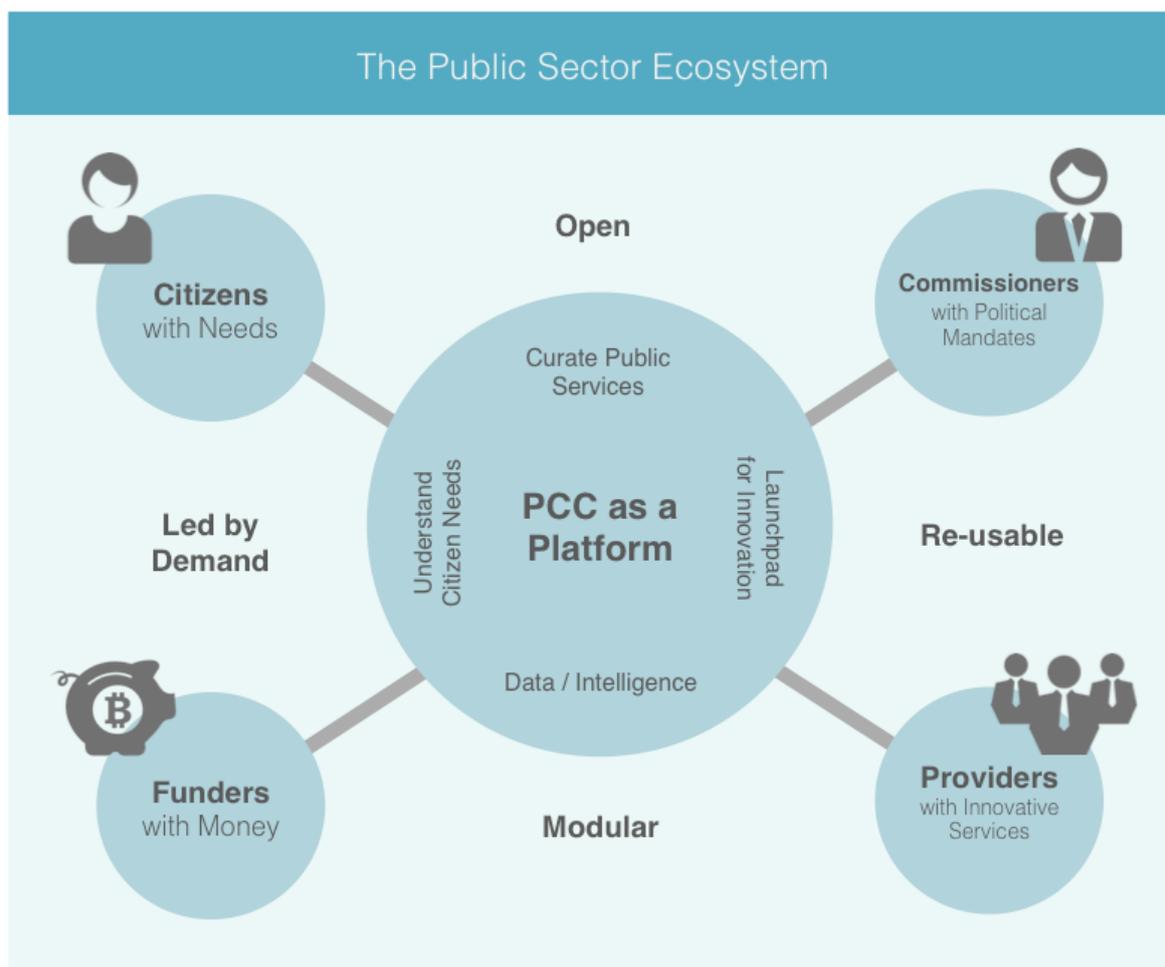
Platform Based Business Models

These organisations operate platform-based business models. Platform-based business approaches are an attempt to address the siloed and inflexible design of many traditional organisations.

In its broadest sense a platform-based business looks to exploit common components across technology, design, people and process to the maximum extent, allowing more time to be spent on the specific, bespoke activities required to serve their customers. Platform businesses accept that innovation will not come solely from those within its organisational boundaries but through communities of interest across a wider horizon.

Examples of organisations that have exploited such models are Apple and Google. They offer software developers from anywhere in the world the opportunity to develop new products and capabilities on the IOS and Android platforms respectively.

Arguably, the Local Government equivalent of being a platform-based business is through transforming into becoming a commissioning organisation. This is a stated strategy of PCC. The Council will offer the “platform”, set the desired outcomes, framework, standards and measurement for citizens, suppliers, Members and other parties to interact, transact and deliver services. To do this the Council will need to offer agile technology and up to date data and management information.



Cloud and Platform-Based Business Models

Platform-based business models are not defined purely by technology but they do share a preference for exploiting public, cloud-based technology to support their business activities. This is because well implemented and adopted cloud platforms offer:

- **Flexibility:** Ensuring that systems are available to those who need them from a wide range of locations and across platforms and that they can meet changing customers needs and circumstances quickly.
- **Affordability:** Ensuring that solutions offer best value for money and that they pay for what they use.
- **Scalability:** Ensuring that computing power is capable of being scaled both up and down as the requirements of the organisation change.
- **Security:** Maintaining trust with customers that access to the network is undertaken in a secure manner and that all communications including transfer of data is undertaken in line with data security principles.
- **Mobility:** Ensuring that staff are able to work from the best possible locations from a number of various platforms as required, making staff truly mobile workers.
- **Standardisation:** Ensuring that the infrastructure and platforms across organisations are designed around a standard build ensuring value for money, increased supportability and a more efficient ICT service. Offering standard platforms allows other individuals to develop and build new services and products. For example the force.com platforms.

PCC as a Platform

Customer expectations are changing. Customers will compare their experience of PCC services to their digital interactions with consumer organisations such as Amazon and eBay, business services such as Google Apps or application developer services such as Stripe Payments.

Given this context, the transition to a commissioning model and the financial pressure on PCC in the next 5 years, the widespread adoption of flexible, scalable cloud and digital technologies will be an essential enabler of success.

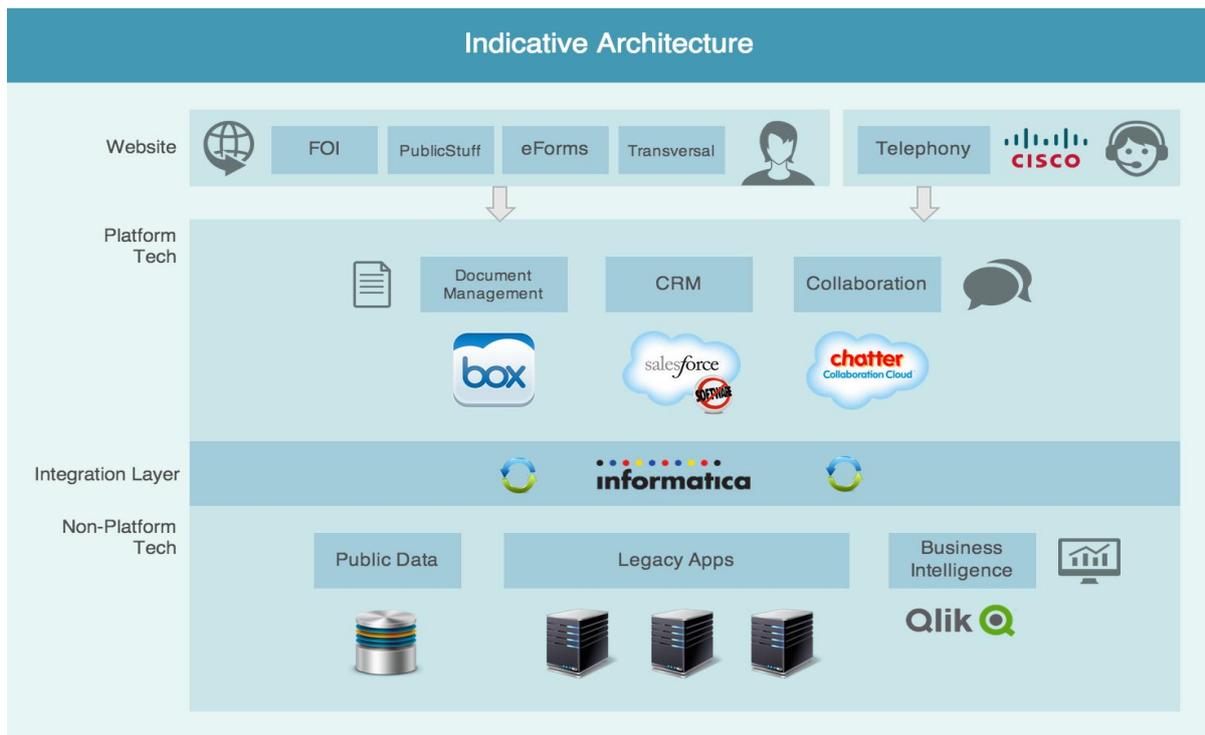
This platform-based transformation will be challenging using PCC's current technology landscape which is characterised by:

- Siloed data
- Use of legacy technology
- Over reliance on not fit for purpose legacy technology
- Low adoption of some existing business applications
- Over lapping and duplicated horizontal capabilities
- An historic "non-architected" approach to technology choices

The following sections outline an alternative approach for PCC. Emphasising the maximum adoption of appropriate and strategically selected public cloud platforms to enhance:

- Collaboration
- Agile Change
- Scalability and
- Flexibility

PCC, Serco and other partners have already been working together to understand this approach, trialing and testing cloud technologies to identify those that will bring the biggest benefit to the Council and its customers. This has been done against current and pressing PCC business requirements. Some of these early choices are shown in the indicative architecture below:



At the heart of this indicative architecture sits the world’s leading customer relationship management (CRM) platform, Salesforce.com. This is central to the Strategy as it offers:

- mobile access
- quick configuration to meet changing customer needs
- easy integration with other cloud based tools.

The indicative architecture recognises that for several years to come, legacy data and tools will still need to be used to support certain customer processes. The integration layer will ensure the flow of data across the organisation, from existing systems into new platforms, so that a joined up view of PCC customers can be achieved.

More detail on the future data model will be provided in accompanying Enterprise Architecture and Information Governance Reports in the coming months.

SECTION 3: PCC TECHNOLOGY STRATEGY

New technology is only one element of creating a flexible, platform-based business and it is clear that even the most sophisticated, well-designed technology landscape cannot on its own deliver an agile and flexible Local authority. So, for example, modern technology does not create a more flexible workforce or leaner business processes. PCC will need to work hard across people, process, culture and governance to ensure it can exploit these technology platforms and digital approaches. More is included on business change later in the document.

However, when the problem is expressed from the opposite perspective the importance of technology becomes clear: Without well designed, user-centred, platform-based and increasingly open technology architecture, all other initiatives aimed at creating a more flexible, responsive organisations will fail or be severely hampered. To address this, PCC will adopt the following approach.

The Vision

As PCC moves to become a commissioning organisation, technology will be used to reduce friction in transactions for citizens, businesses, suppliers and partners. Use of modern technology will offer those groups the right tools to work flexibly to improve and develop new services and new opportunities for Peterborough. Delivery of this Strategy will enable the effective use and sharing of data and the agility to respond quickly to new threats and opportunities. In other words it will be possible for PCC to become a fully digital organisation as shown in the figure overleaf.

The Approach

To enable the above vision PCC's future technology landscape will exhibit the following characteristics:

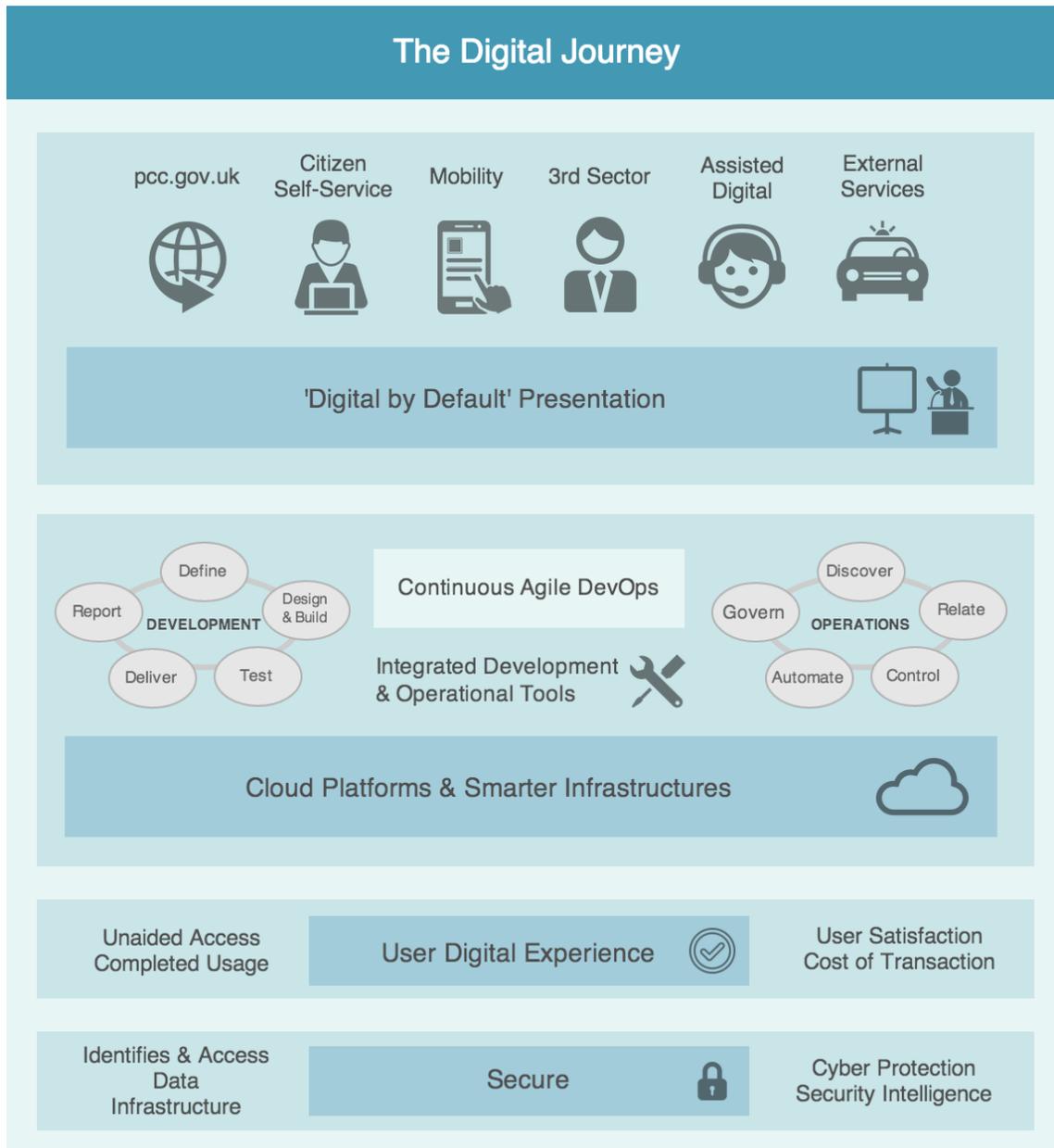
- It will be designed with the expectation of change
- It will flexible enough to cope with unanticipated change
- It will enable services that are cheaper, better and faster

To support the above principles PCC will fundamentally change the way in which ICT software and services are consumed and paid for.

PCC will adopt an organisational wide methodology to refresh the current application portfolio. The technology architecture will align itself with the business architecture, and the business should be the driving force for the change in approach.

The new approach will encourage the emergence of the following attributes to PCC technology choices:

- Citizen contribution and collaboration
- Use of social media and digital media
- Transparency in processes, practices, policies
- Lightweight web development practices
- Cloud computing architecture



To support the above, PCC technology decisions will align with the following principles:

- PCC places the needs of its users at the heart of its technology choices
- PCC technology choices support flexibility and change
- PCC will adopt technology that will enable a wide range of suppliers of all sizes to compete on a level playing field
- PCC will make technology choices with knowledge of developments in the wider market

The Cloud Platform

All of the principles listed above cannot be delivered through traditional technology products and infrastructure. In order to facilitate this architecture PCC will strategically select a limited number of cloud platforms and toolsets for building, digitizing, and exposing new services. Given that, in common with many service companies, Local authorities have customers,

contact centres and a severe requirement to reduce costs, an enterprise grade CRM with a linked development platform is an attractive option to sit at the heart of the technological architecture. The platform needs to have:

- Web-centric tools and practices for digitization and delivery
- Common approaches and technologies to improve the efficiency and effectiveness of new service delivery
- Compliance with appropriate levels of security and data standards
- A balance of the advantage of “open” with the cost of development and enterprise features
- Access to a mature eco-system of products and services based on the platform to deliver generic activity
- The ability to offer rapid development of applications and capability to satisfy specific Local Government business activities.

The CRM and Linked Development Platform

PCC have been trialing Salesforce.com CRM and its associated development platform for some time. This Strategy will place Salesforce.com at the heart of PCC’s technology approach.

The introduction of Salesforce’s platform capability will provide the toolset upon which combined Council development teams and development partners will begin to build, consolidate, integrate and rationalise the majority of its application portfolio. The resultant application platform can offer a common interface for business users for the majority of their technology requirements.

Some of the most appealing aspects of Salesforce for PCC are outlined below:

Salesforce: Mobility, Flexibility and Ease

Salesforce.com is a public cloud-based, software as a service (SaaS) product. This means it can be securely accessed through a browser at any time and at any location (subject to internet connection). Users can download the Salesforce1 app for both Android and IOS and access their data through smart phones and tablets. The application is upgraded 3 times a year with no support or professional services required from PCC. The product is used by organisations around the world and therefore is kept up to date with wider technology developments such as new social media channels and the Internet of Things.

Salesforce has a mature application eco-system

The most compelling reason for PCC to adopt Salesforce is its superior eco-system of SaaS apps: both those built on Force.com available to buy on AppExchange, and those available elsewhere with off-the-shelf deep integration into Salesforce. Put simply, Salesforce is the only CRM SaaS likely to be pre-integrated with any SaaS business app available to buy that PCC is likely to want to consume.

Salesforce has a mature developer eco-system

Similarly, as the leading enterprise SaaS CRM/platform offering, Salesforce has acquired a large and active developer following. Salesforce wrappers, libraries and SDKs exist for a wide range of programming languages and platforms, enabling rapid development of integrations. While Salesforce development has not yet become ubiquitous, there is a large enough developer eco-system to guarantee PCC will be able to acquire the skilled resource (either in-house or in partnership with suppliers) needed to sustain its platform over the coming years.

Salesforce has well-developed point-and-click configuration capabilities

The ability offered by Salesforce to create customised workflows, objects and fields without recourse to more expensive APEX/VisualForce development is crucial to the speedy and cost effective delivery of the core CRM and platform; as well as facilitating an efficient applications development process in the medium term.

Service Cloud is well placed to meet many of PCC's common customer service capability requirements

Salesforce Service Cloud, along with its configuration options, can meet most of PCC's immediate customer service needs without significant APEX/VisualForce development.

The Line of Business Applications

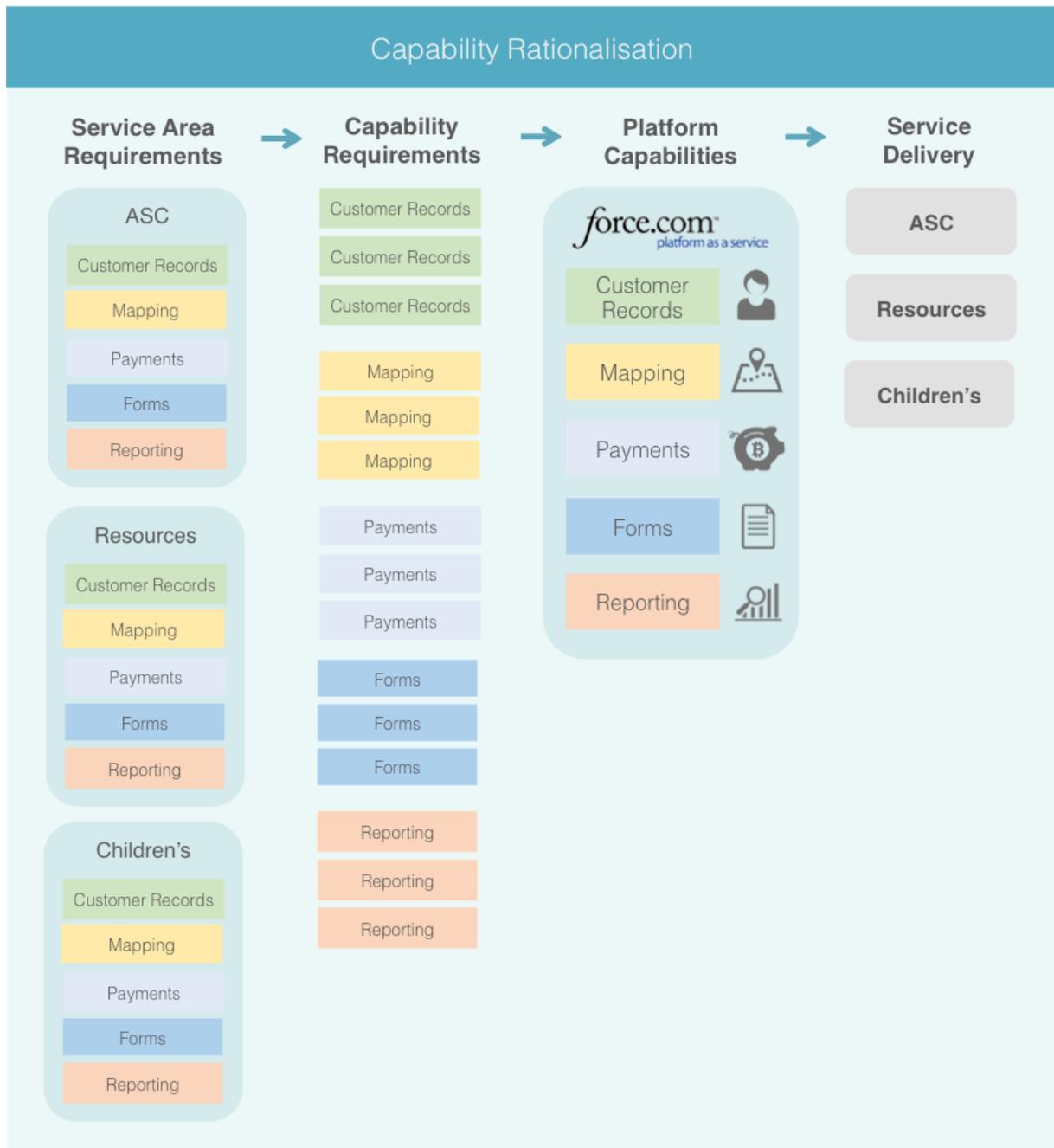
Salesforce/Force.com provides a framework through which business capabilities can be consolidated on to a common platform, reducing dependency on siloed line-of-business applications. Many capabilities can be configured using the point-and-click interface provided on the Salesforce/Force.com platform; others can be coded in the APEX/VisualForce languages on the platform; yet more can be bought or built elsewhere and deeply integrated with the platform; whilst legacy apps can – to varying degrees – be integrated with the platform, too. This is shown in the diagram overleaf.

The Supply Chain

The cloud platform-based architecture doesn't just offer technological opportunities and advantages for PCC; it also opens up PCC to an eco-system of often innovative SMEs and developers. These companies develop their products and services on the platform allowing other users of the same platform to access that capability. Under the traditional procurement and technology approaches these organisations would not have a chance to bring their innovation and functionality to PCC and, in turn, the citizen.

Although PCC will have a single customer platform at its heart, the Strategy has been designed to avoid long term lock-in to single suppliers. There will be a small number of other cloud-based platforms and web applications that will complement the customer platform. This will ensure that PCC can continue to exploit emerging products and services that enhance customer service and efficiency. The selected platforms will be typified by the large community of companies and individuals across the globe that build add-on and enhanced products and services on top of them.

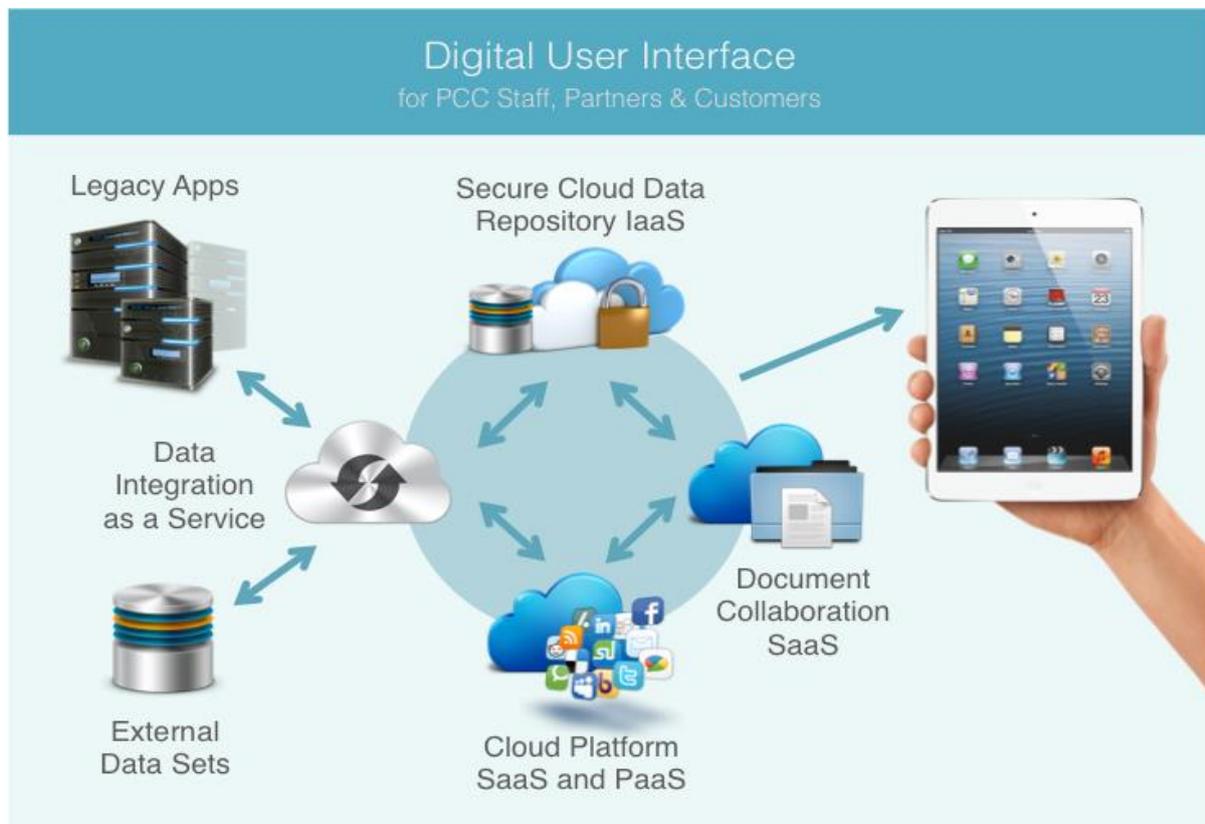
So for example at one end of the spectrum if PCC wants to survey its customers on a particular issue it might simply decide to go into the Salesforce.com AppExchange and download a customer survey application that has been built and installed there. On the other hand if PCC requires an application to support more complex and Local Government specific activity it may decide to develop that capability on the force.com platform with Serco and/or other partners.



The Architecture

Although the importance of a strategic platform for PCC cannot be overstated it must form part of an architectural approach to technology that steers how the platform will align and interact with other technology sets within the Council and with partner organisations.

A CRM linked platform will not satisfy all business requirements across the organisation. Elements of the legacy ICT estate will have to interoperate with the CRM and Platform. Architectural principles must be established at the beginning of the transition and these must be adhered to – the last thing PCC needs is for individual business areas to select different, tactical platform solutions. A separate and more detailed Enterprise Architecture is in development.



The Architectural Principles

The following principles are proposed to guide the delivery of the Strategy. These are well aligned with modern technology approaches and Government Digital Service principles:

Business focused

- Drive Service Delivery Improvement
- Improve visibility and transparency
- Enable business transformation
- Enable the delivery of the Target Operating Model

Cloud First

- Platform Based
- Infrastructure Free
- Mobile by default
- Scalable and flexible

Architecturally Driven

- Less complex and more standardised
- Categorise, rationalise and consolidate applications
- API-based messaging architecture
- Open Standards

Data and Information Led

- Information Management as an enabling and supportive function
- Labelling, classification and segregation of data
- Recording of datasets in a central register
- Transparency and public availability of data
- Partner access to data within the secure platform

Secure and Compliant

- Demand highest levels of compliance in the most sensitive systems
- Allow greater levels of flexibility in more general technology - only the most sensitive systems will be subject “restricted” classification
- Sensitive data will be stored separately from other data
- Security should never be an excuse to reduce service provision

Green and environmentally sustainable

- Environmental impact will become a formal part of technology selection process
- Infrastructure free – outsourcing via different ‘as a Service’ approaches to ensure maximum efficiency of our infrastructure
- Thin client – reduce energy consumption through thin client and virtual
- PCs with the ultimate aim of chrome book style devices for most users

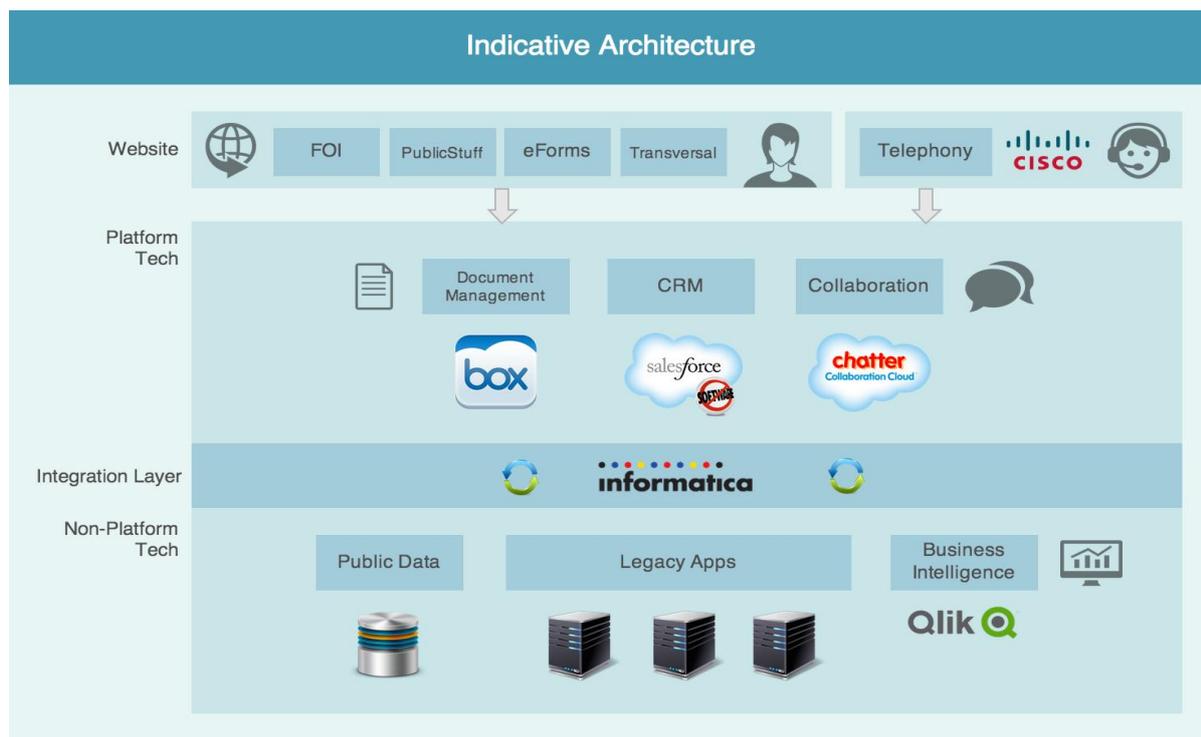
Driven by Total Cost of Ownership (TCO)

- Utility and commoditised ICT solutions will be the first choice for PCC
- Adoption of an enterprise-wide view of technology – supporting business capabilities rather than specific systems
- No departmental software budgets
- Services should be built in accordance with the Government Service Design Standard: <https://www.gov.uk/service-manual>.

The Foundations

PCC have already begun to trial, test and use products that meet the architectural principles. These are show in the indicative architecture diagram below and will be use to deliver the first phase of key functional capabilities;

- Account Management
- Activity Management
- Case Management
- Reports and Dashboards
- Internal Social Media and collaboration
- Mobile app
- Knowledge Management
- Integrated single sign-on (SSO)
- Document Management & Unstructured Data Collaboration
- Appropriate IaaS
- CRM Centric PaaS
- Integration as a Service/ESB/MDM
- SaaS commoditised software capabilities from the wider platform eco-system

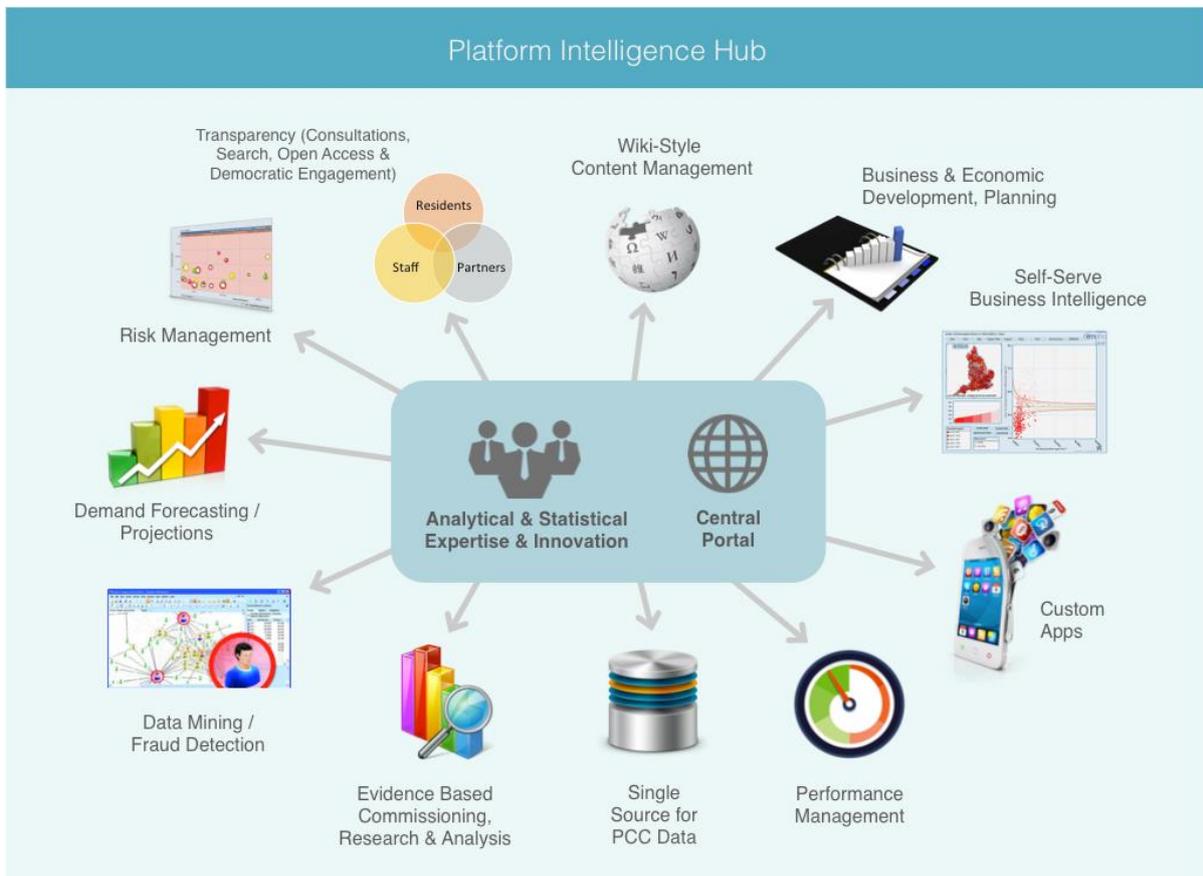


Data migration of relevant, and ideally cleansed, partner companies, Individuals, Service Requests and contacts from existing Line of Business systems will provide an initial population of data into the core platform. The core platform will become the master system of record for all Accounts, Contacts, Cases etc. following implementation.

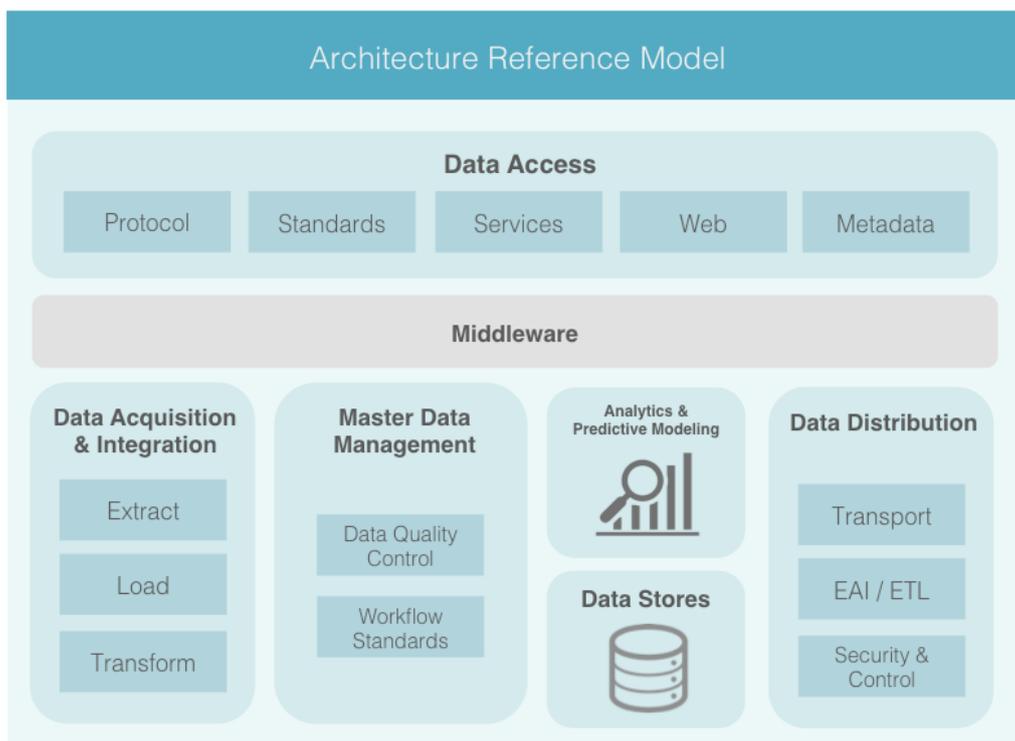
An integration as a service engine will be implemented as part of the core platforms capabilities. This engine will enable views of relevant data to be surfaced via the platforms dash boarding and reporting capabilities from retained corporate systems probably in the ERP space.

The Data

One of the main goals of using a small number of modern cloud platforms to support PCC business is to finally release the potential of the data that is held by the Council. The benefits of this can be tactical - offering a joined up view of a citizen through to strategic - guiding decisions on where to invest in the local economy. The figure below shows some of the data related capabilities that PCC may wish to exploit through its cloud architecture:



The architecture reference model below is intended as a tool to help make data strategy decisions. It defines the workflow and building blocks required in order to make decisions about managing data.



Data Acquisition and Integration

This is the most important part of the decision process. Here PCC need to define where data originates and to where it is distributed. The key is to understand the information flow required in order to deliver each capability.

Master Data Management

If it is not possible to arrive at an architecture where single components can be assigned ownership and responsibility for ingesting, standardising and storing each type of data, some level of MDM will be required to reconcile and synchronise records across systems.

Data Stores

The foundation of each capability in the digital architecture will be the storage and retrieval of data. It is important to consider where and how different types of data required by the business will be stored, the interfaces through which these will be accessed and the formats and standards used for interchange between components in the digital architecture.

Analytics and Predictive Modelling

Clear data mastering and defined interchange standards enable data to be readily accessed and used for analytics, leading to insights and predictive power, which can in turn drive business decisions.

Data Distribution

The means by which stored and computed data can be distributed, whether internally, or to customers, partners or the wider public audience. There should be a particular focus on ensuring data are treated as assets and that they are made available using open standard interfaces, such as those promoted by GDS.

Middleware (Integration as a Service)

Enables coordination and translation of data between systems as needed. Data should flow in standard formats, however this component can help to translate data where components either do not have open standard interfaces, or cannot be changed to accommodate updates to the interfaces of the components they interact with.

Data Access

This is the external interface to PCC, where customers, suppliers and partners will have access to PCC data, products and services. It is of particular importance that Internet standards, formats and protocols are carefully followed at this layer, informed by GDS recommendations, in order to provide the best value.

Further detail will be provided on the activities and concepts above in detailed Enterprise Architecture and Information Governance documents that will support this strategy.

SECTION 4: THE ROADMAP

Phases

The PCC Strategy Roadmap provides a sequence of high-level activities that will take PCC through planning and iteration of the Digital Architecture and Data Model, to the target Cloud Platform state.

Whilst much of the Strategy will be developed through adoption of an Agile methodology explained later in the report, at the outset PCC still require a high level structure and phasing of activities.

