

GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE

WEDNESDAY 20 SEPTEMBER 2017
7.00 PM

Council Chamber - 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 28 June 2017**

3 - 8

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 the relevant Scrutiny Committee. If a request for call-in of a decision is received, implementation of the decision remains suspended for consideration by the relevant Scrutiny Committee.

5. **Payment Strategy 2017 - 2021**

9 - 68

6. **Peterborough Local Plan Proposed Submission**

69 - 224

7. **Monitoring Scrutiny Recommendations**

225 - 228

8. **Forward Plan of Executive Decisions**

229 - 274

9. **Work Programme 2017/2018**

275 - 280



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.

10. Date of Next meeting:

Wednesday, 1 November 2017

Emergency Evacuation Procedure – Outside Normal Office Hours

In the event of the fire alarm sounding all persons should vacate the building by way of the nearest escape route and proceed directly to the assembly point in front of the Cathedral. The duty Beadle will assume overall control during any evacuation, however in the unlikely event the Beadle is unavailable, this responsibility will be assumed by the Committee Chair.

Recording of Council Meetings: Any member of the public may film, audio-record, take photographs and use social media to report the proceedings of any meeting that is open to the public. A protocol on this facility is available at:

<http://democracy.peterborough.gov.uk/ecSDDisplay.aspx?NAME=Protocol%20on%20the%20use%20of%20Recording&ID=690&RPID=2625610&sch=doc&cat=13385&path=13385>

Committee Members:

Councillors: J Peach (Chairman), C Harper (Vice Chairman), K Aitken, Aitken, R Brown, M Cereste, Ellis, D Fower, J A Fox, C Harper (Vice Chairman), King, Nawaz, J Peach (Chairman) and N Sandford

Substitutes: Councillors: Barkham, R Ferris, J Goodwin and S Lane

Co-opted Members:

Parish Councillor Keith Lievesley
Parish Councillor Richard Clarke

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

**MINUTES OF THE GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY
COMMITTEE MEETING
HELD AT 7PM ON
WEDNESDAY 28 JUNE 2017
BOURGES/VIERSEN ROOMS, TOWN HALL, PETERBOROUGH**

Committee Members Present: Councillors Peach (Chairman), C Harper (Vice Chairman), R Brown, M Cereste, A Ellis, D Fower, J A Fox, M Jamil, D King, N Sandford, (Parish Councillor Co-opted Member) Keith Lievesley

Officers Present: Simon Machen, Corporate Director, Growth and Regeneration
Andy Tatt, Head of Peterborough Highway Services
Charlotte Palmer, Environment, Transport and Future City Manager
Jim Daughton, Business Director, Peterborough and Cambridgeshire, Skanska
Vicky Palazon, Head of Finance (Business Operations and Development)
Marion Kelly, Interim Services Director, Financial Services
Joanna Morley, Democratic Services Officer
Paulina Ford, Senior Democratic Services Officer

1. APOLOGIES FOR ABSENCE

Apologies were received from Parish Councillor Richard Clarke.

2. DECLARATIONS OF INTEREST AND WHIPPING DECLARATIONS

There were no declarations of interest or whipping declarations.

3. MINUTES OF THE GROWTH, ENVIRONMENT AND RESOURCES COMMITTEE MEETING HELD ON 15 MARCH 2017

The minutes of the Growth, Environment and Resources Scrutiny Committee meeting held on 15 March 2017 were agreed as a true and accurate record.

4. CALL IN OF ANY CABINET, CABINET MEMBER OR KEY OFFICER DECISIONS

There were no requests for call-in to consider.

5. SKANSKA ANNUAL REPORT 2016/2017

The Head of Peterborough Highway Services introduced the annual report which provided the Committee with an opportunity to review the overall performance of the key performance indicators for the Peterborough Highway Services contract with Skanska which covered the period from April 2016 to March 2017. The report also contained an update on the implementation of the LED Street Lighting programme.

The Growth, Environment and Resources Scrutiny Committee debated the report and in summary, key points raised and responses to questions included:

- A new depot had opened in May 2016. Under the previous contract the Council had not had their own depot but as the contract with Skanska was for ten years they now had long term use of the facility at Fengate.
- As part of the new depot a new salt barn had put into operation in September 2016. The barn could store 3,500 tonnes of salt which was double the capacity of the old barn and more than enough to cope with a bad winter.
- The Dragon Patcher was a £300,000 piece of equipment that treated road surfaces before major potholes appeared, because of the contract with Skanska the Council had use of this state of the art equipment for six weeks every year.
- At present the Dragon Patcher was shared with other Councils around the country but once a new machine had been acquired for Cambridgeshire, Peterborough would have increased access and usage of the equipment.
- Peterborough Highways Services (PHS) had won the national GO (Government Opportunities) Contract Management Initiative of the Year Award in March 2017 in recognition of the substantial savings the contract had delivered and also for the strong management of environmental impacts.
- Members were informed that an emergency call out was where the Council had two hours in which to respond and take action. An example of an emergency situation was where electrical wiring was exposed or where a manhole cover was missing.
- Category 1 defects needed to be repaired within 24 hours and an example of this was a large pothole appearing. Three monthly repairs consisted of planned work and a risk assessment was undertaken to determine how quickly repairs should be done and when the work would be scheduled in.
- The Council liaised with the Highways Authority on a regular basis in an attempt to mitigate traffic jams and disruption. Every authority had street work co-ordinators however there was so much work going on in the network that it was becoming increasingly difficult to co-ordinate, especially when the utility companies also had to be consulted.
- The Amey city centre contract had not yet been formalised.
- 2,000 LED units out of an overall target of 19,000 had been installed. There had been an issue with one of the subcontractors that had caused a delay but resources had been increased and the projected timescale was now back on track. The Council was now hoping to beat its target so that efficiency savings could be maximised.
- The LED replacement programme replaced both the bulbs and cables.
- There had been a problem with Rhubarb Bridge where the lights had been out for some time. The bridge and junction 18 was a more complex issue as some of the lights were owned by Highways England. Often with cable faults once repaired the fault would just move further down the line and this was why the Council was upgrading the cables as well as replacing bulbs with LED units.
- The LED roll out was initially planned over three years but PHS were trying to accelerate this to two and a half years. The roll out had to be done in a managed way which was why the heads were being replaced first in order to maximise energy savings. The lampposts or columns would be replaced at a later date and although there was some delay in column purchase no problems were expected.
- The Council was able to put pressure on developers to fix issues on new unadopted roads as they had a duty of care to residents. However with existing unadopted roads there was little that the Council could do.
- There were different types of lighting 'heads' which were designed to specification. The heads used on Bourges Boulevard were larger so that light could spread out and cover the whole of the dual carriageway.
- The latest heads had different connectors so that different technologies eg. Wifi, could be installed at a later date. In this way the Council was hoping to future proof the street lighting system as much as possible.
- PHS hoped to improve communication about impending works with the increased use of social media.

- All four former contracts had been pulled into one contract that had already delivered savings in excess of £1 million. Funding had also been secured through successful bids for grants.
- The level of investment in road maintenance had increased both in terms of capital maintenance and new investment.
- The National Highways and Transport Annual Survey captured public satisfaction of services delivered by local authorities and the survey had been run in Peterborough for the last two years. The government encouraged the use of the surveys so that local authorities could benchmark against each other.
- When major schemes were undertaken survey cards were delivered to residents and the feedback was used when measuring performance against key performance indicators.
- The new lighting columns had identification plaques on them with a telephone number to call if there was a problem. There was a balancing act in placing the plaques where people could see them but at the same time being mindful of potential vandalism.
- The new lighting system had a sensor which sent a signal back to the command centre and which detected the strength of the electricity feed therefore detecting flickers and enabling the Council to fix the light before it failed.
- In some areas such as walking or cycling routes alternative lighting such as footpath and fence lighting might be considered if practical. LED solar studs had been used in some areas but they came at an increased cost.
- LEP (Local Enterprise Partnership) growth funding could only be used for housing and growth and could not be used for road maintenance.
- The budget for cleaning signs or bus shelters had been cut a few years ago. The Council worked closely with Amey to cut back foliage to keep signage clear.

AGREED ACTIONS

1. The Committee considered the report and **RESOLVED** to note and comment on the report and:
2. Requested that Officers provide a briefing note detailing examples of the sorts of issues that occurred within each of the stated repair deadlines of 7 and 28 days or 3 months.

6. TECHNOLOGY STRATEGY AND DIGITAL UPDATE

The Interim Service Director, Financial Services introduced the report which provided the Committee with an update on the progress of delivering the council's Technology Strategy 2014-2019 and a general digital update including delivery of £2.7m front door savings.

The Growth, Environment and Resources Scrutiny Committee debated the report and in summary, key points raised and responses to questions included:

- The Council currently had a huge number of servers in one room which was very expensive to maintain. Moving to the Cloud meant that the Council would pay a monthly subscription fee instead which would be much cheaper. The Cloud storage could be increased or decreased, effectively switched on and off as demand dictated.
- Members were concerned that there may be issues such as fee increases once Britain had left the EU.
- Some service area's storage such as that of Children's Services, would not be placed on the Cloud as it did not meet the safety requirements of third party organisations.
- Councillors expressed concern that some of the security measures put in place were not very user friendly.

- The Council had moved to a two-step security process to further guard against cyber-attacks. Training would be provided to Members who had problems using this additional two-step process.
- Internet coverage in Peterborough was currently at 96.7% which exceeded the UK target of 95%. The Council were looking to extend that coverage further to 98%.
- Officers had been working on making the Council's website much more user friendly and were now looking at upgrades which included such things as tracking eyeball movements to see how the website was being used and then changing the front page accordingly.
- The Payment Strategy was due out soon and this looked at increasing online payments using a variety of methods including smartphones and apple pay. The payment strategy would look at digital inclusion. Assistance would be offered to elderly people to encourage the use of new technology. Alternative methods such as payment of council tax at the post office would still be available.
- The My Peterborough app for smartphones was being updated and promoted.

AGREED ACTIONS

1. The Committee considered the report and **RESOLVED** to note the progress of delivering the Technology Strategy 2014 – 2019 and digital projects. The Committee commented on the report and requested that Officers attend Member Officer Working Group meetings to give further updates.
2. The Committee requested that the Interim Service Director, Financial Services come back to the Committee at a later date to discuss the effects of Brexit (if any) on the current cloud storage arrangements in Southern Ireland and Amsterdam

7. REVIEW OF 2016/2017 AND WORK PROGRAMME FOR 2017/2018

The Senior Democratic Services Officer introduced the report which considered the 2016/17 year in review and looked at the work programme for the new municipal year 2017/18 to determine priorities and agree the proposed way forward for monitoring future recommendations.