The phasing provides an outline structure for the technology transformation stage, highlighting major aspects such as:

- Implementation of the new data model
- Establishing transition support components
- Implementation of a CRM-linked development platform
- LoB capability delivery from core platform

The details of capability delivery and existing component retirement will form a future component of application roadmap planning.

The phases of Digital Transformation can be summarised as follows:

- **Prepare:** programme set-up, information gathering, analysis and validation.
- **Architect:** refinement and iteration of the architecture and data model, based on the outcomes of the Prepare phase.
- **Select:** selection of infrastructure, platforms, products, components and technologies to fulfil the capabilities required by the refined architecture and data model.
- **Plan:** a review and iteration of the architecture and data model, based on chosen technologies, leading to detailed planning to determine the specifics of transition steps and the order in which each capability can be delivered in the new architecture, taking into account system dependencies and technical realities.
- **Develop:** Initiate the development of the new architecture, and decommissioning of existing systems, through to completion of capability delivery, retirement of tactical transitional components and legacy technology decommissioning of LoB systems.

The phases emphasise iterative refinement of the Digital Architecture and data model throughout. This is significant because the end designs cannot accurately be determined from the outset. The detailed understanding which will be gained through this process will enable an accurate picture to be determined. It therefore makes sense to revise and update the designs as understanding increases, decisions are made and uncertainty decreases. It is valid to start with a draft architecture and data model and refine these through the phases. This enables and supports the principles of “learn by doing” and allows PCC to begin the transformation without excessive preparatory analysis.

The necessity and discipline of revision through the roadmap phasing encourages the result to be flexible and responsive to on-going change. This feature is vital because on reaching the end of the phases, customer needs and expectations will continue to evolve at a fast pace, as digital expectations increase in the customer base. Designing a change-ready flexible Digital Platform Architecture is vital to on-going survival and success.

Prepare



The Prepare phase of the roadmap is principally about context, research and planning. The activities in this phase are targeted towards fully understanding the existing situation within PCC, reviewing the information that feeds into the new design and planning for the activities required to transition capabilities to the new Digital Platform and planning to decommission existing legacy ones.

The key input to this phase are the emerging requirements from customer focused gathering sessions from service areas, alongside an understanding of existing PCC systems and their capabilities. Defining the Digital baseline at this stage is important as it allows the capability map to be reviewed and updated in light of the current thinking.

The key point in reviewing the capability map is to revisit and validate the mapping of customers to services to capabilities based on the outputs collated.

The outputs from this phase are therefore updates to the capability map and a transition plan for building new Digital Platform capabilities and shutting down existing ones.

Architect



This phase of the roadmap focuses on documenting business rules and reviewing and updating the architecture and data model for the new platform. The activities in this phase are targeted towards iterating the understanding of the new platform, based on the updated capability map.

The inputs for this phase are therefore the capability map and transition plans defined in the previous phases. The key point in reviewing the architecture and data model is to revisit and validate the mapping of customers to services to capabilities, all the way to platform-serving technology.

The revised target architecture should include each of the domains of business, data, application, and technology and help understand the gaps between what is currently in place

with existing systems and the desired target architecture. This will help to identify the capabilities needed by the target architecture and determine whether any existing functionality can provide a baseline for documenting business rules. The architecture should be solution agnostic, supporting guidance and governance of decisions about whether to build bespoke components or reuse commercial or community ones to provide the new capability. Where specific PCC functionality needs to be built, the architecture should inform agile development teams about the nature and interactions of the required capability without prescribing implementation technologies.

The revised data model should take into account the set of capabilities and business rules and ensure these are supported with data structures that are as naturally suited to their purpose as possible.

The outputs from this phase are therefore an updated architecture and data model and documented business rules.

Select



This phase of the roadmap is about selecting appropriate technologies for PCC. This includes selecting community or commercial components to fulfil architecture capabilities and selecting product families for bespoke development. Activities in this phase are targeted towards populating the architecture with implementation choices.

The inputs for this phase are therefore the updated architecture and data model.

A key outcome in this stage is to maximise the proportion of the architecture which can sensibly be fulfilled by pre-built functionality. The criteria will typically be:

- Is this capability a generic business capability, or is it specific to PCC?
- If generic, does a suitable component exist which can either meet the need, or be reasonably adapted to do so?

Where specific functionality is required, an appropriate family of technology options should be identified.

The output from this phase is therefore a selection of community and commercial components, combined with a set of technology families, which together can fulfil each capability on the roadmap.

Plan



This phase of the roadmap is about detailed prioritisation for the implementation. The inputs for this phase are the updated architecture, the technology selection, the data model and the transition plan.

The key output in this stage is to determine a workable order of implementation which appropriately manages risk and service interruption whilst seeking to deliver significant early value for PCC.

A substantial element of this phase will be:

- the creation of a plan for building the new core asset
- the orderly creation of the new architecture and data model and decommissioning of existing systems. The plan will need to decide the best approach for each section of the core asset.

The end goal of this plan is pragmatic view of how the new architecture will be built and how all existing systems will have their capabilities presented by the core platform.

It is critical that transition is fully completed, including significant post-transition effort to de-clutter the system from transitional components such as abstraction layers. Failure to do this will ingrain inefficiencies into the new architecture from the outset, jeopardising hard-won agility.

The transition plan should be revised and deepened with detailed analysis of the steps needed to create a more detailed view of transitional components which need to be built. An assessment of changes that will need to be made to existing applications where function needs to be maintained in the interim should also be carried out.

Furthermore, the plan can also use the technology selection to set the order in which new components can be configured, customised and built as underlying sections of the core asset and supporting capabilities become available. The plan should also explicitly specify the points at which existing systems will be switched off, through to the point where the mainframe is no longer in use.

Addition of timings to this plan will enable a more accurate application Roadmap to emerge identifying where existing contract notice for termination needs to be given. If a hard end date for the contract needs to be determined, this will need to contain a risk margin and preferably not be determined until a measurement of velocity (agile term) can be determined based on actual results from initial steps completed. This will avoid under-estimating the end date, leading to an escalation of cost and risk.

The output from this phase is therefore a plan which describes the sequence of steps (activities related by dependencies) which will result in the construction of the new architecture and decommissioning of existing legacy systems.

Develop



This is the main delivery phase of the Digital Strategy Roadmap. It is about building new architecture and decommissioning existing legacy systems and capabilities.

The input for this phase is the plan of activities and dependencies.

It is key that the new data model and architecture is built to deliver significant early business value. It is therefore imperative that systems can be delivered with the appropriate level of velocity on the new platform, so that changes can start being adopted and accepted.

Establishing a new Digital Platform will allow for the delivery of configured or customised community/commercial components and the development of any specific PCC functionality. Based on components completed, speed of progress, issues encountered and increased forward visibility, previous phases may be revisited to update the capabilities, architecture, data model, component and technology selections and the ordering and priority of implementation of the new architecture.

The output from this phase is the completion of technology transition from the current legacy technology state to the future target digital platform. This should provide the technology foundation for operating the business in an agile and digital world, based upon agile approaches, digital technologies and appropriate design.

Additionally, the learning accrued through the delivery process and the transformation required throughout the organisation in order to facilitate delivery of the roadmap will provide a foundation on which to continue growing and changing as a digital organisation.

SECTION 5: BEYOND TECHNOLOGY

This Strategy and related digital transformation is not purely about technology. It is an opportunity for PCC to think radically differently about how it delivers services. The following section will refer more to digital than it does to cloud. Digital transformation will define the way in which PCC people and partners work together to deliver efficient, cost effective and high quality services.

To get the most from the Strategy business change will have to take place across the 4 layers outlined below. Only two of the layers relate directly to Cloud technology.

Clients, Communities and People	“Expectations”
Organisation and Delivery	“Execution”
Platforms and Interfaces	“Eco-system”
Infrastructure and Technology	“Enable”

The Disruption of Change

PCC recognises that whilst there are opportunities on offer from adopting this Strategy, its implementation will not always be an easy or comfortable process. Digital technology forces change across all levels of an organisation. For example, PCC will be able to build out new business processes on the platform in a matter of days and weeks rather than the current months and years. Traditionally, PCC Governance process are set to make decisions over an extended period of time, often with a requirement to involve the many of the most senior Members and Officers in the organisation. This will need to be adapted to allow for the speed of change in citizen requirements that is unlocked by the technology.

At a more tactical level staff will need to become comfortable in using different tools with modern designs and interfaces. Outside of face-to-face and verbal approaches Email is the communication tool of choice within PCC. Over 15,000 internal emails are sent every day across the Council. The Strategy will bring in new choices for collaboration and sharing that remove this reliance on email. PCC Teams will need to adopt an “internal multi channel” approach using web based tools to share and develop ideas and relying less on storing documents on closed, local drives. It takes time for this to become the new normal for staff and it will cause some disruption as staff adjust to these new ways of working. It is possible that as these new tools and approaches are adopted both within PCC and more widely, that core business tools today, such as email, will be removed entirely.

Training and communication materials will be developed by the programme team to equip staff with new skills and knowledge and to emphasise the benefits that they and their customers will gain from the Strategy. Where-ever possible the programme will use a “show don’t tell” approach to change management allowing staff and citizens the opportunity to test out PCC technology and offer feedback at an early stage in its development cycle. Training will also use modern tools such as videos, webinars and even hackathons to ensure staff can access knowledge at a time and location of their choosing.

The Changing Role of ICT

The Serco ICT function will play a huge role on the transition to the future architecture.

However, by the end of the Strategy, 2019, the PCC/Serco ICT function will bear little resemblance to its current state.

Key roles will emerge and greater importance will be placed on them than in the past. Through the use of cloud-based solutions, ICT will be enabled to work continuously with the business to help them move from focussing on products and processes to thinking about information and service re-design.

This change is summed up at a high level in the following points:

ICT will move from keeping the lights on to keeping the business running. PCC ICT would no longer just be responsible for providing applications and infrastructure. With the rise of automation and cloud consumption, they will be increasingly responsible for business process services, too.

ICT will move from delivering IT support to change projects to delivering business transformation. PCC ICT would no longer just react to changing business requirements. They will be at the very centre of business transformation initiatives, identifying opportunities for PCC to improve its organisation and services

ICT will move from aligning IT and business strategies to enabling business innovation. PCC ICT won't just ensure that IT strategy is aligned with that of the Council, but it will expand possibilities for business innovation through the use of Technology. Informing Board and strategic conversations at an early stage through offering insight on the art of the possible.

Leadership

Senior Officers from across PCC will play a key role in the success of this Strategy. Senior officers must not only support and encourage innovation, but lead innovative service redesign and instill digital ethics and agile practices within their teams and adopt such exemplar approaches in their own daily work practice. This type of approach takes time, education and an understanding of the organisations capacity to absorb change and individuals need to develop a digital and agile culture.

To deliver a Digital Strategy requires Digital leadership, this type of leadership being more about a style of approach rather than having a deep technical understanding. The focus should be on the people and the process, the technology, although the essential enabler of the successful Digital Strategy, is secondary to that of the Business Change.

For example, Leaders will need to consider:

- Devolving decision making further down the structure of the department so that staff can react to customer more needs more quickly.
- Incentivising teams based on local performance and impact.
- Providing more transparency to those teams as to their progress so that achievement can be readily recognized across the organization.
- Establishing cross functional groups, across all grade levels to tackle particular issues.

Big Vision, Small Steps

The best analogy for the manner and methodology in which a Digital Strategy is successfully delivered and the manner in which Digital and Agile practices are successfully instilled is to compare it to the most successful type of weight loss practice, use the ‘Little and Often’ approach. Deliver small incremental service change on a regular basis, the change is small so the impact on the business to both understand and absorb the change is achieved with relative ease. Digital is right at the heart of technology-enabled change, it is the focus on people, their cultural working practices, their process or ways of working.

This is not to say that a long-term vision, target architecture to support the business target operating model (TOM) is not important, they are. However to avoid ‘analysis paralysis’ it’s important to start, to iterate and adapt. The short term phase is focused on addressing identified problems that can be fixed now, or at least within a short term horizon, the mid-term and long-term change plans can begin in parallel with the short-term phase.

The large-scale ambitious change goals should not be shied away from, it is the approach to change that must be adapted to transform PCC services and deliver a Digital Strategy. PCC will begin the process of change and make small changes incrementally.

Technology will enable the digital innovation and provide a platform for service change and improvement, those responsible for its delivery must be ready for change so that they can respond to the needs of the business as it seeks to deliver services based on customer need.

Project Management and Resourcing

The platform implementation, by nature of the cloud-based technology proposed, allows a relatively straightforward approach in terms of deployment. The proposed iterative, agile approach to incremental solution development does not mean that a tight project governance framework should not be established. Governance will ensure the additional moving parts of the PCC platform, such as data, testing, training and adoption are brought together at the right time, to deliver an end to end working product. More detail on overarching Governance will be supplied in the Enterprise Architecture document.

The delivery of the Strategy will be run in accordance with the Agile Scrum Methodology, which for clarity, has been explained below:

In the SCRUM methodology a sprint is the basic unit of solution deployment/development. Each sprint is preceded by a planning meeting, where the tasks for the sprint are identified and an estimated commitment for the sprint goal is made, and followed by a review or retrospective meeting where the progress is reviewed and lessons for the next sprint are identified. During each sprint, the team creates finished portions of a solution/product.

Using the SCRUM methodology will allow for the rapid deployment of a useable system that will meet the minimum user need in a short timeframe. This methodology will enable the incremental continual improvement and integration of the platform into PCC and ensure that what is being built and delivered is at all times relevant to the business needs and user requirements.

The SCRUM methodology uses real-world progress of a project, not a forecast or estimate report to plan and schedule releases. The project is divided into “sprints” which will generally be two-four weeks in duration. The end of each sprint will see the project sponsor, SME’s, Solution/Product Owners and Solution/Product Managers assess the progress of the project

or product and plan the next sprint. This allows for reasonable changes to be made at the end of each two/four week period and for the entire project team to assess the project's direction and re-adjust if necessary or continue along the path it is already following. It also ensures complete transparency as all the project can only be judged on the real world solution deployment/development of what has been developed which is clear for all to see and assess every two/four weeks.

The SCRUM methodology will only work if a simple set of roles, responsibilities, actions and meetings are adhered too. For those that have not worked in the agile manner in which SCRUM operates these meetings and responsibilities add a clear stability to the way in which the project will operate, this will also help to embed Agile principles and practices into the work environment again demonstrated in the 'learn by doing' approach described earlier. The agile practise will be adopted and become second nature.

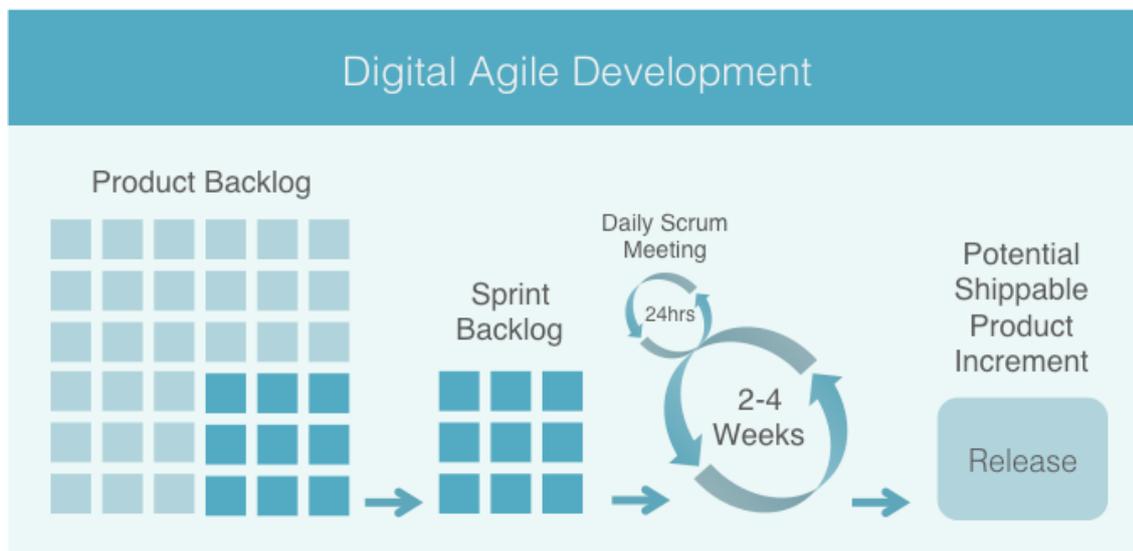
Whilst the SCRUM methodology only usually has three main roles (Product owner, Scrum master & Team member) experience has demonstrated that running projects of this nature in large historically waterfall based organisations requires the process to be adapted slightly and the roles expanded to ensure that everyone in the project understands where they are operating and exactly what they are responsible for.

This table adds clarity to the roles within an agile project:

Role	Responsibility
Engagement Lead	Oversee and ensure delivery
Product Manager	Leads the project, responsible for delivery
Developer	Develop & Configure Solution component in line with user needs
Product Owner	Provides business requirements and makes final business decisions
Technical Architect	Oversee the creation of the platforms application, data, technology and security architecture
Subject Matter Expert	Provide accurate internal business information and business requirements

The delivery of a Digital Strategy cannot successfully be completed by any external organisation alone and requires a substantial amount of PCC stakeholders time to ensure that platform is built and delivered at every stage, remains fit for purpose to the business and is kept up to date and adapts to any shifts within the business.

The diagram below depicts a basic agile delivery process:



The product backlog is the bucket into which all the platform delivery components are poured. Once all of these components have been developed into/onto the platform then the Long-Term target architecture state has been reached. The sprint backlogs produce the incremental short – mid-term capability requirements in an iterative fashion until the product backlog is empty. This avoids a 'boil the ocean' type approach to technology delivery that generally fails to deliver.

Ongoing Development of the Architecture

Cloud and Digital Architectures are not static. The platform will continue to evolve by exploiting the wide eco-system of rich capabilities.

For example, during the strategy it will be extended to incorporate Social Marketing platforms. This will enable PCC to proactively engage with its customers, engaging by listening in to social sentiment messaging on external, existing and emerging social channels.

An Integrated multi-channel knowledge base will be a clean and sophisticated font of service knowledge, implicitly addressing customer service need.

Integration with other collaboration systems such as CTI integration and self-service communities/portals will automate Service Users requests, allowing the creation and tracking of cases (Service Requests) and access knowledge base articles to service their own requests.

The introduction of advanced BI & Analytical capability will be added to the core platform to augment the single customer view, enabling reports and dashboards to be produced that add analytical value to data to provide insight to any service improving decision-making.

Real-time lookup functions will be added through open API integration with external data sources to provide different perspectives on service delivery by mashing numerous data sources together and representing them visually.

To achieve sustainable, on-going platform development the following will be applied:

Platform Design Principles

Key design principles to be applied in the delivery of the PCC platform components.

1. Configuration not code. Wherever feasible solution options should prefer mapping to standard capabilities and objects thus avoiding the development of custom capabilities involving technical components.
2. Incremental improvement. Features will be released early and improved by subsequent development iterations in agile sprints.
3. Data migration of essential information only. Over-populating the core platform with out-dated, inaccurate or irrelevant information should be avoided.
4. All aspects of the design must promote future extensibility. It is imperative PCC ensure that the platform implementation has a long-term strategic view, a target architectural state.
5. The platform build quality must reflect implementation best practice.

Finance and Procurement

Capital and Operational finance has previously been secured to begin delivery of this Digital Technology Strategy and the Technology products and the capabilities they provide. However additional products and services outside of those discussed previously will be evidenced in terms of need against a valid business case, these will be brought on a case by case basis for further approval.

Digital transformation is best supported by the use of flexible procurement approaches, allowing sensible buying of commodity or utility services. The establishment of framework agreements for use by UK Government, such as G-Cloud and the Digital Services Framework provide this by enabling the procurement of pre-competed Infrastructure as a Service, Platform as a Service and Software as a Service products.

As digital services are delivered iteratively they should be supported by finance and procurement protocols that recognise this.

Digital Platform Release Management

This section outlines the release methodology and change management process that will underpin the platform development, test and release of new capability onto PCC's platform.

Environment Strategy

The Platform Technology will provide sandbox capability, development & test environments. Sandboxing will enable one or more teams to work in parallel on different components of the platform solution without impact on other work streams. Once the capability is completed, passed through UAT, through the user training process for that capability component, the configuration can be promoted through change control process and released into the production platform environment.

The proposed environment strategy provides a fit-for-purpose approach for configuration-centric Digital Platform projects.

Release Management Methodology

This section outlines the proposed release methodology to be applied during the iterative, agile, sprint-based solution development process. Within such an agile process, a discrete set of the highest priority capabilities are designed, built, tested and released within a short-term, focused sprint. The key principle of this agile approach is to deliver business utility quickly and incrementally. The intent of the release methodology, is to ensure changes are synchronised efficiently across the PCC environment in a disciplined manner within the deployment/development sprints.

Change Control

The deployment of a digital platform requires a best practice approach to maintain a Change Control log and Audit log where all changes applied are recorded. The Change Control log should maintain an accurate view upon which environments changes have been applied to. The audit trail should record the detail of every configuration change made to the platform and retained in accordance with local mandate.

Technical Change Management

A review of existing change management processes to assess whether a simple change management approach is in place, it is proposed that simple governance processes will align most appropriately to an agile deployment methodology.

The following points outline the key aspects of the proposed, simple change management process.

1. A Change Approval Board (CAB) is introduced with members drawn from the main project stakeholders and senior delivery team.
2. Deployment classification. Internal deployments are those between sandboxes and do not require CAB approval.
3. Deployment classification. Production deployments are those that target the production instance and do require formal CAB approval.
4. A release manager is nominated with the delivery team; this individual is accountable for the successful synchronization of change across all environments.
5. For production deployments a Deployment Request Form (DRF) is completed; this document summarises the changes to be deployed, identified risk and testing processes completed.
6. DRF documents are circulated to the CAB members for approval; in some cases this is for information purposes and only a subset of the CAB must actually approve the release. The DRF will clearly identify the required action for each CAB member.

Future Digital Technology Decisions

Although PCC have already selected a number of cloud products and platforms to fulfil existing required capabilities it is inevitable that new requirements will emerge over the period of the strategy. The Enterprise Architecture document will be used as a guide in identifying suitable solutions but the question is then how do PCC decide which technology vehicle is the most appropriate to meet that requirement.

Sometimes it will be obvious how but this should also take the approach of using practical testing to inform strategy decisions. It may be helpful to run discovery projects on each platform option (IaaS, PaaS and SaaS) to understand their benefits and drawbacks for different types of capability within the context of PCC.

Some of the principal advantages of each of IaaS/PaaS/SaaS are as follows:

Infrastructure as a Services (IaaS): This is the most flexible option, which is an advantage in terms of specificity of implementation, but a disadvantage in terms of effort required. For example, one can install, manage and migrate databases and data on a granular and scalable level, and fine-tune system performance, but the trade-off is that this requires in-depth technical skill. This option increases velocity of infrastructure delivery and eases operational costs compared to on premise infrastructure, however it does require in-house skills to manage at the operating system and server software level.

Platform as a Service (PaaS): The key benefit of Platform over Infrastructure is that it provides an additional level of implicit management. This trades an amount of granular flexibility for decreased management overhead and typically provides improved operational features, such as one-click resource scaling and efficient deployment workflows.

Software as a Service (SaaS): The key benefit of SaaS over Platform is that it provides a complete solution, able to deliver value without requiring technical input to manage the underlying platform. The trade-off is that the chosen service cannot, by definition, be made business-specific beyond the features and configuration options offered by the vendor. This is the best option to minimise development and maintenance cost. The suitability of this option is determined by the degree to which business needs align with the features offered by a particular software offering. This option is therefore attractive for standardised capabilities.

Information Governance and Security

The need to protect the confidentiality, integrity and availability of information has traditionally been perceived as a factor that blocks the delivery of Digital services. Effective Digital services have protection that proportionately mitigates the risks posed the threats against them.

Digital organisations are characterised by a pragmatic balance of Information Governance and risk, with emphasis placed on how to enable and support the business and ICT in the interpretation and application of risk-based principles. The shift in the focus towards appropriate information assurance security allows Digital organisations to successfully unlock the potentials of Digital whilst maintaining an appropriate level of data protection.

Greater detail will be included in the Information Governance report being developed to support this Strategy.

Workforce Capability

PCC does not currently have extensive cloud and digital transformation skills in house to support the delivery of this strategy. This is partly through a lack of hard technical skills in the latest and emerging development platforms, tools and products. It is also a cultural issue whereby people's experience of Digital organisations and other ways of doing things is limited.

Inevitably in such a context custom and practice may have developed in ways that are not conducive to exploiting new ways of working available through Digital technology. This issue needs to be addressed through a number of initiatives:

- The PCC Human Resources team will develop appropriate tools and approaches to drive Digital across the organisation, such as new job descriptions, inclusion of digital objectives in performance reviews and job re-evaluations.

- A communications resource will be assigned to the strategy in the early phases. This person will communicate the progress of the strategy but also develop “show not tell” tools to encourage engagement. This will include showcases, videos and online training courses.
- The ICT Strategy Group will develop a plan and approach for increasing Digital Skills across the Council to support this Strategy.

APPENDIX A: CLOUD AND DIGITAL TERMS

Terms such as Digital and Cloud mean different things to different people so in order to provide clarity to the reader the following section describes the definitions. The objective here is to agree on a common language for the purpose of this Digital Strategy and ensure that messages are clear.

Agile - agile is a business value and outcome led approach. It is about shortening feedback cycles by delivering early and using on-going measurement of delivered value to iterate towards a result which may not be fully known at the outset. It addresses two areas of difficulty for projects: understanding the goal at the outset and the speed at which that goal moves, both during the course of a project and after the project completes. Agile is a product of the software industry but is now applied to projects that don't necessarily involve software development.

Agile – Agile software development is a group of software development methods based on iterative and incremental development, in which requirements and solutions evolve through collaboration between self-organizing, cross-functional teams.

Cloud – this is a service-based approach to computing. It seeks to make ICT available as a utility. Cloud services are commonly delivered on three levels:

- Infrastructure: raw virtual or physical machines
- Platform: access to deploy custom code to a managed environment, whether an application server, e.g. Heroku, or a customisable software stack, e.g. Salesforce
- Software: access to services delivered using web applications and APIs

CRM - Customer Relationship Management is software used for managing interaction between an organisation and its customers. This can include areas such as customer support, marketing and social media. It also provides a broad range of integration points for systems such as telephony, email and custom functionality.

Digital - Digital is an umbrella term for organisational values and practices which capitalise on the opportunities presented by the paradigm shift of the Internet age. Whilst technology is typically the enabler for these opportunities, Digital is not principally about technology. Successful Digital organisations tend to have operating models clustered around speed and adaptability, exemplified by maxims such as “show, don't tell” and “done is better than perfect.” The thinking which enables organisations to work well in this way can contrast strongly with accepted best practice. Digital transformation therefore requires redesign and reengineering on every level - people, process, technology and governance.

Enterprise Architecture – is the discipline of designing an ICT landscape that enables the work of an organisation. This typically involves the use of consistent standards and approaches for expressing the capabilities required to support business activities, ultimately translating these into a set of technology components and integrations to provide the necessary capabilities. An enterprise architecture should cover each of the domains of business, data, application, and technology.

IaaS - Infrastructure as a Service is an alternative model to purchasing data centre space, servers, operating system software and network equipment. Customers typically lease these resources as a metered service. IaaS is normally billed on a utility basis according to the amount of resource consumed, e.g. Amazon Web Services

PaaS - Platform as a Service is the delivery of a computing platform and solution stack as a service. It facilitates deployment of applications without the cost and complexity of buying and managing the underlying hardware and software stack, e.g. Heroku.

SaaS - Software as a Service is a model of software deployment whereby a provider licenses an application to customers for use as a service on demand. SaaS software vendors may host the application on their own web servers or download the application to the consumer device, disabling it after use or after the on demand contract expires, e.g. Salesforce.

Scrum - Scrum is an iterative and incremental agile software development framework for managing product development. It defines "a flexible, holistic product development strategy where a development team works as a unit to reach a common goal".

Sprint - This is defined as an increment (or potentially shippable increment, PSI) of software development. It is the sum of all the Product Backlog items completed during a defined sprint period.

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SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE	Agenda Item No. 8
12 NOVEMBER 2015	Public Report

Report of the Corporate Director, Growth and Regeneration		
Contact Officer	Gemma Wildman, Principal Planning Officer	Tel. 863824
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PETERBOROUGH PRELIMINARY DRAFT LOCAL PLAN

1. PURPOSE

- 1.1 This report is submitted to the Sustainable Growth and Environment Capital Scrutiny Committee following the approval of the council's Local Development Scheme (LDS) by Cabinet in July 2015, which identifies that the council will prepare a Preliminary Draft version of the Local Plan for public consultation in January 2016.

2. RECOMMENDATIONS

- 2.1 The purpose of this report is to enable the Committee to comment on the Preliminary Draft Local Plan before it is submitted to Cabinet on 14 December for approval for the purpose of public consultation in January 2016.

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

- 3.1 The Preliminary Draft Local Plan sets the overall strategy for development of Peterborough to 2036. The vision, objectives and priorities of the Plan have been informed by the Sustainable Community Strategy and are also closely linked to the council's Environment Capital Action Plan.

4. BACKGROUND

- 4.1 In July 2015 Cabinet agreed prepare a new Local Plan. We are reviewing the Local Plan for the following reasons:

- The Core Strategy is now four years old and pre dates the NPPF
- Updated housing forecast and needs data has been published
- 'Five year land supply' issues
- Availability of suitable employment land

The council is preparing a new Local Plan that will set out how the city and surrounding villages will grow and change over the next 25 years. It will replace the following adopted Development Plan Documents (DPDs), which in effect will be merged in to the new single Local Plan:

- Core Strategy DPD (2011),
- Site Allocations DPD (2012),
- Planning Policies DPD (2012) and
- City Centre DPD (2014).

The existing DPDs are relatively recent and all have been updated in the last five years, therefore it is not necessary to re write a new plan from scratch. Many of the existing policies are proposed to be included in the new Plan.

The Preliminary Draft version of the Local Plan will set out the broad distribution for growth and will extend the existing plan period from 2026 to 2036. The new Local Plan proposes to set the following growth targets:

Peterborough Local Plan Growth Targets 2015 to 2036	
Housing requirement	23,907 dwellings
Employment requirement	22,024 jobs

At this stage the attached plan does not identify the precise sites required to deliver the housing and jobs growth targets. As part of the consultation process we will ask the public, developers, landowners, agents and parish councils to suggest sites for future housing, employment, retail, leisure and other provision, that are available and deliverable. All sites will be assessed, in spring 2016, against a detailed assessment criteria and the preferred sites will be included in the next version of the plan due for public consultation in July 2016.

5. KEY ISSUES

5.1 The Preliminary Draft version of the Local Plan is structured as follows:

Part A – sets the overall vision and objectives for the future of Peterborough and the surrounding villages. This links closely to the council’s Environment Capital Action Plan.

Part B – Identifies the broad distribution and areas for future housing and employment.

It is proposed that the overall development strategy is to continue that set out in the adopted Core Strategy and to focus the majority of new development in and close to the urban area of Peterborough, with limited development in the rural areas. The individual sites required to meet the growth targets set out above, will be identified in the next version of the plan due to be published in summer 2016.

It also proposes a Settlement Hierarchy that ranks each settlement according to its size and range of services and facilities, this helps to guide the scale and location of new development. It also helps to protect the character of the landscape by placing restrictions on development outside the defined settlement boundaries. Following a detailed review of all village services and facilities the policy does not propose any changes to the hierarchy established in the adopted Core Strategy.

Part C – includes the detailed policies, criteria and standards that will be used in determining planning applications. The draft Local Plan will include policies (or options, as appropriate) relating to issues such as:

- Housing – the proposed policy ensures that new housing which will meet the needs of all communities is delivered. It includes the need for a range of types and size of homes, including affordable housing. There are also specific policies about meeting the need for prestigious homes and to identify plots for self-build properties; and a policy that sets the criteria for determining if a site for Gypsy and Travellers would be suitable or not. This is based on the existing criteria as set out in the Core Strategy.
- Transport – The proposed policy is based on the principles set out in the emerging Local Transport Plan, it includes a number of different options for car parking standards.
- Infrastructure – the proposed policy ensures that the future growth is supported by the necessary infrastructure such as schools, roads and health and community facilities. This links to the council’s adopted Developer Contributions SPD and the Community Infrastructure Levy. A further policy highlights areas of land to be safeguarded for future infrastructure projects, such as road improvements or junction enhancements.
- Retail and other town centre development – this proposed policy places the city centre

at the top of the hierarchy in terms of retail, leisure, cultural and tourism facilities, in line with national policy.

- Urban design – the proposed policy identifies the design principles that must be met by all new development, as well as the detailed requirement for new residential development to make sure there is no unacceptable impact on the amenity of nearby properties. This is based on the design principles set out in the adopted Core Strategy.
- Historic Environment – this proposed policy aims to protect, enhance and conserve the important heritage assets throughout Peterborough through the special protection afforded to listed buildings and conservation areas.
- Open Space – the proposed policy looks to protect existing green open space and will set requirements for provision within new development.

The plan also includes a new policy to protect Local Green Spaces as set out in national policy. Therefore local communities are asked to put forward sites they would like to be considered.

The draft Local Plan also carries over the existing Green Wedge policy that protect specific areas that are under considerable pressure for development and which, if built on would result in the coalescence of urban areas with nearby settlements.

- Biodiversity - the proposed policy protects designated international, national and local wildlife sites from development that could harm the habitat or protected species.

Each policy and all reasonable alternative options will be assessed against the council's sustainability framework which is linked to the council's Environment Capital Action Plan.

6. IMPLICATIONS

- 6.1 The Preliminary Draft Local Plan will have implications for all sectors of the community throughout the Local Authority area.

Legal Implications - The Council must follow due Regulations in preparing the Local Plan. Eventually, once the final document is adopted in 2018, the council has a legal duty to determine planning applications in accordance with the plan.

Financial Implications - There are no immediate financial implications flowing from the approval of the Preliminary Draft version of the Local Plan simply because this is not the 'final' plan. However, Members should be aware of two future financial implications:

- (a) The council owns land that may be identified for future development and there could be financial implications on the value of that land. To be clear, all council owned land will be assessed and treated like all other proposed areas for development.
- (b) There could be indirect financial implications arising from the development of sites (e.g. provision of infrastructure and services for the new residents, Community Infrastructure Levy monies and s106 arrangements, and increased business rates, council tax or other receipts).

7. CONSULTATION

- 7.1 Subject to council approval, public consultation on the Preliminary Draft Local Plan will take place in January 2016, in accordance with the requirements set out in the Statement of Community Involvement (SCI).

8. NEXT STEPS

- 8.1 It is anticipated that the Committee will offer comments on the draft Local Plan. The document

and any comments made by committee will be presented to Cabinet (14th December 2015). Cabinet will then be requested to approve the Preliminary Draft Local Plan for public consultation in early 2016.

All comments received will be reviewed and any necessary changes will be made. All sites suggested to the council during the consultation will be assessed against the detailed assessment criteria. A new version will be produced for further consultation. The Local Plan will undergo the following processes:

- Public consultation on the further draft Local Plan – July/August 2016
- Public consultation on the final version of the plan – February/March 2017
- Submission to government – Spring 2017
- Independent examination – Autumn 2017
- Adoption – late 2017 or early 2018.

9. BACKGROUND DOCUMENTS

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

9.1 Local Development Scheme (July 2015)

10. APPENDICES

10.1 Appendix 1 - Preliminary Draft Local Plan



Peterborough Local Plan
2016 to 2036

PETERBOROUGH

CITY COUNCIL

Peterborough Preliminary Draft Local Plan

January 2016

**Draft for consideration by Sustainable Growth
and Environment Capital Scrutiny Committee
on 12 November 2015**

Peterborough City Council

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Foreword

This is the first draft of the new Peterborough Local Plan, which will set out how the city will grow and change over the next 20 years.

This document is available for public consultation between XX January and XX February 2016. We welcome your comments and views on this important document, it is your chance to make a real difference and help make Peterborough and the surrounding villages a great place to live work and visit. The Preface sets out how you can get involved.

Foreword

Introduction

Peterborough City Council is preparing a new Local Plan, this is an important document as it will determine what Peterborough and the surrounding villages will look like in the future and how it will become an even better place to live, work and visit.

The new Local Plan will replace the following adopted Development Plan Documents (DPD):

- Core Strategy DPD (2011),
- Site Allocations DPD (2012),
- Planning Policies DPD (2012) and
- City Centre DPD (2014)

It will not replace any adopted Minerals and Waste DPDs.

We are currently at the first stage in the process and are consulting on a Preliminary Draft version of the Local Plan, which sets out the emerging planning policies and proposals for growth and regeneration. This is still a draft plan. Your views are therefore essential.

How to make comments

This is the first opportunity for you to make comments on the emerging plan and we encourage you to take this opportunity to let us know your views and help inform the future growth of Peterborough.

The Preliminary Draft Local Plan can be viewed at: [Weblink to be added] where comments can also be made online. Alternatively a Comments Form (Form A) is available at the council's customer service centre at Bayard Place or can be downloaded and returned by e-mail or post to:

planningpolicy@peterborough.gov.uk

or

Peterborough Local Plan Consultation
Sustainable Growth Strategy
Peterborough City Council
Town Hall
Bridge Street
Peterborough
PE1 1HF

Please clearly let us know exactly which part of the document you are commenting on.

The closing date for all comments is **5pm on Thursday 12 February 2016**.

Please note that all comments will be uploaded to our online consultation portal and will not be confidential.

All comments received will be taken into consideration and will help inform the Further Draft Local Plan to be published for public consultation in summer 2016

What stage are we at?

This is the first stage in a lengthy process of producing a new Local Plan. This Preliminary Draft Plan captures the key issues that we already know about and sets a steer as to how we will tackle the gaps. It does not yet include specific allocations for new development.

A full draft plan incorporating suggested sites for development will be published for consultation in summer 2016. The Local Plan timetable is summarised below:

Preface

2016												2017												2018					
Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April		
1						2							3			4					5			6			7		

Stage		Description
1	Preliminary Draft Local Plan public consultation	Opportunity for interested parties and statutory consultees to consider the options for the plan before the final document is produced.
2	Further Draft Local Plan public consultation	Opportunity for interested parties and statutory consultees to consider the preferred policies and sites for the plan before the final document is produced.
3	Proposed Submission public consultation	The council publishes the Local Plan for a six week period when formal representations can be made on the Local Plan prior to submission to government.
4	Submission	The Council submits the Local Plan to the Secretary of State together with the representations received during the Proposed Submission stage
5	Independent Examination Hearing	Held by a Planning Inspector into objections raised on the Local Plan
6	Inspector's Report	This will report whether if the Plan is 'Sound' or 'Not Sound'. The Inspector may make recommendations to make the plan 'sound'
7	Adoption of the Local Plan	Final stage, the Council will formally need to adopt the Local Plan and it will then be used in making planning decisions.

Additional Consultation

As well as consulting on the contents of this Preliminary Draft Local Plan we are also giving you the opportunity to suggest:

- New sites to be allocated for future housing, Gypsy and Traveller, employment, retail, leisure and cemetery sites;
- Any minor amendments to a village envelope; or
- Any sites to be considered as a Local Green Space.

Site Allocations

This version of the plan does not include any sites for new development. To submit potential sites for consideration please fill in the Site Suggestion Form (Form B) and return to us, using the above e-mail or postal address, by XXX February 2016. Full details are set out in Section D of this plan.

All sites suggested will be assessed against a detailed assessment criteria as set out in Section D. The preferred sites will be included in the further draft version of the plan due for publication in July 2016. We will also publish an evidence report which will set out the reason for the inclusion of a site or not.

As part of the assessment process we will need to demonstrate that a site is available and deliverable. We will review all sites identified in the adopted Site Allocations DPD and City Centre DPD that had not been granted planning permission at 31 March 2015. However, to help with the assessment please could you re-submit your site even if it is an existing allocated site. This will help to ensure that the site information is up to date, that we have the same level of detail for each site, and all sites can be considered fairly.

Village Boundaries

As part of the production of the Local Plan, village boundaries (also known as village envelopes) will be reviewed. The boundaries will be changed if any new sites are proposed for allocation. We may also make other minor 'tweaks' to the boundary to reflect any changes in the village. As part of the consultation we would like to know if you have any suggested changes to village envelopes. Please fill in the Suggested Changes to Village Boundary Form (Form C) and return to us by ~~XX~~ February 2016.

All suggested changes will be assessed against the following criteria:

- Would the suggested change be logical (in defining the limits of the built-up area of the village) and follow a physical or natural landscape feature?
- Is the land that would be brought within the village envelope brownfield (i.e. previously developed) or a garden?
- Would the suggested change not create a significant size of developable site within the village (i.e. one ought to more appropriately be considered as a site allocation)?

If the answer is 'yes' to all the above, then we are likely to accept the change, but not always (e.g. If it is a very large garden, there may be reason to exclude the land). An evidence document will be produced to support the decision. Any proposed changes will be consulted on in summer 2016.

Local Green Spaces

Local Green Space is a national policy designation that aims to protect green areas or spaces which are demonstrably special to a local community and hold a particular local significance. Local Green Space designation will not be appropriate for most green areas or open space. Local Green Space Designation can be used where the green space is:

- In reasonably close proximity to the community it serves; and
- demonstrably special to a local community and holds a particular local significance, for example because of its beauty, historic significance, recreational value (including playing fields), tranquility or richness of its wildlife; and
- local in character and is not an extensive tract of land.

Local communities have the opportunity through the production of the Local Plan (or through their own Neighbourhood Plan) to identify Local Green Spaces for designation.

We are therefore asking you to submit sites that you think meet the above criteria, by filling in the Suggested Local Green Spaces Form (Form D) and return to us, using the above e-mail or postal address, by ~~XX~~ February 2016. Full details are set out in Appendix B of this plan.

The preferred areas will be included in the next version of the Local Plan due for public consultation in Summer 2016.

Preface

Status of Preliminary Draft Local Plan January 2016 for Decision Makers

When reading this draft Local Plan please note the following information about the status of the Preliminary Draft Local Plan.

This plan has been produced in accordance with National Planning Policy Framework (NPPF). The NPPF was issued by Government in March 2012, followed by the 'live' National Planning Practice Guidance (NPPG) from March 2014. This Preliminary Draft Local Plan has been written to complement the NPPF and comply with the guidance in the NPPG. Should the NPPF or NPPG be revised in the future then references to the NPPF and NPPG in this document should be checked against the latest version of the NPPF and NPPG in force at that point in time. This Local Plan does not repeat policies in the NPPF; it builds on them when necessary and ensures locally specific issues are covered.

The NPPF clarifies the position on the status of emerging plans. It states:

Para 216: From the day of publication, decision makers may also give weight to relevant policies in emerging plans according to:

- the stage of preparation of the emerging plan (the more advanced the preparation, the greater the weight that can be given)
- the extent to which there are unresolved objections to relevant policies (the less significant the unresolved objections, the greater the weight that may be given); and
- the degree of consistency of the relevant policies in the emerging plan to the policies in this Framework (the closer the policies in the emerging plan to policies in this framework the greater the weight that may be given).

In accordance with NPPF paragraph 216, the policies contained within this emerging plan will be used (alongside the current development plans and other material considerations) in determining planning applications, especially where it contains 'new' policy not currently found in either the current Local Plans or the NPPF. In helping determine proposals, the amount of 'weight' to be given to the content of this emerging plan in comparison with the amount of weight given to other plans, strategies and material considerations, will be a matter for the decision maker to decide and will vary depending on the specific elements of the proposal. However, at this draft stage of plan preparation, the weight is likely to be limited.

Policies Map

Any reference to the terms Policies Map in the Preliminary Draft Local Plan relates to the adopted Policies Map (2012) and updated Inset 2 (2014). At this stage no changes are proposed to the Policies Map. Any changes to the Policies Map will be included in the next version of the Local Plan due to be published for consultation in summer 2016.

OS Map - Copyright Note

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Part A - Setting the Scene

- 1.1** This is a draft Local Plan for Peterborough. It contains the emerging proposals for planning policies for the growth and regeneration of Peterborough and the surrounding villages over the next 20 years.
- 1.2** Within this document you will find a draft vision for what Peterborough could be like in 2036. There are also some objectives to explain what is trying to be achieved and proposed policies setting out what and how much development should take place. This Plan is structured as follows:
- Part A - sets the overall vision and objectives;
 - Part B - identifies the spatial distribution and broad areas of growth;
 - Part C - includes the detailed policies and standards that will be used in determining planning applications;
 - Part D - will identify the sites, however at this draft stage it only sets out the site selection process.

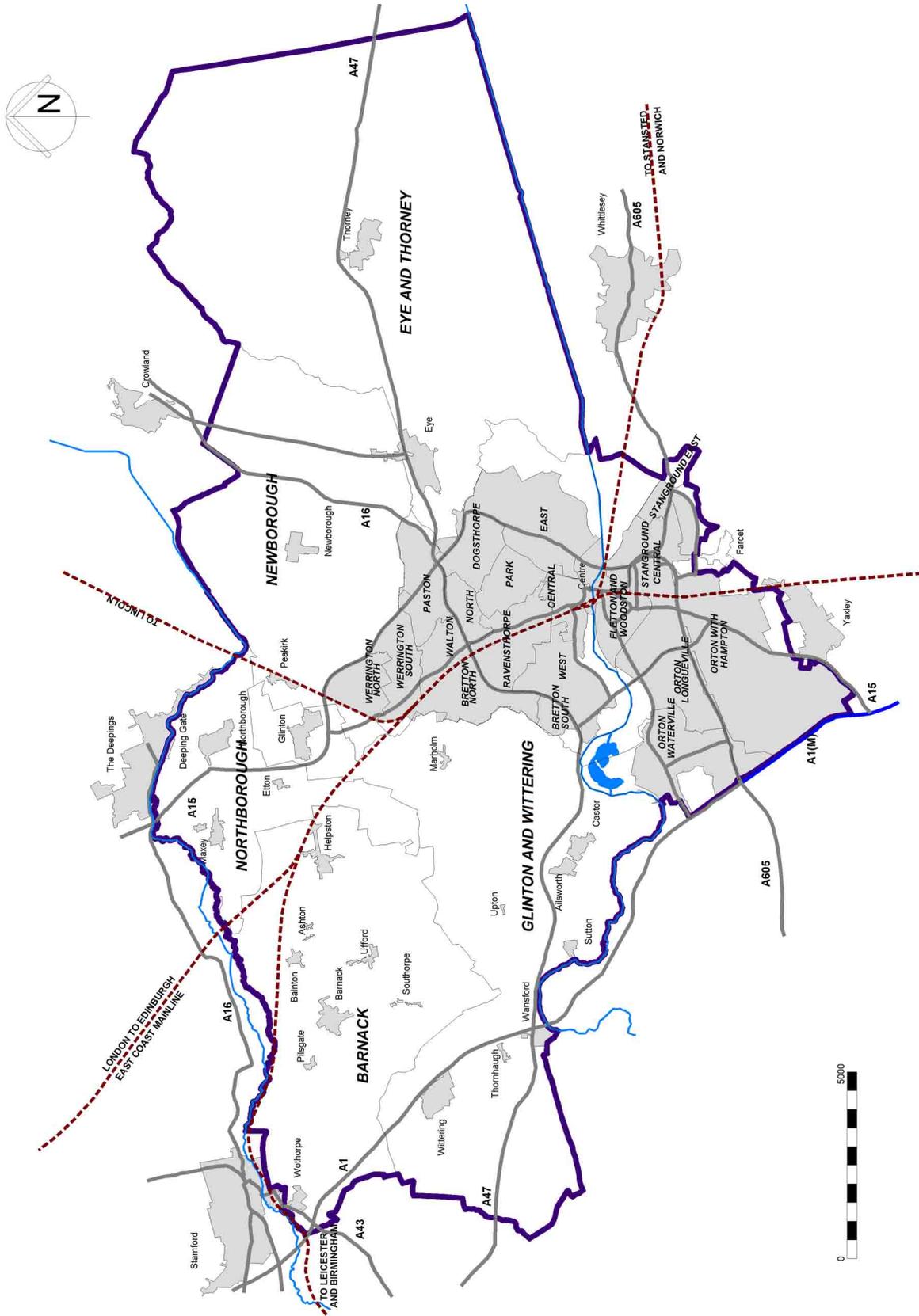
Peterborough in Context

- 1.3** Peterborough is a unitary authority located in the East of England, approximately 125 kilometres (80 miles) north of London. It comprises the City of Peterborough itself, and 25 villages set in countryside extending over an area of approximately 344 square kilometres. The area borders the local authorities of Fenland, Huntingdonshire, East Northamptonshire, Rutland, South Kesteven and South Holland. The total population of Peterborough is estimated as 188,400 (at mid 2013).
- 1.4** One of the unique characteristics of Peterborough is its situation in the landscape, on the very edge of the Fens. To the east of the City, the fenland landscape is flat and open, with the villages of Eye and Thorney on islands of higher ground and a settlement pattern of dispersed hamlets and farms. To the west and north, the shallow river valleys of the Nene and Welland give way to an undulating limestone plateau, with a denser pattern of attractive stone villages. Historic houses and their grounds, like Burghley and Milton, feature prominently in the landscape, as does the RAF base at Wittering, beside the A1 towards the western edge of the area.
- 1.5** There is a long history of settlement in Peterborough, with evidence from the Bronze Age remains at Flag Fen. The Norman Cathedral still stands at the heart of the modern city; a city which expanded in Victorian and Edwardian times as Peterborough developed as a significant railway town, and then experienced further rapid growth from 1967 under the New Towns programme. It remains one of the fastest growing cities in England. Today, Peterborough is an important regional centre, providing employment, shopping, health, education and leisure facilities for people across a wide catchment area.
- 1.6** In addition to its important built heritage, the area contains a rich biological diversity. There are two Special Areas of Conservation (Orton Pit and Barnack Hills & Holes); part of one Special Protection Area and Ramsar site (Nene Washes); three National Nature Reserves (Castor Hanglands, Bedford Purlieus and Barnack Hills & Holes); five Local Nature Reserves; and a large number of Sites of Special Scientific Interest and other County Wildlife Sites of value.
- 1.7** Peterborough has a diverse economy, ranging from innovative small business to large global headquarters. The high performing business sectors include engineering and manufacturing; agriculture, food and drink; digital and creative; energy and environment and financial services. Peterborough fared well during the national and global economic downturn with increased investment underpinned by the city's ambitions and new initiatives to support economic growth.

Introduction

- 1.8** A particularly important characteristic of Peterborough is the concentration of companies engaged in environment-related activities. There is also significant pressure for development to serve the logistics industry, taking advantage of the area's prime location beside the (north-south) A1 and (east-west) A47. Agriculture remains important to the economy, although the numbers employed on a full-time basis are relatively small. Unemployment levels in Peterborough tend to be marginally higher than those for the UK as a whole, but average figures mask particularly high pockets of unemployment, with a concentration in some inner city wards where other measures of deprivation are higher than average.
- 1.9** The City of Peterborough continues to grow, with 2014/15 seeing the highest number of new homes built in 25 years. The most noticeable growth areas are at Hampton, where a major urban extension is underway on reclaimed brickfields, and the urban extension at Stanground South. In recent years there has been increased development within the city centre, however, there remain vacant and underused sites close to the city centre which offer the opportunity for further investment to regenerate the area.

Map A



Introduction

Influences and Overarching Issues

Introduction

2.1 The Local Plan is required to be consistent with the National Planning Policy Framework (NPPF) and the National Planning Practise Guidance (NPPG) and to have regard to any other plans, policies and strategies, particularly the council's Sustainable Community Strategy. To help identify the key issues that are then used to develop objectives for the Local Plan a review of the following plans, policies and strategies has been carried out as part of the the Local Plan Sustainability Appraisal Scoping Report (November 2015):

- Sustainable Community Strategy
- Housing Strategy
- Parish Charter
- Air Quality Strategy
- Bus Strategy
- Cultural Strategy
- Biodiversity Strategy (draft being prepared alongside this Local Plan)
- Director of Public Health's Annual Report 2015
- Adjoining local authorities plans

Council's Strategic Priorities

2.2 The Local Plan will also help to deliver the council's strategic priorities (as at September 2015):

- Drive growth, regeneration and economic development
- Improve educational attainment and skills
- Safeguard vulnerable children and adults
- Implement the Environmental Capital agenda
- Support Peterborough's culture and leisure trust Vivacity
- Keep all our communities safe, cohesive and healthy
- Achieve the best health and wellbeing for the city

2.3 Through these priorities the council aims to improve the quality of life for all residents and communities and to create a truly sustainable Peterborough.

Environment Capital

2.4 The council is committed to creating the UK's Environment Capital. Not only is it one of the council's key strategic priorities, but it's one of the key priorities of the Sustainable Community Strategy. Creating the UK's Environment Capital means changing the way we do things as a city, to ensure that by 2050 we are living within the resources of one planet.

2.5 In April 2014 the Environment Capital Action Plan was adopted by the council. It provides a clear vision of how Environment Capital will be achieved. The action plan comprises ten themes (see below), each with a 2050 vision along with interim targets (currently to 2016).

Influences and Overarching Issues



Local Transport Plan

- 2.6** The transport strategy for Peterborough is set out in the Long Term Transport Strategy (LTTS) (2011 to 2026) and the Local Transport Plan (LTP) (currently 2011 to 2016). The LTTS sets out the longer term strategy for the area, whereas the LTP covers the shorter term, specifically the first five years of the LTTS. Together they aim to meet the ambitious goals of tackling climate change, supporting economic growth, improving quality of life, promoting a healthy natural environment, contributing to better safety, security and health and promoting equality of opportunity.
- 2.7** The LTP is currently being reviewed and is due for approval by the council in April 2016. We have worked closely with transport colleagues to ensure that the two plans align. The LTTS will also be refreshed, with the aim for adoption alongside the Local Plan adoption in 2018.

Other Strategies and Plans

- 2.8** On our website you will find a library of documents which have been produced to support the Preliminary Draft Local Plan. This library will continue to grow as the Local Plan progresses to adoption.

Influences and Overarching Issues

Overarching Issues

- 2.9** A good understanding of the needs, constraints and issues facing Peterborough is essential to inform the Local Plan. An extensive review of all strategies, plans, policies and other local or national information was undertaken through the SA Scoping Report. This has identified that Peterborough faces a range of challenges including:

Overarching Issues:

Zero Carbon - Peterborough's energy consumption and carbon emissions are lower than the national average. There is potential for increased renewable energy use.

Sustainable Water - The existing drainage network struggles to cope with short duration of intense rainfall. Growth is likely to put pressure on already limited water resources.

Land Use and Wildlife - Peterborough has a high quality natural environment that needs protecting and enhancing. Peterborough has an overall good provision and network of open space, but with deficiencies within some inner city wards.

Local and Sustainable Food - There are opportunities to increase the provision of allotments to help encourage people to grow their own food.

Sustainable Materials – Opportunities for Peterborough to become a lead authority in driving forward the concept of becoming a circular economy

Zero Waste - Peterborough currently has good recycling and composting records, although this is below the council's target.

Sustainable Transport - Peterborough has good rail links to London and other major cities. There is a need to improve public transport and to reduce travel by private car. There are opportunities to improve walking and cycling networks.

Culture and Heritage – Peterborough hosts many cultural events attracting many visitors to the city. There are opportunities to increase cultural and leisure offer and improve the evening economy. There are many important heritage assets that need to be protected and enhanced.

Equality and Local Economy - Peterborough has a diverse economy, however there is a need to attract more high tech businesses to the area. The unemployment rate is slightly higher than the national average. There is a need to identify suitable land to meet future employment needs, particularly need for high quality office development in the city centre. There is currently a shortage of school places in Peterborough. There are opportunities to improve school attainment. There are increasing levels of deprivation in some areas of the city.

Health and Wellbeing - There is significant health inequalities within Peterborough, with average life expectancy above the national average. House prices in Peterborough are below the national average, but there is still a lack of affordable housing and range of housing types to meet all needs of the community.

- 2.10** The issues have been categorised into a number of topic areas based on the ten Environment Capital Themes. It is emphasised that these are issues that the Local Plan must take into account, but it does not follow that it has to address them all. Some will be addressed by other agencies outside the Local Plan process. The order of overarching issues set out above does not imply any relative importance of one over another.

Influences and Overarching Issues

Introduction

- 3.1** This section describes our current draft vision for Peterborough over the period to 2036. We have taken account of other strategies and documents identified in section 2 and the SA Scoping Report. Your views on it are welcome.

Our vision for Peterborough

By 2036 Peterborough will have become a destination of choice, a bigger and better city, growing in the right way to meet the needs of its growing population, and providing a range of high quality attractions and facilities making it a distinctive place to live, work and visit.

Peterborough city centre, with its iconic cathedral and historic core, will have maintained and strengthened its position as the top retail centre in the area, drawing visitors from the wider region to enjoy the shopping, leisure, culture and entertainment it has to offer, including a redeveloped riverfront and enhanced city core, with a range of restaurants and bars supporting a safe and vibrant night time economy.

A walkable, liveable city, with a network of footpaths and cycleways, providing safe, efficient and enjoyable ways to move around. Sustainable transport options will link all parts of the city, including the railway station and the River Nene, to the wider regions beyond.

A strong and resilient economy powered by a diverse and highly skilled workforce, supporting and retaining existing businesses whilst creating the right environment to attract and help grow new businesses.

A place where attractive, inclusive and well-designed neighbourhoods provide a range of quality housing to meet the present and future needs and aspirations of all communities.

A network of characterful villages set within an attractive rural landscape, each with local services and facilities providing for community needs, together with a vibrant and diverse rural economy.

Peterborough will be heralded as the UK's Environmental Capital, a smart city where flows of materials, goods, services, people and data work to achieve a self-sufficient, truly 'circular city', living within its means and operating in a truly sustainable way.

Our Vision

Our Objectives

Our Objectives

4.1 To achieve our vision we have identified a set of overarching objectives:

4.2 These objectives have evolved from the review of relevant plans and programmes undertaken for the sustainability appraisal process. The objectives have been grouped around the ten Environmental Capital Action Plan themes, through many objectives will contribute to more than one theme.

	1: Zero Carbon	1.1 To reduce reliance on fossil fuels, maximise the use of renewables and reduce carbon dioxide / methane emissions
		1.2 To minimise pollution which affects human health
	2: Sustainable Water	2.1 To reduce vulnerability to flooding
		2.2 To minimise pollution of water resources
		2.3 To minimise water consumption and encourage water re-use
	3: Land Use and Wildlife	3.1 To protect and enhance biodiversity and geodiversity and minimise the pollution of natural resources
	4: Sustainable Materials	4.1 To minimise the consumption of non-renewable natural resources and maximise the re-use of materials
	5: Local and Sustainable Food	5.1 To promote the conservation and wise use of productive land
	6: Zero Waste	6.1 To reduce waste not put to any use
	7: Sustainable Transport	7.1 To encourage walking, cycling and the use of public transport and reduce the need to travel by car
	8: Culture and Heritage	8.1 To promote a more vibrant Peterborough
		8.2 To protect and enhance townscape character, retain local distinctiveness and protect historic and cultural assets
	9: Equity and Local Economy	9.1 To support rural communities in creating a vibrant rural economy
		9.2 To diversify the economy and increase economic vitality to aid regeneration and provide economic resilience
		9.3 To give everyone access to learning, training, skills and work opportunities
		9.4 To reduce poverty and inequality and enable everyone to have a comfortable standard of living
		9.5 To provide easy and affordable access for everyone to basic services and facilities
	10: Health and Wellbeing	10.1 To provide safe and healthy environments, reduce health inequalities and help everyone to live healthy lifestyles
		10.2 To make suitable housing available for everyone
		10.3 To reduce crime and the fear of crime

4.3 The NPPF clearly states that the purpose of the planning system is to contribute to the achievement of sustainable development 'which should be seen as a golden thread running through both plan-making and decision-taking'. In order to fully integrate the aims and aspirations of Environment Capital into the new Local Plan these have been used in a consistent way in both the SA framework and the Local Plan.

Our Objectives

- 4.4 Each Local Plan policy, and all reasonable alternative options, have been assessed against the above sustainability objectives. The results are set out in the SA report which is published alongside this draft Local Plan.
- 4.5 To help demonstrate how each policy meets the sustainability objectives, any policy that scores either a positive effect (+) or a significant positive effect (++) the relevant Environment Capital symbol, as shown below, will be placed above each policy.

Sustainability Objectives



- 4.6 **NOTE for Scrutiny/Committee:** These symbols are not included at this stage, because the Sustainability Appraisal is still ongoing. They will be inserted at the point of consultation.

Part B - The Spatial Strategy

- 4.1** This section of the Local Plan sets out the overall strategy for meeting the future growth of Peterborough to 2036. It sets out how much growth is needed and how it will be distributed to ensure that the Local Plan vision and sustainability objectives can be met. Part C of this plan sets out the detailed planning policies.

Sustainable Development

- 4.2** Development in Peterborough should contribute to our ambition to create the UK's Environment Capital. This approach fits with the overarching national policy in the NPPF, which has a presumption in favour of sustainable development.



Policy LP1: Sustainable Development And the creation of the UK's Environment Capital

When considering development proposals, the council will take a positive approach that reflects the presumption in favour of sustainable development contained in the National Planning Policy Framework. It will seek to work proactively with developers and investors to find solutions which mean that proposals can be approved wherever possible, and to secure development that improves the economic, social and environmental conditions in the area, and in turn helps Peterborough create the UK's Environment Capital.

Planning applications that accord with the policies in this Local Plan (and, where relevant, with policies in neighbourhood plans) will be approved without delay, unless material considerations indicate otherwise.

Spatial Strategy

The Settlement Hierarchy and the Countryside

- 4.3** A settlement hierarchy ranks settlements according to their size and range of services and facilities; their possible capacity for growth. It provides a framework for decisions about the scale and location of new development, and the targeting of investment in any new services and facilities. In general terms, a hierarchy helps in decision making that will promote more sustainable communities – bringing houses, jobs and services closer together in settlements that already offer the best range of services and facilities.
- 4.4** The settlement hierarchy identified in policy LP2 below has been used as a basis for determining the overall distribution of growth and for identifying which villages, subject to consideration of constraints, would be more suitable for future growth.
- 4.5** A settlement hierarchy also helps to protect the character of the landscape, by maintaining and reinforcing the distinction between built-up areas and countryside, and placing a restriction on the forms of development that would be acceptable in the countryside.

The Spatial Strategy

- 4.6** In Peterborough there are a number of settlements ranging in size from the city of Peterborough itself to small villages, hamlets and individual, isolated dwellings. One of the particular characteristics of the local authority area is that it is dominated by the city, and there are no other settlements of any size larger than 4,500 people. In other words, there are no market towns.
- 4.7** In order to identify a hierarchy the council undertook and produced Peterborough Settlement Hierarchy Study (To be published in January 2016). This identified which settlements should be included in any hierarchy; what tiers should constitute the hierarchy; what criteria should be used to identify the villages that should appear in each tier; and what scoring system should be applied to each of the criterion. The Settlement Hierarchy Study concluded that the hierarchy in the adopted Core Strategy was robust and therefore does not propose to change it.
- 4.8** A survey of village services and facilities was undertaken, to enable testing against the criteria. The outcome of the resulting analysis was subject to sensitivity testing, to establish the effect of variations in the weightings given to each criterion.
- 4.9** In the hierarchy set out in policy LP2 below:
- **A Large village** is a settlement that contains a wide range of services and facilities to meet people's daily needs, including a primary school, doctor's surgery and a range of shops and services, particularly a post office and food shopping. It also provides employment opportunities and has good access to Peterborough by car and public transport.
 - **A Medium Village** is a village which includes some, but not all, of the services and facilities that are characteristic of a Large village. In many cases it will have a smaller population. The critical determinant is the presence of a primary school in the village (or immediately adjoining village).
 - **A Small Village** is a settlement which does not meet the criteria for one of the categories higher in the hierarchy. Typically, a Small Village will have some concentration of dwellings, but with a low population, and a limited range of services, if any. A Small Village will not have a primary school.
- 4.10** It is emphasised that the position of any village in the hierarchy is largely a reflection of its size, and the scale and range of its services and facilities. Whilst this offers a pointer to its suitability (or not) for further development, it does not follow that new development is either appropriate or necessary. For example, if there is no need to identify sites for development in the rural area, then a village which is highly placed in the hierarchy may not need to have any site allocations. A village may be highly placed in the hierarchy, but subject to constraints which restrict the scope for further development. Such constraints would not alter its position in the hierarchy, but would be a critical factor in determining its suitability for any growth.
- 4.11** This policy together with policy LP3 and policy LP4, steers most new development to those larger places that offer the best access to services and facilities (both now and for the foreseeable future). This can help reduce the need to travel, as well as making best use of existing infrastructure and previously developed land in built-up areas.
- 4.12** This policy does not set an absolute restriction on the number of dwellings or other development that would be acceptable. This would be determined by applying Local Plan policies relating to such matters as density, amenity, traffic implications and greenspace provision.
- 4.13** It is emphasised that place names in the policy are references to villages, not parishes, as there are instances in Peterborough where a village extends across parish boundaries and therefore includes properties in more than one parish.

The Spatial Strategy

- 4.14** For many years the council has defined on the Policies Map, for each village within the District, a village envelope which sets the limit of the physical framework of the built-up area. The primary purposes of the envelopes, and the policies which apply within and outside them, are to prevent the spread of development into the countryside, to maintain the essential character of each settlement and control the growth within and outside each settlement in accordance with the settlement hierarchy in policy LP2.
- 4.15** Changes to some of the village envelopes will be made in the final version of this Local Plan if a new site is allocated in the village. Also other minor changes may be made taking into account comments received during this consultation.
- 4.16** It is Government policy that development in the countryside should be controlled, in order to conserve its character and natural resources. By identifying the settlement hierarchy and distinguishing between settlements and the countryside, the policy approach places a restriction on types of development other than those where a rural location might be justified. Policy LPXX sets out further criteria for development in the countryside.

Policy LP2: The Settlement Hierarchy and the Countryside

Decisions on investment in services and facilities and on the location and scale of new development will be taken on the basis of a Peterborough settlement hierarchy.

The hierarchy is as follows:

The City of Peterborough:	Including the existing urban area, the City Centre, District Centres and urban extensions
Large Villages:	Eye (including Eye Green) and Thorney
Medium Villages:	Ailsworth, Barnack, Castor, Glinton, Helpston, Newborough, Northborough and Wittering
Small Villages:	Ashton, Bainton, Deeping Gate, Etton, Marholm, Maxey (including Castle End), Peakirk, Pilsgate, Southorpe, Sutton, Thornhaugh, Ufford, Upton, Wansford and Wothorpe

Away from the city of Peterborough, the strategy for planned growth will be on Large Villages and, to a lesser extent, on Medium Villages, in accordance with policy LP3. In these categories of settlement, new residential development sites for 10 dwellings or more and potential employment allocations, will be allocated in some or all of the settlements. Other development in these villages will be limited to infill or redevelopment of sites of a scale appropriate to the village

In Small Villages, no new sites for development will be formally allocated, with development limited to infilling or a group of small redevelopment sites, of a scale appropriate to the village.

The Village Envelope for each village is identified on the Policies Map. Land outside the village envelopes and outside the Peterborough Urban Area boundary is defined as countryside. Development in the countryside (i.e. outside the boundary of all settlements in the hierarchy) will be restricted to that which is demonstrably essential to the effective operation of local agriculture, horticulture, forestry, outdoor recreation and access to natural greenspace, transport or utility services; and to residential development which satisfies the 'exception' test set out in policy LP8; and to minerals or waste development in accordance with the separate Minerals and Waste development plans.

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The Level and Distribution of Growth

- 4.17** The NPPF expects the overall level of growth in a Local Plan to be based on the 'Objectively Assessed Need' (OAN) for market and affordable housing. The OAN for Peterborough has been determined through the preparation of a Strategic Housing Market Assessment (SHMA) (July 2014) for the Peterborough sub market housing area including the adjoining local authorities of South Holland, South Kesteven and Rutland. Some elements of the SHMA, including the OAN figure, were refreshed in October 2015 to ensure it is based on the most up to date population and household projections, and must be read alongside the 2014 version.
- 4.18** The OAN figure for Peterborough is 1,005 dwellings per year between 2011 and 2036, resulting in a total need for 25,125 new homes over the 25 year period. The housing growth target is closely linked to the scale of employment growth, with the SHMA identifying the need for 22,024 jobs between 2011 and 2036.
- 4.19** The council's current position is to accommodate in full, in this Local Plan, its objectively assessed need for both dwellings and jobs growth.
- 4.20** In addition in 2013 the Cambridgeshire authorities, including Peterborough, signed a 'memorandum of cooperation' to support a coherent and comprehensive growth strategy across Cambridgeshire and Peterborough between 2011 and 2031. This included the agreement that Peterborough would accommodate some of the housing need arising in the Cambridgeshire Housing Market Area (which includes areas close to Peterborough, such as Yaxley and Whittlesey). This amounts to an additional 2,500 dwellings. This collaborative approach was undertaken as part of the requirements of the duty to co-operate as set out in the Localism Act 2011.
- 4.21** This means that the housing requirement for Peterborough increases to 27,625 dwellings between 2011 and 2036.
- 4.22** However, we must take account of any completions since 2011 (the base date of the Local Plan for the purpose of housing and employment forecast). The council monitors housing completions annually, and the results from the latest Housing Monitoring Report (March 2015) identifies that between 1 April 2011 and 31 March 2015 a total of 3,718 (net) dwellings were completed. This means the Local Plan needs to make provision between 1 April 2015 and 31 March 2036 for 23,907 net dwellings, or an average of 1,138 per year.

Table 1 Overall Requirements for Residential Growth

Dwelling provision for 2011 to 2036	Number of dwellings
Objectively Assessed Need 2011 to 2036	25,125
Memorandum of Co-operation Additional Dwellings 2011 to 2031	2,500
Local Plan requirement 2011 to 2036	27,625
Dwelling provision for 2015 to 2036	
Net additional dwellings completed 2011 to 2015	3,718
Local Plan Requirement 2015 to 2036	23,907

- 4.23** The Housing Monitoring Report notes that at the end of March 2015, a total of 1,231 dwellings remained to be completed on sites where construction had started. Full planning permission existed for 954 dwellings on sites where no construction had started, and outline planning

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permission existed for a further 6,139 dwellings. Subsequently, Great Haddon is minded to receive consent for a further 5,350 dwellings, subject to finalising legal agreements. In total, this amounts to a commitment of 13,674 dwellings. (Note: apart from Great Haddon, other permissions (or similar since 31 March 2015) have not been taken into account as a 'commitment' at this stage, but they will be as this plan progresses). Linked to this commitment information, our latest Five Year Land Supply report (Oct 2015) indicates that we have sufficient deliverable sites to enable 8,373 homes to be built in the period 2016-21, at an average of 1,675 per year.

- 4.24** Overall, at this emerging stage of preparing the Local Plan, there is a need to identify land for 10,233 new dwellings between 2015 and 2036.
- 4.25** The SHMA identifies 22,024 jobs which translates in to XXXha [*to be added before public consultation*] of employment land. Since 2011 there has been a net increase of XXX ha of employment land. Therefore the Local Plan need to identify land to deliver XXXha

The Spatial Strategy for Residential Growth

- 4.26** The proposal at this draft stage of preparing the plan is to continue the spatial strategy as set out in the current Core Strategy, which makes provision for housing growth in a wide variety of places across the local authority area, but with a distinct emphasis on locations within and adjoining the urban area of the city. These are generally the most sustainable and help to maximise the use of previously developed land.
- 4.27** Your views on this approach are welcome, and we will during the first half of 2016 prepare a separate Growth Study that will take a fresh look at the distribution of growth.

Policy LP3: Spatial Strategy for the Location of Residential Development

It is proposed that the overall development strategy is to continue to focus the majority of new development in, around and close to the urban area of the city of Peterborough, creating strong, sustainable, cohesive and inclusive mixed-use communities, making the most effective use of previously developed land, and enabling a larger number of people to access services and facilities locally.

Provision will be made for the development of a minimum of approximately 23,907 additional dwellings over the period from April 2015 to March 2036. Of this around 14,000 dwellings already have planning permission (or similar status), leaving around 10,000 new homes to be allocated on either carried forward allocations or on new allocations or (and most likely) a combination of both.

Early indications are that the broad distribution of dwellings, including commitments, will be as follows:

Location	Percentage of Growth	Number of dwellings 2015 to 2036
Urban Area of Peterborough	30 -35%	6,217 - 7,598
Urban Extensions and/or nearby large scale growth locations	60 - 65%	15,190 - 16,571
Rural Areas	5%	1,119
Total	100%	23,907

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NOTE: Individual sites to deliver the scale of housing growth set out above will be identified in the next version of the Local Plan due to be published in summer 2016, see Part D of this Plan for more details on the approach to be taken.

The Location of Employment Development

- 4.28** The proposal at this draft stage of preparing the plan is to continue the employment growth strategy as set out in the current Core Strategy.
- 4.29** During the first half of 2016 we will prepare an employment study that will look at local demand and need for employment land. This will help inform the site selection process and will make sure that the preferred sites will meet the needs of the market.
- 4.30** All existing employment allocations will be reviewed as part of the site selection process, this will include an assessment of availability. The preferred sites and overall spatial distribution will be consulted on at the further draft consultation stage in summer 2016.

Policy LP4: Spatial Strategy for the Location of Employment Development

The proposed strategy will be to promote and develop the Peterborough economy, offering a wide range of employment opportunities, with particular emphasis on growth of the environmental goods and services cluster, financial services, the advanced manufacturing sector, and other existing clusters in the city, building on existing strengths in 'knowledge-based' activities.

Employment development will be mainly focused on the urban area, urban extensions and/or nearby large scale allocations and the city centre. Small-scale employment development will be allowed in villages where it would meet local needs and, in particular, would form part of mixed-use development.

Provision will be made for the development of xxx hectares [*to be consulted upon at the next draft plan stage*] of employment land over the period from April 2011 to March 2036, including land already committed with planning permission. There will be a range of locations, types and sizes of employment land.

Mixed-use developments (mixed horizontally or vertically) which incorporate employment together with residential, leisure and/or retail uses will be encouraged wherever appropriate within the urban area of Peterborough (and, in particular, in the city centre, district and local centres), the proposed urban extensions and the villages.

NOTE: Individual sites to deliver the scale of employment growth set out above will be identified in the next version of the Local Plan to be published in summer 2016, see Part D of this Plan for more details on the approach to be taken.

Urban Extensions and /or Nearby Large Scale Allocation(s)

- 4.31** The policies set out above for the location of new housing and employment land refer to the need for sustainable urban extensions and potentially other large scale allocations close to the city of Peterborough, in order to deliver the scale of growth that is expected of Peterborough up to 2036 and beyond.
- 4.32** The continued development of Hampton, Stanground South and Paston Reserve is a key part of the overall spatial strategy.

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- 4.33** A new urban extension at Norwood, adjacent to Paston Reserve, is included in the current Core Strategy and Site Allocations development plans. It is likely that this allocation will continue to be taken forward in this new Local Plan. If so, this urban extension should give consideration to, and be designed so that it is sympathetic with the permitted scheme at Paston Reserve, in order to create a single comprehensive development area.
- 4.34** A further urban extensions at Great Haddon was also identified in the Core Strategy. The council is minded to grant consent for this site, subject to finalising legal agreements. This scheme includes approximately 5,350 new homes and other facilities.
- 4.35** One or more new urban extension or other nearby large scale allocation may need to be allocated in this Local Plan and any suggestion as to where would be welcomed.
- 4.36** It is important that new extension areas are developed as genuinely sustainable places, with a full range of residential opportunities to create balanced, mixed communities; employment areas; and all of the services and facilities that will enable residents to meet their day-to-day needs locally. It is equally important that development of these areas takes place in a manner that is well integrated with the existing communities of Peterborough, so that they are seen as, and function as, part of the City, rather than stand-alone communities.
- 4.37** New extension areas offer scope to implement the most up-to-date thinking in sustainable development, using new technologies in the design and construction of buildings to maximize renewable and low carbon energy sources, include measures to increase water efficiency, incorporate effective waste management facilities at the outset and provide opportunities for residents to walk, cycle or travel by public transport in preference to use of the private car.

Policy LP5: Urban Extensions and other Nearby Large Scale Allocations

The proposed spatial strategy for Peterborough includes growth of the existing built-up area of the city by means of sustainable urban extensions and potentially via other large scale allocation(s) of at least 500 dwellings. These will include extensions already permitted at Hampton, Stanground South, Paston Reserve and (subject to legal agreements) Great Haddon.

(NOTE: Potential urban extensions/new settlements will be reviewed following the call for sites. Any new urban extensions and/or nearby large scale allocations will be identified in the next version of the Local Plan due to be published in summer 2016, see Part D of this Plan for more details on the approach to be taken).

Development of a new urban extension or other large scale allocations must comply with all the relevant policies set out in the remainder of the Local Plan, and must be planned and implemented in a comprehensive way that is linked to the delivery of key infrastructure. In particular they should :

- Make efficient use of land, provide a broad range of housing choice by size and tenure (including market and affordable housing) and cater for people with special housing needs
- Contribute, on or off site, towards the provision of a Gypsy and Traveller need, with the scale of the contribution being agreed through negotiation, taking into account the financial viability of the urban extension as a whole. The contribution will be secured via an appropriate legal agreement
- Provide a wide range of local employment opportunities that offer a choice of jobs in different sectors of the economy
- Make provision for an appropriate level of retail, leisure, social, cultural, community and health facilities to meet local needs without having an unacceptable impact on the vitality and viability of existing centres

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- Incorporate nursery and primary schools and either a secondary school if the scale of the urban extension justifies it on-site, or, if not, a contribution to secondary school provision off-site, in order to meet the needs generated by the development.
- Provide a network of open spaces for play, sport and recreation, including local nature reserves, woodlands and green spaces
- Incorporate design solutions to maximise the use of energy from on-site renewable and/or decentralised renewable or low carbon energy sources; and maximise energy efficiency;
- Incorporate appropriate landscape treatment to ensure that the development can be satisfactorily assimilated into the surrounding area.

The City Centre

4.38 In December 2014, a new City Centre Plan was adopted, and set out plans for widespread improvements, growth and regeneration. It is proposed that the plan be merged into this new Local plan, but predominantly carried forward in terms of its approach and content.

4.39 The area forming the city centre is shown on Map C. The city centre extends from the former District Hospital site in the west to Fengate in the east. It includes the residential areas in the vicinity of Lincoln Road and Bright Street in the north and the Peterborough United football ground in the south, as well as the principal shopping, office and entertainment areas and Cathedral Precincts in the very centre.

4.40 The city centre map identifies eight 'policy area'. Individual policies for each area setting out the vision, and potential development opportunities and planning requirements for the area will be included in Part D of the next version of the plan to be published in summer 2016, though it is expected to be very similar in content to the December 2014 City Centre Plan. Part D of this plan explains this in more detail.

4.41 The city centre is the 'heart of the city' and is essential to the image, economic prosperity and future success of Peterborough. It is the part of the city most likely to be used by residents and visitors and is a major focus in the region in terms of shopping, leisure, employment and culture, providing a diversity of experience and activity. A lively, successful city centre contributes greatly to the quality of life of the people of Peterborough and the surrounding area.

4.42 Within the city centre lie the cathedral, many other important listed buildings and heritage assets. It is an important interchange between different means of travel, with railway and bus stations; compared with many city centres, it is relatively accessible by private car.

4.43 However, the city centre is not without its problems, and there are issues which need to be addressed over both the long and short term.

4.44 Currently the city centre has relatively few houses and flats, when compared to other towns and cities of a similar size and scale., but this is changing and new housing will continue to be supported.

4.45 Recent investment in the public realm around Cathedral Square, Bridge Street, Cowgate and King Street which has attracted new retailers, restaurants and bars to this part of the city. Extensions to the Queensgate Shopping Centre have accommodated national retail and restaurant operators. Further development is also planned.

4.46 The cultural offer is not fully developed and there is a significant opportunity to attract visitors into the city centre, particularly in the evening. The evening economy has improved in the last few years with new restaurants, particularly around Cathedral Square and linked to the wider public realm improvements. However, this is still a limited offer when compared to other towns and cities of a similar size.

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- 4.47** There has been little new office development in the city centre for many years. The city centre has not been able to successfully compete for investment with business parks located on the edge of the city. The city centre office stock is generally ageing and some is poor quality, some of which has been converted to residential development, consequently new office stock is needed.
- 4.48** The River Nene is one of the city's most important assets but it currently fails to maximise its potential for leisure and is poorly connected to other parts of the city centre. Again this needs to be addressed.
- 4.49** The transport network in and around the city centre currently prioritises accessibility by car at the expense of pedestrians and cyclists. Improvements have been made with the new pedestrian crossings points along Bourges Boulevard improving access to and from the railway station into the city core.

Policy LP6: The City Centre - Overreaching Strategy

Peterborough City Centre will be developed and promoted to maintain its position as a centre of regional significance.

Major new retail, cultural and leisure developments which will meet the needs of the city and its sub-region, as well as the local needs of a significantly larger city centre resident population, will be encouraged. A Primary Shopping Area (PSA) will continue to be defined, which will be the highest level in the hierarchy of centres for retail planning in Peterborough.

The city centre will be promoted as a location for substantial new residential development at a range of densities according to location. It will also be promoted as a location for employment development, with an emphasis on B1 development (together with employment in all of the service sectors outside the B Use Classes). Mixed use development will be encouraged, especially outside the PSA.