RECOMMENDATION

The Committee considered the report and **RESOLVED** to recommend that the monitoring of future recommendations as proposed in paragraph 5.2 of the report be agreed and that a report be provided at each meeting to note the outcome of any recommendations made at the previous meeting held thereby providing an opportunity for the Committee to request further monitoring of the recommendation should this be required.

AGREED ACTIONS

1. The Committee agreed to approve the draft work programme for 2017/18.
2. The Committee noted the Terms of Reference for the Committee as set out in as set out in Part 3, Section 4, Overview and Scrutiny Functions and in particular paragraph 2.1 item 2 Growth, Environment and Resources Scrutiny Committee and paragraph 3.8 Flood Risk Management as attached at Appendix 3.

8. FORWARD PLAN OF EXECUTIVE DECISIONS

The Committee received the latest version of the Council's 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 forthcoming month. Members were invited to comment on the Plan and, where appropriate, identify any relevant areas for inclusion in the Committee's Work Programme.

AGREED ACTIONS

1. The Committee considered the report and **RESOLVED** to note the Forward Plan of Executive Decisions and requested further information on the following Executive Decisions:
 - Award of Contract – Social Care Platform KEY/24JULY17/01
 - Award of Contract – Social Care Operating Model KEY/24JULY17/05
2. The Senior Democratic Services Officer to circulate a briefing note on;
 - Market Position Statement – KEY/08AUG16/01
3. The Corporate Director, Growth and Regeneration to provide the Committee with the budget figures for the refurbishment of the town hall as agreed within the following Key decision:
 - Town Hall South Remodelling – KEY/01MAY17/04

9. DATE OF NEXT MEETING

- Wednesday, 13 September 2017

CHAIRMAN
7.00pm – 8.38pm

This page is intentionally left blank

| | |
|---|----------------------|
| GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE | AGENDA ITEM No. 5 |
| 20 SEPTEMBER 2017 | PUBLIC REPORT |

| | | |
|--------------------------------|--|-------------------|
| Report of: | Marion Kelly, Interim Corporate Director: Resources | |
| Cabinet Member(s) responsible: | Councillor David Seaton, Cabinet Member for Resources | |
| Contact Officer(s): | Vicki Palazon, Head of Finance (Business Operations and Development) | Tel. 01733 864104 |

PAYMENT STRATEGY 2017 - 2021

| R E C O M M E N D A T I O N S | |
|---|--|
| FROM: Marion Kelly, Interim Corporate Director: Resources | Deadline date: 8 September 2017 |
| <p>It is recommended that the Growth, Environment and Resources Scrutiny Committee review and comment on the three separate consultations for the next phase of our digital transformation programme on projects within the Front Door project impacted by the implementation of the Payments Strategy 2017 - 2021:</p> <ol style="list-style-type: none"> 1. The Payment Strategy 2017 - 2021 sets out the vision for how customers will make payments to the council in future, with an emphasis on more digital channels. This could include the council not providing a cash office in the future; 2. A change to the Parking Permits administration and payment by making the process entirely available online. This consultation does not cover parking permit policy issues; and 3. A change to the Taxi Licensing administration and payment by making the process entirely available online. | |

1. ORIGIN OF REPORT

1.1 This report has been submitted to the Growth, Environment and Resources Scrutiny Committee to consult with this Committee following a report discussed at Cabinet on 10 July 2017 relating to the Payment Strategy 2017 - 2021.

2. PURPOSE AND REASON FOR REPORT

2.1 The purpose of this report is for the Growth, Environment and Resources Scrutiny Committee to consider the consultation on the Council's Payment Strategy 2017 - 2021 including the proposed closure of the cash office and making available online the administration and payments process for parking permits and taxi licensing.

2.2 This report is for the Growth, Environment and Resources Scrutiny Committee to consider under its Terms of Reference Part 3, Section 4 - Overview and Scrutiny Functions, paragraph No. 2.1 Functions determined by Council - Digital Services and Information Management.

3. TIMESCALES

| | | | |
|---|-----------|----------------------------------|-----|
| Is this a Major Policy Item/Statutory Plan? | NO | If yes, date for Cabinet meeting | N/A |
|---|-----------|----------------------------------|-----|

4. BACKGROUND AND KEY ISSUES

4.1 The council is delivering an ambitious transformation programme to ensure that customers have greater choice and control of how they interact with a range of different services. We are successfully delivering our vision of a needs led, easy to access customer services that puts customers at the heart of what we do. This strategy and transformation programme will help us to deliver our core values to all of our customers whether they are residents, businesses or visitors to our city.

4.2 Payments Strategy 2017 - 2021

As part of its Payment Strategy, the Council is proposing to close the cash office at Bayard Place. Since 2008, there has been a significant decline in the number of payment transactions made at the cash office (approximately 60%) and the decline is continuing in 2017.

The cash office has processed 2,856 (10.1%) fewer transactions during the period April - July 2017 compared to the same period last year without implementing significant changes to how customers can pay for services to date. The overall reduction in transactions for the financial year 2016/17 compared to 2015/16 was 7.3%. Transactions processed via the cash office are expected to decrease further as more services will be made available to be paid for by alternative methods as outlined in the draft Payment Strategy 2017 - 2021.

Footfall, customers that come into the cash office to make a payment, has also been in decline. During April 2017 - July 2017, there has been 2,478 fewer customers (11.7%) compared to the same period last year.

The key changes between 2008 and 2017 Payment Strategy are highlighted below:

- to develop and enhance digital transaction payment methods to increase the ways customers can make payment to the council;
- encourage customers to self-serve to make payments such as using touch tone, internet payments and setting up direct debits;
- look to recover the costs of payment methods from customers, for example adding a surcharge for credit card transactions; and
- significantly reduce cash and cheque payments including the proposed closure of the cash office.

Although the strategy encourages making payments by automated or digital channels, in closing the cash office, there remains over 50 locations throughout the city (i.e. banks, Payzones and Post Offices) which are more convenient and accessible. Customers are also able to pay by direct debit. Since the report to July Cabinet, in excess of 100 locations have now been identified.

4.3 Older, Vulnerable and Digitally Excluded Customers

The council will continue to engage and support older, vulnerable and digitally excluded customers to ensure that they can access services and are not disadvantaged by any changes proposed, however the council recognises that not all of its residents will be able to use these new methods as easily as others and details of how the council plans to support those groups is referenced in the Equality Impact Assessments.

It is recognised that there are a number of reasons why vulnerable people may be digitally excluded, the key barriers (not an exhaustive list) are detailed below:

1. Digital Excluded - those who have little or no opportunity of accessing the internet.

2. Digital Dismissive - those who have (or potentially have) a means of accessing the internet but choose not to use it.

Our strategy is:

- to help to tackle the issues outlined above in relation to digital exclusion and those who are dismissive of digital.
- to recognise that digital inclusion is about having the right access, skills, motivation and trust, and to engender this for Peterborough citizens.

The Council is committed to ensuring residents have the right support to adapt to digital technologies and wants to help residents to access online services, such as, making a payment. The council will continue to hold training, workshops and drop in sessions to help people get the most out of their devices, whether it is a laptop, tablet or smart-phone, and develop their internet skills.

The council will work with vulnerable groups of customers and older people who may need support to help them manage their finances or become more able digitally to increase the number of options they have to make payment.

The Council recognises that digital inclusion is about having the right access, skills, motivation and trust and the Council is helping people to get online and use services confidently and safely, for example, community hubs have been established that work with the local communities and vulnerable people to access services, provide information, guidance and support and reduce social isolation.

The Council is engaging with a number of voluntary sector providers in order to help meet the needs of vulnerable people (including learning disabilities).

4.4 **Parking Permits**

A second consultation is in relation to making Parking Permits administration and payment by making the process entirely available online.

It is proposed to replace the current paper-based system with an online e-permit portal accessed through the council's website where customers will be able to apply, purchase and activate parking permits. The permits in scope of this proposal are: residential, visitor (including scratch cards), business and any street permits for the Restricted Parking Zones (RPZ), market trader, seasonal and staff occasional permits.

The Council recognises that some residents will not be able to access the internet or pay online. In exceptional circumstances, the council will operate a postal permit service issuing physical permits. This system will be monitored and regularly reviewed to ensure that it is not otherwise used and that it meets the needs and requirements of the customer.

4.5 **Taxi Licensing**

The third and final consultation is in relation to making Taxi Licensing administration and payment by making the process entirely available online.

It is proposed to replace the current paper based taxi licensing system with an online licensing system. The online system will be accessed through the council's website and allow customers to apply and pay for their taxi licences, badges and vehicle plates.

- 4.6 Further background on these consultations and the Payment Strategy can be seen in appendix 1 and 2 of this report respectively.

5. CONSULTATION

- 5.1 As detailed in the Cabinet report (appendix 1), Cabinet is consulting with a range of audiences based upon the type of customers that could be impacted by each of the three consultations. Feedback is sought from Scrutiny on each of the three consultations outlined in this report.

6. ANTICIPATED OUTCOMES OR IMPACT

- 6.1 This report outlines the consultations for the three areas that will be impacted by the implementation of the Payment Strategy 2017 - 2021. The key anticipated outcome of implementing the strategy is for customers to be more able to make payments to the council through automated processes or digitalised services that are personalised, flexible, cost-efficient, quicker and allow for the customer to transact how, when and where they like. This strategy is aligned with the council's Technology Strategy 2014 - 2019 and the Front Door programme.
- 6.2 Additionally the payments strategy will provide the council with a cost efficient solution and deliver savings.

7. REASON FOR THE RECOMMENDATION

- 7.1 Any recommendations and comments made by Scrutiny will be referred to the Cabinet for consideration at their meeting on 25 September 2017.

8. ALTERNATIVE OPTIONS CONSIDERED

- 8.1 Do nothing and continue with the existing Payment Strategy 2008 - This is not an option, as outlined earlier in this report, the council and the way customers choose to interact with the council is changing, particularly now with more public services being available through digital channels. The council has a duty to ensure that it is providing best value in its delivery of services.
- 8.2 Do nothing and continue to provide parking permits and taxi licensing as a face to face service from either the cash office or as part of another service. This was rejected as provision of face to face services is considerably more expensive than provision of services online. Additionally, customers have reduced choice in accessing these services during normal office opening hours rather than at a time that suits them and from any device. This option is also not in alignment with the council's Technology Strategy 2014 - 2019 or the Front Door programme.
- 8.3 The continued delivery of a Cash Office was considered, but as Bayard Place is set to close, the council would need to finance the refurbishment of a new office and pay commercial rents for a presence in the city centre, when there are alternative, more cost effective, convenient and accessible channels available to the customer, e.g, bank, Payzone/Post Office, internet, etc. Therefore, the recommendation is not to have a Cash Office. It is important to note that there are over 100 locations throughout the city (i.e. banks, Payzones and Post Offices) which are more convenient and accessible (i.e. open longer hours than the Cash Office), and will accept payments for council services by cheque, cash and credit/debit cards.
- 8.4 It was considered to continue to take payments over the phone, but this is a very expensive payment method and as there are alternative automated touch tone telephone and digital methods, it is recommended that the council actively encourages and shifts customers to these cheaper alternatives.

9. IMPLICATIONS

9.1 Financial Implications

- 9.1.1 The investment cost of technology and project resource to implement the Payment Strategy 2017 - 2021 and the online processes for parking permits and taxi licensing was included in the council's approved budget 2017/18. The savings associated with the parking permits and taxi licensing are also included in the Front Door project savings for 2017/18. The Payments Strategy

is a component part of the Front Door project.

- 9.1.2 The Payment Strategy includes closure of the cash office and a channel shift strategy to move customers to more effective and efficient channels, therefore reducing payment transaction costs. It is estimated that successful delivery of the Payment Strategy could achieve net savings of £0.1m per annum.

9.2 Legal Implications

- 9.2.1 Payment Regulations: Under the Payment Strategy all payment methods will need to be compliant with payment regulations such as the Payment Services Regulations 2009 and the Direct Debit Guarantee and The Payment Card Industry Data Security Standard.
- 9.2.2 Data Protection: The council has a statutory duty under the Data Protection Act 1998 to ensure that the systems and processes it adopts conform to the requirements and safeguards which must be applied to personal data to ensure the rights and freedoms of living individuals are not compromised. The Act stipulates that those who record and use personal information must first obtain consent as to how the information is used and must follow safe information handling practices, with appropriate security levels. It applies to the collection, use, disclosure, retention and destruction of data.
- 9.2.3 Parking permits: The council has a statutory duty under Parts I, II and IV of the Road Traffic Regulation Act 1984 to place temporary, experimental or permanent restrictions on traffic within their areas by way of a Traffic Regulation Order (TRO). Examples of a TRO include: double or single yellow, one-way streets, residents' parking, etc. TROs are required by law to enable the police or, in the case of parking issues, the council, to enforce these restrictions. The council should ensure that adequate publicity is provided to those likely to be affected. This may include display of notices in the relevant area, notices in a local paper, etc.
- 9.2.4 Taxi licensing: The council has a statutory obligation to ensure that applicants have the legal right to work in the UK prior to issuing a licence. The issuing or refusing of licenses will be undertaken in accordance with the requirements of the Immigration Act 2016 with due regard to Home Office guidance. The council takes this responsibility seriously and will ensure that any system and processes adopted will include checks to ensure compliance with the Act, and will liaise where required with relevant Home Office departments.

9.3 Equalities Implications

- 9.3.1 The Payment Strategy Equalities Impact Assessment (EIA) demonstrates that there will be little impact with its implementation and has been made available on the council's website. The adding of a surcharge on credit card payments will have a negative impact on those customers who are on low incomes or in debt. However, there are alternative payment methods which these customers can use, e.g. debit cards, bank transfers, etc.
- 9.3.2 With regards to the proposed online parking system and taxi licensing, its EIA is available on the council's website identifies that it will have a negative impact on those customers who do not have access to the internet as both parking permits and taxi licensing will only be available as online services. It is anticipated that these customers will have to rely on family and/or friends, or visit one of the community hubs being developed through the council's CommunityServe Programme where customers will be able to access online services and support. The council are also developing digital access hubs at its libraries and online access and digital assistance, i.e. floor walkers, will be available at the Customer Service Centre (CSC). It is important to note that customers will still be able telephone the council via its CSC for advice and support.

9.4 Rural Implications

- 9.4.1 Of the 100 alternative payment methods available to customers to pay for services, 84% of all properties (residential and commercial) in Peterborough will be covered within a 1km radius by one of the alternative payment options should the customer not wish to move to automated or

digital payment methods. Of the 86,000 council tax properties in Peterborough 72% will be covered within a 1km radius. 94% of those properties where residents used the cash office to pay their council tax in the financial year 2016/17 live within 1km of an alternative payment location. Appendix 6a and 6b provides a heat map presentation of properties that lie within a 1km radius of an alternative payment method should the cash office close.

Peterborough generally has good or superfast broadband connectivity, 97% of the Peterborough area has access to connect to superfast broadband and the Connecting Cambridgeshire programme is continuing to reach more rural locations to cover 99% of the Peterborough area over the next few years. The heat map shown in appendix 6c identifies the current and proposed future superfast broadband connectivity in the Peterborough area.

Many Parish Councils across the country are taking up the challenge of digital transformation and are therefore able to improve their offer to local people. Working with the parish councils, our strategy is to:

- develop digital “pop ups” to assist citizens in rural communities;
- target citizens, and work with Parish Council’s, in rural communities through digital inclusion, whilst also training the trainer in the community to also be able to deliver the training by transferring skills.

9.5 Human Resource Implications

9.5.1 The cash office has four part time employees working within the Peterborough Serco Strategic Partnership that may be affected by the proposal to close the cash office. The council would work with our partner in order to minimise the impact on these individuals.

10. BACKGROUND DOCUMENTS

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

- 10.1
- Hackney Carriage and Private Hire Policy, 2017
 - Technology Strategy 2014 - 2019
 - Government Digital Strategy, 2016
 - Government Digital Strategy, Government Digital Service, 2013
 - Government Transformation Strategy, Government Digital Services, 2017

11. APPENDICES

- 11.1
- Appendix 1 - 10 July 2017 Cabinet report - Payment Strategy 2017 - 2021
 - Appendix 2 - Draft Payment Strategy 2017 - 2021
 - Appendix 3 - Draft Equality Impact Assessment - Payment Strategy
 - Appendix 4 - Draft Equality Impact Assessment - Parking Permits
 - Appendix 5 - Draft Equality Impact Assessment - Taxi Licensing
 - Appendix 6a - Heat map all properties within 1km of an alternative payment method
 - Appendix 6b - Heat map of all council tax payments by property within 1km of an alternative payment method (2016/17)
 - Appendix 6c - Heat map of current and proposed superfast broadband in the Peterborough area

| | |
|---------------------|----------------------|
| CABINET | AGENDA ITEM No. 6 |
| 10 JULY 2017 | PUBLIC REPORT |

| | | |
|--------------------------------|---|----------------------------|
| Report of: | John Harrison, Corporate Director – Resources | |
| Cabinet Member(s) responsible: | Councillor David Seaton, Cabinet Member for Resources | |
| Contact Officer(s): | Vicki Palazon, Head of Finance (Business Operations and Development) Damian Roberts, Project Manager | Tel. 864104 Tel. 864622 |

PAYMENT STRATEGY 2017 - 2021

| R E C O M M E N D A T I O N S | |
|--|------------------------------------|
| FROM: John Harrison, Corporate Director – Resources | Deadline date: 30 June 2017 |
| <p>It is recommended that Cabinet approves three separate consultations for the next phase of our digital transformation programme on projects within the Front Door project impacted by the implementation of the Payments Strategy 2017 - 2021:</p> <ol style="list-style-type: none"> 1. The Payment Strategy 2017 - 2021 sets out the vision for how customers will make payments to the council in future, with an emphasis on more digital channels. This could include the council not providing a cash office in the future; 2. A change to the Parking Permits administration and payment by making the process entirely available online; and 3. A change to the Taxi Licensing administration and payment by making the process entirely available online. | |

1. ORIGIN OF REPORT

- 1.1 This report is submitted to Cabinet following a referral by the Corporate Management Team meeting of 21 June 2017 as part of the council's Front Door Project.

2. PURPOSE AND REASON FOR REPORT

- 2.1 The purpose of this report is for Cabinet to commence consultation on the council's Payment Strategy 2017 - 2021 including the proposed closure of the cash office and making available online the administration and payments process for parking permits and taxi licensing.
- 2.2 This report is for Cabinet to consider under its Terms of Reference No. 3.2.4, *'To promote the Council's corporate and key strategies and Peterborough's Community Strategy and approve strategies and cross-cutting programmes not included within the Council's major policy and budget framework.'*

3. TIMESCALES

| | | | |
|---|----|----------------------------------|-----|
| Is this a Major Policy Item/Statutory Plan? | NO | If yes, date for Cabinet meeting | N/A |
|---|----|----------------------------------|-----|

4. BACKGROUND AND KEY ISSUES

4.1 As set out in the council's [People and Communities Strategy](#), the council is delivering an ambitious transformation programme to ensure that customers have greater choice and control of how they interact with a range of different services. We are successfully delivering our vision of a needs led, easy to access customer services that puts customers at the heart of what we do. This strategy and transformation programme will help us to deliver our core values to all of our customers whether they are residents, businesses or visitors to our city. This report highlights the support that the council has provided to help people get online and sets out the next phase of our digital transformation programme.

4.2 We recognise that many of our customers want to interact with us using the same method as they do for other services in their lives such as banking, managing phone/utility bills or online shopping. In order to keep pace with the changing expectations of our customers, we have successfully moved a number of services online to make it easier and more convenient for customers to contact us. This includes:

- the successful rollout of a range of online benefit claim forms including council tax support and housing benefit applications and the introduction of self serve for customers to access their council tax, business rates and benefits online, allowing 24/7 access to detailed account information, payment history, award details and a range of other information from June 2013. These improvements resulted in a 60% reduction in processing times for new claims, 40% reduction in paper documents being provided to support claims and a significant reduction in overpayments caused by delays in processing
- implementation of making payments online via the council's website, i.e. the new e-payments system (paye.net) was introduced in 2010 and now customers can pay for more than ten different services online, e.g. council tax, planning, building control, parking PCNs, etc
- the MyPeterborough app which allows residents to report issues such as missed bin collection or fly tipping to the council was launched in July 2014. The council now receives over 1,200 reports on average per month through this app and is increasing steadily each month
- the introduction of applying for a selective licence only available as an online service accessed via the council's website. Residential landlords were required to obtain a licence in order to let property to tenants within a designated area online from winter 2016. To date this has resulted in excess of 6,000 applications for licences made online

4.3 Using digital services in our customer's everyday lives is becoming the default option for many companies and public service providers. For example, in November the Government will be rolling out the full service for Universal Credit in Peterborough. This means, that any new welfare benefit claim can only be applied for, and subsequently managed, online.