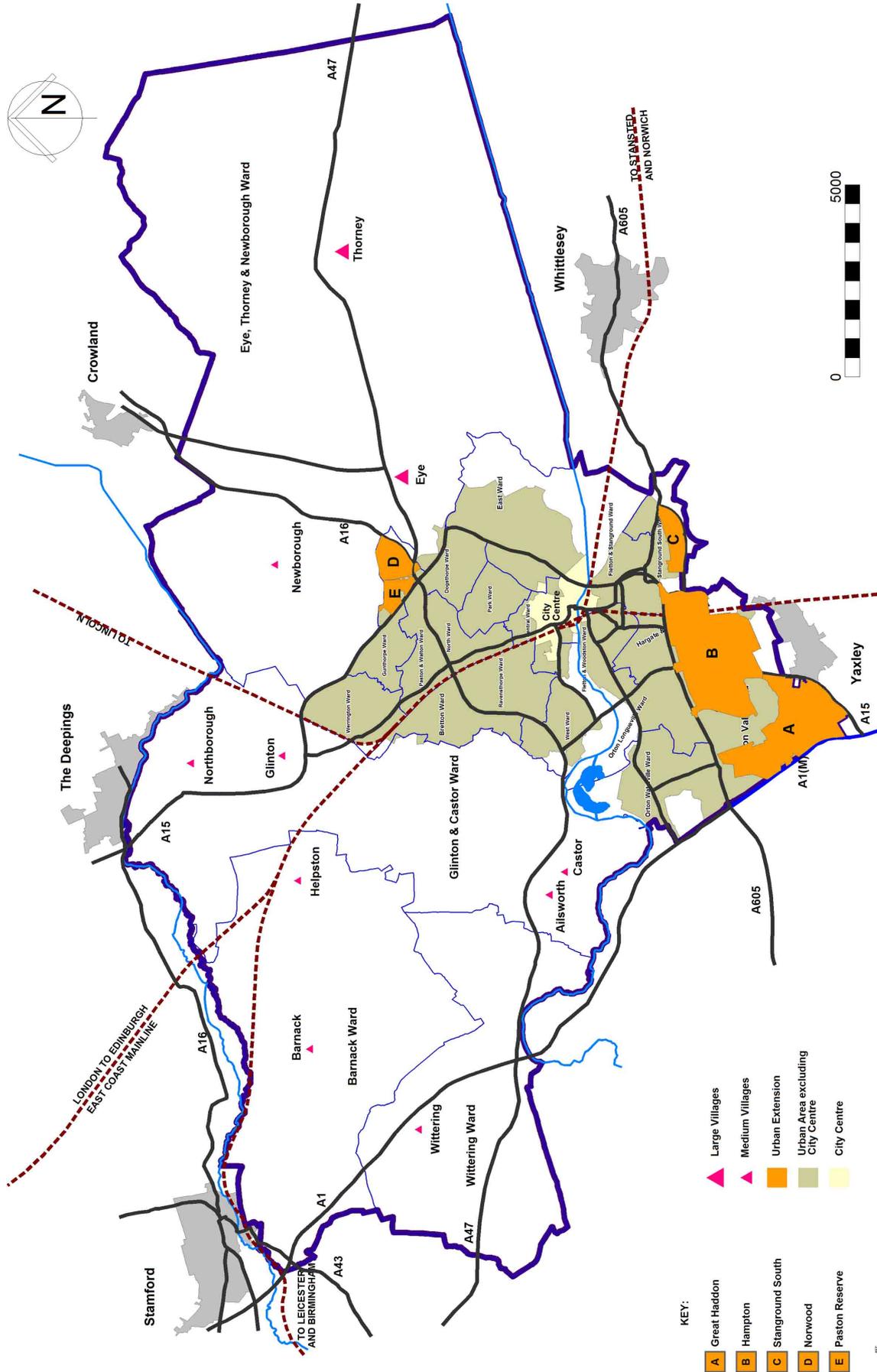
Improvements to the public realm throughout the city centre will continue to be promoted, with a particular focus on the pedestrian environment and connections between Cathedral Square; lower Bridge Street, the Embankment, Fletton Quays and Rivergate. Enhancement of the public realm and natural environment, including better walking and cycling links and river-based navigation, will be supported with good quality and well designed street furniture, use of public art, tree planting and landscaping, and development constructed using high quality building materials.

The city centre's historic environment will be protected, including through the requirement that any new development should be of a scale, character, quality of design and standard of finish that will preserve and enhance its character and appearance, protecting or enhancing the setting or views of heritage assets.

NOTE: Individual policies for the different Policy Areas and individual sites will be included in the next version of the Local Plan, due to be published in summer 2016, see Part D of this Plan for more details.

The Spatial Strategy

Picture Map B - The Key Diagram





The Spatial Strategy

Part C - Development Management Policies

Introduction

- 5.1** In this part of the Local Plan we set out various criteria based policies which will be used to appraise, and reach decisions on, all planning applications.

Health

- 5.2** A key role for the Local Plan is to provide for development in a way that supports and encourages active and healthy lifestyles, this helps in delivering sustainable development.

Policy LP7: Health

We intend to have a policy in the Local Plan that will require Health Impact Assessments (HIA) to support planning applications. However, the threshold for this is still to be determined, and will be consulted on as part of the further draft Local Plan in summer 2016. Your views on this are welcome.

- 5.3** Health Impact Assessment (HIA) is a method of considering the positive and negative impacts of development on the health of different groups in the population, in order to enhance the benefits and minimise any risks to health.

Meeting Housing Needs

- 5.4** Three of the key objectives of the Local Plan are to ensure that this proposed new housing delivers a balanced mix of tenures and sizes, delivers sufficient affordable housing and improves the overall quality of the housing stock. In short, a key task for the Local Plan is to present a policy that will deliver housing that meets all needs, within the context of an evolving national policy.
- 5.5** At a strategic level, the issue of meeting all needs can be subdivided into matters relating to the mix of dwellings of different sizes that will satisfy need and demand; the provision of housing for those households unable to meet their needs in the open market; and the provision of housing for those with special requirements.
- 5.6** It is a key objective of national housing policy that there should be a wide choice, variety and mix of housing, which addresses both market and affordable housing. This will help to achieve sustainable mixed communities.
- 5.7** Developers will be encouraged to bring forward proposals which will, in overall terms, secure the market and affordable housing mix as recommended by the most up to date SHMA. This affordable housing mix is however not prescriptive, and is intended to allow developers to respond to demand and site specific characteristics/circumstances. However, unless financial viability indicates otherwise, the guidance on mix in the most up to date SHMA will be sought.
- 5.8** Affordable housing is housing that is provided for eligible households who are unable to meet their housing needs in the open market because of the relationship between housing costs and income. It is tightly defined by national policy.
- 5.9** The policy will set an overall target affordable housing. For many years, it has been difficult for local people on lower incomes to secure market housing. Although house prices in Peterborough are generally lower than those across the region as a whole, so too are average incomes. A limited supply of new affordable properties, and the loss of existing affordable homes through 'right to buy' and 'right to acquire' provisions have tended to exacerbate housing problems for

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those in need. The latest SHMA (2014 and 2015 update) has calculated that there is a total annual affordable housing requirement of 620 dwellings (approximately 62% of the annual OAN).

- 5.10** The policy could also set additional higher access standards so that sufficient choice is available in the market for people with particular needs, such as the requirement for wheelchair accessible homes and homes which can be adapted to suit people's needs over time. Part M (Volume 1) of Building Regulations, updated on 1 October 2015, sets out these additional higher standards. Category 1 relates to mandatory access standards (visitable dwellings), Category 2 to accessible and adaptable dwellings and Category 3 to wheelchair user dwellings. Any dwellings identified as needing to meet the policy requirement for any of these standards should have regard to this section of the Building Regulations.
- 5.11** The Preliminary Draft version of the Local Plan will undergo a full viability appraisal which will include an assessment of potential affordable housing contributions. The next draft version of the Local Plan, due in summer 2016, will propose an affordable housing requirement.
- 5.12** Please note that the requirements for Gypsy and Travellers are covered by policy LP10
- 5.13** The proposed policy below is broadly a carry over of policy CS8 in the current adopted development plan.

Policy LP8: Meeting Housing Needs

Development proposals for housing will be supported where they provide a range of high quality homes of varying sizes, types and tenures to meet current need, including homes for market rent and plots for self-build.

Affordable housing

Development proposals of XX *[to be consulted upon at the next draft plan stage]* or more dwellings should, through negotiation, provide a minimum of XX% *[to be consulted upon at the next draft plan stage]* affordable housing. As a guide, the proportion of these should be XX tenure split *[to be consulted upon at the next draft plan stage and subject to the latest national policy on this matter]*. Affordable housing should be provided onsite, unless exceptional circumstances can be demonstrated for provision of homes and/or land to be provided off site or through a commuted sum.

Dwellings with Higher Access Standards

Housing should be adaptable to meet the changing needs of people over time. On all development proposals of XX *[to be consulted upon at the next draft plan stage]* or more dwellings, XX% *[to be consulted upon at the next draft plan stage]* of homes should meet Building Regulations Part M (Volume 1), Category 2. On all development proposals of XX *[to be consulted upon at the next draft plan stage]* dwellings or more, an additional XX% *[to be consulted upon at the next draft plan stage]* of homes should meet Building Regulations Part M (Volume 1), Category 3.

NOTE: The affordable housing requirement and dwellings with higher access standards will be consulted on at the further draft Local Plan stage. This will be subject to whole plan viability assessment.

Rural Exception Sites

Development proposals for affordable housing outside of but adjacent to village envelopes may be accepted provided that the site:

- meets an identified local need which cannot be met within the village envelope; and
- is sympathetic to the form, scale and character of the settlement; and
- complies with all other policies in the Local Plan (and where relevant, with policies in neighbourhood plan).

Self-build and Prestige Homes

- 5.14** Policy LP9 requires the provision of a wide choice of homes to meet the needs of the community, including self-build and prestige homes.
- 5.15** The Self-build and Custom Housebuilding Act 2015 places a requirement on Local Planning Authorities to maintain a register of individuals and associations of individuals who have expressed an interest in acquiring land for the purposes of self-build or custom build.
- 5.16** The Housing Bill 2015 which is currently passing through Parliament goes further to require Local Planning Authorities to grant planning permission on sufficient serviced plots of land to meet the identified need for self-build and custom build.
- 5.17** The council to date has had no recorded interest from individuals or associations of individuals interested in self-build or custom build. The council will however publicise its register to record such interest. In light of the Self-build and Custom Housebuilding Act and draft Housing Bill 2015, as well as the evidential take-up of self-build plots in areas such as Hampton, the council has added a policy requirement for developers to provide serviced plots for this requirement.
- 5.18** On a separate matter, one of the issues identified for the Local Plan is that a substantial proportion of higher paid people in managerial, professional and technical occupations are commuting into Peterborough for work, whilst living elsewhere in the housing market area (and possibly beyond). Nearly half of the managers and senior officials who work in Peterborough live outside the local authority area.
- 5.19** If Peterborough's economic development strategy of growth based on the attraction of new and expanding companies in the environmental and knowledge-based industries is to succeed, there will be a need for large, top of the range houses that will enable business leaders to live locally. Provision will be made for the development of new properties in this sector of the market.
- 5.20** Large existing houses in generous plots, including older properties and those in conservation areas, will also help to meet this particular need. The policy therefore seeks to prevent their loss.
- 5.21** There is no specific definition of 'top of the market' prestige homes, but these can be generally regarded as being at the higher end of the market in terms of value (within the highest 10% price bracket of dwellings in the housing market area as a whole); large (perhaps with 5 bedrooms or more); and individually designed, with a high specification, detailing and facilities. Newly-built houses in this sector would be typically aimed at the senior professional and managerial market or would be of a bespoke design for an individual client.
- 5.22** The proposed policy below, in respect of prestige homes, is broadly a carry over of policy PP5 in the current adopted development plan. The self build element is new.

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Policy LP9: Self-build and Prestige Homes

All development proposals of 100 units or more should:

- a) set-aside a proportion of land for self-build (as a guide a minimum of 5% net developable area) with individual, serviced plots made available for sale, including restrictions on future occupancy; and
- b) provide a reasonable proportion of the new units as prestige homes (as a guide a minimum of 5% of all units).

Planning permission will not be granted which results in the loss of a prestige home, unless the proposal results in the creation of one or more prestige homes, or there is clear evidence that the dwelling to be lost has been marketed as a dwelling, at a realistic price and for an appropriate period of time, without genuine interest.

Gypsies and Travellers

- 5.23** Throughout many parts of the country the Gypsy and Traveller community has experienced difficulties in securing sufficient caravan sites to meet their needs. The Government's overarching aim is to 'ensure fair and equal treatment for travellers, in a way that facilitates the traditional and nomadic way of life of travellers while respecting the interests of the settled community' (Planning Policy for Traveller Sites, August 2015).
- 5.24** The provision of additional pitches (whether for permanent occupation or transit use) can be achieved through the allocation of a site in the Local Plan or through the normal process of the submission of a planning application and the granting of planning permission. Any proposals must take into account the NPPF and the national Planning Policy for Traveller Sites (August 2015).
- 5.25** The NPPF requires Local Plans to identify the needs for Gypsy and Travellers and to provide sites to meet this need. The Cambridge sub-Regional Gypsy and Traveller Accommodation Needs Assessment (GTANA) 2011 identified a need for 53 Gypsy and Traveller pitches for the period 2011 to 2031, broken down as follows:

Table 2 - Gypsy and Traveller Accommodation Need 2011 to 2031

Time period	Gypsy and Traveller Need
2011 – 2016	10
2016 – 2021	7
2021 – 2026	23
2026 – 2031	13

- 5.26** The council is currently working with neighbouring districts in order to prepare a new GTANA to support the Peterborough Local Plan. It is anticipated that the new GTANA will be published in early 2016 and will identify the need to 2036. The future need and the preferred sites to meet this need will be included in the next version of the Local Plan due to be consulted on in summer 2016. In part D we are seeking any candidate sites you might have for future Gypsy and Traveller provision.

- 5.27** In Peterborough there are currently two council owned sites and nine private sites. The council owned sites are located at Oxney Road and Paston Ridings on the eastern side of the city and are large in size. The private sites are located in the urban and rural areas to the north and east of the city and the number of pitches on each site varies.
- 5.28** From the experience of the council in managing its sites, and from views expressed by residents of sites within Peterborough, it is clear that future provision should aim to deliver smaller sites which have a maximum capacity of 15 pitches, and in many cases, considerably fewer.
- 5.29** The proposed policy below, in respect of the criteria for determining planning applications, is broadly a carry over of policy CS9 in the current adopted development plan. The requirement to identify sites is new.

Policy LP10: Gypsy and Travellers

An assessment of Gypsy and Traveller Accommodation needs has identified an annual requirement for XX *[figure being determined over winter 2015/16, and to be consulted upon at the next draft plan stage]* new permanent pitches per year, XX *[to be consulted upon at the next draft plan stage]* emergency stopping places and XX *[to be consulted upon at the next draft plan stage]* travelling show people plots between 2016 and 2036.

Individual sites to meet the future needs for Gypsy and Traveller accommodation will be identified in the next version of the Local Plan due to be published in summer 2016

Planning permission will be granted for the development of land as a Gypsy and Traveller site on unallocated land if each of the following criteria can be met:

- (a) the site and its proposed use should not conflict with other local or national planning policy relating to issues such as floodrisk, contamination, landscape character, protection of the natural and built environment or agricultural land quality;
- (b) the site should be located within reasonable travelling distance of a settlement which offers local services and community facilities, including a primary school. An exception to this may be allowed in the case of Travelling Showpeople, where there is a need to locate the development close to primary road network: in such event, access to primary health care and schools should still be achievable.
- (c) the site should enable safe and convenient pedestrian and vehicle access to and from the public highway, and adequate space for vehicle parking, turning and servicing;
- (d) the site should be served, or be capable of being served, by adequate mains water and sewerage connections and should not place undue pressure on local infrastructure; and
- (e) the site should enable development and subsequent use which would not have any unacceptable adverse impact on the amenities of occupiers of nearby properties or the appearance or character of the area in which it would be situated.

The Council will be prepared to grant permission for sites in the countryside (i.e. outside the urban area and village envelopes) provided that there is evidence of a need (as identified in the local assessment), that the intended occupants meet the definition of Gypsies and Travellers, as set out in Government guidance, and provided that the above criteria (a) to (e) are met. In the countryside, any planning permission granted will restrict the construction of permanent built structures to small amenity blocks associated with each pitch, and the council will ensure, by means of a condition or planning obligation, that the site shall be retained for use as a traveller site in perpetuity.

The Policies

General Employment Areas and Business Parks

- 5.30** Policy LP4 identifies the overall need for xxx ha of employment land and the overall economic strategy. To reflect the differing locational and amenity requirements of various employment uses, two categories of employment areas are established, forming the basis for future land use decisions - General Employment Areas and Business Parks.
- 5.31** General Employment Areas (GEAs) are considered suitable for a full range of employment uses: offices, research and development facilities, light and general industrial, and storage and distribution (i.e. Use Classes B1, B2 and B8).
- 5.32** Business Parks (BP) are expected to accommodate development within use classes B1 only. Generally, these areas are developed at a lower density than other employment areas and provide a higher quality environment.
- 5.33** The proposed policy below is broadly a carry over of policy SA11 in the current adopted development plan.

Policy LP11: General Employment Areas and Business Parks

NOTE: The existing General Employment Areas and Business Parks will be reviewed as part of the site selection process. The next version of the Local Plan, due to be published in summer 2016 and will identify any changes and/or new areas for consultation.

Within the General Employment Areas (GEA) identified on the Policies Map, planning permission will be granted for development within Use Classes B1, B2 and B8.

Within the Business Parks (BP) identified on the Policies Map, planning permission will be granted for development within use Classes B1. Other development will not be permitted unless ancillary to a B1 use.

Proposals for non B class uses on either GEAs or BPs will only be supported if:

- It can be clearly demonstrated through a robust and substantial marketing exercise that the site is no longer needed for employment and that alternative employment uses suitable for the local or wider jobs market could not occupy the premises;
- There are other benefits to be gained through the proposals that would outweigh the loss of employment space.

Development in the Countryside

- 5.34** Areas outside the urban boundary and the village envelopes are considered as countryside for the purpose of policies in the Local Plan.
- 5.35** Policy LP12 recognises the potential for conversion of redundant rural buildings in the open countryside to dwellings. Given that new housing in the countryside is subject to strict control, applications for residential conversions will be examined with particular care and will only be acceptable where all the criteria of policy LP12 can be met and the development complies with all other relevant policies of the Local Plan.
- 5.36** The replacement of an original dwelling with a new dwelling on a one-for-one basis may be acceptable in certain circumstances and policy LP12 sets out the criteria to be applied. Where a building is of historic or traditional nature or is otherwise worthy of retention, redevelopment will be resisted and proposals for restoration and renovation will be encouraged.

- 5.37** Policy LP12 places a restriction on development in the countryside, although an exception may be justified when required to enable agricultural, forestry and certain other full-time workers to live at, or in the immediate vicinity of, their place of work.
- 5.38** It will often be as convenient and more sustainable for such workers to live in the city of Peterborough, or nearby towns or villages, or suitable existing dwellings, so avoiding new and potentially intrusive development in the countryside. It is recognised however that there will be some cases where the nature and demands of the work concerned make it essential for one or more people engaged in the enterprise to live at, or very close to, the site of their work. This requirement will depend on the needs of the enterprise concerned and not on the personal preferences or circumstances of any individuals involved.
- 5.39** Where permission is being sought for a dwelling under this policy, the council will require the applicant to supply sufficient information to demonstrate that both the functional and financial tests are satisfied. The functional test is necessary to establish whether it is essential for the proper functioning of the enterprise for one or more workers to be readily available at most times. In applying this test, the council will consider matters such as:
- the scale and nature of the enterprise
 - the potential for things to go wrong or need attention unexpectedly or at short notice
 - the frequency of such events
 - the ability for a person living off the site to deal with such events
 - the period of time over which events occur.
- 5.40** If a functional need is established, the council will then consider the number of workers needed to meet it, and the dwelling should be of a size commensurate with the established functional requirement and economic viability of the enterprise. It is the requirements of the enterprise, rather than those of the owner or occupier, that are relevant in determining the size of the dwelling that is appropriate.
- 5.41** Any temporary planning permission in association with a proposed or newly established enterprise will only be granted at a location which would be suitable for a permanent occupational dwelling, and will always be subject to a condition requiring the removal of the caravan, mobile home or structure and the reinstatement of the land to its original condition at the end of the temporary period. The council will not normally grant successive extensions to a temporary permission over a period of more than three years.
- 5.42** Whenever permission is granted under policy LP12, suitable conditions will be attached to restrict occupancy of the dwelling and, if necessary, to remove certain permitted development rights relating to residential extensions.
- 5.43** The re-use of buildings outside villages for employment purposes can play an important role in meeting the need for employment in rural areas. It can provide jobs, give renewed use to vacant buildings and reduce the demand for new buildings in the countryside. The re-use of buildings for tourist accommodation and attractions is generally supported because of the contribution to rural diversification and the wider economic benefits for Peterborough.
- 5.44** Successful rural enterprises located in the open countryside, where new development is closely controlled, may need to expand on their current site. This can protect existing jobs and create additional employment in rural areas. However, such development needs to be highly sensitive to its surroundings. Policy LP12 allows such expansion but ensures that it will be carried out in a way which does not cause significant harm to the countryside or amenity.
- 5.45** In order to maximise opportunities for rural working it is also necessary to retain land which provides existing employment. This will be achieved by preventing use for other purposes unless continued employment use is not viable or would be unsuitable for other planning reasons.

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- 5.46** Tourism in rural areas would need to be limited to avoid undue harm to the open nature of the countryside. Where accessibility is poor, proposals would need to be limited to small-scale development such as conversion of existing rural building for tourism/leisure use.
- 5.47** In all cases where a tourism, leisure or a cultural facility is proposed in the open countryside and requires the construction of a new building, the council will require a robust business plan, appropriate to the proposed scheme. The business plan must demonstrate the demand and viability of the scheme on an on-going basis. This requirement will help prevent development being permitted in the open countryside, which quickly fails as a business and leads to pressure on the council to permit the conversion of the failed development to another use (e.g. conversion to residential) which the council would not have permitted on that site in the first instance.
- 5.48** The proposed policy below is broadly a merge of policies PP6, PP7 and PP8 in the current adopted development plan.

Policy LP12: Development in the Countryside

Conversion of a building:

In the countryside, planning permission for the conversion of an existing building to residential use will be supported if:

- (a) the use of the building has ceased; and
- (b) the building is not in such a state of dereliction or disrepair that significant reconstruction requiring planning permission would be required; and
- (c) the location would be suitable for a dwelling, having consideration to all other policies in the Development Plan

Replacement of a permanent existing dwelling in the countryside:

Planning permission for the replacement of an existing dwelling in the countryside with a new dwelling will be supported if:

- (d) the residential use of the original dwelling has not been abandoned; and
- (e) the original dwelling is not worthy of retention because of its design or negative contribution to the landscape.

Provided that criteria (d) and (e) can be met, any replacement dwelling should be:

- (f) of an appropriate scale to the plot and its setting in the landscape; and
- (g) of a design appropriate to its setting; and
- (h) located on the site of the original dwelling, unless an alternative suitable site exists within the existing residential curtilage, in which case the existing dwelling will be required to be completely removed immediately after the new dwelling is first occupied.

New dwellings in the countryside:

Planning permission for a permanent dwelling in the countryside to enable an agricultural worker to live at, or in the immediate vicinity of, their place of work will only be granted to support existing agricultural activities on a well-established agricultural unit, provided that:

(i) there is a clearly established existing functional need (i.e. it is essential for the proper functioning of the enterprise for one or more workers to be on the site for all or most of the time); and

(j) the need relates to a full-time worker, or one who is primarily employed in agriculture and does not relate to a part-time requirement; and

(k) the unit and the agricultural activity concerned have been established for at least three years, have been profitable for at least one of them and are currently financially sound with a clear prospect of remaining so; and

(l) the functional need cannot be fulfilled by an existing dwelling, or the conversion of an existing building in the area, or any other existing accommodation in the area which is suitable and available for occupation by the worker concerned; and

(m) all other relevant planning policies in the statutory development plan are satisfied.

These criteria will be applied on a similar basis to proposals for new forestry dwellings and to dwellings which are needed in association with other enterprises where a countryside location is an essential requirement. In the case of the latter, a pre-requisite for any dwelling is that the enterprise itself must have planning permission.

Planning permission will not be granted for a new permanent dwelling in association with a proposed or newly established enterprise in the countryside. In such cases, if a functional need is demonstrated, there is clear evidence of a firm intention and ability to develop the enterprise and there is clear evidence that the enterprise has been planned on a sound financial basis, permission may be granted on a temporary basis for no more than three years for a caravan, mobile home or wooden structure which can easily be dismantled. After the three year temporary permission has expired permission will only be granted if the above criteria have been met. A further temporary period will not be permitted.

Any such development will be subject to a restrictive occupancy condition.

The Rural Economy:

In the countryside, development involving the expansion of an existing employment use on its current site or the conversion of an existing agricultural building (particularly if it is adjacent to or closely related to a village) will be acceptable for employment uses within Use Classes B1 to B8 or tourism and leisure -related uses, provided that all of criteria (a) to (f) are met and, in the case of a conversion, the building is not in such a state of dereliction or disrepair that significant reconstruction would be required.

In villages and the countryside, planning permission for development for employment, tourism, leisure and cultural uses will be granted, provided that the development:

(a) would be consistent in scale with its rural location, without unacceptable environmental impacts; and

(b) would not adversely affect existing local community services and facilities; and

(c) would be compatible with, or would enhance, the character of the village or the landscape in which it would be situated; and

(d) would not cause undue harm to the open nature of the countryside or any site designated for its natural or heritage qualities; and

(e) would be easily accessible, preferably by public transport; and

The Policies

(f) if it would involve the construction of a new building in the open countryside, is supported by a robust business plan that demonstrates (i) the demand for the development and (ii) that the facilities to be provided would constitute a viable business proposition on a long-term basis.

Retail and Other Development in Centres

- 5.49** Retailing is a dynamic industry. The past few decades have witnessed growth in out-of-centre retailing, a decline in the number of small shops, particularly in rural areas, increased competition between centres (with a willingness on the part of consumers to travel greater distances to higher order centres), and changing formats of retail provision. There has been a significant expansion in internet sales which have captured some of the available expenditure at the expense of traditional shops. More recently, the UK economy is recovering from recession, having far-reaching implications for available income and, consequently, expenditure. In response to these changes, the most successful retail centres are those which are able to adapt, providing a broader range of facilities and services in a high quality environment, turning shopping into a leisure (as well as functional) activity.
- 5.50** In Peterborough, there is a hierarchy of centres, accompanied by out-of-centre shops, which is well established, notwithstanding recent changes in provision. Peterborough city centre is at the top of the hierarchy of such centres, with by far the largest retail floorspace (approximately 153,000 square metres gross) and a full range of other services, performing a regional role and with a retail catchment for comparison goods shopping that extends into the East Midlands region as well as the East of England. Within the overall city centre, there is an identified PSA and Primary Shopping Frontage (PSF), as shown on the Policies Map. These two designations will be reviewed as this Plan progresses.
- 5.51** The designation of primary retail frontages apply only to the ground floor level. Although predominantly in retail use, primary frontages within District Centres can contain a variety of other uses, however without a reasonable proportion of class A1 retail units, the pedestrian flow in the daytime could fall below a level that would maintain the viability of the centre.
- 5.52** Historically and evidence from the Peterborough Retail Centres Hierarchy Study (2016) confirms that there are five locations which qualify as District Centres at Bretton, Hampton, Millfield, Orton and Werrington, based on the scale of retail provision (with retail floorspace in the range 4,000 square metres to 27,500 square metres) and the availability of other community services and facilities. Finally, there are a number of Local Centres, serving the day-to-day needs of their local neighbourhoods. This retail hierarchy will form the basis for decisions on planning applications for retail development, including application of the sequential approach.
- 5.53** Of the existing District Centres, Hampton (including Serpentine Green) is relatively modern and there is space for further development in-centre; Bretton has recently been remodelled and improved with considerable investment; and Orton has undergone substantial redevelopment, although there is scope for further regeneration in subsequent phases. Together with Orton, the centres now in most need of further investment are Werrington and Millfield.
- 5.54** During the time horizon for this Local Plan (2016 to 2036), there is likely to be scope for significant growth in retail floorspace in Peterborough. The council recognises the importance of reviewing retail forecast figures, and it will endeavour to undertake reviews to take into account the latest information on population and expenditure growth.
- 5.55** This capacity for retail and other growth will enable Peterborough to expand its city centre offer; regenerate centres that have suffered from a lack of investment; overcome deficiencies in provision; and meet the needs of proposed new communities. In particular, the development

of urban extensions as part of the overall spatial strategy of the Local Plan, will require new centres to meet the shopping and other needs of new residents, in order to create fully sustainable communities.

- 5.56** As a general principle, new shops selling primarily convenience goods should be located close to, and easily accessible by, the community that they are intended to serve, with a priority to development in centres. This includes the city centre, as the spatial strategy envisages considerable residential development (and, therefore, population growth) here.
- 5.57** Small scale retail development in rural locations will not be subject to sequential test and makes the distinction between the extent of centres and the extent of PSA within them, both of which are shown on the Policies Map. The meaning of 'edge-of-centre' for the purpose of retail development is a location that is well connected to and within easy walking distance (i.e. up to 300 metres) of the boundary of a PSA (or district/local centre for other developments). In determining 'easy walking distance', the council will take into account barriers to pedestrian movement, such as the need to cross major roads or car parks, the attractiveness and perceived safety of the route and the strength of attraction and size of the centre.
- 5.58** Other uses such as libraries, medical centres and community facilities should be located in or on the edge of centres where possible, but will not be restricted to those locations if they would be unsuitable or inappropriate in relation to the community that they would serve.
- 5.59** In recent years, the city centre has experienced a decline in its rating when compared with other competing centres. It is important that major retail expansion within the city centre PSA is not compromised by other retail development elsewhere, and the policy reflects this.
- 5.60** District and local centres all have a role to play in providing retail and other facilities suitable to their functions. The city centre is highlighted as a general location for more convenience goods shopping, along with existing district centres and new centres in the proposed urban extensions. These are justified in order to meet the needs of residents in the areas planned for substantial residential intensification and expansion. Meeting those needs is likely to result in a District Centre and two Local Centres at Great Haddon, two Local Centres at Hampton Leys and a Local Centre at Paston Reserve/Norwood.
- 5.61** The policy enables retail as well as other investment of an appropriate scale at local centres and in villages, because this can help improve viability or deliver more sustainable communities. Where possible, within the limits of planning powers, protection will be afforded to village shops in order to safeguard these vital facilities in rural areas.
- 5.62** The proposed policy below is broadly a merge of policies CS15, PP9, PP10 and CC2 in the current adopted development plan.

Policy LP13: Retail and Other Development in Centres

The overall strategy for retail and other development within the City, District and Local Centres of Peterborough is to:

- support and regenerate the city centre in order to maintain its position at the top of the retail hierarchy;
- support, and regenerate where necessary, existing District Centres and Local Centres to ensure they continue to cater for the needs of the communities they serve;
- provide appropriate development in the form of new centres in the emerging and proposed urban extensions, to serve the needs of the new communities created.

Hierarchy of Centres:

The Policies

The hierarchy of centres in Peterborough is as follows:

1 - Peterborough City Centre*

Peterborough City Centre

2 - District Centres*

Bretton

Hampton

Millfield

Orton

Werrington

3 - Local Centres

Amberley Slope (Werrington)

Ayres Drive (Stanground)

Bamber Street/Gladstone Street

Broadway

Central Avenue (Dogsthorpe)

Central Square (Stanground)

Chadburn (Paston)

Church Drive (Orton Waterville)

Copeland

Crown Street/Lincoln Road

Eastfield Road – North

Eastfield Road – South

Eye

Fleet Way

Fletton High Street

Fulbridge Road/Mountsteven Avenue

Gladstone Street/Russell Street

Gunthorpe Road

Hampton Hargate

Hampton Hempsted

Hampton Vale

Herlington

Hill Close/Eastfield Road

Hodgson

Langford Buildings/Alexandra Road

Lincoln Road/Geneva Street

Lincoln Road/Paston Lane

London Road,

Loxley

Malvern Road

Matley

Mayors Walk

Napier Place

Netherton

Newark Avenue

Oakleigh Drive

Oundle Road

Parnwell

Russell Street

St Pauls Road

Taverners Road/Lincoln Road

The Parade (Lawson Venue)

The Pyramid Centre (Bretton)

The Triangle/Lincoln Road, Thorney

Valley Park/Sugar Way

Warwick Road

Welland (Scalford Drive)

Welland Road

Werrington Village

Westwood (Hampton Court)

Wittering

*For retail development, the PSA will take precedence

The City Centre and District Centres each have a Primary Shopping Area (PSA) and Primary Shopping Frontage (PSF), these are shown on the Policies Map. Local Centres do not have PSF and their PSAs are coterminous with their Local Centre boundaries (also shown on the Policies Map).

New retail and other development will be encouraged to maintain and enhance the vitality and viability of centres. The nature and scale of any development should be appropriate to the role and function of the centre in which it would be situated and the catchment it would serve.

The council will apply a sequential approach to the consideration of applications for retail and other development, in line with the NPPF, with the levels of the sequence as follows:

- Level One - within PSA for retail; within City, District or Local Centres for other uses
- Level Two - edge of PSA for retail, edge of centre for other uses
- Level Three - edge of centre for retail
- Level Four - out of centre

All retail proposals in Level Three or Level Four locations which would result in an increase of over 2,500 sq metres of gross external floorspace, will need to be accompanied by an impact assessment. Proposals which are likely to lead to significant adverse impacts will not be permitted, unless it can be clearly demonstrated that the benefits of the scheme clearly outweigh any such impact.

City Centre

To enhance the role of Peterborough City Centre as a key regional centre, all major comparison goods retail proposals will be directed to its PSA as a first preference. Planning permission will only be granted for comparison goods retail development elsewhere if it is demonstrated that it would:

- i. satisfy the sequential assessment;
- ii. not have an adverse impact on the city centre; and
- iii. not conflict with any council plans or strategies for expanding the city centre retail offer

Within the PSF of the City Centre, development for A1 and A3 uses will in principle be acceptable. Particular support will be given to A3 uses around Cathedral Square. Development for other ground floor uses will only be acceptable if it would maintain a built frontage with a window display, would be likely to maintain or increase footfall along the frontage and would not result in a concentration of non-A1 or non-A3 uses in that location.

District and Local Centres

Within the PSF of the District Centres or within Local Centres, planning permission for any non-A1 use at ground floor level will only be granted if the development would maintain or enhance the vitality and viability of the centre and appearance of the frontage.

Village Shops

The creation of a new or extension to an existing village shop, will only be permitted where it is in connection with the planned growth of the village or where it would help to achieve a more sustainable rural community, subject to amenity and environmental considerations, and the requirement that the scale of any additional retail provision should be appropriate for the size of the village and its catchment.

Every effort will be made to prevent the loss of an existing village shop which sustains a village community, by permitting additional uses which would help to improve its financial viability. The loss of an existing village shop will only be permitted if provision to replace the facility is made or it can be demonstrated that the present use is no longer viable.

NOTE: A review of all District and Local Centres will be undertaken. The boundary of the PSAs and PSFs will be reviewed and may be updated. Any changes will be identified in the further draft of the Local Plan and will be consulted upon in summer 2016.

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Transport and Infrastructure

Transport

5.63 The Impacts of growth on the city's transport infrastructure will require careful planning.

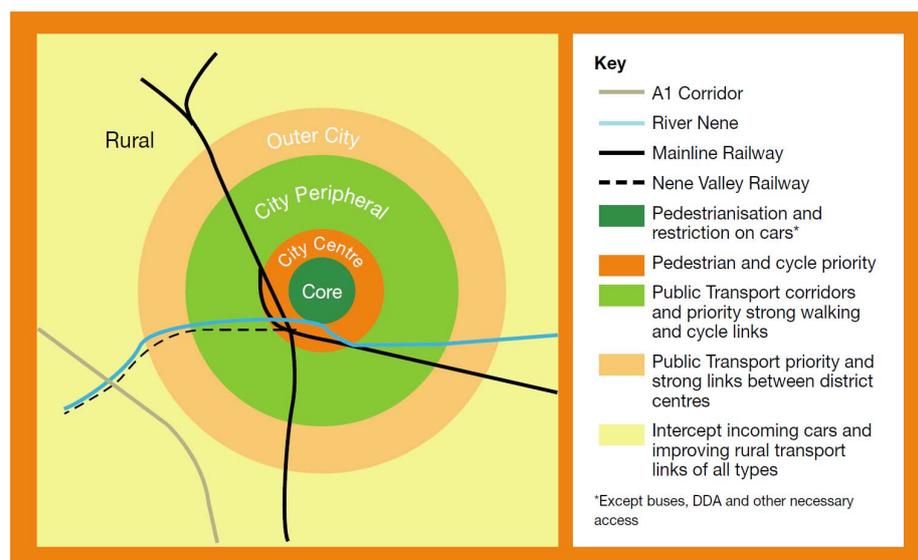
5.64 The main transportation policies and infrastructure requirements for Peterborough are set out in the Long Term Transport Strategy 2011 to 2026 (LTTS) and the Local Transport Plan 2011 to 2016 (LTP).

5.65 A draft LTP 2016 to 2021 was consulted on in October and November 2015, and is scheduled for adoption in April 2016. However, it largely carries forward the policies in the current version.

5.66 The LTP (current and emerging draft) sets a sustainable transport user hierarchy, providing an order to which consideration will be given to the needs of user groups in relation to land use matters. The hierarchy is set out below :

- Pedestrians and those with mobility difficulties
- Cyclists
- Public transport including coaches and taxis/private hire vehicles (PHV) (higher priority for electric and low emission vehicles)
- Motorcycles (higher priority for electric and low emission vehicles)
- Rail freight
- Commercial and business users including road haulage (higher priority for electric and low emission vehicles)
- Car borne shoppers and visitors (higher priority for electric and low emission vehicles)
- Car borne commuters (higher priority for electric and low emission vehicles)

5.67 In order to help achieve the objectives of LTP the document sets out a spatial diagram of Peterborough along with the modal priority for each area identified. This is set out diagrammatically below:



5.68 The diagram shows a clear distinction between the city core and the rest of the city centre. Additional priority will be given to pedestrians in the city core, as well as improving accessibility to all those with mobility issues. Improved facilities for cyclists will encourage cycle use through

the city centre and city core whilst also providing alternative routes for those wishing to bypass the city core. The mode priorities for each area are listed in the diagram key and are expanded upon below:

- **City Centre Core:** Reduction of cars and car parking in the core area with a strong emphasis on pedestrians and cycles, but also promoting and accommodating public transport
- **City Centre:** Reduction of car use in the city centre would be supported by parking policy generally and by Park and Ride and mini Park and Ride sites in particular
- **City Periphery:** The city periphery would encourage walking and cycling with improved facilities and develop strong public transport corridors to enhance these modes
- **Outer City:** Public transport link strengthened where possible, with improvements to services, priority and infrastructure. In these more distant locations there will be efforts to intercept cars headed for the city centre and core areas to reduce traffic on the parkway and primary highways, and in residential areas
- **Rural:** Public transport link strengthened where possible, with improvements to services, priority and infrastructure. In these more distant locations there will be efforts to intercept cars headed for the city centre and core areas to reduce traffic on the parkway and primary highways, and in residential areas

5.69 The policy for transport aims to reduce the need to travel by private car and helps to deliver a sustainable transport package capable of supporting growth and the council's Environment Capital aspirations.

5.70 This policy should be read in conjunction with the Infrastructure Policy LP15, which explains the relationship between the Infrastructure Delivery Schedule (IDS), the Community Infrastructure Levy (CIL) and the Developer Contributions SPD. The IDS identifies a list of infrastructure projects within the authority area. The current IDS is dated August 2014 and a revised IDS is expected to be published in summer 2016 .

5.71 The proposed policy below is broadly a new policy replacing policies CS14, PP12 and CC11 in the current adopted development plan.

Policy LP14 Transport

New development must ensure that appropriate provision is made for the transport needs that it will create, having specific regard to the Peterborough Transport User Hierarchy.

In order to achieve (or assist in achieving) the aims of the Long Term Transport Strategy and Local Transport Plan for Peterborough, all new development proposals should demonstrate that appropriate and viable opportunities have been taken to:

- Reduce the need to travel, especially by car;
- Prioritise bus use over car use across the network in line with the road user hierarchy;
- Seek to develop transport interchanges and travel hubs that provide facilities for transfer between modes of travel;
- Improve walking, cycle and public transport connections to district and local centres, travel hubs and key services, including links from the railway station and the River Nene;
- Make journeys on foot, cycle, public transport, car share or water the more attractive option over private car use, through the use of direct, legible and segregated routes;

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- Provide an efficient and effective transport network that is well managed and maintained, using modern technology where appropriate, to allow the safe and efficient movement of all modes of transport, together with quality information to improve knowledge of available transport options;
- Assist those with access and mobility difficulties;
- Promote improvements to travel security through improvements to lighting, CCTV and underpasses;
- Deliver quality cycle facilities at workplaces including cycle parking, showering and changing facilities; and
- Seek to improve sustainable transport links to travel hubs from rural areas and improve walking and cycle links between villages

Developers will be required to ensure proposals for major new developments are assessed, using appropriate methodologies (such as Travel Plans and Transport Statements), for their likely transport impacts in accordance with relevant national and local guidance.

City Centre

Within the areas identified as the city centre and city core, all development proposals must demonstrate that careful consideration has been given to:

- prioritising access to pedestrians
- improving accessibility for those with mobility issues
- encouraging cyclists to access the city centre and city core
- reducing the need for vehicles to enter the city centre and city core

Parking Standards

5.72 The council is currently considering options for parking standards and would like your views on the options.

Option Parking Standards

Option 1: Continue with the current parking standards as set out in the Planning Policies DPD and City Centre DPD

Option 2: Set new standards for all but residential development.

Option 3: Further develop the approach set out in the City Centre DPD, to include a range of standards based on location, e.g. city core, city centre, wider urban area, rural area.

Option 4: Not having any car parking standards.

Option 5: New standards for all types of development

Option 6: Standards only for residential development .

Infrastructure

5.73 The major growth and expansion of Peterborough will be supported by necessary infrastructure such as roads, schools, and health and community facilities to ensure the relevant supporting infrastructure is in place to help in the creation of sustainable communities.

- 5.74** The Peterborough Infrastructure Delivery Schedule (IDS) (August 2014) identifies infrastructure projects that will support the sustainable growth of the city to 2026 and beyond. This includes:
- Community Infrastructure – Community buildings and libraries,
 - Transport – highways, cycle and pedestrian facilities, rail, bus, travel management and car parking,
 - Environmental Sustainability - Open space and Green Infrastructure projects such as Nene Park, south Peterborough Country Park and the forest of Peterborough.
 - Skills and Education – primary school, secondary schools. Further and higher education
 - Emergency Services – fire, ambulance and police,
 - Utilities and Services – water, waste water, flood risk management, electricity and gas.
- 5.75** The IDS is a live document produced to identify the range of infrastructure types and projects required to support growth. Importantly, it identifies likely funding sources, delivery agents, timescales and priorities, This list is correct at June 2014. This list is due to be updated and agreed by the council in summer 2016 this will also reflect the growth assumptions identified in this Local Plan.
- 5.76** The necessary infrastructure will come from a variety of sources, including the council, government departments, public agencies, utility service providers and the private development industry. However, it is unlikely that all the different service providers will have the necessary financial arrangements in place at the same time, therefore the role of the IDS is to ensure that all the service providers strategies and investment plans are developed alongside and align with the Local Plan.
- 5.77** In April 2015 the council adopted the Community Infrastructure Levy (CIL) and a Developer Contributions SPD. The SPD provides detailed guidance on the council's approach to how developers will contribute to the provision of infrastructure, both on and off site. At present the council does not intend to refresh the CIL for the foreseeable future, and is very unlikely to do so prior to the adoption of this Local Plan.
- 5.78** While every effort has and will be made to ensure the timely provision of infrastructure, the following policy will be used to restrict development from being commenced or, in certain cases, from being permitted, in the absence of proven infrastructure capacity.
- 5.79** Where there is a major development proposal which requires its own (on-site and/or off-site) infrastructure, and the proposal is subject to EIA and/or project level Appropriate Assessment under the Habitats Regulations, the council will require the developer to consider the likely effects of the development and all of its supporting infrastructure as a whole, so that potential in-combination effects can be fully assessed before any decisions are taken.
- 5.80** The proposed policy below is broadly a merge of policies CS12 and CS13 in the current adopted development plan.

Policy LP15: Infrastructure to Support Growth

New development should be supported by, and have good access to infrastructure.

Infrastructure

Planning Permission will only be granted if it can be demonstrated that there is, or will be, sufficient infrastructure capacity to support and meet all the necessary requirements arising from the proposed development. Development proposals must consider all of the infrastructure implications

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of a scheme; not just those on the site or its immediate vicinity. Conditions or planning obligations, as part of a package or combination of infrastructure delivery measures, are likely to be required for many proposals to ensure that new development meets this principle.

Consideration must be given to the likely timing of infrastructure provision. As such, development may need to be phased either spatially or in time to ensure the provision of infrastructure in a timely manner. Conditions or a planning obligation may be used to secure this phasing arrangement.

Developer Contributions

Developers will be expected to contribute towards the delivery of relevant infrastructure. They will either make direct provision or will contribute towards the provision of local and strategic infrastructure required by the development either alone or cumulatively with other developments.

Further guidance on how this policy will be implemented is set out in the CIL charging schedule and the Developer Contributions SPD.

Safeguarded Land for Future Key Infrastructure

- 5.81** Sometimes infrastructure which may not be viable or needed in the short-term is likely to be crucial to the future development of the city over the medium to long-term. This may lead to, on a fairly exceptional basis, the need to 'safeguard' land from certain forms of development in order to protect it for future infrastructure needs.
- 5.82** The proposed policy below is broadly a carry over of policy SA15 in the current adopted development plan.

Policy LP16: Safeguarded Land for Future Key Infrastructure

Planning permission on the following safeguarded land, as identified on the Policies Map, will only be granted for development which does not threaten or otherwise hinder the ability to implement the identified infrastructure project.

Scheme	Location	Planned infrastructure
Passenger Rail Station	Land at Hampton	Railway Infrastructure
Land Beside the A15	Glington/Northborough bypass	Highway Infrastructure
Former Wansford to Stamford and Peterborough to Wisbech Railway Lines	Wansford - Stamford; Peterborough - Wisbech	Walking and Cycling Infrastructure
A1 Wittering Junction Improvements	A1 adjacent to Wittering	Highway Infrastructure

NOTE: The above projects will be reviewed and updated in the next version of the Local Plan due for public consultation in summer 2016.

Urban Design and the Public Realm

- 5.83** Urban design and the quality of the public realm play a significant part in people's everyday lives. Good design can help to create attractive places and spaces for people to live, work, play, relax and visit. It is at the heart of the vision for a more sustainable Peterborough because it contributes to our quality of life in so many ways.
- 5.84** The design and layout of new developments establish people's views and image of the city and its surrounding villages. But good design is not just about appearance. It is also about the way places function – enabling and encouraging people to live healthy lifestyles, reducing opportunities for crime, creating accessible environments which are inclusive for all sectors of society, increasing opportunities for social interaction and allowing easy cleaning and maintenance.
- 5.85** The quality of design and the public realm varies considerably across Peterborough. Many of the villages are attractive, with sensitive modern infill development complementing local vernacular architecture. There are also examples of good design in Peterborough itself, all of which add to the city's local distinctiveness. However, the overall current public perception is that many parts of the city have poor standards of design and a lack of local identity. The planned growth and regeneration of Peterborough offers a unique opportunity to turn this around, securing the highest design standards and quality in new developments to deliver attractive, lively, distinctive, safe, healthy and sustainable communities. They offer the chance to improve the public realm and the quality of the city's major gateways.
- 5.86** Design should evolve from an understanding of the site, its context and surroundings, rather than unimaginative standards which could apply to any location. Applications for new development must be supported by a Design and Access statement, in line with current planning legislation. Design and Access statements must address issues such as how the site and its surroundings have been taken into account as well as the design principles set out in the policy.
- 5.87** The proposed policy below is broadly a merge of policies CS16 and PP2 in the current adopted development plan.

Policy LP17: Urban Design and the Public Realm

All new development will be required to demonstrate high quality design as part of a strategy to achieve safe, accessible and attractive places. All development should take the following principles into account:

- **Character of Area:** Development should respond appropriately and positively to the character of the area and its surroundings. It should make the most effective use of land through the arrangement of development plots and the design, layout and orientation of buildings. Local distinctiveness should be respected and where possible enhanced, through the use of traditional or innovative design and materials. Development proposals which have a detrimental effect on the character and appearance of an area will not be approved.
- **Quality of Public Realm:** New development should set high standards of, or improve the quality of, the existing public realm, through the creation of safe and attractive public open spaces and street scenes, incorporating pedestrian and vehicular surface treatments, public art, street lighting, street furniture and landscaping which is appropriate for its location and which protects or enhances biodiversity. Development proposals which would result in a loss of public green spaces or valued private amenity space will not be supported.
- **Crime:** The vulnerability to crime and the fear of crime should be adequately addressed through the design, layout and location of new development. The distinction between any

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public and private spaces should be clearly defined. Development which creates opportunities for crime and disorder will not be approved.

Amenity Provision in New Residential Development

- 5.88** All new residential development should be livable. This includes residential extensions as well as new dwellings. Livability refers to the adequate provision of internal living space consistent with the minimum standards as set out in the Building Regulations, as well as adequate provision for internal storage.
- 5.89** Livability also relates to outside amenity space, such as gardens in the case of individual dwellings, or balconies and ground floor patios for flatted schemes. Outside amenity space should be designed to meet the needs of occupiers for sitting out, children's play, drying clothes and for plant or vegetable cultivation.
- 5.90** In addition to adequate indoor and outdoor space, new dwellings and residential extensions should be built to maximise the use of natural light, including direct sunlight where possible. This should be designed with appropriate privacy in mind, both for the occupiers of the dwelling and the occupiers of neighbouring dwellings.
- 5.91** The proposed policy below is broadly a merge of policies PP3 and PP4 in the current adopted development plan.

Policy LP18: Amenity Provision in Residential Development

Development proposals should be designed and located to ensure that the needs of occupiers are provided for and should include:

- adequate internal space for living and storage needs; and
- adequate natural light, privacy and noise attenuation; and
- well designed and located private amenity space; and
- well designed and located bin storage and collection areas, including adequate turning space for collection vehicles where appropriate.

New development should not result in an unacceptable impact on the amenity of occupiers of any nearby properties. These impacts may include:

- loss of privacy for the occupiers of any nearby property; or
- loss of amenity space; or
- noise and/or other disturbance for the occupiers or users of any nearby property or land; or
- loss of light to and/or overshadowing of any nearby property; or
- overbearing impact on any nearby property; or
- odour and/or pollution (including light pollution)

Buildings and places should be designed with adaptability in mind, capable of responding to changing social, economic and technological needs, and potential changes in climate over their planned lifespan. Buildings should be designed and constructed with longevity as a key objective, especially if materials with a high embodied energy are to be used.

Shop Frontages, Security Shutters and Canopies

- 5.92** Shop fronts can make a substantial and positive contribution to the visual interest of an area if sympathetically designed, but a degree of control is required if the character of buildings or the overall appearance of a street is not to be destroyed by poor design. Open shop fronts, such as those with expansive glazing and thin metal frames, can create visually unacceptable voids and proposals for their development will generally be resisted. Particular care is necessary in the design of shop fronts in conservation areas, and on listed buildings, or where the shop front would straddle buildings of different designs.
- 5.93** Security shutters (especially if solid) on shopfronts can be visually unattractive and create a 'dead', hostile appearance, which can reduce natural surveillance and thereby encourage other crime. This can also affect the commercial viability of an area. There are other means of improving the security of shop fronts, such as the use of laminated glass, improved lighting, internal security grilles or natural surveillance, that have a less detrimental impact. The city council will strive to achieve a balance between the security requirements of individual shops and the impact on the wider area.
- 5.94** Canopies are not traditional on most buildings in this country and are frequently not compatible with their style or character. Because of their shape, design, materials and colours, they can be visually very dominant and discordant. It is important, therefore, that they should be used sensitively.
- 5.95** This policy is supported by the Shop Front Design Guidance SPD (January 2014).
- 5.96** The proposed policy below is broadly a carry over of policy PP11 in the current adopted development plan.

Policy LP19: Shop Frontages, Security Shutters and Canopies

Planning permission for any new, replacement or altered shop front, including signage, will only be granted if:

- (a) its design would be sympathetic in size, architectural style/proportion, materials and architectural detailing to the building to which it would be fitted; and
- (b) it would not detract from the character or appearance of the street as a whole; and
- (c) any advertising material is incorporated as an integral part of the design.

Planning permission for the installation of an external security shutter will only be granted where:

- (d) it is demonstrated that there is a persistent problem of crime or vandalism affecting the property which cannot be satisfactorily and reasonably addressed by an alternative measure; and
- (e) the property is not a listed building or situated in a conservation area; and
- (f) the shutter is designed to a high standard, taking account of the design features of the frontage into which it would be installed; and
- (g) the design is open mesh/perforated in style.

A proposal for the installation of a canopy will only be acceptable on the ground floor of a shop, cafe, restaurant or public house, and only if it can be installed without detracting from the character of the building or surrounding area.

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Heritage Assets

- 5.97** Peterborough is an ancient settlement with a strong past and character stretching back to prehistoric times, which has been transformed into a modern city, often closely associated with its New Town background. In an area of predominantly recent buildings, the older structures and street patterns, boundary walls, buried archaeological remains and other features of the city and its villages represent an important record of the area's social and economic history and a valued amenity for residents and visitors.
- 5.98** We are fortunate to have a rich tapestry of heritage assets including historic places and structures of international and national significance, such as the Bronze Age remains at Flag Fen, the Norman Cathedral with its precincts and associated ecclesiastical buildings in the heart of the city, and the magnificent Burghley House, gardens and parkland in the north-west of the district. There is a growing appreciation of the life and work of the 'peasant poet' John Clare, whose cottage at Helpston provides a visitor centre and educational facilities.
- 5.99** However, the value of heritage assets is by no means confined to the most important places. The city and surrounding settlements all have varied and unique characters and appearance. These heritage assets are irreplaceable and therefore every effort should be made to ensure appropriate protection and enhancement. This can be achieved through the application of national and local policies and the identification and designation of listed buildings, conservation areas, scheduled monuments, buildings of local importance, and parks and gardens of special historic interest.
- 5.100** In Peterborough, there are 66 scheduled monuments, and many other sites of special archaeological importance. There are 1,060 listed buildings which are recognised to be of special architectural or historic interest, with over 10% of them being Grade I or Grade II*. There are also over 230 buildings which have been identified as non-designated heritage assets, being locally distinctive. Although these are not afforded the same special protection as listed buildings, they make a positive contribution to the character and appearance of the area in which they are situated or have local historic significance, and so justify a degree of protection. A list of non-designated heritage assets can be found at Appendix C.
- 5.101** There are currently 29 conservation areas and the council has a programme of keeping conservation area appraisals and design guidance up to date. There are a number of areas within the district which do not satisfy conservation area designation but have a distinctive mature character and local identity worthy of protection. These three Special Character Areas (Wothorpe, Ashton and the environs of Thorpe Road, Thorpe Avenue and Westwood Park Road) are designated in the current Local Plan and each have a strong landscape character and low density development patterns that together provide high environmental quality. It is proposed to retain them (see Policy LP21).
- 5.102** Archaeological remains are an important part of Peterborough's historic environment and identity. They constitute an important resource for understanding our past, and often survive as significant landscape features. Archaeological remains are a finite and non-renewable resource and, in many cases, are highly fragile and vulnerable to damage and destruction. There is a presumption in favour of physical preservation of remains in situ wherever possible. In the case of application sites which include, or could potentially include, heritage assets with archaeological interest, the council will require the developer to carry out a preliminary desk-based assessment and/or a field evaluation. The results of these will inform the plan and decision-making processes at pre-determination stage. In advance of the loss of a potential heritage asset at a post-determination stage, further archaeological mitigations may be attained through the implementation of a programme of suitable archaeological investigations.

- 5.103** A fundamental feature of the spatial strategy for Peterborough is substantial residential, employment and related growth, with an emphasis on intensification within the urban area. With this anticipated growth, it is vital that the value and character of the historic environment is not put at risk. If sensitively implemented, change and growth can enhance the historic built environment.
- 5.104** Development proposals affecting any heritage asset will need to reference the Historic Environment Record (HER) as well as other information such as the council's Conservation Area Appraisals, Management Plans, Design and Development in Selected Villages SPD, List of Buildings of Local Importance, Special Character Areas, Landscape Character Assessment and historic maps.
- 5.105** The protection, conservation and enhancement of Peterborough's historic environment is an integral part of the future strategy for the area. This is particularly important for a location which will experience substantial pressures for growth, because such growth will only be truly sustainable if it embraces environmental considerations.
- 5.106** In the villages, there are many open areas, substantial walls, hedges, and treed frontages that are an essential and valued feature of village character. As heritage assets, these features are identified on the Policies Map. Green space often provides an important visual or amenity function. An open space or a gap in a built-up frontage allows key views into and out of a village. Substantial treed or hedged frontages, traditional walls or railings are invariably positive features in the street scene .
- 5.107** It is important to note that the policy does not seek to prevent or unnecessarily restrict development within the setting of heritage assets. It allows for suitable development to take place in these areas, so that they may make an appropriate contribution to the growth priorities of the Local Plan. For example, new development does not have to mimic the past; carefully considered, high quality designs that provide a successful contrast with their surroundings can conserve and enhance character, as can schemes that employ authentic historical forms and features.
- 5.108** The proposed policy below is broadly a merge of policies CS17 and PP17 in the current adopted development plan.

Policy LP20: Heritage Assets

The Council will protect, conserve and enhance heritage assets throughout Peterborough, through the special protection afforded to listed buildings, conservation areas and scheduled monuments and through careful control of development that might adversely affect non-scheduled, nationally important archaeological remains; other areas of archaeological potential or importance; historic features and their settings; non-designated heritage assets; and areas of historic landscape or parkland (including, but not limited to, those on the Historic England Register of Parks and Gardens of Special Historic Interest).

All new development must respect and enhance the local character and distinctiveness of the area in which it would be situated, particularly in areas of high heritage value. There will be particular emphasis on the following:

- a presumption against development that would unacceptably detract from important views of Peterborough Cathedral by virtue of its height, location, bulk or design;
- the use of Conservation Area Appraisals and associated Management Plans to ensure the preservation and enhancement of the special character of each of Peterborough's conservation areas;

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- the identification and protection of important archaeological sites and historic environment features and their settings;
- the identification and protection of non-designated heritage assets and their settings; and
- the avoidance of harm to the character and setting of Burghley Park, Milton Park, Thorpe Park, and the grounds and parkland associated with Bainton House, Ufford Hall, Walcot Hall and the Abbey Fields, Thorney.

All development proposals that would affect any heritage asset will need to be accompanied by a heritage statement which, as a minimum, should cover the following:

- describe and assess the significance of the asset and/or its setting to determine its architectural, historic, artistic or archaeological interest; and
- identify the impact of works on the special character of the asset; and
- provide a clear justification for the works, especially if these would harm the asset or its setting, so that the harm can be weighed against public benefits.

The level of detail required should be proportionate to the asset's importance and sufficient to understand the potential impact of the proposal on its significance and/or setting.

Special Character Areas

5.109 A number of areas in Peterborough have been designated as conservation areas because of their special architectural or historic interest.

5.110 In addition, whilst not of conservation area quality, three locally specific Special Character Areas have been designated to acknowledge their strong landscape character, architectural quality and development patterns that together provide high environmental quality. All three Special Character Areas are marked by their low-density and generally large dwellings set within spacious grounds. It is important that any development is carefully guided in order to protect each Area's character.

5.111 The development criteria identified below are intended to provide additional design guidance in respect of these Special Character Areas.

5.112 Wothorpe: The settlement pattern is set around three bridleways established in the Enclosure Award (1797), now First Drift and Second Drift. Both are un-adopted roads. These bridleways provided access to allotments, which gradually became developed into residential properties. Since Enclosure the pasturelands, hedgerows and woodlands surrounding the village have remained largely unaltered. The area is characterised by low-density development, mainly individually designed family houses set in large landscaped gardens giving a semi-woodland setting. The built environment has a wide range of building styles.

5.113 Thorpe Road, Thorpe Avenue, Westwood Park Road: The character of the area is defined by low density, large detached family dwellings set back behind established building lines in large and typically spacious landscaped gardens. Many of the properties in the area have a sylvan setting. Trees of varied maturity add significantly to the special character of the area.

5.114 Ashton: The settlement is formed by a loose collection of three historic farmsteads, a small number of 19th Century cottages and some post-1950 infill dwellings interspersed with open space along Bainton Green Road and High Field Road. Most buildings are stone and slate construction. Development is very limited and the layout has changed little from the end of the 19th Century.

5.115 In addition to conservation areas and Special Character Areas in the rural area, the council has adopted a Design and Development in Selected Villages Supplementary Planning Document (SPD). This gives additional detailed design policy and will be taken into account when determining applicable development proposals.

5.116 The proposed policy below is broadly a carry over of policy SA19 in the current adopted development plan.

Policy LP21: Special Character Areas

To preserve the special character of Wothorpe, Thorpe Road, and Ashton, (as defined on the Proposals Map), the city council will assess proposals for development against the following Special Character Area criteria:

- Garden Sub-Division: There should be no sub-division of gardens if this adversely affects the character of the area, amenity space and/or the loss of trees or boundary hedges.
- Extensions and Alterations: Incremental changes in the size and appearance of existing buildings will not be permitted if it harms their character or that of the Area. Alterations should be sympathetic to the original style and of an appropriate scale to maintain their character. Extensions that result in excessive site coverage, immediate or eventual loss of trees or hedges, or preclude the planting of suitable species of trees or hedges will not be supported.
- Design: Any new development must enhance the character and appearance of the Area. It must respect the scale, massing, depth, materials and spacing of established properties. Integral garages should be avoided. Garages should be sited behind the building line to the side of the dwelling.
- Design and Access Statement: All applications for development should be accompanied by a design and access statement that demonstrates how the proposal takes into account the Area's special character.
- Trees: Where trees are present a detailed tree survey must be carried out that identifies the location, type, height, spread and condition.

The following additional criteria are applicable to the respective Special Character Area:

Wothorpe Area

- All development proposals must ensure that the mature landscape character is maintained through the retention of existing trees, boundary hedges, walls and grass verges. Existing space around buildings should be maintained to preserve large trees.
- Proposals for whole or part demolition of any building or to intensify the use of plots in a way that adversely affects the current integrity of the area will not be supported.
- There will be a presumption against increased access and hard-standings, except where it can be shown to be necessary, and does not dominate the site or harm existing landscaping.
- Existing frontage hedging must be retained. Where this is absent, evergreen hedging species should be used. A combination of hedging and walls may be considered where the hedging predominates.

Thorpe Road Area

- New building designs should incorporate boundary walls, railings or fences with evergreen hedging predominant and allow sufficient space for the planting of native woodland trees to reinforce the landscape around the site.

Ashton Area

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- Any development should respect the linear form of Ashton. As such, there is a presumption against all backland development.
- The special relationship between the settlement and its agricultural setting must not be undermined by new development. As such, views of surrounding countryside must be maintained.

Open Space and Green Infrastructure

5.117 Peterborough is a place with large areas of attractive, publicly accessible open spaces and green infrastructure that offer important opportunities for recreation, sport and play, as well as delivering benefits for biodiversity. Green Infrastructure is the network of protected sites, nature reserves, green spaces, waterways and greenway linkages. In addition to its functions as places for recreation and the protection of biodiversity, green infrastructure has a role to play in:

- water management
- sustainable transport corridors
- community food growing
- the protection of environmental heritage
- forestry or biomass production.

5.118 The number of publicly accessible local nature reserves has increased in recent years and the district benefits from areas such as Ferry Meadows Country Park, which can be easily accessed by most local residents, and also provides a good range of recreation facilities. There are five parks managed to 'Green Flag' standards. Many villages have playing fields, play areas and allotments.

5.119 The Townships of Orton, Bretton and Werrington were all designed to include a generous provision of open space. These areas have well integrated green infrastructure, which is easily accessible by all local residents. However, some play areas are too small and suffer from vandalism and anti-social activities, because of the absence of opportunities for casual surveillance. Many of the older urban areas of the city are less well provided, with difficulties of access to open spaces; and what is accessible is sometimes of poor quality and viewed as unsafe. The council recognises the wide range of benefits that effectively planned, designed and maintained open space and green infrastructure can bring to an area, and aims for high quality provision in the planned growth of the area.

5.120 To ensure that the provision and protection of green infrastructure goes hand in hand with the proposed growth of the city, the council's emerging Biodiversity Strategy includes a strategic framework for green space provision and includes a comprehensive vision that seeks to improve the connectivity of the area. The proposals and action plan of the Strategy will need to be taken into account and, where possible, supported in new developments to ensure that the required open space is provided to support the growth of the city.

5.121 The following policy ensures that there is no adverse effect on the integrity of International and European sites as a result of additional recreational pressure, by requiring the provision of new open space of sufficient size and quality from all new residential development.

5.122 As set out in Policy LP5 where urban extensions are to be created to accommodate the growth of the city, then it is important that green infrastructure is included as an integral element of their design and layout and that they are well integrated and linked to the existing urban area.

- 5.123** The policy sets out the overall framework for the provision of new open spaces and green infrastructure and the protection and enhancement of existing spaces, to support the growth of the city. It should be read in conjunction with policy LP28, which seeks to secure additional accessible natural greenspace/Local Nature Reserves.
- 5.124** The importance of the provision of good quality open spaces can be highlighted by the number of benefits that they can bring. The quality of the surrounding environment can play a vital role in contributing towards the creation of sustainable communities and improving people's quality of life. Open space can bring a number of benefits such as improved health (both physical and mental), by creating more opportunities for play, sport, walking and cycling. Attractive and accessible open space can also help improve the character and appearance of an area, creating more desirable neighbourhoods. Green infrastructure can also bring many environmental benefits, such as the promotion of biodiversity, the attenuation of surface water flows to prevent flooding and the delivery of improved micro-climate control.
- 5.125** The proposed policy below is broadly a carry over of policy CS19 in the current adopted development plan.

Policy LP22 - Open Space and Green Infrastructure

All new residential development will make appropriate provision for, or improvements to, public open space, in accordance with the standards set out in Appendix X *[to be updated and consulted upon at the further draft stage in summer 2016]*, unless alternative arrangements via the Community Infrastructure Levy (CIL) dictate otherwise. The precise type of on-site provision that is required will depend on the nature and location of the proposal and the quantity/type of open space needed in the area. This should be the subject of discussion/negotiation at the pre-application stage.

If there are deficiencies in certain types of open space provision in the surrounding area, the council may seek variations in the component elements set out in the standards to be provided by the developer in order to help overcome those deficiencies.

In certain circumstances and subject to CIL legislation and the council's local policies on the implementation of CIL it may be acceptable for a developer to make a financial or in-kind contribution towards open space off-site. Such proposals should be agreed at pre-application stage and will only be considered if:

- (a) the provision of open space on-site would not be feasible due to the nature of the proposed development, by virtue of its size and/or other site specific constraints; and/or
- (b) the open space needs of the proposed residential development can be met more appropriately by providing either new or enhanced provision off-site.

Where appropriate, the council will seek to enter into a Section 106 agreement with the developer for the future management and maintenance of the open space provision, before granting planning permission.

Where a new development has the potential to have an adverse effect on the integrity of a designated site as a result of additional recreational pressure, the development may be required to provide open space of sufficient size and quality to accommodate that pressure. Suitable new green spaces will be located on or near to the development site.

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Planning permission will not be granted for development which would result in the loss of existing valued open space, if that loss would give rise to or increase a deficiency, unless the proposed development would be ancillary to the use of the site as open space, and the benefits of the development would outweigh any loss of open area.

The council, working in partnership with local communities, developers and statutory agencies will seek to develop an integrated network of high quality and multi-functional green infrastructure within and linking urban and rural environments across the City, reflecting the broad strategic framework set out in the Peterborough Biodiversity Action Plan [due to be published in XXX].

Strategic and major development proposals should incorporate, where appropriate, opportunities for green infrastructure provision, reflecting the objectives of the Biodiversity Strategy to enrich biodiversity habitats, enable greater connectivity, provide sustainable access for all and promote diverse patterns of landscape and townscape character. Key features of this Green infrastructure will include (but not be restricted to) the following:

- the promotion of the River Nene, River Welland and adjoining land as sub-regional corridors for biodiversity and landscape retention, restoration and creation; and the promotion of access, navigation and recreation;
- the promotion of the Catswater Drain, Maxey Cut, Stanground Lode and River Nene (Old Course) as local corridors for biodiversity and landscape enhancement and creation;
- the promotion of the Nassaburgh limestone character area as a sub-regional corridor for biodiversity and landscape retention, restoration and creation;
- the continued development of a network of green spaces, water bodies, paths and cycleways within the former brickpits to the south of Peterborough as the 'South Peterborough Green Parks';
- the upgrading and extension of the Green Wheel Cycleway network and rights of way network, including improved connectivity to areas of green infrastructure outside the local authority boundary; and
- the provision of strategically significant green spaces, for example a country park, in association with areas of development proposed in this Local Plan around the edge of the existing urban area of the City, including in particular, at Great Haddon and Norwood.

NOTE: This Biodiversity Action Plan and Green Grid Strategy is due to be replaced by a new Biodiversity Strategy which is being prepared alongside this Plan.

Open Space Standards

5.126 The Open Space Standards are currently being reviewed. At present the following options have been identified:

5.127 The preferred Open Space Standards will be consulted upon as part of the further draft consultation in Summer 2016.

Option Open Space Standards

Option 1: Keep the current standards

Option 2: Change the standards

Option 3: No open space Standards

Local Green Space

5.128 Local Green Spaces is a national designation, as defined in the NPPF, which aims to protect green areas or spaces which are demonstrably special to a local community and hold a particular significance. Local Green Space designation can be used when the green space is:

- In reasonable close proximity to the community it serves; and
- demonstrably special to a local community and holds a particular local significance, for example because of its beauty, historic significance, recreational value (including playing fields), tranquillity or richness of its wildlife; and
- Local character and is not an extensive tract of land

5.129 As part of the preliminary draft Local Plan consultation we are asking local communities to identify areas of open space that warrant special protection and designation as Local Green Spaces. Further details are set out in [Appendix B](#).

5.130 The proposed policy below is a new policy.

Policy LP 23 Local Green Spaces

Local Green Spaces [as will be identified and consulted upon at the further draft consultation stage Summer 2016] will be protected in line with the NPPF, which rules out new development on these sites other than in very special circumstances.

Only proposals that will protect and enhance Local Green Space, and are demonstrably supported by the local community, will be permitted.

Nene Valley

5.131 The Nene Valley runs west-east across the authority area. It has long been identified as an area of high amenity, landscape, ecological and heritage value and forms part of the Nene Valley Nature Improvement Area.

5.132 The council works in partnership with a number of organisations to manage the river environment, both within the boundary defined on the Policies Map and the wider River Nene catchment area. Facilities such as the Ferry Meadows Country Park have been provided within the Nene Valley. However, the council considers that there is still scope for further action to enhance the Nene Valley's role for recreation whilst having due regard to other aspects of the river's environment. It is envisaged that there will be a gradual transition from informal, dispersed activities in the rural area to more organised, formal activities in the urban area.

5.133 To the west of the urban area of Peterborough, the Nene Valley has high value landscape features, and, from a nature conservation perspective, parts are also designated as a Site of Special Scientific Interest and County Wildlife Site. East of the city lie the Nene Washes SSSI and other wetland sites. The Nene Washes are of international importance for nature conservation, and are formally designated as a Special Protection Area (in relation to the conservation of wild birds), and a 'Ramsar' site (in relation to wetlands of international importance). Part of the Nene Washes (Mortons Leam) is designated as a Special Area of Conservation for spined loach (a type of rare fish).

5.134 Where these designations apply, the duty to further the conservation and enhancement of the features for which the site is of special interest will carry considerable weight in decision-making. In other parts of the Nene Valley recreation development will be encouraged, subject to there not being any unacceptable impact on these considerations.

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5.135 The proposed policy below is broadly a carry over of policy PP15 in the current adopted development plan.

Policy LP24: Nene Valley

Within the area of the Nene Valley as identified on the Policies Map, the council will support development that will safeguard and enhance recreation and/or bring landscape, nature conservation, heritage, cultural or amenity benefits. The proposal will need to be appropriate in terms of use, scale and character within its townscape or landscape setting. Development will be particularly supported if:

- (a) it would enhance navigation along the river for a wide range of recreational, cultural or transport purposes, or create new links with other waterways within and/or surrounding the local authority area; or
- (b) it would create a more natural water's edge and contribute to enhancing biodiversity; or
- (c) it would enable greater public access to the waterspace and the achievement of continuous publicly accessible paths and cycle routes alongside the river.

There will be a general emphasis on development involving low-impact, informal activities in the rural area of the valley, and development involving more formal activities in the urban area. In all cases, new development beside the river will be required to be designed with a frontage or open space to the river which enhances its character.

Development which would increase flood risk, or compromise the performance of flood defences or existing navigation facilities will not be permitted.

Hampton Country Park

5.136 Under the terms and conditions of the Hampton planning legal agreement (March 1993), the developer of the Hampton Urban Extension has agreed to the creation, management and maintenance of a country park, covering some 162 hectares of land.

5.137 The council will encourage the use of the country park for recreational activities, such as walking, cycling and horse riding. The area around the former brick pit known as Beeby's Pit has potential for more water-based recreational pursuits such as sailing and canoeing.

5.138 The proposed policy below is broadly a carry over of policy SA16 in the current adopted development plan.

Policy LP25: Hampton Country Park

Within Hampton Country Park, as identified on the Policies Map, planning permission will be granted for development which is considered appropriate to the use of the area as a country park, especially if it would also contribute to or enhance its landscape character.

Green Wedges

- 5.139** In and around Peterborough specific areas are under considerable pressure for development and which, if built on, would result in the coalescence of the urban area with nearby settlements. These areas have been protected as 'Green Wedges' in current and previous Local Plans. The council proposes to maintain a long-term commitment to these 'green wedges' in this Local Plan.
- 5.140** One of these wedges separates Peterborough from Ginton; a second separates Peterborough from Eye; a third separates Stanground from Farcet; and a fourth separates the main part of Peterborough from its suburb of Stanground. Although Stanground forms part of the Urban Area, it is separated from the remainder of the city by an area of undeveloped land. Here, as in the other cases, it is the policy of the council to maintain the separate identity of communities by containing urban sprawl.
- 5.141** Although primarily areas for agriculture and woodland, Green Wedges may, where appropriate, accommodate new woodland planting or open uses such as SuDS, landscaping and open spaces associated with an adjoining allocated site, provided that they do not harm the separation of settlements.
- 5.142** The council may consider additional Green Wedges, if a sound reason for doing so exists. This may partly depend on any new allocations for development which are made.
- 5.143** The proposed policy below is broadly a carry over of policy SA17 in the current adopted development plan.

Policy LP26: Green Wedges

Within the areas identified on the Policies Map as 'Green Wedges', planning permission will not be granted for any development that would reduce the degree of physical and open separation between settlements.

Landscape Character

- 5.144** The character of the landscape across the Peterborough administrative area varies considerably, containing six Landscape Character Areas. There are no National Parks or Areas of Outstanding Natural Beauty but that does not mean that the character of the landscape is not valued in its own right. Conserving and enhancing the distinct landscape setting of the area is integral to protecting the identity of Peterborough.
- 5.145** The way that this growth is delivered will need to be appropriate and sensitive to the landscape in which it will be situated. It is therefore important for the Local Plan to establish a consistent approach to avoid unnecessary damage to the quality and distinctiveness of our landscapes; and to capture enhancements to the landscape where development is to take place.
- 5.146** The proposed policy below is broadly a carry over of policy CS20 in the current adopted development plan.

Policy LP27: Landscape Character

New development in and adjoining the countryside should be located and designed in a way that is sensitive to its landscape setting, retaining and enhancing the distinctive qualities of the landscape character area and sub area in which it would be situated.

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There are six landscape character areas (with associated sub-areas), which have been identified in the Peterborough Landscape Character Assessment. Their general extent is shown on Map D. They are:

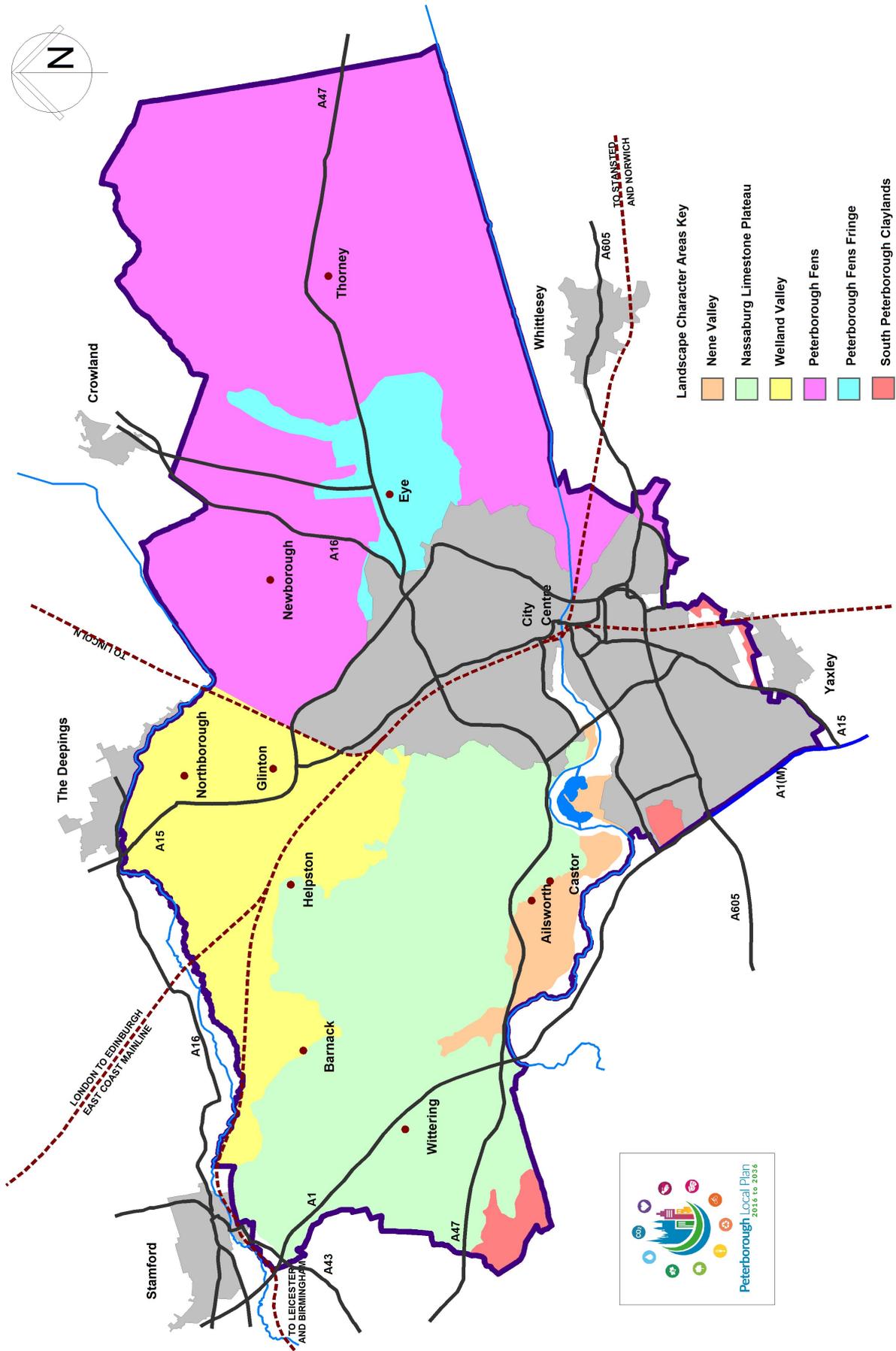
- Nene Valley
- Nassaburgh Limestone Plateau
- Welland Valley
- Peterborough Fens
- Peterborough Fen Fringe
- South Peterborough Claylands

For each Landscape Character Area and sub area, specific details of which are provided in the Landscape Character Assessment, planning permission will only be granted if the proposed development would:

- recognise and, where possible, enhance the character and qualities of the local landscape through appropriate design and management ;
- reflect and enhance local distinctiveness and diversity;
- make adequate provision as far as is reasonably practicable for the retention of features and habitats of significant landscape, historic, wildlife and geological importance;
- safeguard and enhance important views within the development layout;
- protect the landscape settings and separate identities of settlements; and
- provide appropriate landscape mitigation proportionate in scale and design, and/or suitable off-site enhancements.

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Map D



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Biodiversity and Geological Conservation

5.147 Peterborough's natural environment is a valuable resource, rich in internationally, nationally and locally designated sites, as well as those without formal designation. Green links and buffers between these sites are necessary to maintain and enhance biodiversity connectivity and prevent fragmentation.

5.148 Designated sites are classified into a hierarchy according to their status and the level of protection they should be afforded. International sites form the top tier of the hierarchy, followed by national and then locally designated sites. International and National sites are shown on the policies map. Table xx below shows the hierarchy of sites in Peterborough.

Table 3 - International and National Sites

International Sites	Ramsar sites Special Areas of Conservation (SAC) Special Protection Areas (SPA)
National Sites	Sites of Special Scientific Interest (SSSI) National Nature Reserves (NNI) Local Nature Reserves (LNR)
Local Sites	County Wildlife Sites (CWS) Country Parks Local Geological Sites (LGW)

5.149 As well as greenfield sites and naturalised sites which provide assets in terms of biodiversity and geodiversity, the urban areas of Peterborough contain some significant brownfield sites, and whilst providing an important source of land for redevelopment, can often be a valuable source of biodiversity.

5.150 Many wildlife species benefit from statutory protection under a range of legislative provisions. Section 41 (S41) of the Natural Environment and Communities Act 2006 contains a list of habitats and species of principal importance. The current list (August 2010) contains 56 habitats of principal importance and 943 species of principal importance. These species therefore do not require a policy in this Local Plan to protect them. Developers are advised to contact the council at an early stage to determine if their proposal would affect any habitat or species of principal importance.

5.151 Where the need for development outweighs other considerations, the NPPF is explicit in stressing that the presumption is one of sustainable development. Where development does take place, it is essential that measures are implemented to incorporate biodiversity within the scheme as much as possible. Where significant harm will result, it should be adequately mitigated, or as a last resort, compensated for. A Habitats Regulations Assessment (HRA) Screening Report has been carried out and has been published alongside this Local Plan for consultation.

5.152 New development will be expected to provide for the planned retention of existing, and where appropriate the creation of new, habitats and wildlife features. For most development proposals involving construction or engineering works, applicants will be expected to provide a

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comprehensive site survey as part of the planning application. The information submitted should clearly distinguish trees and other features to be removed from those to be retained. The council is committed to increasing the overall tree canopy cover throughout the district and therefore all new development should seek to result in the planting of more trees.