4.4 We recognise that for some vulnerable customers, a digital service can present challenges. For some, there is a lack of skill or confidence in using IT or others may not be able to afford the appropriate equipment. In order to help people to manage, the council has developed a number of services and established support, for example:

- continue to provide, and extend free access, to computers at libraries;

- promote access to computers available in the Community Hubs;
- promote access to computers available in other community facilities;
- map and promote existing digital assistance provided by other organisations, e.g. Barclays Digital Eagles scheme;
- map and promote free wifi hotspots in the city;
- promote recycled computer schemes in the city;
- for key digital services, provide accompanying videos detailing step by step how to use these services;
- include in any digFital training, and promote staying safe using the internet;
- target family, friends and carers to support older people to use digital tools;
- continue targeting vulnerable people through digital inclusion, whilst also training someone in the community to also be able to deliver the training; and
- provision of digital “pop ups” at key locations in the community;

- 4.5 The council will also continue to work with partners and suppliers to ensure that traditional methods of payment, e.g. cash and cheque payments can still be made at a variety of convenient and easily accessible locations across the local authority area, e.g. banks, Payzones, Post Offices, etc.
- 4.6 The council is committed to ensuring residents have the right support to adapt to digital technologies and wants to help residents to access online services, such as, making a payment. As more services become digital and some only available online, it is important to ensure that local residents are aware of the benefits of using the internet and have the relevant skills and confidence to do so. Since 2015, the council has delivered community based training around digital inclusion and attended a number of roadshows with partners where the council has pushed digital take-up to use services via the internet, including job centre events, digital inclusion week, ‘Q’ busting at Bayard Place, Axiom Residents Forums and such work as the more recent Direct Debit Campaign, speaking with residents and supporting them with direct debit sign-ups in Bayard Place.
- 4.7 The digital inclusion training has engaged many people over the last two years. In the last six months, 194 attendees completed the new feedback form which when analysed, showed that 40% of attendees felt that their confidence in the use of IT equipment and devices and accessing online services had improved. The council will continue to hold training, workshops and drop in sessions to help people get the most out of their devices, whether it is a laptop, tablet or smart-phone, and develop their internet skills. These sessions will be run at a variety of locations across the city including, libraries, community centres, and other suitable facilities.

Council Payment Strategy

- 4.8 The next phase of the council’s transformation plan relates to improving the way customers can pay for a variety of services. The council’s Payment Strategy was last updated in 2008 describing how our customers could make payments to the council. Since then, there has been a number of changes to council services, continued dwelling and business growth resulting in more payments due to the council and technology advancements in how payments can be made. Coupled with the council’s Technology Strategy 2014 - 2019 and the Front Door project which looks to make it easier for customers to interact with us online, the Payment Strategy has been refreshed to review payment methods and exploit technology now available. In 2016, the council issued bills and invoices to customers in excess of £230m, which contributed to nearly one million payments being made to the council. The number of payment transactions is set to increase as Peterborough grows so there is a need to allow people to self-serve.
- 4.9 The key changes between 2008 and 2017 are highlighted below:
- to develop and enhance digital transaction payment methods to increase the ways

- customers can make payment to the council;
 - encourage customers to self-serve to make payments such as using touch tone, internet payments and setting up direct debits;
 - look to recover the costs of payment methods from customers, for example adding a surcharge for credit card transactions; and
 - significantly reduce cash and cheque payments including the proposed closure of the cash office.
- 4.10 The revised strategy will set the framework and direction over the next five years for how customers will choose to make payments to the council through automated processes or digitalised services that are personalised, flexible, cost-efficient, save customers time and allow for the customer to transact how, when and where they like. The Payment Strategy can be seen in Appendix 1 and aligns with the council's priorities, Technology Strategy 2014 -2019 benefits and the Front Door project that simplifies the way our residents make bookings, payments and appointments.
- 4.11 The council, as part of its Payment Strategy, is proposing to close the cash office at Bayard Place. Since 2008, there has been a significant decline in the number of payment transactions made at the cash office (approximately 60%) and the decline is continuing in 2017. Furthermore, customers are using alternative payment methods, specifically digital methods, such as the internet and automated touch tone, and there are cheaper and more convenient alternative payment channels and methods for customers. The council knows that not all of its residents will be able to use these new methods as easily as others; details of how the council plans to support those groups is included later on in this report and related Equality Impact Assessments.
- 4.12 The consultation will look at the possibility of the closing the cash office at Bayard Place, if agreed this could be implemented before of the end of the current financial year. As set out earlier in this report, the council will continue to engage and support vulnerable customers to ensure that they can access services and are not disadvantaged by any changes proposed.

Alternative methods to make payments

- 4.13 Although the strategy encourages making payments by automated or digital channels, in closing the cash office, there remains over 50 locations throughout the city (i.e. banks, Payzones and Post Offices) which are more convenient and accessible (i.e. open longer hours than the Cash Office), and will accept payments for council services by cheque, cash and credit/debit cards. Customers are also able to pay by direct debit.
- 4.14 There are a range of automated and digital channels that are accessible now for some services and are being developed for other services as part of the Front Door project including:
- automated touch tone payments whereby the customer phones a dedicated free phone number to make payment.
 - using the internet to make payment via a range of options such as logging onto the self serve 'My account', the council's website, PayPal and ApplePay using any device with an internet connection.
- 4.15 The council would work with vulnerable groups of customers and older people who may need support to help them manage their finances or become more able digitally to increase the number of options they have to make payments:
- customers that do not hold, or cannot open, a traditional high street bank account can do so through the Credit Union. This account would also provide savings options and access to loans and services such as pre-paid cards and jam jar accounts which give customers the ability to make payments.

- customers that hold bank accounts that would like to try and use automated and digital channels by providing information, advice, guidance. This includes directing customers to IT equipment available to use free of charge in a range of libraries and community facilities.

4.16 Customers may choose to make payments due to the council using the same method that they choose to pay their mortgage, rent, utilities and online shopping. This enables customers to choose when to make a payment to the council at a time that is convenient and easily accessible or set up a direct debit.

Parking Permits and Taxi Licensing Administration and Payment

4.17 As part of the Front Door project, parking permits and taxi licensing administration and payment processes have been reviewed as both these services utilise the cash office. It is proposed to make both of these services entirely available online and the council believe that this will make these services more personalised, flexible, cost efficient and save customers time. The proposed changes are:

4.18 Parking Permits - Replace the current paper-based system with an online e-permit portal accessed through the council's website where customers will be able to apply, purchase and activate parking permits. The permits in scope of this proposal are: residential, visitor (including scratch cards), business and any street permits for the Restricted Parking Zones (RPZ), market trader, seasonal and staff occasional permits.

4.19 The e-permit portal would enable customers to go online via various devices (e.g. Smartphones (Apple and android), PCs, tablets, laptops, etc) or at one of the developing community hubs across the city (e.g. Herlington Centre, Cross Keys in Westwood and Gladstone Park) to apply, activate and pay for their virtual permits. There is the potential for customers to access support from a Community Connector at these hubs and/or sign up to one of the digital inclusion sessions which are delivered at these and other locations across the city. The council are also developing community hubs at its libraries where customers will be able to go online, scan and upload required documentation.

4.20 The council recognises that some residents will not be able to access the internet or pay online. In exceptional circumstances, the council will operate a postal permit service issuing physical permits. This system will be monitored and regularly reviewed to ensure that it is not otherwise used and that it meets the needs and requirements of the customer.

4.21 Taxi Licensing - Replace the current paper based taxi licensing system with an online licensing system. The online system will be accessed through the council's website and allow customers to apply and pay for their taxi licences, badges and vehicle plates.

Supporting Vulnerable People

4.22 As part of the council's service transformation plans, support for vulnerable customers is critical to the success of delivering services differently. The People and Communities strategy sets out the council's plans for working with communities and vulnerable groups. Much of the People and Community strategy is being delivered with Peterborough City College and the Community Serve programme. This has established community hubs that work with the local communities and vulnerable people to access services, provide information, guidance and support and reduce social isolation.

4.23 Vulnerable customers (including older people, people with physical disabilities, learning disabilities or mental health issues) may need additional help in accessing digital services. This may be because they have little or no opportunity to access the internet or they may simply not

want to. The council recognises that digital inclusion is about having the right access, skills, motivation and trust. As set out above, the council is helping people to get online and use services confidently and safely. In addition to the help already outlined, the council is also:

- investigating volunteer time banks for digital knowledge sharing;
- promoting the benefits of digital for other uses such as keeping in touch with family and friends via Skype, social networking, online banking and shopping, ancestry research, etc;
- Investigating the provision of a “helpline”;
- ensuring any new digital services are tested with older people groups to ensure they are easy to use with a good customer experience; and
- aiming to test services across the digital inclusion scale, which was developed by the Government Digital Service to ensure that the needs of all types of users are considered when developing new digital solutions.

4.24 The council commissions a number of voluntary sector providers to help meet the needs of vulnerable people. This includes, DIAL Peterborough (for physical disabilities), Enabling Independence Service (for Learning Disabilities and Autism), MIND (for mental health), Age UK (for older people) and Citizens Advice Peterborough for all other advice and support needs. Many of these organisations (and others) provide help to thousands of clients a year by providing targeted support and advice to ensure that customers can access the services they want and need. Citizen Advice for example have IT equipment free for public use and will help clients to get online where needed.

Further Help for Vulnerable and Low Income Customers

4.25 In addition to the support that we are providing to help customers use digital services, the council also helps to meet other needs for vulnerable people (for instance, learning disabilities, debt, low income or limited English language skills) who may require additional help to manage their finances and make payments.

4.26 The council supports and will continue to support these customers through a range of services provided directly, or indirectly through local voluntary and community organisations, some examples of which are set out below:-

- **Peterborough Community Assistance Scheme (PCAS)** is delivered through a network of local charities. PCAS supports people to manage a short term financial crisis and through information and advice, clients are provided with the skills they need to help reduce the likelihood of a crisis reoccurring. Help available includes access to food banks, furniture/clothing (via CareZone), recycled White Goods and essential electrical items. Charities will also work with clients to help manage debt issues, provide money management skills and support to ensure that clients are claiming all welfare benefits that they are entitled to. During May 2017, Citizens’ Advice Peterborough helped 86 clients to claim a total of £183,387 in previously unclaimed benefits.
- **Rainbow Savers Credit Union** is also part of the scheme and provides invaluable support to customers who, for a variety of reasons, are unable to open even a basic bank account at a High Street branch. Without the support of the Credit Union, customers would be financially excluded and face barriers to employment, housing or financial products. The Credit Union also works with its customers to provide better money management skills, by promoting budgeting and saving rather than relying on expensive high cost credit and loan companies or Loan Sharks.
- **Help to Reduce Energy Costs.** The council also helps its customers reduce their energy costs through a range of programmes including **Peterborough Energy** and the

Local Energy Advice Programme which helps people to both keep warm in winter and save them money.