5.153 Most development near a river or watercourse will have the potential to impact on water quality and biodiversity. A requirement of the Water Framework Directive is that there should be no deterioration in water body status. In addition to water quality, landscaping along watercourses is also a primary factor contributing to ecological status. Naturalisation of riverbanks therefore, where hard landscaping currently exists, can make a significant contribution to biodiversity and in turn water quality.

5.154 The proposed policy below is broadly a merge of policies CS21 and PP16 and PP19 in the current adopted development plan.

Policy LP28: Landscape and Biodiversity

Development which is likely to have an adverse effect on a designated site, including harm to habitats or species of principle importance, will only be permitted where the benefits to development demonstrably outweigh the disbenefits. Where significant harm cannot be avoided, either through developing an alternative site or through effective mitigation, appropriate compensation will be sought. In all cases a net gain in biodiversity should be achieved.

Through the development management processes, management agreements and other positive initiatives, the council will:

- aid the management, protection, enhancement and creation of priority habitats, including limestone grasslands, woodlands and hedgerows, wet woodlands, rivers and flood meadows;
- promote the creation of an effective, functioning Green Grid throughout the district, consisting of wildlife corridors and stepping stones that link to green infrastructure in adjoining local authority areas;
- safeguard the value of previously developed land where it is of significant importance for biodiversity;

All development proposals with landscaping or biodiversity implications must be accompanied by a site survey report which identifies the features of value on and adjoining the site. The development proposals must be informed by the results of the survey.

Planning permission for development will only be granted if the proposals make provision for:

(a) the retention and protection of trees and other natural features that make a significant contribution to the landscape or biodiversity value of the area, provided this can be done without compromising the achievement of good design for the site; and

(b) new landscaping and biodiversity features as an integral part of the development, with specific attention to wildlife habitat creation, including new tree, shrub and hedgerow planting appropriate to the location; and

(c) the protection and management of existing and new landscape, ecological and geological features during and after construction, including the replacement of any new trees or plants which die, are removed or become seriously damaged or diseased; and

(d) where necessary, the protection and enhancement of any aquatic environment within or adjoining the site, including water quality and habitat. For riverside development, this includes the need to consider options for riverbank naturalisation. In all cases regard should be had to the council's Flood and Water Management SPD.

For significant landscaping proposals, the council will require the submission of a landscaping scheme incorporating management and maintenance specifications.

Ancient Woodland and Ancient and Veteran Trees

5.155 Ancient woods are those areas which have been wooded continuously since at least 1600AD. These ancient woodlands are vitally important for biodiversity and are part of the historic landscape of Peterborough. As a habitat, ancient woodland is home to many of the UK's most threatened species. Peterborough is one of the least wooded areas of the UK. The main pockets of ancient woodland within the authority area lie to the west of Peterborough. Such woodland is rare in the Fens due to its historic wetland origins.

5.156 An ancient tree is one that is old relative to the longevity of other trees of the same species, that is in the ancient stage of its life or that has biological, aesthetic or cultural interest because of its age. A veteran tree is usually in the mature stage of its life and has important wildlife and habitat features.

5.157 Any proposal that would result in loss of an ancient or veteran tree will be resisted unless it can be clearly demonstrated by evidence, the need for development and that public benefit would clearly outweigh the loss.

5.158 The council's Tree and Woodland Strategy sets out a strategy for the management of trees and woodland in Peterborough and gives some guidance on management practices.

5.159 The proposed policy below is broadly a carry over of policy PP18 in the current adopted development plan.

Policy LP29: Ancient Woodland and Ancient and Veteran Trees

Ancient, Semi-Natural Woodland and Ancient and Veteran Trees

Planning permission will not be granted for development which would adversely affect an area of ancient woodland or an ancient or veteran tree, unless the need for, and public benefits of, the development in that location clearly outweigh the loss.

Culture, Leisure and Tourism

5.160 Peterborough's Cultural Strategy (2015 to 2020) sets out how culture and leisure activities will be promoted and delivered in the city. It also includes the vision 'To ensure that culture is at the heart of the city's growth so that those who live here now and in the future will enjoy a great place to live, work and play'.

5.161 Peterborough has a rich and diverse heritage coupled with a relatively young population. The city centre provides a wide range of cultural and leisure facilities, attracting many visitors and helping to boost the wider economy. Some of the main attractions include the Cathedral, Peterborough Museum, Key Theatre, Regional Pool, Lido and sports facilities, Peterborough United's football ground and a range of restaurants, bars.

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- 5.162** The overall Local Plan strategy proposes the intensification and regeneration of the city centre together with the provision of additional homes. This offers an ideal opportunity to help further improve the range of facilities and attractions.
- 5.163** In recent years there has been significant investment in the museum and art gallery as well as an extension and improvements to the Key Theatre. The enhancement of the public realm around the Cathedral Square and elsewhere has also helped to improve the overall image of the city for visitors and the increased range of restaurants in this area has helped to make the city centre more vibrant and inviting.
- 5.164** Whilst the city centre is seen as the focus for major new cultural and leisure facilities, the latter will be provided across the district to meet the needs of the existing and growing population, such as the provision of smaller scale sports facilities that meet the needs of a local community and larger scale sports facilities that have a substantial land-take.
- 5.165** A strong leisure and cultural sector is seen as fundamental to the creation of a vibrant city. There is a need to improve the existing evening economy so that it is more socially inclusive with uses and events for all ages. There is a need for more restaurants and a larger theatre which would attract larger shows and productions to the city. Increasing the range of facilities will help create a place where all parts of the community feel safe and welcome throughout the day and night.
- 5.166** The development of a regional or national venue would bring many benefits to the city. All stages of public consultation in the preparation of the previous Local Plan had identified significant public support for a large-scale venue, particularly the need for an arena or entertainment venue.
- 5.167** The proposed policy below is broadly a carry over of policy CS18 in the current adopted development plan.

Policy LP30: Culture, Leisure and Tourism

The Council will support the development of new cultural, leisure and tourism facilities, especially if:

- it will help to improve the range, quality, and distinctiveness of facilities that the city and surrounding areas have to offer;
- it improves access by sustainable transport modes to such facilities;
- it will help to promote the image of Peterborough and attract more visitors;

As part of the overall spatial policy for the intensification and regeneration of the city centre, there will be a particular focus on the provision of new and improved cultural, leisure and tourism facilities here, and such proposals, where applicable, should:

- make the most of the existing facilities and assets such as the river frontage and the embankment, protecting this for future events and uses such as festivals and concerts;
- aim to promote a regionally/nationally flexible multi-use venue which can host a range of activities and large-scale events, including concerts; sports, arts and theatre events; a sport village/centre of excellence; leisure pool complex etc. to attract many visitors;
- aim to improve the evening and night time economy, offering a wide range of activities that are socially inclusive and meet the needs of different communities and different age groups, and that also take into account issues of community safety;
- aim to support the development of the University, such as shared sports facilities or libraries; and
- assist in the creation and enhancement of water navigation facilities;

In exceptional circumstances when there is no appropriate city centre site, due to the nature and scale of the proposed development, other locations will be considered in accordance with a sequential approach to site selection outlined in Policy LP12.

Planning permission will only be granted for a scheme which would result in the loss of an existing cultural, leisure or tourism facility if it can be demonstrated that the use is no longer viable, or an appropriate alternative is to be provided, which is at least equivalent to that lost in terms of quantity and quality and is in a sustainable location to best meet the needs of users.

East of England Showground

5.168 The East of England Showground is a unique facility with a wide variety of land uses. Further development relating to sporting, recreational events and other appropriate uses will be supported, in principle. Any proposal will be subject to an assessment of the environmental and traffic impacts on the adjoining residential areas and on the nearby village of Alwalton, and suitable measures will need to be taken to alleviate any adverse impacts.

5.169 The proposed policy below is broadly a carry over of policy SA18 in the current adopted development plan.

Policy LP31: East of England Showground

Within the East of England Showground, as shown on the Policies Map, planning permission will be granted for development for sport, leisure and other uses which would be appropriate to the existing Showground and which would not impair its continued use for that purpose. Proposals for development should not have an unacceptable adverse impact on the surrounding uses (especially on occupiers of nearby residential properties), and all development should ensure that the character of the area is maintained.

Renewable and Low Carbon Energy

5.170 Renewable and Low Carbon energy refers to those sources of energy which are either not depleted, such as wind or solar, or which are finite but which emit low amounts of carbon dioxide. Advances in technology have meant that some processes are now much 'cleaner' than they have been in the past.

5.171 The types of large scale renewable and low carbon energy technologies likely to come forward in Peterborough include commercial onshore wind, commercial solar photovoltaics (PV), anaerobic digestion, combined heat and power (CHP), hydroelectricity and biomass. Technologies not applicable to Peterborough include wave energy, tidal energy and offshore wind. Peterborough is also a low enthalpy area therefore geothermal energy generation is currently unlikely to come forward.

5.172 Microgeneration refers to small scale renewable energy technologies, usually mounted on or about residential or commercial properties. These technologies include heat pumps, solar panels, biomass, micro-CHP and wind turbines. Most microgeneration proposals will be deemed permitted development, however it is recommended to always check with the local authority before carrying out any work.

5.173 The Energy Act 2004 amended by the Green Energy (Definition and Promotion) Act 2009 provides a definition of microgeneration as any technology which generates up to 50 kWe (kilowatts of electricity) or 300 kWt (kilowatts of heat). Renewable and low carbon energy installations which exceed these limits will require planning permission.

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5.174 Energy installations which typically generate a power output greater than 50MW (megawatts) are classified as Nationally Significant Infrastructure Projects (NSIPs). Such technologies could include large scale wind, solar and biomass. NSIPs are dealt with by Central Government through Overarching National Policy Statement for Energy (EN-1) and National Policy Statement for Renewable Energy Infrastructure (EN-3).

5.175 In June 2015 the Secretary of State for Communities and Local Government issued a Written Statement (HCWS42) relating to wind energy, which subsequently amended national Planning Practice Guidance (PPG). The statement sets out criteria for development proposals involving one or more wind turbines, namely that the site must be allocated in the development plan (either the Local Plan or a Neighbourhood Plan) and that any planning impacts identified by affected communities have been fully considered and that the proposals have their backing. This policy reflects these changes to national guidance.

5.176 This Local Plan does not identify any areas for wind farm development, however we would welcome your views on this and would like to know if you think the council should identify such zones and commit resources to determining whether such zones exist or not.

5.177 The proposed policy below is a new policy which replaces policy CS11 in the current adopted development plan.

Policy LP32: Renewable and Low Carbon Energy

Development proposals for renewable and low carbon energy technology will need to give due consideration, where appropriate, to impacts upon the following:

- Surrounding landscape and townscape
- Heritage assets
- Residential amenity
- Highways
- Aviation
- Agricultural land classification

Proposals will be supported where the benefit of the development outweighs the harm caused by the development and reasonable measures for mitigation can be demonstrated.

In addition to the above, proposals for wind energy development of any scale (excluding microgeneration) will only be approved if:

- a) the development site is in an area identified as suitable for wind energy development in a an adopted Neighbourhood Plan; and
- b) following consultation, it can be demonstrated that the planning impacts identified by affected local communities have been fully addressed and therefore the proposal has their backing

Flood and Water Management

5.178 The city of Peterborough lies just a few metres above sea-level and much of the district lies below sea-level, making the area particularly vulnerable to the effects of climate change. Linked to the Environment Capital Action Plan and the Sustainable Community Strategy Peterborough will seek to promote development which has the ability to adapt to climate change and promotes flood risk reduction.

- 5.179** There are two particular flood risk issues relevant to Peterborough. The first relates to the location of new development and to potential development in flood risk areas. The second issues relates to increased surface runoff caused by development, particular in areas where there are drainage capacity issues, such as parts of the city centre with combined foul and surface water sewers.
- 5.180** In accordance with the NPPF, the supporting technical guidance and the council's Flood and Water management SPD, policy LP33 seeks to ensure that development does not place itself or others at increased risk of flooding. All development will be required to demonstrate that regard has been given to existing and future flood patterns from all flooding sources and that the need for effective protection and flood risk management measures, where appropriate, have been considered as early on in the development process as possible.
- 5.181** The Flood and Water Management SPD provides further guidance and advice to developers to help reduce flood risk through the location of development or through on site drainage and management.
- 5.182** Peterborough City Council is the Lead Local Flood Authority (LLFA) and is responsible for co-ordinating local flood risk issues. The council has worked with the Environment Agency, Anglian Water, a number of Internal Drainage Boards (IDBs) and local community groups to prepare a Local Flood Risk Management Strategy and will maintain a register of significant flood prevention assets.
- 5.183** Management of water is important not only from a flood risk point of view but because of the need to protect and improve Peterborough's water bodies with regards to water quality, water habitats and biodiversity under the requirements of the Water Framework Directive (WFD). Where new activities or schemes have the potential to cause deterioration and lead to failures in achieving ecological objectives, sites will require a WFD assessment. Chapter 8 of the SPD provides further detail on the local impacts of the WFD, the assessment and reasons for which it might be required.
- 5.184** A updated Strategic Flood Risk Assessment (SFRA) Level 1 and a Water Cycle Study will be prepared to support the Further Draft Local Plan to be published in summer 2016. A separate sequential test will be carried out for all sites suggested to the council.
- 5.185** The proposed policy below is new policy which replaces policy CS22 in the current adopted development plan.

Policy LP33: Flood and Water Management

Development proposals should adopt a sequential approach to flood risk management, taking into account the requirements of the NPPF and the further guidance and advice set out in the council's Flood and Water Management SPD.

Development located in areas known to be at risk from any form of flooding will only be permitted following:

- (a) the successful completion of a sequential test (if necessary) and an exception test if required,
- (b) the submission of a site specific flood risk assessment, setting out appropriate flood risk management and demonstrating no unacceptable increased risk of flooding to the development site or to existing properties
- (c) the consideration of any necessary ongoing maintenance, management of mitigation measures and adoption; and that any relevant agreements are in place.
- (d) the incorporation of Sustainable Drainage Systems (SuDS) in to the proposals unless they can be shown to be impractical.

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Development proposals should also protect the water environment and must demonstrate:

- (e) that water is available to support the development proposed;
- (f) that development contributes positively to the water environment and its ecology where possible and does not adversely affect surface and ground water quality;
- (g) that no surface water connections are made to combined or foul systems unless in exceptional circumstances where it can be demonstrated that there are no feasible alternatives (this applies to new developments and redevelopments);
- (h) how efforts have been made to maximise the efficient use of water, including water storage and harvesting wherever practical.

Development on Land affected by Contamination

- 5.186** A number of recognised secondary aquifers lie beneath Peterborough that contribute to river flow and are used locally for small-scale water supply. Land affected by contamination can pose a risk to surface waters and groundwater contained within these aquifers. Peterborough's industrial legacy therefore presents a heightened potential risk in this context which should be managed accordingly.
- 5.187** In addition, land affected by contamination may pose an unacceptable risk to human health, the natural environment, the built environment and economic activities, through its impacts on the users of the land, and on neighbouring users. Land contamination, or the possibility of it, is therefore a material planning consideration in taking decisions on individual planning applications.
- 5.188** Where pollution issues are likely to arise, intending developers should hold pre-application discussions with the council, the relevant pollution control authority and stakeholders with a legitimate interest. In these circumstances, the submission of a preliminary risk assessment is a requirement for validating relevant planning applications.
- 5.189** Preliminary assessments and any subsequent additional information should be carried out in accordance with the Environment Agency's 'Model Procedures for the Management of Land Contamination (CLR11)', which is available at:
<https://www.gov.uk/government/publications/managing-land-contamination>.
- 5.190** There is additional advice regarding land affected by contamination at <https://www.gov.uk/contaminated-land> and also on the Planning Practice Guidance website.
- 5.191** If additional technical guidance is produced by the Government or any recognised independent body with the relevant expertise, the council will take that into account in making decisions.
- 5.192** In cases where planning permission is granted for development of a site on which the presence of contamination is known or suspected, the responsibility for safe development and secure occupancy of the site rests with the developer and/or landowner.
- 5.193** The council will determine planning applications on the basis of the information available to it, but cannot be held liable if that information is subsequently proved to be inaccurate or inadequate.
- 5.194** The proposed policy below is broadly a carry over of policy PP20 in the current adopted development plan.

Policy LP34: Development on Land affected by Contamination

Development on Land Affected by Contamination

All new development must take into account:

- a) the potential environmental impacts on people, buildings, land, air and water arising from the development itself; and
- b) any former use of the site, including, in particular, adverse effects arising from pollution.

Where development is proposed on a site which is known or has the potential to be affected by contamination, a preliminary risk assessment should be undertaken by the developer and submitted to the council as the first stage in assessing the risk.

Planning permission will only be granted for development if the council is satisfied that the site is suitable for its new use, taking account of ground conditions, pollution arising from previous uses and any proposals for land remediation. If it cannot be established that the site can be safely and viably developed with no significant impacts on future users or ground and surface waters, planning permission will be refused.

The Policies

Part D – The Sites

- 6.1** In the Further Draft version of the Local Plan (due summer 2016) this section of the Plan will set out the precise sites required to meet the Local Plan growth targets set out for future housing, employment and Gypsy and Travellers. It will also include the detailed policies and sites for each City Centre Policy Area, which is expected to be very similar to the policies contained in the adopted City Centre DPD (December 2014).
- 6.2** As part of the preliminary draft consultation we are asking local agents, developers, land owners, parish councils and local residents to suggest sites they want to be considered as potential allocations for future growth. If you would like to submit a site for consideration please see the Preface of this plan for details.
- 6.3** All sites suggested to us will be assessed against a detailed assessment criteria that will include the following:
- Proximity to local community facilities such as shops, schools, employment and public transport;
 - Proximity to and impact on international and national wildfire sites;
 - Impact on the landscape and the wider environment such as listed buildings agricultural land quality;
 - Site availability – developer/landowner interest, and the prospects for delivery within the plan period
 - Site Suitability – matters such as flood risk, ground conditions, transport and access
 - Compliance with national policy and with the Local Plan policies
- 6.4** The assessment criteria is based on the principles of sustainable development and mirrors the sustainability appraisal framework. The site assessment process will follow a very similar approach to that used for the Site Allocations DPD and City Centre DPD.
- 6.5** For consistency, the assessment criteria will be scored using a three point colour matrix (traffic light system), as set out below. This provides a clear and easy to understand scoring system.

Table 4 - Considered Outcome if Development Takes Place on the Site

R	High risk of environmental or social harm
A	Some risk to environmental or social harm that can be mitigated against.
G	Potential to deliver beneficial environment or social effects

- 6.6** A deliberate decision has been taken to use colour rather than numbers, as the use of numbers implies a relative measure, which often does not exist when comparing economic, social and environmental variables. Some criteria, such as flood risk are seen as a major constraint and a red score would rule the site out immediately. Whereas other criteria such as the presence of a listed building could be mitigated against even though it scored a high risk.
- 6.7** During the site selection process we will work closely with other council departments, such as the education, transport and natural environment teams to gain their professional assessments of the sites as well as other organisations such as Natural England, Environment Agency and Historic England.
- 6.8** The preferred sites will be included in the further draft version of the plan to be published in summer 2016, at this time we will also publish an evidence report which will set out the full site assessment process and the reason for the inclusion of a site or not.

The Sites

Glossary

Please see the NPPF for a comprehensive glossary of planning related words and phrases. The following are additional words or terms.

Adoption - the formal decision by the city council to approve the final version of a document, at the end of all the preparation stages and examination in public, bringing it into effect.

Amenity - a general term used to describe the tangible and intangible benefits or features associated with a property or location, that contribute to its character, comfort, convenience or attractiveness.

Appropriate Assessment (AA) - a requirement of the European Habitats Directive. Its purpose is to assess the impact of plans and projects on internationally designated nature conservation sites.

Biodiversity - a contraction of biological diversity, all species of life on earth including plants and animals and the ecosystem of which we are all part.

Brownfield Land (also known as Previously Developed Land, see NPPF)

Compulsory Purchase Order (CPO) - power given to a local authority to obtain land for redevelopment purposes. This may include development undertaken by the private sector.

Conservation Area - a formally designated area of special historic or architectural interest whose character must be preserved or enhanced.

Core Strategy - a Development Plan Document (DPD) which contains the spatial vision, main objectives and policies for managing the future development of the area.

Development Plan Document (DPD) - A Statutory Planning Document that sets out the spatial planning strategy, policies and/or allocations of land for types of development across the whole, or specific parts, of the LPA's area.

District Centre - an area, defined on the Policies Map, which usually comprises groups of shops often containing at least one supermarket or superstore, and a range of non-retail services, such as banks, building societies and restaurants, as well as local public facilities such as a library.

Examination - a form of independent public inquiry into the soundness of a submitted DPD, which is chaired by an inspector appointed by the Secretary of State. After the examination has ended the inspector produces a report which, if necessary, may include main modifications to make the document sound.

Gypsies and Travellers - Persons of nomadic habit of life whatever their race or origin, including such persons who on grounds only of their own or their family's or dependants' educational or health needs or old age have ceased to travel temporarily, but excluding members of an organised group of travelling showpeople or circus people travelling together as such.

Habitats Regulations Assessment (HRA) - framework under which "Appropriate Assessment" is carried out.

Health Impact Assessment - a method of considering the positive and negative impacts of development upon human health

Infill - the use of vacant land and property within a built-up area for further construction or development (see also "windfall site").

Infrastructure - a collective term which relates to all forms of essential services like electricity, water, and road and rail provision.

Glossary

Integrated Development Programme (IDP) - brings together key infrastructure requirements and any constraints to wider development proposals.

Key Service Centre - one of the categories of village in the Peterborough Settlement Hierarchy. A large village containing a wide range of services and facilities to meet people's daily needs, including a primary school, doctor's surgery and a range of shops and services, particularly a post office and food shopping. It also provides employment opportunities and has good access to Peterborough by car and public transport.

Limited Growth Village - one of the categories of village in the Peterborough Settlement Hierarchy. A village which includes some, but not all, of the services and facilities that are characteristic of a Key Service Centre. In many cases it will have a smaller population. The critical determinant is the presence of a primary school in the village (or immediately adjoining village).

Listed Building - a building or structure designated by the Secretary of State under the Planning (Listed Buildings and Conservation Areas) Act 1990 for its special architectural or historic interest, and therefore included in a 'list' of such buildings and structures.

Local Centre - an area, defined on the Policies Map, which usually includes a range of small shops of a local nature, serving a small catchment. Typically, local centres might include, amongst other shops, a small supermarket, a newsagent, a sub-post office and a pharmacy. Other facilities could include a hot-food takeaway and laundrette. In rural areas, large villages may perform the role of a local centre.

Local Development Document (LDD) - any document, prepared in accordance with the statutory requirements, which sets out the LPA's policies, including supplementary policies and guidance, relating to the development and use of land in their area. All LDDs are part of the LDF. There are different types of LDD.

Local Development Framework (LDF) - the collective term for the whole package of planning documents which are produced by a local planning authority to provide the planning framework for its area, including DPDs such as the Core Strategy, Planning Policies DPD and the City Centre DPD.

Local Development Scheme (LDS) - a document which sets out the local planning authority's intentions and timetable for the preparation of new DPDs.

Local Planning Authority (LPA) - the local authority which has duties and powers under the planning legislation. For the Peterborough area, this is Peterborough City Council.

Mitigation measures - actions necessary to restrict or remedy the negative impacts of a particular development.

Mixed-use development - a term used to describe a development where there is a combination of uses occurring on the same site. The focus on mixed-use will allow the market to bring forward proposals which better reflect the need for homes, jobs and services to be close to one another.

Monitoring Report - a report that must be produced by the local planning authority (often on an annual basis) to explain how the the local development scheme is being implemented and the extent to which policies in the LDF are being achieved.

National Planning Policy Framework (NPPF) - the Government's national planning policies for England and how these are expected to be applied.

Natura 2000 Site - a site of international importance for nature conservation established under the EC Birds and Habitats Directives, comprising (in the UK) designated Special Protection Areas and Special Areas of Conservation.

Open Space and Recreational Land - areas of undeveloped or largely undeveloped land for leisure purposes - including village greens, allotments, children's playgrounds, sports pitches and municipal parks.

Pitch - means a pitch on a "gypsy and traveller" site

Plot - means a pitch on a "travelling showpeople" site (often called a "yard")

Planning Inspectorate (PINS) - an agency of the DCLG which provides independent adjudication on planning issues, typically through an Inspector with responsibility for "examination".

Preferred Options - one of the stages in the preparation of a DPD that was required before the Regulations (and accompanying guidance) were amended in 2008 . At this stage the local planning authority published, for public consultation, a document which explained which option(s) the authority preferred, in relation to the subject matter of the DPD, and which other options had been considered and rejected.

Policies Map (sometimes known as a Proposals Map)- a map on an Ordnance Survey base which shows where policies in Local Plans apply.

Scheduled Monument - a nationally important archaeological site that has been designated by the Secretary of State under the Ancient Monuments and Archaeological Areas Act 1979, and therefore included in a 'schedule' of such monuments.

Sequential Approach - an approach to planning decisions which may require certain sites or locations to be fully considered for development before the consideration moves on to other sites or locations. The approach could apply to issues such as retail development, the use of previously developed land or the use of land at risk from flooding.

Settlement Hierarchy - settlements are categorised into a hierarchy based on the range of facilities, services and employment opportunities available, plus the ability to access other higher ranking settlements by public transport.

Small Village - one of the categories of village in the Peterborough Settlement Hierarchy. A small village is a settlement which does not meet the criteria for one of the categories higher in the settlement hierarchy (namely, a Key Service Centre or Limited Growth Village). Typically, a Small Village will have some concentration of dwellings, but with a low population, and a limited range of services, if any. A Small Village will not have a primary school.

Statement of Community Involvement (SCI) - one of the types of LDD; it sets out the council's approach to how and when it will consult with the community in the preparation of planning documents, and making decisions on planning applications.

Submission stage - the stage at which a DPD is sent to the Secretary of State as a prelude to its examination, having previously been published for public inspection and formal representations.

Sustainability Appraisal (SA) - a formal, systematic process to assess the environmental, economic and social effects of strategies and policies in a DPD from the start of preparation onwards. The process includes the production of reports to explain the outcomes of the appraisal.

Sustainable Community Strategy - a document which plans for the future of Peterborough across a wide range of topics, setting out a vision and a series of aspirations. The local strategic partnership (Greater Peterborough Partnership) has responsibility for producing the document which sets out four main priorities that all partners work towards. It does not form part of the LDF.

Glossary

Sustainable Development - usually referred to as “development which meets the needs of the present without compromising the ability of future generations to meet their own needs” (Brundtland, 1987).

Sustainable Drainage Systems (SuDS) - an overall term for systems of surface water drainage management that take into account the quantity and quality of runoff, and the amenity value of surface water in the urban environment. The main focus is on source control and the mimicking of natural processes to enable infiltration and gradual discharge into watercourses.

The Act - the Planning and Compulsory Purchase Act 2004, which put in place the statutory framework for preparing the LDF.

The Regulations - the Town and Country Planning (Local Development) (England) Regulations 2004, as amended by the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008 and the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2009; and the Town and Country Planning (Transitional Arrangements) Regulations 2004.

Transit Site - a site containing a number of pitches where Gypsy and Traveller householders can stay for a limited period before moving elsewhere.

Transport User Hierarchy - a hierarchy for Peterborough which says that in all matters of land-use and transportation planning, consideration will be given to the needs of user groups in the following priority order:

- pedestrians and those with mobility difficulties
- cyclists
- public transport including coaches and taxis/private hire vehicles (higher priority for electric and low emission vehicles)
- motorcycles (higher priority for electric and low emission vehicles)
- rail freight
- commercial and business users including road haulage (higher priority for electric and low emission vehicles)
- car borne shoppers and visitors (higher priority for electric and low emission vehicles)
- car borne commuters (higher priority for electric and low emission vehicles)

Use Classes Order - a piece of national secondary legislation which groups types of use of premises into classes, so that no development is involved if a building is changed from one use to another within the same class. Changing the use of a building from one class to another constitutes development, and needs planning permission, but in certain circumstances this may be automatically permitted without the need to submit a planning application. Use Classes referred to in this Site Allocations DPD are:

- Class B1 - Business
- Class B2 - General Industrial
- Class B8 - Storage or Distribution

Village Envelope - a boundary on a map beyond which the local planning authority proposes that a village should not be able to extend.

Water Framework Directive (WFD) - a European Directive (2000/60/EC) that requires member states to prevent any deterioration in the status of aquatic ecosystems and to make plans to protect and improve water bodies to achieve 'good ecological status'. The Directive applies to all surface freshwater bodies, groundwater, estuaries and coastal waters out to one mile.

Local Green Spaces

Appendix B - Local Green Spaces

The Local Green Space designation is a means of protecting parcels of land which do not fall under existing statutory designations or protective ownership. Therefore, land covered by the following statutory designations would not be included, as there already exists a legislative and policy framework to protect them:

- Sites of Special Scientific Interest (SSSIs)
- National Nature Reserves (NNR)
- Local Nature Reserves (LNR)
- Local Wildlife Sites (LWS)
- Historic Parks and Gardens
- Town and Village Greens and registered commons
- Land under protective ownership (e.g. National Trust, Woodland Trust etc).

The following table sets out detailed information that will be used to determine if a proposed site is suitable for designation a Local Green Space.

Table 5 Local Green Spaces Criteria

Local Green Space Criteria	Explanation
1. Are in close proximity to the community they serve	The Local Green Space should be in easy walking distance (up to 300m or a 5 minute walk) from the local community it serves and must not be isolated or distant from communities.
2. Are local in character and not an extensive tract of land	There is no set size limit for a Local Green Space. Blanket designations of swathes of open land adjacent to settlements would not be appropriate (for example Green Wedges)
3. Demonstrably special to the local community because of its: <ul style="list-style-type: none"> • Beauty • Historic significance • Recreational value • Tranquillity • Richness of its wildlife • For any other reason 	<ul style="list-style-type: none"> • Beauty: enhances local character, adds to the setting of a building or groups of buildings; • Historic significance: listed building near or on area/open space, provide the setting of and/or views of listed building or historic assets such as a war memorial whose setting needs protecting. Also historic landscape features, such as ancient trees or old hedgerows; • Recreational value: play area, allotments, informal spaces in housing estates, sports and playing fields (not already covered by a designation); • Tranquillity: spaces that are calm and allow for quiet enjoyment and reflection; • Richness of its wildlife: provides for biodiversity, known protected species, meadows; • Any other reason:
4. Consistent with the local planning of sustainable development and complement investment in sufficient homes, jobs and other essential services.	Local Green Space designations are not normally appropriate for sites with existing planning permission/allocated in the Local Plan or Neighbourhood Plan for other uses unless it can be demonstrated that the Local Green Space can be incorporated within the site as part of the development.

Local Green Spaces

Buildings of Local Importance

This Appendix lists all of the Buildings of Local Importance in Peterborough. Full details of each of the buildings and structures are contained in the separate publication 'Buildings of Local Importance in Peterborough' (2012).

Urban

Central	
1	Ball Memorial Fountain, The Triangle, Lincoln Road, New England
2	St Pauls Parish Church, The Triangle, Lincoln Road, New England, PE1 2PA
3	St Pauls Church Hall, The Triangle, Lincoln Road, New England, PE1 2PA
4	New England Club and Institute, Occupation Road, New England, PE1 2LJ
5	Clock Tower Shelter, The Triangle, Lincoln Road, New England
6	Former St Pauls Secondary Modern School, Lincoln Road, New England
7	Ghousia Mosque, 406 Gladstone Street, Millfield, PE1 2BY
8	Faizan E Medina Mosque, 169 Gladstone Street, Millfield, PE1 2BN
9	New England House, 555 Lincoln Road, New England, PE1 2PB
10	48 Taverners Road, New England, PE1 2JW
11	'Leighton House' 13 Norfolk Street, Millfield, PE1 2NP
12	St Barnabas Centre, Taverners Road, Millfield, PE1 2JR
13	57 Cobden Avenue, Millfield, PE1 2NX
14	148 Cobden Avenue, Millfield, PE1 2NU
15	149 -157 (odd) Lincoln Road, Millfield, PE1 2PW
16	101 Lincoln Road (Dryden House), PE1 2SH
17	97 and 99 Lincoln Road, PE1 2SH
18	91 and 93 Lincoln Road, PE1 2SH
19	87 and 89 Lincoln Road, PE1 2SH
20	The Lindens, Lincoln Road, PE1 2SN
21	79 Lincoln Road (St Mark's Villa) and 81 Lincoln Road (Raffles House) PE1 2SH
22	84 Lincoln Road Former vicarage to St Mark's Church, PE1 2SN
23	St Mark's Church, Lincoln Road, PE1 2SN
24	80 Lincoln Road, PE1 2SN
25	63, 65 Lincoln Road (PE1 2SF), 67, 69, 71 Lincoln Road (PE1 2SQ) (Rothsay Villas)

Buildings of Local Importance

Central	
26	61 Lincoln Road, PE1 2SE
27	57 Lincoln Road, PE1 2RR
28	Walling, SE corner 57 Lincoln Road, PE1 2RR
29	16 Lincoln Road, PE1 2RL
30	Former Masonic Hall, Lincoln Road, PE1 2RJ
31	St Theresa's House, Manor House Street, PE1 2TL
32	19 Manor House Street, PE1 2TL
33	10 Burghley Road, PE1 2QB
34	44 Burghley Road, PE1 2QB
35	2-10 Towler Street, PE1 2TX
36	68 Monument Street, PE1 4AG
37	City College, Brook Street, PE1 1TU
38	1-15 odd Crowthorne Street, PE1 4AD
39	79 Broadway, PE1 4DA
40	77 Broadway (Conservative club), PE1 4DA
41	75 Broadway, PE1 1SY
42	72 and 74 Broadway, PE1 1SU
43	Former Central Library, Broadway (currently Imperial Bento) PE1 1RS
44	Former Technical College, Broadway (currently College Arms) PE1 1RS
45	16-22 Broadway, PE1 1RS
46	123 Park Road (The Gables), PE1 2UD
47	124 Park Road,
48	107 and 109 Park Road,
49	89 Park Road, PE1 2TR
50	85 Park Road, PE1 2TN
51	63 Park Road, PE1 2TN
52	40 Park Road, PE1 2TG
53	Park Road Baptist Church, Park Road, PE1 2TF
54	4-16 (even) Park Road, PE1 2TD

Buildings of Local Importance

C

Central	
55	2 Park Road, PE1 2TD
56	24 and 26 (Fleet Villas) and 32 and 34 (Ashley Villas) Fitzwilliam Street, PE1 2RX
57	16 Fitzwilliam Street, PE1 2RX
58	Alma House, Park Road, Fitzwilliam Road junction PE1 2UQ
59	28-34 North Street, PE1 2RA
60	26 North Street, PE1 2RA
61	The Ostrich Public House, North Street, PE1 2RA
62	1 North Street, PE1 2RA
63	Great Northern Hotel, Station Road, PE1 1QL
64	Westgate Methodist Church, Westgate, PE1 1RG
65	44-48 (even) Westgate and 5-7 (odd) Lincoln Road, PE1 1RE
66	Westgate House Buildings, Westgate.
67	33 Westgate, PE1 1PZ
68	The Westgate Arcade, Westgate, PE1 1PY
69	10-14 Westgate (Mansion House Chambers), PE1 1RA
70	15 Westgate, PE1 1PY
71	7 Westgate, PE1 1PX
72	5 Westgate, PE1 1PX
73	3 Westgate, PE1 1PX
74	1 Westgate, PE1 1PX
75	36 Long Causeway, PE1 1YJ
76	34 and 35 Long Causeway, PE1 1YJ
77	27 Long Causeway, PE1 1YJ
78	26 Long Causeway, PE1 1YJ
79	24 and 25 Long Causeway, PE1 1YJ
80	21 Long Causeway, PE1 1YQ
81	Market Chambers, Long Causeway Chambers, Long Causeway, PE1 1YD
82	96-100 (even) Bridge Street, PE1 1DY
83	92 Bridge Street, PE1 1DY

Buildings of Local Importance

Central	
84	102 Bridge Street, PE1 1DY
85	40 and 42 Bridge Street, PE1 1DT
86	20-24 (even) Bridge Street, PE1 1DW
87	4-6 Bridge Street, PE1 1DW
88	Peterborough Town Hall, Bridge Street, PE1 1HG
89	41 Priestgate, PE1 1FR
90	31 Priestgate, PE1 1JP
91	25 Priestgate, PE1 1JL
92	21 Priestgate (The City Club) PE1 1JL
93	18 Priestgate, PE1 1JA
94	38 Cowgate (Milton House), PE1 1NA
95	32 Cowgate, PE1 1NA
96	29 and 31 Cowgate (The Draper's Arms), PE1 1LZ
97	14-30 (even) Cowgate, PE1 1NA
98	4-6 Cowgate, PE1 1NA
99	2 Cowgate, PE1 1NA
100	Former warehouse / granary to rear of 2 Cowgate, PE1 1NA
101	2 Queen Street (Queen Street Chambers), PE1 1PA
102	4 Church Street, PE1 1XB
103	6 Cathedral Square, PE1 1XH
104	10 Exchange Street (Charles Bright Jewellers), PE1 1PW
105	Building above part McDonalds, Cathedral Square, PE1 1XH
106	Building above Queensgate entrance and flanking shops, Cathedral Square, PE1 1XH
107	Gate to Minster Precinct, Wheel Yard (south and east sides)
108	Former Courthouse, Laxton Square,
109	70 Albert Place, PE1 1DD
110	62 Albert Place (The Beehive Public House), PE1 1DD
111	Former GNR railway warehouses, Bourges Boulevard (Pets at Home etc) PE1 1NG
112	Old walling to former GNR warehouses facing Albert Place

Buildings of Local Importance

C

Central	
113	Memorial fountain to Henry Pearson Gates, Bishops Road Gardens
114	Soldiers memorial, Bishops Road Gardens
115	St Peters House, Gravel Walk, PE1 1YU
116	150 Park Road, PE1 2UB

Dogsthorpe	
1	Our Lady of Lourdes Catholic Church, Welland Road, PE1 3SP

East	
1	60 St Johns Street, PE1 5DD
2	27 Star Road, PE1 5HR
3	Granby Street, Eastgate (old walling)

Fletton	
1	Phorpres House, 189 London Road, Fletton. PE2 9DS
2	Old Fletton Primary School, London Road, Fletton PE2 9DR
3	120-126 (even) London Road, Fletton, PE2 9BY
4	112-118 (even) London Road, Fletton, PE2 9BY
5	108 and 110 London Road, Fletton, PE2 9BY
6	St, Michael's House, 185 London Road, Fletton, PE2 9DS
7	84, 86, 88 London Road, Fletton, PE2 9BT
8	16-22 (even) London Road, Fletton, PE2 8AR
9	The Peacock Public House, 26 London Road, Fletton, PE2 8AR
10	Relief on side wall of Bridge House, Town Bridge, Fletton, PE1 1HB
11	Main Range, Whitworths Mill, East Station Road, Fletton, PE2 8AD
12	Cemetery Chapel, Fletton Cemetery, Fletton Avenue, Fletton, PE2 8DF
13	107-113 (odd) Fletton Avenue, Fletton, PE2 8BA
14	50 and 52 Fletton Avenue, Fletton, PE2 8AU
15	48 Fletton Avenue, Fletton, PE2 8AU
16	33 Fletton Avenue, Fletton, PE2 8AX
17	29 Fletton Avenue, Fletton, PE2 8AX

Buildings of Local Importance

Fletton	
18	21 and 23 Fletton Avenue, Fletton, PE2 8AX
North	
1	7a Francis Gardens, Dogsthorpe, PE1 3XX
2	St Pauls Road Gospel Hall, St Pauls Road, New England, PE1 3RL
Orton Waterville	
1	40a Cherry Orton Road (corrugated roofed barn to front garden), PE2 5EQ
Park	
1	Lincoln Road Centre, Lincoln Road, New England, PE1 2PE
2	18 St Martins Street, Millfield, PE1 3BB
3	Victoria Square, Alma Road, Millfield, PE1 3A
4	Congregational Church, St Martins Street, Millfield, PE1 3BD
5	'The Hand and Heart' Highbury Street, Millfield, PE1 3BE
6	'Rutlands' 241 Lincoln Road, Millfield, PE1 2PL
7	220 Dogsthorpe Road, Millfield, PE1 3PB
8	'Gablecote' 2 Garton End Road, Millfield, PE1 4EW
9	21 Princes Street (Palm Villa), PE1 2QP
10	Broadway Cemetery gates, piers, ironwork, Broadway and Eastfield Road entrances
11	Broadway Cemetery, memorial to Smith / Walker families (south west quarter)
12	Broadway Cemetery, monuments to the Thompson family (south east quarter)
13	Broadway Cemetery, gravestone to Robert Base (south east quarter)
14	Broadway Cemetery, memorial to SerGt. G. T. Hunter (south west quarter)
15	Broadway Cemetery, Cross of Sacrifice, Commonwealth War Graves Commission
16	Entrance gates to Central Park (south east)
17	Kings School, Park Road
18	200 Broadway, PE1 4DT
19	Electrical sub-station, Broadway (adjacent. no. 195)
Ravensthorpe	
1	Former Baker Perkins Apprentice School, Westfield Road, PE3 9TJ

Buildings of Local Importance

C

Ravensthorpe	
2	Former RAF Junior Officers Quarters and Mess, Cottessmore Close, PE3 9TP
3	Former RAF Westwood Station Office, (No. 5) Saville Road, Westwood, PE3 7PZ
4	Former RAF Westwood Sergeants Mess, Saville Road, Westwood, PE3 7PR

Stanground South	
1	118 High Street, Stanground South, PE2 8DT

Walton	
1	Former Sages Factory Water Tower, Windsor Avenue, Walton, PE4 6AN
2	Discovery School, (former Walton Junior and Infant) Mountsteven Avenue, PE4 6HX
3	1073 Lincoln Road, Walton, PE4 6AR
4	Voyager School, Mountsteven Avenue, Walton, PE4 6HX

West	
1	St Judes Church of England, Atherstone Avenue, Netherpton, PE3 9TZ
2	42 and 44 Williamson Avenue, West Town, PE3 6BA
3	125 and 127 Mayors Walk, West Town, PE3 6EZ
4	Memorial Wing, Peterborough District Hospital, Midland Road, PE3 6DA
5	1 Aldermans Drive, West Town, PE3 6AR
6	3 and 5 Aldermans Drive, West Town, PE3 6AR
7	53 and 55 Thorpe Road, PE3 6AN
8	60 and 62 Thorpe Road, PE3 6AP
9	64 Thorpe Road, PE3 6AP
10	61/63 Thorpe Road, PE3 6AW
11	83 Thorpe Road (Thorpe Lodge Hotel), PE3 6JQ
12	87 and 87a Thorpe Road, PE3 6JQ
13	91 Thorpe Road, PE3 6JQ
14	93 Thorpe Road, PE3 6JQ
15	95 Thorpe Road PE3 6JQ
16	111 Thorpe Road, PE3 6JQ
17	113 and 115 Thorpe Road, PE3 6JQ

Buildings of Local Importance

West	
18	4 Thorpe Avenue, PE3 6LA
19	5 Thorpe Avenue, PE3 6LA
20	15 Westwood Park Road, PE3 6JL
21	17 Westwood Park Road, PE3 6JL
22	19 Westwood Park Road, PE3 6JL

Woodston	
1	145 Oundle Road, Woodston PE2 9BW
2	Guild House (85-129) Oundle Road, Woodston, PE2 9PW
3	Cemetery Chapel, New Road, Woodston, PE2 9HE
4	16 and 18 Oundle Road, Woodston, PE2 9PA
5	The Cherry Tree Public House, 9 Oundle Road, Woodston PE2 9PB
6	Boys Head Public House, Oundle Road Fletton, PE2 9PJ

Rural	

Ailsworth	
1	Memorial bus shelter, Peterborough Road

Ashton	
1	Barn Lodge, Bainton Green Road, PE9 3BA
2	Hawthorn Farm, Bainton Green Road, PE9 3BA
3	First House, Bainton Green Road, PE9 3BA

Eye	
1	Old Fire Station building, Back Lane
2	Former mortuary building, Eye Cemetery, Crowland Road, PE6 7TN

Glington	
1	Village water pump, Junction of High Street and North Fen Road
2	Street lighting, The Green, Glington

Helpston	
1	Railway signal and level crossing box, Helpston Road
2	Former Station Masters House, 97 Glington Road, PE6 7DG

Buildings of Local Importance

3	Old Schoolhouse, Glinton Road, PE6 7DG
4	John Clare's Gravestone, Helpston Church Yard, Church Lane, PE6 7DT
Newborough	
1	Decoy Public House, Thorney Road, Newborough
Peakirk	
1	St Pegas Granary, St Pegas Road, PE6 7NF
2	Water trough commemorating the reign of Queen Victoria, 3a St Pegas Road, PE6 7NF
3	Village water pumps, near village cross and junction of Thorney Road / St Pegas Road
Sutton	
1	Heath House, Sutton Heath Road (former Station Masters House), PE5 7XH
2	Wansford Road Station, (off A47)
3	Bridge No. 6 (group value)
Thorney	
1	Canary Cottage, Knarr Farm, Thorney Toll, PE6
2	"Paddy Kips" South Farm, Dairy Drove, Old Knarr Fen Road and Old Hall Farm, French Drove)
3	Duke of Bedford Junior School, Wisbech Road
4	Second World War 'pill box', east of nr Powder Blue Farm, Bukehorn Road
5	Former Duke of Bedford Smithy (John Downing's forge) Gas Lane, PE6 0SG
6	Post box to wall of Post Office, Abbey Place, PE6 0QA
7	Rose and Crown Public House, 2 Wisbech Road
8	The Tap Room, Rose and Crown Public House, Wisbech Road
9	Thorney Bridge, The Causeway
Wansford	
1	Gate piers, 23 Old North Road, PE8 6LB
2	Swanhill House, 41 Old North Road, PE8 6LB
Wothorpe	
1	1, 2, 3, 4, Primrose Villas, Second Drift, PE9 3JQ
2	Karnack House, and 1, 2, 3, 4, 5, 6 Wothorpe Villas, Second Drift, PE9 3JH
3	Terra Cotta House, First Drift, PE9 3JL

Buildings of Local Importance

SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE	Agenda Item No. 9
12 NOVEMBER 2015	Public Report

Report of the Corporate Director, Growth and Regeneration

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REVISED PETERBOROUGH STATEMENT OF COMMUNITY INVOLVEMENT

1. PURPOSE

- 1.1 The purpose of this report is to obtain the Committee's views on the revised Statement of Community Involvement (attached) which is being presented to Cabinet on 14 December 2015 for approval. The Committee's views and comments will be taken into account and reported to Cabinet.
- 1.2 If the Statement of Community Involvement is approved by Cabinet, it will come into force with immediate effect (subject to call-in procedures), and will guide the Preliminary Draft Local Plan consultation due to take place in January 2016.

2. RECOMMENDATIONS

- 2.1 The Committee is requested to offer any comments on the draft Statement of Community Involvement, before it is presented to Cabinet on 14 December 2015 for approval and adoption.

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

- 3.1 This report links with the sustainable growth priority and the strong and supportive communities priority of the Sustainable Community Strategy.

4. BACKGROUND

- 4.1 Planning is a high profile and often contentious issue, whether that be plan-making or determining applications. It is therefore essential that a local planning authority sets out a clear approach on all planning matters.
- 4.2 It is also a statutory requirement (see Section 18 of the Planning And Compulsory Purchase Act 2004 (as amended)) for the council to set out how it will consult the public on planning matters, in a document entitled 'Statement of Community Involvement' (SCI).
- 4.3 Therefore, a SCI seeks to ensure that:
 - The public has full and up to date knowledge of the planning process and knows exactly how and when to get involved;
 - Officers prepare plans and deal with planning applications, in the knowledge that they are being prepared in accordance with Members wishes with respect to public engagement and consultation; and
 - Members have confidence that a robust, fair and consistent process is in place.
- 4.4 The council's current SCI was adopted on 5 November 2012. It is now important to prepare a new SCI because of :
 - a) A number of legislative and policy changes nationally; and

b) The commencement of a new Local Plan.

The legislation and national guidance governing SCI has been dramatically reduced over the years (the early ones had to go through formal consultation, examination and Inspectors Reports, etc). In short, a local planning authority can update and adopt an SCI as and when it sees fit.

- 4.5 However, the important point to remember is that once adopted, the local planning authority must follow what it says in the SCI. If it did not do so (whether that be for plan making or determining planning applications), it would be open to legal challenge. It is essential, therefore, that we get it right, neither committing ourselves to too much (and not being able to meet such commitments) or too little (and not meet Member/ public expectations of involvement).
- 4.6 The starting point for the commitments to be made in a SCI is the minimum legal requirements for consultation, as set out in various Acts and Regulations. Thereafter, local planning authorities have the freedom to set whatever commitments it likes in terms of going beyond the legal minimum.
- 4.7 However, it is recommended by officers to keep the refreshed SCI as simple as possible by:
- Committing ourselves legally via the SCI to undertake broadly the legal requirements as set by legislation for plan making and planning applications, but highlighting that the Council may go beyond such minimum commitments during the process of preparing a plan or when consulting on a planning application. This way the commitments made serve as a 'floor' as to the extent of the consultation, rather than a 'ceiling';
 - Not consult on a draft SCI, but instead adopt it and refresh it again whenever it is seen appropriate to do so.
- 4.8 By following the above approach the Council will have the benefit of:
- Minimising the risk of legal challenge on plan making and planning applications;
 - Minimising resources spent on preparing the SCI, enabling the team to focus on plan making; and
 - Enable the flexibility for the Council to go beyond the commitments set out in the SCI for any particular type, scale or location of planning applications.

5. KEY ISSUES

- 5.1 Subject to Cabinet approval and adoption on 14 December 2015, the revised SCI will provide the commitments by which consultation on planning matters will be undertaken.
- 5.2 It should be noted, however, that if members seek to reduce the commitments set out in the SCI as presented, then there is a significant risk that such a reduction would push our commitments below the minimum legal requirements. This, of course, will need to be avoided. Officers will be able to advise on such matters if need be.
- 5.3 Should Members wish to commit to greater consultation than set out in the attached SCI, there is the freedom to do so, though of course, Members should be mindful of the commentary set out in this report.

6. IMPLICATIONS

- 6.1 **Financial:** Preparation of an SCI has minimal costs, and can be met within existing budgets. Indirectly, the SCI commits the council to undertaking certain consultation tasks in the future. Most of these are very low cost and fall within existing established budgets. However, the Neighbourhood Planning requirements that were introduced in 2012 will result in additional costs. The statutory duty to support and facilitate neighbourhood planning and the 'service standards' set out in the SCI do not significantly increase our financial expenditure requirements compared with the statutory minimum service we must provide.

6.2 It should be noted that, as with the previous adopted SCI, this revised SCI limits the council's assistance on each proposed plan or order, and sets out that assistance will be given on a first come first served basis. This will ensure that a robust, fair and financially prudent process is in place to deal with Neighbourhood Planning. To not set such limits could result in unlimited neighbourhood planning matters being fed through the council, each one with associated costs which the council would be obliged to meet resulting in an unlimited financial liability for the council.

6.3 **Legal:** The SCI, once adopted, must be adhered to by the council in the way it conducts its planning business. Failure to do so could result in legal challenges. However, Members are being asked to comment on a draft, so there is no direct legal implications of this report.

6.4 **Environmental:** There are no direct implications.

7. CONSULTATION

7.1 There is no requirement to undertake consultation on the draft SCI prior to adoption.

8. NEXT STEPS

8.1 Following consideration by the Committee, the draft Statement of Community Involvement will be presented to Cabinet on 14 December 2015 for approval and adoption.

9. BACKGROUND DOCUMENTS

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

9.1 None

10. APPENDICES

10.1 Appendix 1 - The draft Statement of Community Involvement.

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Peterborough Local Plan
2016 to 2036

Peterborough Statement of Community Involvement

Draft for consideration by Planning and Environmental Protection Committee on 10
November 2015

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Sustainable Growth Strategy
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Part 1: Introduction

Introduction

1.0.1 This Statement of Community Involvement (SCI) sets out how Peterborough City Council ('the council') will involve and consult with the public and wider stakeholders when planning for the future of the city and wider Peterborough area. Whilst government sets out minimum requirements for public consultation on planning matters, this SCI sets out the council's additional local commitments to consultation.

1.0.2 This SCI covers:

- Consultation arrangements in respect of Planning Applications (see Part 2);
- Consultation arrangements in respect of planning policy matters (such as a new Local Plan) (see Part 3); and
- Arrangements for community involvement in, and the requirements of, the Neighbourhood Planning process (see Part 4);

The SCI takes into account the commitments set out in the Rural Vision and Parish Charter 2015.

1.0.3 The commitments set out in this document are binding on the council.

What is planning?

1.0.4 Most new buildings, certain changes to existing buildings (including their use) or significant changes to the local environment need consent – known as planning permission.

1.0.5 The council, as your local planning authority, is responsible for deciding whether a development - anything from an extension on a house to a new shopping centre – should go ahead. In determining planning applications, regard must be had to the planning policies which have been adopted for the area (for example, a Local Plan, a Neighbourhood Plan or Supplementary Planning Document).

How to get involved

1.0.6 There are a number of ways that you can get involved in the planning decisions affecting you and your community. The main ways that you can get involved are:

- Having your say during public consultation periods for planning policy documents (Local Plan);
- Having your say on planning applications affecting your community;
- Reporting planning control breaches (such as a neighbour building a large extension to their home without planning consent);
- Commenting on appeals relating to applications that have been refused by the council; and
- Preparing your own plans and policies for your local area under the neighbourhood planning rules.

1.0.6 If you would like to be kept informed about the emerging Peterborough Local Plan you can register your contact details with the Planning Policy Team on 01733 863872 or email planningpolicy@peterborough.gov.uk .

Please note that this SCI was written based on national legislation that existed at October 2015. Should national legislation change, there may be elements in the SCI which no longer apply. The council will endeavour to update this SCI as soon as possible after national legislation change.

Part 2: Consultation Commitments on Planning Applications

2.1 Step 1: The Pre-application Stage

What needs planning permission?

- 2.1.1 Most kinds of development require planning permission; however, there are a number of circumstances where certain types of development are automatically permitted. The Town and Country Planning (General Permitted Development) Order 2015 contains a number of 'blanket permissions' for a variety of different works.
- 2.1.2 If your proposed development falls within what is termed 'permitted development' you will not need to apply for formal planning permission to carry out the works. Permitted development rights are often subject to compliance with standard conditions. It is the owner/developer's responsibility to check and comply with these conditions.
- 2.1.3 Some developments are subject to a system of prior approval of details. Prior approval means that the proposed development is 'in principle' permitted development. The council can consider whether prior approval of certain details is required in advance of a formal decision being issued. Following an application, if no information is requested by the council within fixed timescales, the application is approved. For certain types of prior approval, the council will notify occupiers of neighbouring properties and allow them to submit comments.

The council's pre-application advice service

- 2.1.4 Pre-application is the phase before a developer formally submits a planning application. Discussions with the council at this stage are recommended as they can ensure that future development enhances the built and natural environment whilst potentially speeding up the formal planning application process. The council do not undertake public consultation at this stage but do so at the formal planning application stage. Further information relating to the pre-application stage is available on the council's website.

Developer pre-application consultation with the community

- 2.1.5 Section 122 of the Localism Act 2011 introduced a duty for developers to consult local communities before submitting planning applications for certain types of developments, with such types of development to be defined by Government. However, to date, Government has stated that the only type of development where this is a requirement is for proposals for wind turbine developments that involve the installation of more than two turbines, or where the hub height of any turbine exceeds 15m. Government may introduce other types of development under Section 122 but until it does, the requirement to undertake pre-application consultation is not yet compulsory.
- 2.1.6 However, even if not compulsory, pre-application consultation will enable communities to raise issues with and make suggestions to the developer. This might reduce local opposition, increase the chances of a timely and positive decision from the planning authority and improve the resulting quality of development.

2.2 Step 2: Planning Application Process

Community consultation on planning applications

- 2.2.1 The Planning and Compulsory Purchase Act 2004 requires that at any time before a decision is made on a planning application, stakeholders and the local community should have the opportunity to comment on any aspect of the proposal. The level and extent of consultation will vary depending on the size, scale, location and nature of the proposed development.
- 2.2.2 Consultation on planning applications will take place with both statutory and non-statutory consultees. Who is consulted on each individual application will depend on the nature of the proposal and its location. All consultees have 21 days from the issue of the consultation notice to make comments on the application. However, some bodies such as Historic England will be allowed a longer period of time to comment where this is prescribed by legislation. The minimum statutory requirements are set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015.
- 2.2.3 How the council consults on planning applications is set out below:

Table one: consultation commitments by development type

Development type/size	Peterborough City Council consultation commitments
Major developments (residential sites of either 10 dwellings or more, or 0.5 hectares or more, or commercial developments of 1000 sq. meters or more in floor space or one hectare or more).	Newspaper notice, site notice and neighbour letters
All other developments	Neighbour letters and sometimes site notice where neighbours cannot all be identified

- 2.2.4 Planning applications can be viewed online using the council's Public Access system, available on our website. Using the system, it is possible to search for, view and comment on planning applications. It is also possible to track the progress of an application using the system.
- 2.2.5 Once a valid application has been received, we aim to provide a decision within 13 weeks if it is a major planning application or within eight weeks if it is an application for minor or other development. Applications for development subject to an Environmental Impact Assessment have a longer time within which we aim to provide a decision at 16 weeks. We will determine planning applications as soon as is possible after the 21 day consultation period has ended.
- 2.2.6 All comments on planning applications must be submitted in writing (letters, faxes and emails) to the council within the specified 21 day consultation period. All letters, faxes and emails received are placed on the planning file which is available for public inspection. They cannot be treated as confidential.

Consultation on amended planning applications

- 2.2.7 Sometimes the applicant will make a change to the development proposal to overcome particular issues. As a guide we will consult on these changes as set out below:

Table two: re-consultation on applications

Level of change	Re-consultation
Where the change is insignificant and would not impact on neighbours	No re-consultation will be undertaken
Where the change addresses the concerns of/impacts on specific neighbours only	Notification letter sent giving between seven and 14 days to comment
Where the change significantly alters the appearance or layout of the proposal and would be of interest to neighbours/ community groups	Notification letter sent giving a minimum 14 days for comment

2.2.8 Occasionally developers may wish to make amendments to a development that has already been granted planning permission. Where the proposed change is minor and classed as a non-material amendment, no consultation will be undertaken. Where the amendments are more significant and are classed as a material amendment (dealt with by way of varying or removing conditions via a 'Section 73' application) consultation will be undertaken in the same way, as for planning applications.

Who makes the decision on planning applications?

2.2.9 The council receives approximately 2,000 planning and related applications a year. The decision on the majority of these applications is delegated to officers in accordance with the details set out in the council's Scheme of Delegation and its Standing Orders. Generally speaking, the more minor a proposal, the more likely it is to be delegated to officers to approve or refuse the application.

2.2.10 The Planning and Environment Protection (PEP) Committee is currently made up of 10 councillors. The councillors have the task of considering planning applications against wider public interests and must make their decision purely on planning grounds. The PEP Committee determines applications for exceptionally large developments or major developments that do not accord with the Development Plan. In addition, the PEP Committee will also consider smaller applications if requested by a parish council or Member of Peterborough City Council. There are opportunities for objectors, applicants and others to speak at the PEP Committee meeting before a decision is made.

2.2.11 The planning officer's report, setting out all the planning issues and representations made, is made available a week before the committee meeting and in the vast majority of cases will make a recommendation to PEP Committee stating whether or not an application should be approved, having been considered against the Local Plan and any material considerations.

Reporting on decisions

2.2.12 The results of consultation on planning applications will be taken into account during the decision making process. Progress of a planning application, and the decisions made, can be tracked on the 'Public Access' system on the planning pages on the councils website.

2.3 Step 3: Appeals

Planning appeals

- 2.3.1 If the person who applied for planning permission does not like the decision that the council has made on their application (e.g. planning permission refused, or onerous condition applied to a planning permission), they may lodge an appeal with the Planning Inspectorate. No one else has the right to appeal the decision (for example, you cannot appeal a decision to the Planning Inspectorate if your neighbour gets approval for an extension that you objected to).
- 2.3.2 When a decision has been appealed against, the council informs all parties who objected during the application stage that an appeal has been lodged. All copies of letters and comments received during the original application stage are forwarded to the Planning Inspectorate.
- 2.3.3 If an application is approved by the Planning Inspectorate, the only recourse available to third parties would be to apply for judicial review of the decision. This is an extremely rare event.

2.4 Step 4: Enforcement

Community involvement in planning enforcement

- 2.4.1 Planning Enforcement (also known as Planning Compliance) describes the processes involved in ensuring that people comply with planning law and the requirements of a planning permission. The process involves little public consultation, as many investigations are confidential. The majority of cases come about from referral by members of the public, councillors or planning officers. Whilst there is no public consultation on a compliance case, the council will ensure that the complainant is informed of the outcome of our investigations.
- 2.4.2 A complaint can be made in respect of a development or advertisement that is occurring without planning permission; without complying with conditions that have been attached to a permission; or that is not in accordance with an approved plan. There is an electronic form for making complaints on the council website, alternatively a complaint can be made to the Planning Services Technical Team on 01733 453410.
- 2.4.3 If, following investigation, it is necessary to serve a formal notice (e.g. Stop Notice, Enforcement Notice or Breach of Condition Notice) it will be placed on the enforcement register of notices. This register can be viewed on request.
- 2.4.4 The council's Planning Compliance Plan provides a full description of the enforcement services. The Plan can be viewed on the Planning and Development pages of the city council's website.

Part 3: Consultation on Planning Policy

3.1 Introduction to Planning Policy

3.1.1 The National Planning Policy Framework (NPPF) sets national policy and also defines the Local Plan as the plan for the future development of the local area, drawn up by the Local Planning Authority in consultation with the local community. The term, Local Plan, can be used to describe a single development plan document or the combined development plan documents for the local planning authority area. The Local Plan is used by developers when preparing their proposals and by decision makers when determining applications for planning permission. The primary purpose of a Local Plan is to:

- Set the vision for how the local area will grow and change;
- Set policies for use by developers when preparing their proposals; and
- Be the key reference tool by decision makers when determining applications for planning permission.

3.1.2 The Local Plan deals with planning issues across the whole council area, and makes the big decisions on the location of housing, employment and roads, for example.

3.1.3 The council has a good track record of keeping its Local Plan up to date, and has already committed to keeping its policies up to date by aiming to adopt adopting a new Local Plan by early 2018.

3.1.4 There are other planning policy related documents which the council produces (or local communities, in the case of Neighbourhood Plans), as explained below:

- The **Local Development Scheme (LDS)** sets out the timetable for the production of a new Local Plan.
- **Policies Map:** This is a map on an Ordnance Survey base for the whole of a local planning authority's area which shows where policies in the Local Plan apply. The Policies Map may include inset maps for particular areas to show information at a larger scale.
- **Supplementary Planning Documents (SPDs):** These can cover a wide range of issues on which the planning authority wishes to provide guidance to supplement the policies and proposals in its Local Plan. They do not form part of the statutory development plan and are not subject to independent examination. The council can decide to produce an SPD on any appropriate subject whenever the need arises.
- **Neighbourhood Plans:** Local communities, including Parish Councils, can now prepare Neighbourhood Plans (NPs) putting in place policies to guide the future development of the area. Any NP must be in general conformity with 'strategic policies' in Local Plans and with national policy. NPs are not able to propose lower levels of development than those set out in up to date Local Plans but could propose higher levels, or offer other detailed policy proposals. It is up to local communities to decide if it wants to produce a Neighbourhood Plan. Any NP, if adopted, has the same status as a Local Plan.
- **Statement of Community Involvement (SCI):** i.e. this document
- **Authority's Monitoring Report:** This is a report which must be produced by the local planning authority (on an annual basis) to explain how the local development scheme is being implemented and the extent to which policies in the Local Plan are being achieved.

3.2 Who will we consult on an emerging Local Plan?

3.2.1 When producing Local Plan documents there are a number of groups that the council must consult with. These are identified as ‘specific consultation bodies’ and include:

- Parish councils;
- Neighbouring authorities; and
- Relevant government agencies.

3.2.2 In addition, there are also a number of ‘general consultation bodies’ who the city council may consult with if it is considered relevant to the document that is being prepared. These include:

- Voluntary bodies, some or all of whose activities benefit any part of the city council’s area;
- Voluntary bodies which represent the interests of :
 - Different racial, ethnic or national groups in the city council’s area
 - Different religious groups in the city council’s area
 - Disabled people in the city council’s area
 - People carrying on business in the city council’s area

3.2.3 There are also people and organisations that the council considers it important to consult with, for example, residents, land owners, businesses, planning consultants, solicitors etc. Where requests have been made we will also consult directly with these people and organisations.

3.2.4 Although those identified above will be specifically contacted during the preparation of Local Plan documents, any individual, business, organisation or group is welcome to submit comments during consultation periods.

3.3 When we will consult

3.3.1 There are a number of stages in the plan preparation process where it is possible for the public, businesses and the consultation bodies identified above to become involved and make comments. The stages of preparation and consultation are set out below.

Table three: stages in Local Plan preparation

Public participation (Regulation 18)	During the first stage of public involvement the council will, as a minimum, contact the specific and general consultation bodies as appropriate to inform them of the commencement of the plan preparation process, and invite representations on the scope and content of the plan. There will be a minimum period of six weeks for comments to be made to the council. Following this first stage of consultation, the council may undertake a further six week consultation on more detailed options for the content of the plan. This will inform later stages of the plan preparation.
Pre-submission Publication (Regulation 19)	Following the consideration of all comments received, a draft plan will be produced, known as the proposed submission document. On publication of this document, all of the specific and general consultation bodies and any members of the public, businesses, land owners etc who made comments at the previous stage of consultation will be notified that the

	<p>submission documents are available for inspection. A statement of representation procedure will be included alongside the notification of submission documents. In addition, any individual, business or organisation can submit comments during the consultation period. All comments must be received within the stated consultation period, which will be a minimum of six weeks.</p>
Submission (Regulation 22)	<p>The council submits the Local Plan to the Secretary of State together with the representations received during the consultation undertaken under Regulation 19</p>
Independent Examination Hearing	<p>The submitted document, and the representations received will be considered by a Planning Inspector at an independent examination. Those individuals and organisations who have made representations may be invited by the inspector to submit a written statement during the examination. Individuals and organisations who made an objection to the document and have requested to speak at the examination will be contacted by the Inspector to be informed of the procedure for being heard.</p>
Inspector's Report	<p>The council will notify anyone who has requested to be notified, as soon as reasonably practicable, following the receipt of the Inspector's Report. The Report will also be made available on the council's website.</p>
Adoption of DPD (Local Plan)	<p>Assuming that the Inspector concludes that the document is sound, either with or without modifications, the council will consider whether to adopt the Local Plan. On adoption, the council will prepare a statement setting out the date of adoption, the modifications (if any) and where and when the adopted documents can be inspected. The opportunity to apply for judicial review will also be explained.</p> <p>The adoption documents will be made available on the council's website, and also at the locations where the submission documents were made available. The adoption statement will also be sent to any person who has requested to be notified.</p>

3.4 How we will consult

- 3.4.1 At the commencement of consultation periods, the identified specific and general consultation bodies that we have to consult with, as well as any individuals, organisations or bodies who have requested to be notified, will be contacted directly either in writing or via email.
- 3.4.2 All consultation and submission documents will be made available on our website and paper copies will be available to view at our Customer Service Centre at Bayard Place (or other advertised location). If appropriate, additional paper copies of documents may be made available to view at other locations e.g. local libraries. In addition to this, we may, if appropriate and cost effective, use other methods of consultation such as press releases, community events and meetings.
- 3.4.3 During all consultations it will be possible to make comments in writing, electronically via email or, if available, an online consultation portal. Verbal comments will not be recorded.

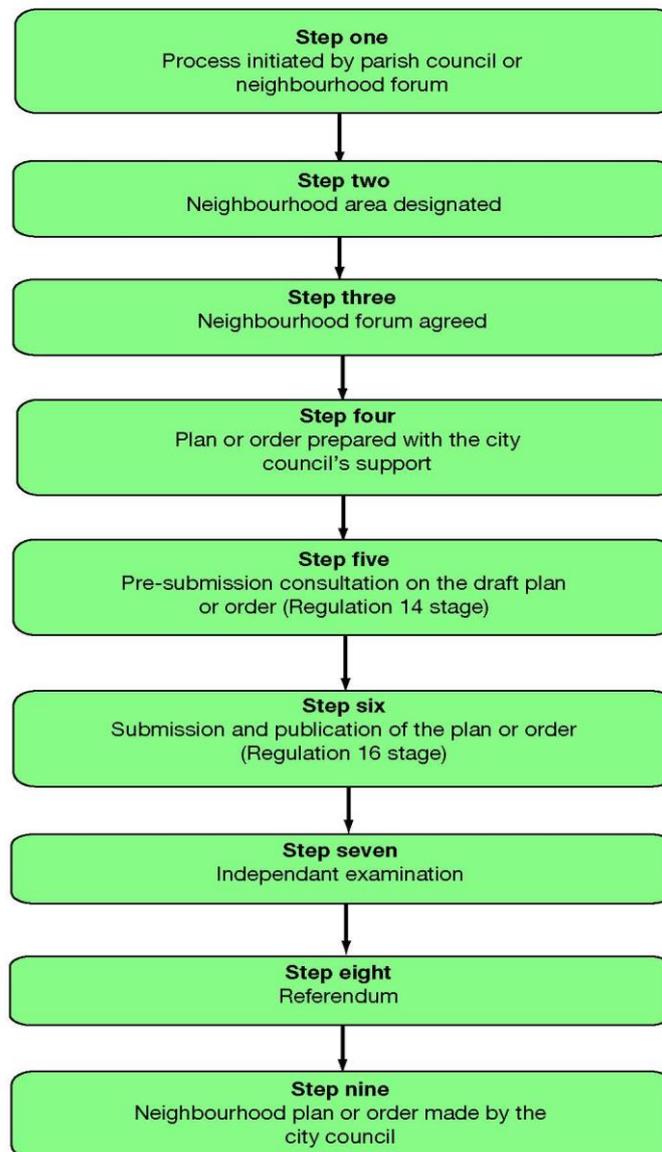
3.5 Consultation arrangements for Supplementary Planning Documents

- 3.5.1 Supplementary Planning Documents (SPDs) can be produced to supplement and add further detail to policies within the Local Plan. They may provide further guidance for development on specific sites or issues such as design.
- 3.5.2 When preparing an SPD, any individual, business or organisation can take part in the public consultation stage(s). If the council believes that there are specific individuals, businesses or organisations that will have a particular interest in an SPD, they will be invited to make comments.
- 3.5.3 We will invite comments on the draft version of any SPD that is produced. The consultation period will be a minimum of four weeks.
- 3.5.4 At the commencement of the consultation period, the draft SPD will be made available on the council's website and at the Customer Service Centre at Bayard Place (or other advertised location). If appropriate, additional paper copies of documents may be made available to view at other locations.
- 3.5.5 During all consultations it will be possible to make comments in writing, or electronically via email.
- 3.5.6 Following its adoption, the SPD will be made available on our website.

Part 4: Neighbourhood Planning

- 4.0.1 Neighbourhood planning was introduced to enable parish councils, or in non parished areas neighbourhood forums, to develop a planning strategy for their local area¹.
- 4.0.2 There are a number of steps in the neighbourhood planning process, as set out in the diagram below.

Figure one: Neighbourhood planning – the key steps



¹ Localism Act 2011 (<http://www.legislation.gov.uk/ukpga/2011/20/part/6/chapter/3/enacted>)
Neighbourhood Planning (General) Regulations 2012
(http://www.legislation.gov.uk/uksi/2012/637/pdfs/uksi_20120637_en.pdf)

- 4.0.3 A neighbourhood development plan is a document that sets out policies in relation to the development and use of land in the whole or any part of a particular neighbourhood area. A neighbourhood development order is a statutory mechanism which automatically grants planning permission in relation to a particular neighbourhood area for specified development or class of development. Nationally and locally Neighbourhood Plans are by far the more common document produced.
- 4.0.4 The purpose of the next few pages of this SCI is to set out a step by step guide to neighbourhood planning, and how Peterborough City Council will assist. However, it does not cover every detailed legislative elements or every possible eventuality in the process of preparing a plan or order. Whilst every effort has been made to make the following text accurate, if the legislation differs in any aspect, then such legislation overrides the content of this SCI.

4.1 Step one – Process initiated by parish council or neighbourhood forum

- 4.1.1 Neighbourhood planning is an optional process that can only be initiated by a parish council or neighbourhood forum. Neighbourhood development plans, referred to hereafter as neighbourhood plans, and neighbourhood development orders, referred to as neighbourhood orders, cannot be prepared by Peterborough City Council.
- 4.1.2 If you live in the non-parished area of the city, you could either set up a community group for the purpose of preparing a neighbourhood plan or order, or approach other community groups to see if there is an interest in neighbourhood planning in your area. If you get stuck contact the council. Your forum should then ask the council to agree to a neighbourhood area being set up, and move onto step two.
- 4.1.3 Please note: Whilst you do not need to be formally constituted as an official forum at either step one or step two (section 61G(2) of the Town and County Planning Act) your forum must be at least “capable of being designated as a neighbourhood forum”.

4.2 Step two – Neighbourhood Area Designation

- 4.2.1 A neighbourhood area is the geographic area that a neighbourhood plan or order will cover.
- 4.2.2 In an area with a parish council, only the parish council can apply to have all or part of the area designated.
- 4.2.3 Parish councils may want to work together to prepare a joint plan or order for an area made up of more than one parish. If this is the case, consent must be obtained from each of the affected parish councils.
- 4.2.4 In an area without a parish council, a neighbourhood forum needs to be set up. There can only be one forum per neighbourhood area. The boundary for the area will be proposed by a group who will subsequently apply to be an official neighbourhood forum (if not already established as a neighbourhood forum). An area proposed by a neighbourhood forum cannot include any area covered by a parish council.

Pre-application stage

- 4.2.5 The council's Strategic Planning Team offer pre-application advice for Parishes/Forums considering applying to designate as a neighbourhood area.

4.2.6 The council will provide an application form for neighbourhood area designations upon request.

Validation stage

4.2.7 Following receipt of an application the council will check:

- in the case of an application by an organisation or body, that the neighbourhood area does not include the whole or any part of the area of a parish council; and
- that none of the area proposed has already been designated as a neighbourhood area, and that there are no outstanding applications including any part of the proposed area which have yet to be determined by the council.

4.2.8 If the application passes these checks it will be deemed valid. If it fails, the officer will inform the applicant that the application is invalid with reasoning.

Consultation on application

4.2.9 Once the application has been deemed valid we will publicise, as soon as possible, notice of the application. The notice of application will appear, as a minimum, on the council’s website and, if one exists, in at least one of the following: relevant library; community centre, parish council building and/or local notice board, with the following details:

- A copy of the area application, including map of the proposed area
- Details of how to make representations; and
- The date by which those representations must be received.

4.2.10 The period for making representations will normally be for a minimum of 6 weeks, however, if the application is by a parish council for the whole of their parish area, this is reduced to four weeks.

Decision on application: designation

4.2.11 The application will be assessed by a planning officer taking account of all consultation responses and a report prepared that will include one of the three following recommendations:

A. Area approved, without amendment
B. Area approved, with minor amendments Minor amendments could be: (i) In the case of an application by a parish council, to include the whole of the parish council area if this was not already the case; (ii) In the case of an application by an organisation or body, to include an additional area, or exclude elements of the proposed area, if this enables a better fit with established boundaries; (iii) To include or exclude areas, so as to fit with other formal designations such as land allocations, protected nature sites, conservation areas etc or with obvious significant geographic features, if appropriate to do so.
C. Minded to approve an area, but only if significant amendments are made which are subject to a further round of consultation Significant amendments could be: (i) As per any of the minor amendments above, but such amendment would be of a scale which would significantly alter the size or population catchment of the area;

- | | |
|------|--|
| (ii) | In cases where a formal representation expressing desire to expand a proposed area is made by an adjacent parish council/s, to include the whole or part of the adjacent parish/es as identified in the representation providing the original applicant parish is in support of the amendment. |
|------|--|

4.2.12 An appropriate Head of Service will review the report and its recommendations. The Head of Service decision will be final.

4.2.13 The Head of Service will also consider whether the area should also be designated as a business area. This will be a rare occurrence and only likely if the area is wholly or predominantly business in nature. An explanation of the implications of being designated a business area are available on request.

4.2.14 The council will, via the Head of Service, determine applications within the following timescales:

Table three: timescales for deciding neighbourhood areas

Situation	Minimum Timescale (from the date of application being publicised)
A parish council has applied for the whole of the parish area	8 weeks
Area falls within the areas of two or more local planning authorities	20 weeks
All other areas	13 weeks

4.3 Step three – Neighbourhood forum agreed, if needed

(Not applicable to areas with a parish council)

4.3.1 All applications to become a neighbourhood forum should be made using the council application form that is available on request. Neighbourhood forums must meet the following conditions:

1. Established for the main purpose of promoting or improving the social, economic and environmental well-being of an area;
2. The neighbourhood forum covers a designated neighbourhood area;
3. Membership has been, and remains open to individuals living, working or acting as elected members in the area concerned;
4. Membership is made up of at least the number required by law², each of whom lives or works within the neighbourhood area.

4.3.2 Once a neighbourhood area has been designated in a non-parished area, applications to become a neighbourhood forum will be welcomed by the council.

4.3.3 Once an application to set up a neighbourhood forum has been validated, the council will publish as soon as possible on our website, the following information:

- A copy of the application;
- A statement that if a formal designation as neighbourhood forum is made no other organisation or body may be designated for that neighbourhood area until that designation expires or is withdrawn;

² Set out in the Localism Act 2011

- Details of how and when to make representations (the period for making representations will be six weeks). A potential alternative forum may come forward at this time.

4.3.4 In addition, the council, if appropriate, may also undertake additional advertising of the application.

4.3.5 If an alternative neighbourhood forum wanted to put itself forward to prepare a neighbourhood plan or order for the designated neighbourhood area it must submit the same information as required by the original applicant within the six week consultation period.

4.3.6 The information supplied in a valid application and all representations received during the consultation will be considered. A report will be produced by a planning officer that will include a recommendation for one of the following:

A. Neighbourhood forum rejected with reasoning

An application may be rejected because, for example:

- i. The group does not meet the required conditions.
- ii. Through the consultation process a valid alternative neighbourhood forum has been put forward that is considered more appropriate to represent the neighbourhood area.

B. Neighbourhood Forum approved without amendment

4.3.7 The Planning and Environmental Protection (PEP) Committee will review the report and choose one of the above options. Its decision may differ from the recommendation made in the officers' report.

4.3.8 As soon as possible after either designating or refusing an application, the council will publicise the decision in the same way it publicised the application. If the designation is approved, details of the name of the forum, its constitution, the neighbourhood area to which it relates and the contact details of at least one member will be published. If the designation is refused, a 'refusal statement' setting out the reasons for refusal will be published. Where refusal is on the basis that a valid alternative neighbourhood forum is considered more appropriate, the application for the alternative neighbourhood forum and supporting evidence will also be published on the council's website.

4.3.9 A neighbourhood forum designation lasts for five years beginning on the day in which it is made by the council.

4.3.10 Under the provisions of the Localism Act, the council may withdraw a neighbourhood forum designation if it is considered that the organisation or body is no longer meeting the conditions and the applicable designation conditions and criteria. Where a designation is withdrawn, the council will give reasons to the organisation or body.

4.3.11 Additionally, a designated forum may voluntarily withdraw its status by contacting the council. If this happens, the council will make reasonable efforts to publicise the withdrawal and will issue a 'withdrawal statement'. A new body or organisation would then be able to apply to become a forum for that particular area.

4.4 Step four – Plan or order prepared with Peterborough City Council’s support

4.4.1 Once a neighbourhood area has been designated, the parish council or approved neighbourhood forum can choose to prepare a neighbourhood plan or a neighbourhood order (or both) for said area.

4.4.2 The production of a neighbourhood plan or neighbourhood order will be ‘owned’ by the parish council or neighbourhood forum; the process will be led by them, not Peterborough City Council.

4.4.3 In preparing a neighbourhood plan and/or order, parish councils and neighbourhood forums should:

- Decide on an approach to effective engagement that will give all residents and individuals with an interest in the neighbourhood area opportunity to have a say on the emerging plan or order.
- Try to get the community on board with the idea of a neighbourhood plan or order from the outset. If this is not the case, it will be difficult to produce a document that reflects fully the priorities and aspirations of the community.
- Be mindful that a neighbourhood plan or order can only be adopted by Peterborough City Council if it meets the basic conditions (see step six).

4.4.4 The Localism Act (2011) places a duty on the council to provide advice and assistance to parish councils and neighbourhood forums in developing proposals for plans and orders, however, there is no requirement to provide financial assistance.

4.4.5 In delivering this advice and assistance, the council will:

- Nominate an officer to assist in the preparation of any neighbourhood plan or development order. However, it should be noted that this is a limited resource, allocated on a first come first served basis and will provide for free up to ten days work per neighbourhood area. Please note that if you are waiting for assistance, or you do not require assistance, there is nothing to stop you proceeding on your own;
- Meet with the parish council/neighbourhood forum where necessary (as part of the ten days work). Meetings will take place at the council offices, during normal office hours, unless in exceptional circumstances;
- Strategic Environmental Assessment (SEA) screening to determine whether SEA is required;
- Provide up to five copies of Ordnance Survey base map(s) of the applicable neighbourhood area.

4.4.6 The advice and assistance provided may include, for example:

- Help understanding the Localism Act and Neighbourhood Planning Regulations;
- Proof reading questionnaires;
- Advice on the research and evidence needed to justify a policy approach.