- **Helping with other costs.** Depending on individual circumstances, the council can also provide help with housing costs, through Discretionary Housing Payments, or rent deposit schemes. Help with Council Tax costs is also provided through the Council Tax Support Scheme.
- **Help to learn English** working with the City College and other local providers, the council will expand the ESOL (English for Speakers of Other Languages) offer in the city. This will enable more people to improve their skills, find or improve their employment and access services.

5. CONSULTATION

5.1 This report outlines, as part of the Front Door project, plans to refresh the Payment Strategy. The implementation of the Payment Strategy 2017 - 2021 requires consultation on three separate areas, the Payment Strategy which includes the proposal to close the cash office and making available entirely online the administration and payments process for parking permits and taxi licensing. Each area impacts on differing types of customers and it is therefore proposed to run three separate consultations concurrently. Cabinet will launch the consultations after 11 July with a closure date of 20 September at 5pm. The results of the consultations will be reported back to Cabinet on 25 September for formal agreement on the strategy, including the future of the cash office, and a decision on the online taxi licensing and parking permit systems.

5.2 All three will be promoted by a communications campaign through the media, using social media and through our partners. Consultation will take place online via the council's website and the council's Growth, Environment and Resources Scrutiny Committee will also be consulted. Voluntary sector organisations which represent vulnerable groups will also be specifically consulted on the changes proposed. Additional consultation will be undertaken to ensure that those customers impacted are made aware of the proposed changes includes:

5.2.1 Payment Strategy, including the proposal to close the cash office:

- an awareness campaign in the cash office. The campaign will also focus on how customers could make alternative arrangements to make payments, for example if they do not hold a bank account how they could make payments.
- For customers that do not have access to the internet or need support to complete an online consultation, support will be available to use the computers at Bayard Place customer contact centre
- Consulting with Peterborough Community Assistant Scheme and Rainbow Savers Credit Union
- Communication to ward councillors.

5.2.2 Parking Permits:

- communication to affected customers and ward councillors:
 - all those that reside in the Restricted Parking Zone (RPZ), including both residents and business owners;
 - all market traders;
 - to all relevant ward councillors. It is planned to consult the councillors who represent the following wards: East; Central; Park; North; Stanground South; Fletton & Woodston; and Fletton & Stanground;
 - All staff and partners via the council's intranet
- an awareness campaign in the cash office.

- It is also planned to update the on-street and off-street Traffic Regulation Orders (TROs) to reflect the proposed use of virtual parking permits. The TRO legal process takes approximately six to eight weeks, including a 21 day statutory consultation period, where the revisions to the TRO would need to be advertised in a local newspaper.

5.2.3 Taxi Licensing

- communication to affected customers:
 - taxi operators and drivers;
 - Attendance at the Peterborough Taxi Association.
- an awareness campaign in the cash office.

6. **ANTICIPATED OUTCOMES OR IMPACT**

6.1 This report outlines the justification for the launch of consultations for the three areas that will be impacted by the implementation of the Payment Strategy 2017 - 2021. The key anticipated outcome of implementing the strategy is for customers to be more able to make payments to the council through automated processes or digitalised services that are personalised, flexible, cost-efficient, quicker and allow for the customer to transact how, when and where they like. This strategy is aligned with the council's Technology Strategy 2014 - 2019 and the Front Door programme.

6.2 Additionally the payments strategy will provide the council with a cost efficient solution and deliver savings.

7. **REASON FOR THE RECOMMENDATION**

The reasons for the recommendations are as follows:

7.1 The Payment Strategy was last updated in 2008 and since then there has been a number of changes to council services, continued dwelling and business growth resulting in more payments due to the council and technology advancements in how payments can be made.

7.2 The updated strategy needs to align with the council's current and future initiatives, e.g. the implementation of the Front Door Project which aims to investigate all customer contact channels and touchpoints across the council between 2016 and 2018 in order to drive channel shift and manage contact demand. This will be delivered by transforming the way customers access council services through new and improved digital channels which will enable self-serve and increase self-management by customers, and also divert demand away from council services.

7.3 The permit parking and taxi licensing processes were paper based and not aligned to the council digital strategies, and to how customers want to transact with the council in the future.

7.4 To provide the customer with a convenient, safe, accessible and more cost effective way to apply for and pay for council services.

7.5 To deliver the council with efficiency savings.

8. **ALTERNATIVE OPTIONS CONSIDERED**

8.1 Do nothing and continue with the existing Payment Strategy 2008 - This is not an option, as outlined earlier in this report, the council and the way customers choose to interact with the council is changing, particularly now with more public services being available through digital

channels. The council has a duty to ensure that it is providing best value in its delivery of services.

- 8.2 Do nothing and continue to provide parking permits and taxi licensing as a face to face service from either the cash office or as part of another service. This was rejected as provision of face to face services is considerably more expensive than provision of services online. Additionally, customers have reduced choice in accessing these services during normal office opening hours rather than at a time that suits them and from any device. This option is also not in alignment with the council's Technology Strategy 2014 - 2019 or the Front Door programme.
- 8.3 The continued delivery of a Cash Office was considered, but as Bayard Place is set to close, the council would need to finance the refurbishment of a new office and pay commercial rents for a presence in the city centre, when there are alternative, more cost effective, convenient and accessible channels available to the customer, e.g, bank, Payzone/Post Office, internet, etc. Therefore, the recommendation is not to have a Cash Office. It is important to note that there are over 50 locations throughout the city (i.e. banks, Payzones and Post Offices) which are more convenient and accessible (i.e. open longer hours than the Cash Office), and will accept payments for council services by cheque, cash and credit/debit cards.
- 8.4 It was considered to continue to take payments over the phone, but this is a very expensive payment method and as there are alternative automated touch tone telephone and digital methods, it is recommended that the council actively encourages and shifts customers to these cheaper alternatives.

9. IMPLICATIONS

9.1 Financial Implications

- 9.1.1 The investment cost of technology and project resource to implement the Payment Strategy 2017 - 2021 and the online processes for parking permits and taxi licensing was included in the council's approved budget 2017/18. The savings associated with the parking permits and taxi licensing are also included in the Front Door project savings for 2017/18. The Payments Strategy is a component part of the Front Door project.
- 9.1.2 The Payment Strategy includes closure of the cash office and a channel shift strategy to move customers to more effective and efficient channels, therefore reducing payment transaction costs. It is estimated that successful delivery of the Payment Strategy could achieve net savings of £0.1m per annum.

9.2 Legal Implications

- 9.2.1 Payment Regulations: Under the Payment Strategy all payment methods will need to be compliant with payment regulations such as the Direct Debit Guarantee and The Payment Card Industry Data Security Standard.
- 9.2.2 Data Protection: The council has a statutory duty under the Data Protection Act 1998 to ensure that the systems and processes it adopts conform to the requirements and safeguards which must be applied to personal data to ensure the rights and freedoms of living individuals are not compromised. The Act stipulates that those who record and use personal information must first obtain consent as to how the information is used and must follow safe information handling practices, with appropriate security levels. It applies to the collection, use, disclosure, retention and destruction of data.
- 9.2.3 Parking permits: The council has a statutory duty under Parts I, II and IV of the Road Traffic Regulation Act 1984 to place temporary, experimental or permanent restrictions on traffic within

their areas by way of a Traffic Regulation Order (TRO). Examples of a TRO include: double or single yellow, one-way streets, residents' parking, etc. TROs are required by law to enable the police or, in the case of parking issues, the council, to enforce these restrictions. The council should ensure that adequate publicity is provided to those likely to be affected. This may include display of notices in the relevant area, notices in a local paper, etc.

- 9.2.4 Taxi licensing: The council has a statutory obligation to ensure that applicants have the legal right to work in the UK prior to issuing a licence. The issuing or refusing of licenses will be undertaken in accordance with the requirements of the Immigration Act 2016 with due regard to Home Office guidance. The council takes this responsibility seriously and will ensure that any system and processes adopted will include checks to ensure compliance with the Act, and will liaise where required with relevant Home Office departments.

9.3 **Equalities Implications**

- 9.3.1 The Payment Strategy Equalities Impact Assessment (EIA) demonstrates that there will be little impact with its implementation and has been made available on the council's website. The adding of a surcharge on credit card payments will have a negative impact on those customers who are on low incomes or in debt. However, there are alternative payment methods which these customers can use, e.g. debit cards, bank transfers, etc.

- 9.3.2 With regards to the proposed online parking system and taxi licensing, its EIA is available on the council's website identifies that it will have a negative impact on those customers who do not have access to the internet as both parking permits and taxi licensing will only be available as online services. It is anticipated that these customers will have to rely on family and/or friends, or visit one of the community hubs being developed through the council's CommunityServe Programme where customers will be able to access online services and support. The council are also developing digital access hubs at its libraries and online access and digital assistance, i.e. floor walkers, will be available at the Customer Service Centre (CSC). It is important to note that customers will still be able telephone the council via its CSC for advice and support.

9.4 **Human Resource Implications**

- 9.4.1 The cash office has four part time employees working within the Peterborough Serco Strategic Partnership that may be affected by the proposal to close the cash office. The council would work with our partner in order to minimise the impact on these individuals.

10. **BACKGROUND DOCUMENTS**

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

- 10.1
- Hackney Carriage and Private Hire Policy, 2017
 - Technology Strategy 2014 - 2019
 - Government Digital Strategy, 2016
 - Government Digital Strategy, Government Digital Service, 2013
 - Government Transformation Strategy, Government Digital Services, 2017

11. **APPENDICES**

- 11.1 **Appendix 1** - Payment Strategy 2017 - 2021



Peterborough City Council

Payment Strategy 2017-2021

DRAFT

Contents

| | |
|------------------------------|-----------|
| Introduction | 3 |
| Background | 3 |
| Vision and Objectives | 4 |
| Payments 2016 | 5 |
| Our Strategy | 5 |
| Our Plan | 12 |

1 Introduction

- 1.1 Peterborough City Council (the council) is committed to providing accessible, effective and efficient services to customers. A significant number of customers who contact the council do so to make payments that are due to the council. This strategy sets the framework and direction over the next five years for how customers will transact with the council. It also sets out what the council wants to achieve and why, with regards to how customers will pay for services, responding to advancement in technologies and identifying its key principles and targets, and how the council will move towards the achievement of these targets.

2 Background

- 2.1 The council has experienced significant reductions in central funding over the last seven years, in the context of the incredibly challenging financial position that all councils face. Since the financial crash of 2008, the public sector has seen unprecedented reductions in funding. In the seven years to 2017/18, the council has seen its Government funding cut by £57million, which equates to over 50 per cent of its Government grant. When you include the financial pressures the council has tackled alongside reductions to grant – a total of £178 million has been saved since 2010.
- 2.2 Per annum, the council raises approximately £100m in non-domestic rates, £79m in council tax, £3.5m in housing benefit overpayments and in excess £50m for sundry debt. In 2016, this resulted in those that paid nearly one million payments being made to the council. The number of payment transactions is set to increase as Peterborough grows. Approximately 20% of these payments in 2016 involved a customer paying for the bill or service in person and not via an automated or digital channel. Paying for a bill or service in person, i.e. via the council's contact centre, including its Cash Office, is an expensive payment channel in comparison with automated or digital channels, such as, direct debit, automated touch tone, internet, etc.
- 2.3 Since the council's previous Payment Strategy 2008, the way customers have transacted with the council has significantly changed. While customers have embraced digital technologies to varying degrees, digital has become more important to customers across the board. Some customers have completely "gone digital"— they prefer to interact with the council via online channels at every opportunity and do not want to converse with a council officer. At the opposite end of the spectrum there are customers who still lean heavily on traditional channels, but even they are likely to use available digital channels at different times for certain activities.
- 2.4 The term 'digital by default' has a clear transactional focus and is the goal for services with over 100,000 transactions per year¹. Although not mandated for local government, in many ways the approach builds on the work that councils have been doing for years – a combination of appropriate channel choice and good design that not only reduces cost by 'shifting' services onto cheaper digital channels, but also improves the customer experience by allowing swifter and more convenient self-service interactions at any time and from any place. However, the identification of efficiency savings with regards to customer interaction, although vital, will not be sufficient – local government and the wider public services must also focus on reducing, avoiding and/or diverting demand, as the Local Government Association's (LGA) recent work on demand management has outlined².

¹ Government Digital Strategy, Government Digital Service, 2013

² [LGA Demand Management](#)

3 Vision and Objectives

3.1 The council's vision for how customers will make payments for bills and services is aligned to the Government's 2016 Digital and Transformation Strategies, where:

The council will re-design its digital services to make them so straightforward and convenient that all those who can use them prefer to do so. The council will provide digitalised public services that are personalised, flexible, cost-efficient, save customers time, and allow the customer to transact how, when and where they like.

3.2 The strategy is based upon the following key objectives, where the council will:

- **continue to develop and enhance its digital transaction methods** to ensure it provides digital options and provides the customer with more cost efficient, convenient and safer payment methods;
- **significantly reduce cash and cheque transactions** through the support and encouragement of the customer to use alternative payment methods. To support this objective, the council will **no longer provide a centralised cash office** and will **phase out cheque payments**;
- **substantially reduce the number of payments taken by officers over the telephone** and divert these to more cost effective digital methods, such as, automated touch tone and internet payments, etc;
- **encourage customers to pay for service(s) in advance and set up automated payment methods, e.g. direct debits, for recurring bills and services**, where appropriate;
- **provide sufficient choice of payment methods** to ensure collection rates are maximised and any customer groups are not discriminated against, or made to pay unreasonable charges when making payments due to the council;
- **recover the costs for payment methods from the customer**, for example the adding of a surcharge to all credit card payments;
- **regularly review the costs of collecting debts and payments** to ensure these are minimised; and
- **ensure Payment Card Industry (PCI) Data Security Standard (DSS) compliance** and that the council assesses, remediates and reports its PCI compliance on an annual basis.

4 Payments 2016

- 4.1 In 2016, the council processed nearly one million payment transactions with a value in excess of £230 million. Table 1 shows that the majority of these transactions were processed as direct debit payments (60%), but still 110,000 transactions were processed via the Cash Office, or over the telephone at the Customer Service Centre (CSC), or directly by an officer in a service.

Table 1: Payment transaction volumes by channel and method, 2016

| | Direct Debit | Internet | Automated Touch Tone | Over the phone | Cash Office | Pay at a bank | Bank Transfer | Pay at a Payzone / Post Office | Council satellite sites |
|----------------|--------------|----------|----------------------|----------------|-------------|---------------|---------------|--------------------------------|-------------------------|
| Direct Debit | 592,653 | | | | | | | | |
| Debit Card | | 65,875 | 31,739 | 32,997 | 16,500 | | | 608 | 6,227 |
| Credit Card | | 10,195 | 2,510 | 4,798 | 343 | | 22,726 | | |
| Cash | | | | | 40,324 | 9,028 | | 43,367 | 5,046 |
| Cheque | | | | | 14,240 | | | | |
| Post Orders | | | | | 181 | | | | |
| Transfers | | | | | 37 | | 88,298 | | |
| Mixed Payments | | | | | 600 | | | | |

- 4.2 Between 2008, when the last Payment Strategy was published, and 2016, the number of transactions has increased by approximately 30% in part due to continued dwelling and business growth. During this period there were some dramatic increases in the number of transactions via the internet (900%), over the phone (240%), and touch tone payments (400%), whereas Cash Office transactions decreased (60%), but the number of footfall visits to the Cash Office has remained relatively static over the period at 58,000 per year, but in the first half of 2017 this figure has started to fall, with approximately 1,000 fewer visits per month. Some services such as parking permits and taxi licensing currently only accept payment via the cash office with no alternative payment channel available.

5 Our Strategy

- 5.1 The strategy is divided into a number of key elements. For each of these elements, the strategy will set out why the council intends to adopt the approach and what the council will do by 2018 and 2021 to help understand how the strategy will be delivered.

Develop and enhance its digital transaction methods

- 5.2 Transformation is a continuous process. The council, as it delivers its major programmes of

work, needs to plan for the future by ensuring it is adaptable and responsive to change, and able to keep pace with technology as it evolves. This will ensure that the council will maintain its momentum to continually transform its services.

Our strategy is to:

- **evaluate new and emerging technologies, and implement those technologies that deliver benefits not only to the council, but also to the customer.**

Why is this our strategy?

- it is acknowledged that the huge growth in take-up of smart phones and tablets is creating a nation of media multi-taskers. It is estimated that 71% of UK adults have a smart phone and/or a tablet, spending on average over two hours a day on them, rising to nearly five hours for those aged 16 to 24³. The application of these technologies is increasing on a daily basis, e.g. developers are submitting more than 1,000 apps to Apple's App Store per day. It is highly probable that new payment applications will be developed and existing applications will be improved, any of which may become a common tool for customers to pay for services. There are many existing and new digital payment methods, such as, PayPal, Apple Pay, Android Pay, PayM and Pingit which are relatively cheap per transaction cost and not being used by the council. The diversion of customers to these new payment applications will reduce costs to the council and provide customers with an easy, convenient and secure payment method.

Our plan by 2018

- identify and review emerging technologies, and embed this approach as part of the Front Door Project.
- engage with the Government Digital Service (GDS) to ensure the council tracks the developments of the 'Government as a Platform' concept and the continued development of the services on the single, cross-government platform, including GOV.UK Verify, GOV.UK Pay and GOV.UK Notify platforms;
- engage with the Local Government Association (LGA) to ensure that the council learns from the practical experience and evidence of how other public services have harnessed technology and digital tools, and approaches to meet future challenges and develop radically new public service models;
- increase the number of transactions processed through digital technologies; and
- investigate more utilisation of chip and pin payment devices.

Our plan by 2021

- continue to innovate and implement new payments channels and methods, and increase the number of transactions processed through digital technologies.

5.3 The council's **Front Door Project** will look at all customer contact channels and touchpoints across the council between 2016 and 2018 in order to drive channel shift and manage contact demand. This will be delivered by transforming the end to end customer journey

³ OFCOM, The Communications Market Report, 2016

through a digital approach which will enable self-serve and increase self-management by customers, and also divert demand away from council services. The changes to be implemented will include: All apply for, pay for, book and report it transactions being available online, supported by the provision of interactive guides and web chat assistance. A MyAccount facility will also be developed to enable customers to transact securely, upload documents, track progress and receive alerts and notifications.

Cash Office

- 5.4 The number of payment transactions processed by the Cash Office has steadily declined since 2007 when approximately 189,000 payments were received compared to 72,000 in 2016. However, footfall at the Cash Office has remained steady over this period at approximately 58,000 per year, but in the first half of 2017 this figure has started to fall, with approximately 1,000 fewer visits per month.

Our strategy is to:

- **close the cash office at Bayard Place and no longer provide the function;** and
- **encourage those customers who still prefer to pay by cash and cheque to make these payments at a bank;**

Why is this our strategy?

- customers are preferring to use alternative payment methods, specifically digital methods, such as, the internet and automated touch tone, and the numbers of transactions and visits to the Cash Office are in decline
- there are cheaper and more convenient alternative payment channels and methods for our customers. In customers moving to cheaper channels and methods then there will be a financial saving for the council in reduced transaction costs. Moreover, the alternative channels and methods are also more convenient, secure and cheaper for the customer; and
- payments at a bank is the cheapest non-digital channel and significantly cheaper than Payzones /Post Offices.

The council recognises that there are customers who are either unable or unwilling to switch to other methods and will still choose to pay for bills and service by cash. For these customers, payments at a bank or a Payzone / Post Office are a cheaper and more convenient method than the Cash Office. There remains over 50 locations throughout the city (i.e. banks, Payzones and Post Offices) which are more convenient and accessible (i.e. open longer hours than the Cash Office), and will accept payments for council services by cheque, cash and credit/debit cards.

Our plan by 2018

- close the Cash Office and divert customers to alternative payment channels or payment methods;
- deliver digital transformation through the Front Door project and enable customers to set up a MyAccount;
- investigate the use of Credit Unions to support those customers who do not have access to a bank or building society to make payments; and

- continue to work with our partners to develop and publicise community hubs in libraries and other locations across the city where customers can access the internet and support to self-serve and make payments
- continue to deliver digital inclusion training in the community and maintain its commitment and support to assist customers where appropriate.

The council recognises that a digital channel shift should include activities to support greater access to digital channels through 'assisted digital' provision and the fostering of greater digital inclusion. Services must work for the whole of society - not just the 77% of people who have basic digital skills, but for those adults who don't⁴. This is particularly important as financial exclusion and digital exclusion often go hand in hand. People who are the least online are often heavier users of public services, highlighting the need to design services to include them. For example, the Office for National Statistics established in 2016 that 61% of people aged 75 and over had never used the internet⁵. The most common reason that people give for not being online is that they are not interested in the internet. However, there are also other barriers such as costs, and a lack of knowledge and confidence.

Card payments

- 5.5 Card payments are increasing steadily especially via the internet, e.g. in 2015, 53,000 debit card and 8,000 credit card transaction were received via the internet compared to 66,000 debit card and 10,000 credit card transaction in 2016. The council incurs transaction costs for these payment methods dependent on the payment channel where payment is made, with credit card payments including a merchant handling fee. These transaction costs are more expensive than making payment by direct debit.