4.5 Step five – Pre-submission consultation on the draft plan or order (Regulation 14 stage)

- 4.5.1 The neighbourhood planning regulations require that before submitting a neighbourhood plan/order to the council, the parish council or designated neighbourhood forum **must**:
1. Publicise in a manner that is likely to bring to the attention of people who live, work or carry on business in the neighbourhood area:
 - a. Details of the neighbourhood plan/order and where they can be inspected.
 - b. Details of how to respond to the publicity and make representations (comments).
 - c. The deadline for the receipt of comments, being not less than six weeks following the date on which the draft proposals are first publicised.
 2. Consult any relevant consultation body whose interests the parish council or neighbourhood forum considers may be affected by the proposals³.
 3. Send a copy of the draft proposals to the Peterborough City Council.
- 4.5.2 It is up to the parish council or neighbourhood forum to decide who else to consult on the draft plan in addition to those required above.
- 4.5.3 The requirements for consultation during the preparation of a neighbourhood development order are similar to those for a neighbourhood plan, except that the consultation bodies that must be consulted are different. The council will be able to advise on this.
- 4.5.4 The following methods could be used to publicise the consultation on the neighbourhood plan/order:
- Contact the local press with a press release;
 - Place a formal public notice in the local newspaper;
 - Undertake a leaflet drop to residents and businesses in the area;
 - Ask if posters can be put up in libraries, community buildings and other public buildings in and around the area;
 - Ask the council's Strategic Planning Team to advertise the consultation on their website.
- 4.5.5 Following the consultation period, the parish council/neighbourhood forum will be able to amend the plan or order in light of representations received if it wishes to do so. However, if the changes made are significant, it is recommended that this Step five (Regulation 14) consultation is repeated before proceeding to Step six.
- 4.5.6 The Peterborough City Council will print and pay for 20 copies of a draft plan/order, in colour and including maps.
- 4.5.7 The council will help to ensure that appropriate consultation is undertaken, including providing advice on the contact details for consultation bodies (subject to any data protection issues) and using its website for publicity. Furthermore, the council has the right to comment on proposals during the formal consultation. Whilst the city council will always try to reach agreement with the promoters of the neighbourhood plan or order, it may formally object during the consultation if it is considered that the plan or order does not meet the basic conditions.

³ As set out in Paragraph 1 of Schedule 1 of the Neighbourhood Planning (General) regulations 2012

4.6 Step six – Submission and publication of the plan or order (Regulation 16 stage)

Submission and publication of a Neighbourhood Development Plan or Order

4.6.1 Following the completion of Step 5, the parish council or neighbourhood forum can submit the Neighbourhood Plan or Order to Peterborough City Council (via the Strategic Planning Team). The submission must include all of the following:

1. A map or statement identifying the area covered by the proposed neighbourhood development plan or order (a map must be provided for an order);
2. A consultation statement which contains:
 - a. Details of everyone who was consulted about the proposed neighbourhood development plan or order and how they were consulted;
 - b. A summary of the main issues and concerns raised by those who responded;
 - c. A description of how the issues and concerns have been addressed in the proposal.
3. The proposed neighbourhood development plan or order;
4. Basic conditions statement: A statement explaining how the proposed neighbourhood development plan or order meets the requirements set out in paragraph 8 of schedule 4B to the 1990 Act, as summarised below:

	Order	Plan
Has regard to national policies and advice contained in guidance issued by the Secretary of State.	✓	✓
The plan contributes to the achievement of sustainable development.	✓	✓
The plan is in general conformity with the strategic policies contained in the development plan for the area of the authority (or and part of that areas).	✓	✓
The plan does not breach, and is otherwise compatible with EU obligations.	✓	✓
Any other prescribed conditions are met and prescribed matters have been complied with in connection with the plan.	✓	✓
Having special regard to the desirability of preserving any listed building or its setting or any features of special architectural or historic interest that it possesses, it is appropriate to make the order.	✓	✓
Having special regard to the desirability of preserving or enhancing the character or appearance of any conservation area, it is appropriate to make the order.	✓	✓

5. With regard to environment considerations, either:
 - (i) An environmental report prepared in accordance with paragraphs (2) and (3) of regulation 12 of the Environmental Assessment of Plans and Programmes Regulations 2004 (a); or
 - (ii) Where it has been determined (under regulation 9 (1) of those Regulations) that the plan or order proposal is unlikely to have significant environmental effects (and, accordingly, does not require an environmental assessment), a statement of reasons for determination.

4.6.2 Once it has been established that the submission is valid:

- Peterborough City Council will, as soon as is practicable, publicise the details of the proposed neighbourhood plan or order, where and when it may be inspected, how to make representations and the deadline for receipt of those representations, on its website and at other suitable locations within the neighbourhood area;
 - The period during which representations may be made will be a minimum of six weeks from the date on which the proposal is first publicised;
 - The council will notify any consultation body which is referred to in the submitted consultation statement of the Regulation 16 consultation;
 - Following the close of the period for making representations, any representations that have been received will be forwarded to the person appointed to conduct the examination of the plan. (It is not the job of the parish council, neighbourhood forum or the city council to consider and respond to such representations).
- 4.6.4 Peterborough City Council will pay for up to twenty copies of the submission version of the plan or order, in colour and including maps.
- 4.6.5 There will be additional publicity if the order proposal includes development that would be covered by the regulations relating to Environmental Impact Assessment.
- 4.6.6 The city council is entitled to make representations. Any representations that it makes will be forwarded to the examiner for consideration in the same way as all other representations.
- 4.6.7 Assisted by comments received, the council will check that the applicant has completed and met the requirements of the Localism Act (steps one to five). If the council is satisfied, it will notify the applicant and the order or plan can proceed to independent examination. However, if the council is not satisfied, proposal will be refused and the applicant will be notified with reasons for refusal.

4.7 Step seven – Independent examination

- 4.7.1 Peterborough City Council will aim to agree with the parish council or neighbourhood forum a suitable examiner to undertake the examination. If an agreement can't be reached, other measures will be put in place.
- 4.7.2 All documents submitted by the parish council or neighbourhood forum, and a copy of all the representations received by the city council during the Regulation 16 consultation will be submitted for examination. Peterborough City Council will make all of the arrangements necessary to hold the examination.
- 4.7.3 The examiner must consider whether the plan or order meets the basic conditions (as set out in Step six).
- 4.7.4 The general rule is that the examination will take the form of written representations, but a hearing in public will be arranged if the examiner considers that it is necessary. The examiner will decide how any hearing will be conducted.
- 4.7.5 The examiner must produce a report on the submitted plan or order, which must recommend:
- a. That the plan or order proceeds to a referendum; or
 - b. That the modifications specified in the report are made to the draft plan or order and then, as modified, it is submitted to a referendum; or
 - c. That the proposed plan or order is refused.

- 4.7.6 In relation to option b, the only modifications that can be made are those that the examiner considers necessary to make the proposed plan or order meet the basic conditions or other fundamental statutory requirements. If the report recommends proceeding to a referendum, the examiner must also make a recommendation whether the area for the referendum should extend beyond the neighbourhood area.
- 4.7.7 Peterborough City Council will pay the fee for the person conducting the examination and provide a room free of charge if needed for any hearing session as part of the examination. The council will also pay for printing of up to twenty copies of the final plan or order, in colour and including maps.
- 4.7.8 Following the examination, the Corporate Director for Growth and Regeneration will consider the examiner's recommendations, the views of the parish council or neighbourhood forum on the content of the examiners recommendations and then decide whether the proposed plan or order (with modifications if necessary) should be put to referendum. In making this decision, considerations will include the recommendation of the examiner and whether the plan / order meets the basic conditions.

4.8 Step eight – Referendum

- 4.8.1 Peterborough City Council will make arrangements for the referendum to take place. An individual is entitled to vote in the referendum, provided that they would be eligible to vote in an election for councillors and their address on the electoral register falls within the referendum area.
- 4.8.2 The council will pay all the costs of arranging the referendum, which will be held in accordance with the provisions of the Neighbourhood Planning (Referendum) Regulations 2012. These regulations specify the exact question that must be asked. For Peterborough, the question for a neighbourhood development plan will be:

“Do you want Peterborough City Council to use the neighbourhood plan for *(insert name of neighbourhood area)* to help it decide planning applications in the neighbourhood area?”
- 4.8.3 The question for a neighbourhood development order will be:

“Do you want the type of development in the neighbourhood development order for *(insert name of neighbourhood area)* to have planning permission?”
- 4.8.4 If the plan or order proceeds to referendum, as a minimum, the referendum area must be the neighbourhood area to which the proposed plan or order relates. The council may extend the referendum area if it is appropriate to do so. If the council decides to extend the referendum area, it will publish a map of that area.
- 4.8.9 The community has the final say on whether a neighbourhood plan or order is passed by voting ‘yes’ or ‘no’ at the referendum. If the more than 50% of those who vote are in favour, the plan or order must be ‘made’ (adopted) by Peterborough City Council.
- 4.8.10 If the majority vote against the plan or order in the referendum, the council will publicise the outcome and notify people in an appropriate manner.
- 4.8.11 If the council has designated a neighbourhood area as a business area an additional referendum must be held. This is so that non-domestic rate payers in the referendum area can vote as well. The additional referendum will also be conducted in

accordance with the Neighbourhood Planning (Referendum) Regulations 2012. If there is a majority vote in favour of the plan or order in one referendum, but against the plan or order in the other, the council has the discretion as to whether or not to 'make' the plan or order.

4.9 Step nine – Neighbourhood plan or order made (adopted) by Peterborough City Council

- 4.9.1 If more than half the people voting at the referendum on the plan or order have voted in favour, the city council will make (adopt) it, but only if the council considers that making it would not breach, or otherwise be incompatible with, any EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998).
- 4.9.2 Once the council has resolved to make the plan or order, as soon as is practicable it will:
1. Publish on its website:
 - a. A statement of the city council's decision and reasons for making that decision;
 - b. The neighbourhood development plan or order;
 - c. Details of where and the times when these documents can be inspected;
 2. Make the decision statement and plan or order available for inspection at Bayard Place (or other advertised main office locations) and any suitable location within the relevant neighbourhood area during normal opening hours; and
 3. Notify and send a copy of the decision statement to:
 - a. The parish council or neighbourhood forum who put forward the proposal;
 - b. Any person who made a written representation in respect of the proposal.
- 4.9.3 The council will pay for printing of the final plan or order, in colour and including maps.
- 4.9.4 If the council decides to refuse to make the plan or order on the grounds that it would breach or otherwise be incompatible with, any EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998), it will, as soon as possible after reaching that decision, publish on its website a statement of the council's decision and reasons for making that decision, along with details of where and when the decision statement can be inspected. It will make the decision statement available in the same places as listed above, and send a copy to the same people as listed above.
- 4.9.5 Once a neighbourhood development plan is adopted by the council it will become part of the statutory development plan for Peterborough (decision making on planning applications will remain the responsibility of the council as Local Planning Authority).
- 4.9.6 Legal challenge may only be made by judicial review, with a time limit for filing the claim form in Court of six weeks from:
- The date of publication of the decision to make the plan or order; or
 - Publication of the decision relating to the councils consideration of the examiner's recommendations; or
 - From the date of declaration or the result of the referendum.

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SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE	Agenda Item No. 10
12 NOVEMBER 2015	Public Report

Report of the Director of Governance

Report Author – Paulina Ford, Senior Democratic Services Officer

Contact Details – 01733 452508 or email paulina.ford@peterborough.gov.uk

FORWARD PLAN OF EXECUTIVE DECISIONS

1. PURPOSE

- 1.1 This is a regular report to the Sustainable Growth and Environment Capital Scrutiny Committee outlining the content of the Forward Plan of Executive Decisions.

2. RECOMMENDATIONS

- 2.1 That the Committee identifies any relevant items for inclusion within their work programme.

3. BACKGROUND

- 3.1 The latest version of the Forward Plan of Executive Decisions is attached at Appendix 1. The Forward Plan contains those Executive decisions, which the Leader of the Council believes that the Cabinet or individual Cabinet Member(s) can take and any new Executive decisions to be taken after 27 November 2015.
- 3.2 The information in the Forward Plan of Executive Decisions provides the Committee with the opportunity of considering whether it wishes to seek to influence any of these Executive decisions, or to request further information.
- 3.3 If the Committee wished to examine any of the Executive decisions, consideration would need to be given as to how this could be accommodated within the work programme.
- 3.4 As the Forward Plan is published fortnightly any version of the Forward Plan published after dispatch of this agenda will be tabled at the meeting.

4. CONSULTATION

- 4.1 Details of any consultation on individual decisions are contained within the Forward Plan of Executive Decisions.

5. BACKGROUND DOCUMENTS

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

None

6. APPENDICES

Appendix 1 – Forward Plan of Executive Decisions

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PETERBOROUGH CITY COUNCIL'S FORWARD PLAN OF EXECUTIVE DECISIONS

PUBLISHED: 30 OCTOBER 2015

FORWARD PLAN

PART 1 – KEY DECISIONS

In the period commencing 28 clear days after the date of publication of this Plan, Peterborough City Council's Executive intends to take 'key decisions' on the issues set out below in **Part 1**. Key decisions relate to those executive decisions which are likely to result in the Council spending or saving money in excess of £500,000 and/or have a significant impact on two or more wards in Peterborough.

If the decision is to be taken by an individual Cabinet Member, the name of the Cabinet Member is shown against the decision, in addition to details of the Councillor's portfolio. If the decision is to be taken by the Cabinet, this too is shown against the decision and its members are as listed below:
Cllr Holdich (Leader); Cllr Coles; Cllr Elsey; Cllr Fitzgerald (Deputy Leader); Cllr Hiller, Cllr Lamb; Cllr North; Cllr Seaton; Cllr Serluca.

This Plan should be seen as an outline of the proposed decisions for the forthcoming month and it will be updated on a fortnightly basis to reflect new key-decisions. Each new Plan supersedes the previous Plan and items may be carried over into forthcoming Plans. Any questions on specific issues included on the Plan should be included on the form which appears at the back of the Plan and submitted to Gemma George, Democratic Services Manager, Governance Department, Town Hall, Bridge Street, PE1 1HG (fax 08702 388039). Alternatively, you can submit your views via e-mail to gemma.george@peterborough.gov.uk or by telephone on 01733 452268. For each decision a public report will be available from the Governance Team one week before the decision is taken.

PART 2 – NOTICE OF INTENTION TO TAKE DECISION IN PRIVATE

Whilst the majority of the Executive's business at the Cabinet meetings listed in this Plan will be open to the public and media organisations to attend, there will be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. In these circumstances the meeting may be held in private, and on the rare occasion this applies, notice will be given within **Part 2** of this document, 'notice of intention to hold meeting in private'. A further formal notice of the intention to hold the meeting, or part of it, in private, will also be given 28 clear days in advance of any private meeting in accordance with The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

The Council invites members of the public to attend any of the meetings at which these decisions will be discussed (unless a notice of intention to hold the meeting in private has been given).

PART 3 – NOTIFICATION OF NON-KEY DECISIONS

For complete transparency relating to the work of the Executive, this Plan also includes an overview of non-key decisions to be taken by the Cabinet or individual Cabinet Members, these decisions are listed at **Part 3** and will be updated on a weekly basis.

You are entitled to view any documents listed on the Plan, or obtain extracts from any documents listed or subsequently submitted to the decision maker prior to the decision being made, subject to any restrictions on disclosure. There is no charge for viewing the documents, although charges may be made for photocopying or postage. Documents listed on the notice and relevant documents subsequently being submitted can be requested from Gemma George, Democratic Services Manager, Governance Department, Town Hall, Bridge Street, PE1 1HG (fax 08702 388038), e-mail to gemma.george@peterborough.gov.uk or by telephone on 01733 452268.

All decisions will be posted on the Council's website: www.peterborough.gov.uk/executivedeisions. If you wish to make comments or representations regarding the 'key decisions' outlined in this Plan, please submit them to the Democratic Services Manager using the form attached. For your information, the contact details for the Council's various service departments are incorporated within this Plan.

PART 1 – FORWARD PLAN OF KEY DECISIONS

KEY DECISIONS FROM 27 NOVEMBER 2015

<i>KEY DECISION REQUIRED</i>	<i>DECISION MAKER</i>	<i>DATE DECISION EXPECTED</i>	<i>RELEVANT SCRUTINY COMMITTEE</i>	<i>CONSULTATION</i>	<i>CONTACT DETAILS / REPORT AUTHORS</i>	<i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</i>
PREVIOUSLY ADVERTISED DECISIONS						
<p>Delivery of the Council's Capital Receipt Programme through the Sale of Dickens Street Car Park - KEY/03JUL/11 To authorise the Chief Executive, in consultation with the Solicitor to the Council, Corporate Director Resources, the Corporate Property Officer and the Cabinet Member Resources, to negotiate and conclude the sale of Dickens Street Car Park. For Cabinet to consider future options for service delivery.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>November 2015</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Consultation will take place with the Cabinet Member, Ward Councillors, relevant internal departments & external stakeholders as appropriate.</p>	<p>Richard Hodgson Head of Strategic Projects Tel: 01733 384535 richard.hodgson@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

KEY DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
Sale of the Herlington Centre - KEY/21MAR14/03 Delivery of the Council's capital receipts programme through the sale of the Herlington Centre, Orton Malborne.	Councillor David Seaton Cabinet Member for Resources	November 2015	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Simon Webber Capital Projects Officer Tel: 01733 384545 simon.webber@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
Formalise Integrated Community Equipment Service Funding and Commissioning Arrangements - KEY/18APR14/01 To formalise integrated community equipment service joint funding arrangements.	Councillor Wayne Fitzgerald Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health	November 2015	Scrutiny Commission for Health Issues	Relevant internal and external stakeholders.	Nick Blake Head of Commissioning for Older People, Physical Disabilities and Sensory Impairment Tel: 01733 452406 nick.blake@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
Award of Contract for Build of a Waste Transfer Station - KEY/18APR14/02 To award a contract for the build of a waste transfer station.	Councillor Gavin Eley Cabinet Member for Digital, Waste and Street Scene	November 2015	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Paul Robertson Waste Project Officer Tel: 01733 864740 paul.robertson@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
Print Managed Services - KEY/13JUN14/01 To enable Council officers to be able to print, copy and scan.	Councillor David Seaton Cabinet Member for Resources	November 2015	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Vicki Palazon Financial Services Manager – Planning and Reporting Tel: 01733 864104 Vicki.palazon@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

KEY DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
<p>Selective Licensing - KEY/17OCT14/01 To improve standards and management of properties in the private rented sector.</p>	<p>Councillor Peter Hiller Cabinet Member for Growth, Planning, Housing & Economic Development</p>	<p>January 2016</p>	<p>Strong and Supportive Scrutiny Committee</p>	<p>Relevant internal and external stakeholders</p>	<p>Belinda Child Head of Housing and Health Improvement Tel: 01733 863769 Belinda.child@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p>Peterborough Visitor Economy Strategy 2015-2020 (Draft) – KEY/06JAN15/13 To approve the strategy and recommend that Council adopt as a major policy document.</p>	<p>Cabinet</p>	<p>25 November 2015</p>	<p>Strong and Supportive Scrutiny Committee</p>	<p>Relevant internal and external stakeholders.</p>	<p>Annette Joyce Service Director City Services and Communications Tel: 01733 452280 Annette.joyce@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p>Classroom Extension and Associated Works Heltwater School - KEY/06MAR15/01 To authorise the construction of an extension at Heltwater School and give authority to the Executive Director of Resources to award the construction contract within the approved budget.</p>	<p>Councillor John Holdich Leader of the Council and Cabinet Member for Education, Skills and University</p>	<p>November 2015</p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Relevant internal and external stakeholders.</p>	<p>Alison Chambers Assets and School Place Planning Officer Tel: 01733 863975 Alison.chambers@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

KEY DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	CONSULTATION	CONTACT DETAILS / REPORT AUTHOR	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
<p>St Michaels Expansion – KEY/06MAR15/07 Award of contract for the expansion of St Michaels Church School to a 2FE, including the approval of property, legal and financial arrangements for various enabling agreements and third parties.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>November 2015</p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Relevant internal and external stakeholders.</p>	<p>Brian Howard Head of Schools Infrastructure 01733 863976 Brian.howard@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p>Wirrina Car Park – KEY/06MAR15/10 Disposal of Wirrina Car Park to Peterborough Investment Partnership.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>November 2015</p>	<p>Sustainable Growth and Environment Capital Scrutiny Committee</p>	<p>Relevant internal and external stakeholders.</p>	<p>Richard Hodgson, Head of Strategic Projects 01733 384535 Richard.hodgson@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p>Mobile Homes Charging Schedule – KEY/01MAY15/04 To approve the mobile homes charging schedule.</p>	<p>Councillor Peter Hiller Cabinet Member for Growth, Planning, Housing & Economic Development</p>	<p>November 2015</p>	<p>Strong and Supportive Scrutiny Committee</p>	<p>Relevant internal and external stakeholders during eight week consultation.</p>	<p>Belinda Child Head of Housing and Health Improvement Tel: 01733 873769 Belinda.child@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

KEY DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	CONSULTATION	CONTACT DETAILS / REPORT AUTHOR	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
<p>Novation of Contract Regarding Temporary Staff – KEY/15MAY15/01 To approve the novation of the temporary staff contract.</p>	<p>Councillor John Holdich Leader of the Council and Cabinet Member for Education, Skills and University</p>	<p>November 2015</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>James Fordham Recruitment and Retention Officer Tel: 01733 864581 James.fordham@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p>Real Time Passenger Information – KEY/10JUL15/02 To approve the expansion and maintenance contract.</p>	<p>Councillor Peter Hiller Cabinet Member for Growth, Planning, Housing & Economic Development</p>	<p>November 2015</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and External stakeholders.</p>	<p>Amy Pickstone Senior ITS Officer Tel: 01733 317481 Amy.pickstone@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p>Delivery of the Council's Capital Receipt Programme through the sale of Welland House, Dogsthorpe – KEY/24JUL15/01 To authorise the sale of Welland House, Dogsthorpe.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>November 2015</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Simon Webber Strategic Projects Officer Tel: 01733 384545 Simon.webber@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

KEY DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
<p>Delivery of the Council's Capital Receipt Programme through the sale of Pyramid Centre, Bretton North – KEY/24JUL15/02 To authorise the sale of the Pyramid Centre, Bretton North.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>November 2015</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Gareth Dawkins Capital Projects Officer Tel: 01733 384618 Gareth.dawkins@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></p>
<p>Sale of Land at Rear of Braybrook School, Orton Longueville – KEY/24JUL15/03 To authorise the Chief Executive, in consultation with the Solicitor to the Council, Corporate Director Resources, the Corporate Property Officer and the Cabinet Member Resources, to negotiate and conclude the sale of Land.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>December 2015</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Brian Davies Sales and Acquisitions Tel: 01733 384547 Brian.davies@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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<p>Sale of the Lindens, Lincoln Road – KEY/24JUL15/04 To authorise the Chief Executive, in consultation with the Solicitor to the Council, Corporate Director Resources, the Corporate Property Officer and the Cabinet Member Resources, to negotiate and conclude the sale.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>December 2015</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Brian Davies Sales and Acquisitions Tel: 01733 384547 Brian.davies@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p>Sale of Bretton Court, Bretton North – KEY/24JUL15/05 To authorise the Chief Executive, in consultation with the Solicitor to the Council, Corporate Director Resources, the Corporate Property Officer and the Cabinet Member Resources, to negotiate and conclude the sale.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>December 2015</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Brian Davies Sales and Acquisitions Tel: 01733 384547 Brian.davies@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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<p>Expansion by One Form of Entry to Jack Hunt Secondary School – KEY/07AUG15/02 To approve expansion by 1 form of entry of Jack Hunt Secondary School to include award of building contracts for the required enhancement of facilities and any legal changes to the schools PFI contract.</p>	<p>Councillor John Holdich Leader of the Council and Cabinet Member for Education, Skills and University</p>	<p>November 2015</p>	<p>Strong and Supportive Communities Scrutiny Committee</p>	<p>Relevant internal and external stakeholders.</p>	<p>Brian Howard Head of Schools Infrastructure Tel: 01733 863976 Brian.howard@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p>Procurement Strategy - KEY/21AUG15/01 To approve the Procurement Strategy.</p>	<p>Cabinet</p>	<p>25 November 2015</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Vicki Palazon Financial Services Manager – Planning and Reporting Tel: 01733 864104 Vicki.palazon@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p>Care Act 2014 Framework – KEY/21AUG15/02 Approval of publication of the Council’s framework for delivery of the statutory obligations and powers introduced by the Care Act 2014.</p>	<p>Cabinet</p>	<p>25 November 2015</p>	<p>Scrutiny Commission for Health Issues</p>	<p>Relevant internal and external stakeholders.</p>	<p>Tina Hornsby Assistant Director, Quality Information and Performance Tel: 01733 752427 tina.hornsby@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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<p>Changes to the Council's Adult Social Care Charging Policy – KEY/21AUG15/03 Consultation around proposed changes to the Council's charging policy in recognition of the statutory obligations and powers introduced by the Care Act 2014.</p>	Cabinet	25 November 2015	Scrutiny Commission for Health Issues	Relevant internal and external stakeholders	Mark Gedney Financial Systems Manager Tel: 01733 452335 Mark.gedney@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<p>Installation of Solar Panels on Residential Roof Tops: Change in Initial Investment – KEY/04SEPT15/01 To approve the change in initial investment</p>	Councillor David Seaton, Cabinet Member for Resources	November 2015	Sustainable growth and Environment Capital	Relevant internal and external stakeholders.	John Harrison Corporate Director Resources Tel: 01733 452520 John.harrison@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<p>Peterborough Local Plan (Preliminary Draft version) - KEY/04SEPT15/04 Cabinet to approve the first draft of the updated Local Plan for public consultation in January 2016</p>	Cabinet	7 December 2015	Sustainable Growth and Environment Capital Scrutiny Committee	Relevant internal and external stakeholders.	Richard Kay Head of Sustainable Growth Tel: 01733 863795 richard.kay@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

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<p>Peterborough Statement of Community Involvement (SCI) – KEY/21SEPT15/01 For Cabinet to approve the Statement of Community Involvement.</p>	Cabinet	7 December 2015	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	<p>Richard Kay Head of Sustainable Growth Strategy Tel: 01733 863795 Richard.kay@peterborough.gov.uk</p> <p>Gemma Wildman Principal Strategic Planning Officer Tel: 01733 863824 Gemma.wildman@peterborough.gov.uk</p>	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<p>Eyrescroft Primary School – KEY/21SEPT15/02 Closure of Eyrescroft Primary School, academy transfer agreement and lease of premises.</p>	Councillor John Holdich Leader of the Council and Cabinet Member for Education, Skills and University	November 2015	Creating Opportunities and Tackling Inequalities	Relevant internal and external stakeholders.	<p>Alison Chambers Assets and School Place Planning Officer Alison.chambers@peterborough.gov.uk Tel: 01733 863975</p>	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<p>Draft Housing Strategy – KEY/21SEPT15/03 For Cabinet to approve the Strategy for public consultation.</p>	Cabinet	8 February 2016	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	<p>Anne Keogh Housing and Strategic Planning Manager Anne.keogh1@peterborough.gov.uk Tel: 01733 863815</p>	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

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Award of Contract for Car Leasing – KEY/02OCT15/01 To award a contract to enable the Council to provide a salary sacrifice car leasing scheme.	Councillor David Seaton Cabinet Member for Resources	November 2015	Sustainable Growth and Environment Capital	Employment Committee and Trade Unions	Paul Smith HR Consultant Tel: 01733 863629 Paul.smith@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
Future of America Farm Solar and Wind Project – KEY/02OCT15/02 For Cabinet to agree the future of the project at America Farm.	Cabinet	25 November 2015	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	John Harrison Corporate Director Resources Tel: 01733 452520 John.harrison@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
Rural Vision and Parish Charter – KEY/16OCT15/01 For Cabinet to approve the Rural Vision and Parish Charter.	Cabinet	25 November 2015	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Cate Harding Community Capacity Manager Tel: 01733 317497 Cate.harding@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

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Council Tax and NNDR – KEY/13NOV15/01 To agree the calculation of the Council Tax base for 2016/17 and the NNDR1 return.	Cabinet	18 January 2016	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Steven Pilsworth Service Director Financial Services Tel: 01733 384564 Steven.pilsworth@pete rborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

PART 2 – NOTICE OF INTENTION TO TAKE DECISIONS IN PRIVATE

KEY DECISIONS TO BE TAKEN IN PRIVATE

<i>KEY DECISION REQUIRED</i>	<i>DECISION MAKER</i>	<i>DATE DECISION EXPECTED</i>	<i>RELEVANT SCRUTINY COMMITTEE</i>	<i>CONSULTATION</i>	<i>CONTACT DETAILS / REPORT AUTHORS</i>	<i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER</i>
NONE AT THE CURRENT TIME						

PART 3 – NOTIFICATION OF NON-KEY DECISIONS

NON-KEY DECISIONS						
<i>DECISION REQUIRED</i>	<i>DECISION MAKER</i>	<i>DATE DECISION EXPECTED</i>	<i>RELEVANT SCRUTINY COMMITTEE</i>	<i>CONSULTATION</i>	<i>CONTACT DETAILS / REPORT AUTHORS</i>	<i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</i>
Budget Proposals First Tranche Consideration - To approve the consultation on the first tranche of Budget Proposals.	Cabinet	25 November 2015	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Steven Pilsworth Service Director Financial Services Tel: 01733 384564 Steven.pilsworth@pete rborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
Council Tax Support Scheme 2016/2017 Consultation – To approve the consultation on the Council Tax Support Scheme 2016/2017.	Cabinet	25 November 2015	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Steven Pilsworth Service Director Financial Services Tel: 01733 384564 Steven.pilsworth@pete rborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
Budget Proposals First Tranche Recommendation - To recommend the first tranche of budget proposals to Council.	Cabinet	7 December 2015	Sustainable Growth and Environment Capital	Relevant Internal and External Stakeholders	Steven Pilsworth Service Director Financial Services Tel: 01733 384564 Steven.pilsworth@pete rborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
Council Tax Support Scheme 2016/2017 Recommendation – To recommend the Council Tax Support scheme to Council.	Cabinet	18 January 2016	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Steven Pilsworth Service Director Financial Services Tel: 01733 384564 Steven.pilsworth@pete rborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

<i>DECISION REQUIRED</i>	<i>DECISION MAKER</i>	<i>DATE DECISION EXPECTED</i>	<i>RELEVANT SCRUTINY COMMITTEE</i>	<i>CONSULTATION</i>	<i>CONTACT DETAILS / REPORT AUTHORS</i>	<i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</i>
Budget Proposals Second Tranche Consideration – To approve the consultation on the second tranche of Budget Proposals.	Cabinet	8 February 2016	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Steven Pilsworth Service Director Financial Services Tel: 01733 384564 Steven.pilsworth@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
Budget Proposals Second Tranche Recommendation – To recommend the second tranche of budget proposals to Council.	Cabinet	29 February 2016	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Steven Pilsworth Service Director Financial Services Tel: 01733 384564 Steven.pilsworth@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
Local Transport Plan – To recommend approval to Council of the fourth Local Transport Plan.	Cabinet	7 December 2015	Sustainable Growth and Environment Capital	Relevant Internal and External Stakeholders	Lewis Banks Principal Transport Planning Officer Tel: 01733 317465 Lewis.banks@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

<i>DECISION REQUIRED</i>	<i>DECISION MAKER</i>	<i>DATE DECISION EXPECTED</i>	<i>RELEVANT SCRUTINY COMMITTEE</i>	<i>CONSULTATION</i>	<i>CONTACT DETAILS / REPORT AUTHORS</i>	<i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</i>
Extension to Etton Conservation Area – For the Cabinet Member to approve the extension.	Councillor John Holdich Leader of the Council and Cabinet Member for Education Skills and University	November 2015	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Jim Daley Principal Built Environment Officer Tel: 01733 453522 Jim.daly@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
Extension to Sutton Conservation Area – For the Cabinet Member to approve the extension.	Councillor Peter Hiller Cabinet Member for Growth, Planning, Housing and Economic Development	November 2015	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Jim Daley Principal Built Environment Officer Tel: 01733 453522 Jim.daly@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
Extension to Longthorpe Conservation Area – For the Cabinet Member to approve the extension.	Councillor Peter Hiller Cabinet Member for Growth, Planning, Housing and Economic Development	November 2015	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Jim Daley Principal Built Environment Officer Tel: 01733 453522 Jim.daly@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

<i>DECISION REQUIRED</i>	<i>DECISION MAKER</i>	<i>DATE DECISION EXPECTED</i>	<i>RELEVANT SCRUTINY COMMITTEE</i>	<i>CONSULTATION</i>	<i>CONTACT DETAILS / REPORT AUTHORS</i>	<i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</i>
Extension to Bainton Conservation Area – For the Cabinet Member to approve the extension.	Councillor Peter Hiller Cabinet Member for Growth, Planning, Housing and Economic Development	November 2015	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Jim Daley Principal Built Environment Officer Tel: 01733 453522 Jim.daly@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
Registration of the Mayor's Charity - To approve the registration of the Mayor's Charity with the Charity Commission.	Councillor John Holdich Leader of the Council and Cabinet Member for Education, Skills and University	November 2015	Creating Opportunities and Tackling Inequalities	Relevant internal and external stakeholders.	Natalie Moulton Assistant Lawyer (Contracts and Procurement) Tel: 01733 452527 Natalie.moulton@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
Vivacity Premier Fitness Invest to Save Scheme - To authorise investment in developing Vivacity Premier Fitness on an invest to save basis	Councillor David Seaton Cabinet Member for Resources	November 2015	Creating Opportunities and Tackling Inequalities	Relevant internal and external stakeholders.	John Harrison Corporate Director Resources Tel: 01733 452520 John.harrison@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published. <i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i>

<i>DECISION REQUIRED</i>	<i>DECISION MAKER</i>	<i>DATE DECISION EXPECTED</i>	<i>RELEVANT SCRUTINY COMMITTEE</i>	<i>CONSULTATION</i>	<i>CONTACT DETAILS / REPORT AUTHORS</i>	<i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</i>
Extension of Current Adult Social Care Contracts – To approve the extension of Mental Health Employment, Wellbeing and Recovery Services contracts from 1 October 2015 and 30 Nov 2016 due to reconfiguration of the contract.	Councillor Wayne Fitzgerald Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health	November 2015	Scrutiny Commission for Health Issues	Relevant internal and external stakeholders.	Mubarak Darbar Head of Commissioning Learning Disabilities Tel: 01733 452509 Mubarak.darbar@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
Delegation of Authority - To delegate authority for funding governance arrangements for care placements for Looked After Children to the Service Director – Safeguarding and Children for a period of 12 months.	Councillor Andy Coles Cabinet Member for Children’s Services	November 2015	Creating Opportunities and Tackling Inequalities	Relevant internal and external stakeholders.	Helene Carr Head of Service, Access to Resources and Specialist Commissioning Tel: 01733 863901 Helene.car@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
Personal Budgets in Peterborough - To agree to adopt Peterborough’s Personal Budget Policy Statement as part of the revised statutory duties that apply to the Council as part of the SEND reforms, under the Children and Families Act 2014.	Councillor John Holdich Leader of the Council and Cabinet Member for Education, Skills and University	November 2015	Strong and Supportive Scrutiny Committee	Relevant internal and external stakeholders	Carrie Gamble Commissioner Tel: 01733 863931 Carrie.gamble@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

DIRECTORATE RESPONSIBILITIES

RESOURCES DEPARTMENT Executive Director's Office at Town Hall, Bridge Street, Peterborough, PE1 1HG

Strategic Finance

Internal Audit

Schools Infrastructure (Assets and School Place Planning)

Corporate Property

Waste and Energy

Strategic Client Services (Enterprise Peterborough / Vivacity / SERCO including Customer Services, ICT and Business Support)

PEOPLE AND COMMUNITIES DEPARTMENT Director's Office at Bayard Place, Broadway, PE1 1FB

Adult Services and Communities (Adult Social Care Operations, Adult Social Care and Quality Assurance, Adult Social Care Commissioning, Early Help – Adults, Children and Families, Housing and Health Improvement, Community and Safety Services, Offender Services)

Children's Services and Safeguarding (Children's Social Care Operations, Children's Social Care Quality Assurance, Safeguarding Boards – Adults and Children's, Child Health, Clare Lodge (Operations), Access to Resources)

Education, People Resources and Corporate Property (Special Educational Needs and Inclusion, School Improvement, City College Peterborough, Pupil Referral Units, Schools Infrastructure)

Business Management and Commercial Operations (Commissioning, Recruitment and Retention, Clare Lodge (Commercial), Early Years and Quality Improvement)

GOVERNANCE DEPARTMENT Director's Office at Town Hall, Bridge Street, Peterborough, PE1 1HG

Legal and Democratic Services

Human Resources (Business Relations, HR Policy and Rewards, Training and Development, Occupational Health and Workforce Development)

City Services and Communications (Markets and Street Trading, City Centre Management including Events, Regulatory Services, Parking Services, Vivacity Contract, CCTV and Out of Hours Calls, Marketing and Communications, Tourism and Bus Station, Resilience)

Performance and Information (Performance Management, Information Governance, Systems Support Team, Coroner's Office, Freedom of Information)

GROWTH AND REGENERATION DEPARTMENT Director's Office Stuart House, St Johns Street, Peterborough, PE1 5DD

Development and Construction (Development Management, Planning Compliance, Building Control)

Sustainable Growth Strategy (Strategic Planning, Housing Strategy and Affordable Housing, Climate Change and Environment Capital, Natural and Built Environment)

Opportunity Peterborough

Peterborough Highway Services (Network Management, Highways Maintenance, Street Naming and Numbering, Street Lighting, Design and Adoption of Roads,

Drainage and Flood Risk Management, Transport Policy and Sustainable Transport, Public Transport)

Peterborough Investment Partnership

PUBLIC HEALTH DEPARTMENT Director's Office at Town Hall, Bridge Street, Peterborough, PE1 1HG

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Meeting Date	Item	NOTES
10 June 2015 <i>Draft Report 22 May</i> <i>Final Report 29 May</i>	Growth and Regeneration Directorate Overview Contact Officer: Richard Kay	
	Establishment of Task and Finish Group to review Housing Strategy Contact Officer: Anne Keogh	
	Review of 2014/15 and Future Work Programme 2015/2016 To review the work undertaken during 2014/15 and to consider the future work programme of the Committee. Contact Officer: Paulina Ford	
16 July 2015 <i>Draft Report 29 June</i> <i>Final Report 6 July</i>	PCC Biodiversity Strategy 2014/15 Annual Report Contact Officer: James Fisher	
	Local Transport Plan Contact Officer: Andy Tatt	
	Street Lighting Replacement Programme Contact Officer: Andy Tatt	

Meeting Date	Item	NOTES
15 September 2015 <i>Draft Report 27 Aug</i> <i>Final Report 3 Sept</i>	Amey Annual Partnership Report Contact Officer: Martin Raper / James Collingridge	
	Major Highway Schemes and Contract Reports Contact Officer: Michael Stevenson / Andy Tatt	
	Serco Partnership Performance Report 2014/2015 Contact Officer: Paul Richards / Steven Pilsworth	
12 November 2015 <i>Draft Report 26 Oct</i> <i>Final Report 2 Nov</i>	Update On Peterborough City Council's 2014/15 Carbon Emissions As Submitted Under Different Reporting Requirements To Scrutinise the Peterborough City Council's 2013/14 carbon dioxide emissions report and make any recommendations necessary. Contact Officer: Charlotte Palmer	
	Portfolio Progress Report from the Cabinet Member for Communities and Environment Capital including Environment Capital Annual Report To scrutinise and comment on the progress of the portfolio of the Cabinet Member Contact Officer: Charlotte Palmer	

Meeting Date	Item	NOTES
	<p>Portfolio Progress Report from the Cabinet Member for Digital, Waste and Street Scene To scrutinise and comment on the progress of the portfolio of the Cabinet Member.</p>	
	<p>Revised Peterborough Statement of Community Involvement (SCI) Contact Officer: Gemma Wildman</p>	<p>Added at the request of the officer on 11 August. Approved by Chair and Group Representatives.</p>
	<p>Peterborough Preliminary Draft of Local Plan Contact Officer: Gemma Wildman</p>	
<p>26 November 2015 (Joint Meeting of the Scrutiny Committees and Commissions)</p>	<p>Budget 2016/17 and Medium Term Financial Strategy to 2025/26 Phase One To scrutinise the Executive's proposals for the Budget 2016/17 and Medium Term Financial Plan 2025/26. Contact Officer: John Harrison/Steven Pilsworth</p>	
<p>25 January 2016 <i>Draft Report 6 Jan</i> <i>Final Report 13 Jan</i></p>	<p>Local Transport Plan Programme of Works 2015/16 To consider the Local Transport Plan Programme of Works for 2015/2016. Contact Officer: Lewis Banks / Andy Tatt</p>	
	<p>Task and Finish Group Report – Review of Strategic Housing Strategy Contact Officer: Anne Keogh</p>	

Meeting Date	Item	NOTES
	<p>Progress Report from the Cabinet Member for Growth, Planning, Housing and Economic Development</p> <p>To scrutinise and comment on the progress of the portfolio of the Cabinet Member.</p>	
	<p>Peterborough Investment Partnership- Strategic Overview</p> <p>Contact Officer: Simon Machen</p>	
<p>10 February 2016 (Joint Meeting of the Scrutiny Committees and Commissions)</p>	<p>Budget 2016/17 and Medium Term Financial Strategy to 2025/26 Phase Two</p> <p>To scrutinise the Executive's proposals for the Budget 2016/17 and Medium Term Financial Plan 2025/26.</p> <p>Contact Officer: John Harrison/Steven Pilsworth</p>	
<p>23 March 2016 <i>Draft Report 4 March</i> <i>Final Report 11 March</i></p>	<p>Opportunity Peterborough Annual Progress Report including Draft Economic Action Plan</p> <p>Peterborough Highway Service Annual Report 2015</p> <p>Contact Officer: Andy Tatt / Andrew Denman</p>	

Meeting Date	Item	NOTES
	Local Enterprise Partnership – Outcomes and Objectives Contact Officer: Neil Darwin	

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