Our strategy is to:

- **recover the cost of processing credit card payments from the customer**, i.e. the council will apply a surcharge to the amount being paid in order to recover the cost of the credit card transaction.
- **ensure the council is PCI DSS compliant**, i.e. the adoption of consistent technical and operational data security requirements designed to protect cardholder data.

Why is this our strategy?

- to recoup the processing charges applied to card payments;
- to provide an incentive to customers to shift to cheaper payment channels and methods; and
- should the council suffer a card data breach and is not PCI compliant it would be liable for any fraudulent activity, the costs of reissuing and monitoring affected cards and any investigation costs imposed by our acquiring bank.

⁴ Government Transformation Strategy, Government Digital Services, 2017

⁵ Office for National Statistics, Statistical Bulletin, Internet Users in the UK: 2016

Our plan by 2018

- ensure PCI DSS compliance of existing payment methods;
- determine which payments where a surcharge can be applied and those where it cannot, and document and communicate these principles to our customers;
- determine the surcharge rate to be applied to credit card payments; and
- implement the surcharge principles and rate.

Our plan by 2021

- investigate the use of a surcharge for debit cards; and
- ensure the council assesses, remediates and reports its PCI compliance on an annual basis.

Phone payments taken by an officer

- 5.6 Payments taken by an officer over the phone have increased steadily over the last ten years. In 2007, there were 11,000 payments made over the phone with the help of an officer, while in 2016 this figure had risen to almost 38,000; these payments have increased steadily since 2007 for all types of service, but a significant number - approximately 7,500 - were for brown bin collections where charges were introduced in 2014. It is these payments, particularly those by credit card, that have the highest cost per transaction across all channels and methods.

Our strategy is to:

- **direct customers away from making supported phone payments with a council officer.** It is the target that council officers will take no supported payments by phone, with the exception of when an officer intentionally contacts a customer to chase a payment. However, if a customer contacts an officer for another purpose, but then asks if they can make a payment, that officer should support the customer in making the payment.

Why is this our strategy?

- to encourage customers to use alternative methods that are personalised, flexible, cost-efficient, save customers time, and allow the customer to transact how, when and where they like.

Our plan by 2018

- divert customers to digitised channels, e.g. automated touch tone and the internet;
- delivering digital transformation through the Front Door project and providing customers with a MyAccount; and
- communicate to customers the benefits of setting up a MyAccount.

Our plan by 2021

- continue to develop, improve and publicise the MyAccount functionality; and

- divert customers to automated payment channels

Direct debit and bank transfers

5.7 Direct debits and bank transfers are the cheapest payment methods in transaction costs to the council and the majority of transactions are processed by these channels; 60% of all transactions are processed as direct debits while bank transfers account for approximately 9%. The majority of Direct Debits are for Council Tax payments. In 2007, just under 38,000 households had signed up to direct debit, compared to 47,000 in 2017. This is a significant increase in numbers, but the percentage of households paying has remained steady during this period at 62%.

Our strategy is to:

- **encourage more customers to make their payments via direct debit or bank transfer.** This includes the shifting of existing customers to these payment channels, and ensuring new customers pay by direct debit or bank transfer.

Why is this our strategy?

- these are the payment channels will reduce transaction costs for the council.
- automated payments support the council to ensure customers pay for recurring services, for example, rent, utilities, council tax, brown bins, etc and make payments in advance.

Our plan by 2018

- promote and incentivise payments via direct debit or bank transfer
- identify all recurring payments and produce a work plan to transfer these customers to automated payment methods

Our plan by 2021

- continue to promote and incentivise payments via direct debit or bank transfer
- 70% of eligible households to pay their council tax via direct debit

Cheques

5.8 The number of cheques received by the council is falling. In 2016, the Cash Office processed approximately 14,000 cheques with a value of £15 million, compared to 18,000 in 2014 with a value of £15 million.

Our strategy is to:

- **no longer accept cheques either by post or in person.** Cheques will only be accepted at a Payzone /Post Office or bank. However, it is important to note that

not all Payzones accept cheques.

Why is this our strategy?

- the handling and processing of cheques is relatively expensive and cheque payment is being phased out nationally gradually

Our plan by 2018

- promote alternative methods to the use of cheques; and
- develop a phased plan to the non-acceptance of cheques.

Our plan by 2021

- Cheques are no longer accepted

Payzone / Post Office

5.9 The Payzone / Post Office payment channel was introduced in 2008, when opening hours of the Cash Office were reduced. In 2016, approximately 67,000 payments were received at Payzones / Post Offices, accounting for almost 7% of all transaction, the majority of which were cash or cheque.

Our strategy is to:

- **reduce the number of payments being taken by Payzone / Post Offices.**

Why is this our strategy?

- Payzone / Post Offices transaction costs to the council is more expensive than direct debit, bank transfers and payments at a bank. However, the council recognises that Payzones / Post Offices as a payment channel may still be required as they are both accessible and convenient to those customers who still want to pay by cash and cheque.

Our plan by 2021

- promote and incentivise payments via direct debit or bank transfer to those customers using Payzone / Post Offices.

Payment Service Providers

5.10 The council has various contracts with payment service providers to support customer payments. These contracts include the:

- taking of payments;
- processing of payments; and
- collection and counting of cash.

Our strategy is to:

- engage procurement to review current contracts - focusing in particular on risk management around data security and Payment Card Industry Data Security Standard (PCI DSS) compliance
- where applicable, ensure all contracts procured/in place are PCI compliant
- look to aggregate spend and suppliers in order to reduce both revenue costs and the transactional costs associated with managing the current contracts
- market test all contracts to ensure that the council is getting 'value for money'

Why is this our strategy?

- To mitigate commercial and legal risks and to put in place contracts for these services that are compliant with Public Contract Regulations and the Council's contract rules.

Our plan by 2021

- ensure that all contracts are managed, reviewed on a regular basis and renegotiated or retendered to achieve 'value for money'.

6 Our Plan

6.1 The strategy will be delivered through a plan based on the activities summarised in the previous section. This plan will be monitored on a regular basis by the Service Director, Financial Services who will provide senior leadership and direction, making decisions to steer the work to achieve the strategic objectives.

6.2 On an annual basis, the payment volumes and costs by the various channels and methods will be reviewed to determine any impacts and implications for the strategy, and reported to the Service Director, Financial Services. The Service Director, Financial Services will consider the report and decide if the strategy and plan need to be revised.

Equality Impact Assessment:

Initial assessment

What are the proposed outcomes of the policy?

The Payment Strategy 2017 - 2021 is based upon the following key objectives:

- 1) **continue to develop and enhance its digital transaction methods** to ensure it provides digital options and provides the customer with more cost efficient, convenient and safer payment methods;
- 2) **significantly reduce cash and cheque transactions** through the support and encouragement of the customer to use alternative payment methods. To support this objective, the council will **no longer provide a centralised Cash Office** and will **phase out cheque payments**;
- 3) **substantially reduce the number of payments taken by officers over the telephone** and divert these to more cost effective digital methods, such as, automated touch tone and internet payments, etc;
- 4) **encourage customers to pay for service in advance and set up automated payment methods, e.g. direct debits, for recurring bills and services**, where appropriate;
- 5) **provide sufficient choice of payment methods** to ensure collection rates are maximised and any customer groups are not discriminated against, or made to pay unreasonable charges when making payments due to the council;
- 6) **recover the costs for payment methods from the customer**, for example the adding of a surcharge to all credit card payments;
- 7) **regularly review the costs of collecting debts and payments** to ensure these are minimised; and
- 8) **ensure Payment Card Industry (PCI) Data Security Standard (DSS) compliance** and that the council assesses, remediates and reports its PCI compliance on an annual basis

The revised strategy will set the framework and direction over the next five years for how customers will choose to make payments to the council through automated processes or digitalised services that are personalised, flexible, cost-efficient, save customers time and allow for the customer to transact how, when and where they like.

Context

The council has experienced significant reductions in central funding over the last seven years, in the context of the incredibly challenging financial position that all councils face. Since the financial crash of 2008, the public sector has seen unprecedented reductions in funding. In the seven years to 2017/18, the council has seen its Government funding cut by £57million, which equates to over 50 per cent of its Government grant. When you include the financial pressures the council has tackled alongside reductions to grant – a total of £178 million has been saved since 2010.

Since the council's previous Payment Strategy 2008, the way customers have transacted with the council has significantly changed. While customers have embraced digital

technologies to varying degrees, digital has become more important to customers across the board. Some customers have completely “gone digital”— they prefer to interact with the council via online channels at every opportunity and do not want to converse with a council officer. At the opposite end of the spectrum are customers who still lean heavily on traditional channels, but even they are likely to use available digital channels at different times for certain activities.

Which individuals or groups are most likely to be affected?

Surveys have indicated that the customers using the Cash Office are predominately from the following wards: Central, Park, East, North and Dogsthorpe - in 2016, 42% of those paying their Council Tax at the Cash Office were from one of these five wards.

There is no specific data collected on the equality groups, but it is recognised that the elderly are likely to use the Cash Office and assisted telephony payment options. It is also known from queue busting work undertaken that a common reason for customers using these channels is because they have always used these methods, they are digitally excluded or digitally dismissive.

Now consider whether any of the following groups will be disproportionately affected:

| Equality Group | Note any positive or negative effects |
|-----------------------|--|
| Particular age groups | <p>Adverse impact is probable or certain for certain groups, but the policy as a whole can nevertheless be justified.</p> <p>Older people are a predominant user of the Cash Office as often they historically have always used this method and may be digitally excluded/dismissive.</p> <p>Older people who currently use the assisted telephony payment service may also need support to use new digital payment methods.</p> <p>Support for this group is outlined in the remedial actions section within this document.</p> |
| Disabled people | <p>Adverse impact is probable or certain for certain groups, but the policy as a whole can nevertheless be justified.</p> <p>The Cash Office has a hearing loop installed which may not be available at other facilities where cash payments are made e.g. Payzones. However, one of the nearest (to the Cash Office) alternative payment facilities, the central Post Office, does have a hearing loop installed.</p> <p>There are no specific facilities provided for people who are visually impaired at the Cash Office. We are, therefore, looking to improve how we engage this group of people by working with Peterborough Association for the Blind (RNIB) on the support they can provide around the payment of bills at alternative payment locations and other methods.</p> <p>RNIB run a programme called Online Today to which</p> |

| | |
|---|--|
| | <p>we plan to signpost customers. It offers support across the UK from home visits by volunteers to locally run group sessions, training and one to one support. RNIB also provides guidance on using debit and credit cards more easily.</p> <p>Payment by direct debit (where applicable) also provides an easy way to pay and take the hassle out of making payments.</p> <p>The Cash Office has a lowered desk for wheelchair uses which may not be available at other facilities where cash payments are made e.g. Payzones. However, the central Post Office offers this facility which is located reasonably close to the existing Cash Office.</p> <p>Customers will be encouraged to use digital payment methods and automated touch tone phone payments rather than phoning to pay supported by an officer. However, this facility will still be available for people who need this service.</p> |
| Married couples or those entered into a civil partnership | Adverse impact is unlikely, but positive impact is also unlikely. |
| Pregnant women or women on maternity leave | Adverse impact is unlikely, but positive impact is also unlikely. |
| Particular ethnic groups | <p>Adverse impact is probable or certain for certain groups, but the policy as a whole can nevertheless be justified.</p> <p>Surveys have indicated that the customers using the Cash Office are predominately from the following wards: Central, Park, East, North and Dogsthorpe - in 2016, 42% of those paying their Council Tax at the Cash Office were from one of these five wards.</p> <p>The 2011 Census data indicated that over 27% of the people who reside in these wards identify themselves as Asian/Asian British and, therefore, the assumption is that a high percentage of Cash Office users are from this particular ethnic group.</p> <p>Customers can pay their Council Tax and other bills at over 50 banks, Payzones and Post Offices across the city. It has been calculated that 95% of the population live within 1km of a bank, Payzone or Post Office. Customers also have a wide variety of other methods by which they could pay for council services, i.e. by direct debit, bank transfers, internet and automated touch tone, etc. On this basis there is likely to be little effect on the groups identified as they will still have access to pay by their current method within a different facility, which is also likely to be in a more convenient location to them.</p> |

| | |
|--|---|
| | There will be no impact in terms of language as the current Cash Office do not provide translation services. However, Google translate can be used on the website and Community Connectors are available at the community hubs to support people whose first language is not English. |
| Those of a particular religion or who hold a particular belief | Adverse impact is unlikely, but positive impact is also unlikely. |
| Male/Female | Adverse impact is unlikely, but positive impact is also unlikely. |
| Those proposing to undergo, currently undergoing or who have undergone gender reassignment | Adverse impact is unlikely, but positive impact is also unlikely. |
| Sexual orientation | Adverse impact is unlikely, but positive impact is also unlikely. |

What information is available to help you understand the effect this will have on the groups identified above?

Customers can pay their Council Tax and other bills at over 50 banks, Payzones and Post Offices across the city. It has been calculated that 95% of the population live within 1km of a bank, Payzone or Post Office. Customers also have a wide variety of other methods by which they could pay for council services, i.e. by direct debit, bank transfers, internet and automated touch tone, etc. On this basis there is likely to be little effect on the groups identified as they will still have access to pay by their current method within a different facility, which is also likely to be in a more convenient location to them.

With regard to assisted telephone payments customers will be actively encouraged to not phone the council and pay for a bill or services with officer support. However, this would still be offered in cases where a customer is particularly vulnerable and is unable to use the variety of other channels available. The council will encourage and shift customers to alternative automated phone and digital payment methods as these are considerably cheaper than a supported payment over the phone. It is important to note that the council will still have a Customer Service Centre (CSC), which customers can phone for advice and information, but those wanting to only make a payment will be actively encouraged to use alternative automated phone and digital payment methods as this will be easier and quicker for them.

Customers will no longer be able to pay for a bill or a council service by cheque. It is proposed to stop cheque payments by 2021 at which point customers will need to change their behaviour and instead make payments with the use of their debit card or via direct debits, bank transfers, internet, banks, Post Offices, Payzones, etc. Any customer who has access to a cheque book will by default have access to a debit card.

Who will be the beneficiaries of the policy?

Those customers who want an easier and more convenient way of applying, buying and activating their parking permits. The online system will provide flexible, cost-efficient services and save customers time whilst allowing for the customer to transact how, when and where they like.

The Council will also reduce cost in provision of the parking permits service.

Has the policy been explained to those it might affect directly or indirectly?

The Council will launch a consultation and a communications campaign on 11 July asking for comments on the proposed Payment Strategy 2017-2021. This feedback will be reviewed and where appropriate updates will be made to the Strategy, alongside consideration of how affected groups might be assisted during any changes.

Can any differences be justified as appropriate or necessary?

The number of transactions at the Cash Office has decreased by over 60% since 2008. The number of customers using the Cash Office has remained static at approx. 58k per year. However, the population has increased during this same period.

The updated strategy aligns with the council's current and future initiatives, e.g. the implementation of the Front Door project which aims to investigate all customer contact channels and touchpoints across the council between 2016 and 2018 in order to drive channel shift and manage contact demand. This will be delivered by transforming the end to end customer journey through a digital approach which will enable self-serve and increase self-management by customers, and also divert demand away from council services.

Are any remedial actions required?

It is recognised that for some vulnerable customers, a digital service can present challenges. For some, there is a lack of skill or confidence in using IT while others may not be able to afford the appropriate equipment. In order to help people to manage, the council has developed a number of services and put in place support, for example..

- continue to provide, and extend free access, to computers at libraries;
- promote access to computers available in the Community Hubs;
- promote access to computers available in other community facilities;
- map and promote existing digital assistance provided by other organisations, e.g. Barclays Digital Eagles scheme;
- map and promote free wifi hotspots in the city;
- promote recycled computer schemes in the city;
- for key digital services, provide accompanying videos detailing step by step how to use these services;
- include in any digital training, and promote staying safe using the internet;
- target family, friends and carers to support older people to use digital tools;
- continue targeting vulnerable people through digital inclusion, whilst also training someone in the community to also be able to deliver the training; and
- provision of digital "pop ups" at key locations in the community.

The council is committed to ensuring residents have the right support to adapt to digital technologies and wants to help residents to access online services, such as, making a payment. As more services become digital and some only available online, it is important to ensure that local residents are aware of the benefits of using the internet and have the relevant skills and confidence to do so. Since 2015, the council has delivered community based training around digital inclusion and attended a number of roadshows with partners where the council has pushed digital take-up to use services via the internet, including job centre events, digital inclusion week, 'Q' busting at Bayard Place, Axiom Residents Forums and such work as the more recent Direct Debit Campaign, speaking with residents and supporting them with direct debit sign-ups in Bayard Place.

The digital inclusion training has engaged many people over the last two years, however in the last six months since collecting the data, 194 have completed feedback forms which indicate that people's confidence in the use of IT equipment and devices and accessing online services has improved. 40% of those attending sessions and completing a feedback form state that they had improved their perceived digital skill level. The council will continue to hold training, workshops and drop in sessions to help people get the most out of their devices, whether it is a laptop, tablet or smart-phone, and develop their internet skills. These sessions will be run at a variety of locations across the city including,

libraries, community centres, and other suitable facilities.

As part of the council's service transformation plans, support for vulnerable customers is critical to the success of delivering services differently. The People and Communities Strategy sets out the council's plans for working with communities and vulnerable groups. Much of the People and Community strategy is being delivered with Peterborough City College and the Community Serve programme. This has established community hubs that work with the local communities and vulnerable people to access services, provide information, guidance and support and reduce social isolation.

Vulnerable customers (including older people, people with physical disabilities, learning disabilities or mental health issues) may need additional help in accessing digital services. This may be because they have little or no opportunity to access the internet or they may simply not want to. The council recognises that digital inclusion is about having the right access, skills, motivation and trust. As set out above, the council is helping people to get online and use services confidently and safely. In addition to the help already outlined, the council is also:

- investigating volunteer time banks for digital knowledge sharing;
- promoting the benefits of digital for other uses such as keeping in touch with family and friends via Skype, social networking, online banking and shopping, ancestry research, etc;
- Investigating the provision of a "helpline";
- ensuring any new digital services are tested with older people groups to ensure they are easy to use with a good customer experience; and
- aiming to test services across the digital inclusion scale, which was developed by the Government Digital Service to ensure that the needs of all types of users are considered when developing new digital solutions.

The council commissions a number of voluntary sector providers to help meet the needs of vulnerable people. This includes, DIAL Peterborough (for physical disabilities), Enabling Independence Service (for Learning Disabilities and Autism), MIND (for mental health), Age UK (for older people) and Citizens Advice Peterborough for all other advice and support needs. Many of these organisations (and others) provide help to thousands of clients a year by providing targeted support and advice to ensure that customers can access the services they want and need. Citizen Advice for example have IT equipment free for public use and will help clients to get online where needed.

In addition to the support that we are providing to help customers use digital services, the council also helps to meet other needs for vulnerable people (for instance, learning disabilities, debt, low income or limited English language skills) who may require additional help to manage their finances and make payments.

The council supports and will continue to support these customers through a range of services provided directly, or indirectly through local voluntary and community organisations, some examples of which are set out below:-

- Peterborough Community Assistance Scheme (PCAS) is delivered through a network of local charities. PCAS supports people to manage a short term financial crisis and through information and advice, clients are provided with the skills they need to help reduce the likelihood of a crisis reoccurring.
- Rainbow Savers Credit Union is also part of the scheme and provides invaluable support to customers who, for a variety of reasons, are unable to open even a basic bank account at a High Street branch. Without the support of the Credit Union, customers would be financially excluded and face barriers to employment, housing or financial products. The Credit Union also works with its customers to provide better money management skills, by promoting budgeting and saving rather than relying on expensive high cost credit and loan companies or Loan

Sharks.

- Help to learn English working with the City College and other local providers, the council will expand the ESOL (English for Speakers of Other Languages) offer in the city. This will enable more people to improve their skills, find or improve their employment and access services.

Remedial actions will be further considered following the consultation and throughout the implementation of the Payment Strategy.

Once implemented, how will you monitor the actual impact?

The Payment Strategy initial implementation will be run as a project as part of the Front Door Project. The council will engage with key organisations who provide support to customers (Peterborough Community Assistance Scheme, Rainbow Savers Credit Union, Citizen Advice Bureau etc.) around payment and debt assistance to ensure any remedial action is taken where a negative impact is being experienced.

Cash flow impact will be monitored to ensure that customers are still able to make payments through the available channels.

The strategy will be delivered through a plan based on the activities summarised in the Strategy. This plan will be monitored on a regular basis – by the Service Director, Financial Services who will provide senior leadership and direction, making decisions to steer the work to achieve the strategic objectives.

On an annual basis, the payment volumes and costs by the various channels and methods will be reviewed to determine any impacts and implications for the strategy, and reported to the Service Director, Financial Services. The Service Director, Financial Services will consider the report and decide if the strategy and plan need to be revised.

| | |
|------------------------------------|---|
| Policy review date | |
| Assessment completed by | Angela Nottingham, Damian Roberts & Vicki Palazon |
| Date Initial EqIA completed | 28/06/17 |
| Signed by Head of Service | |

Equality Impact Assessment:

Full assessment

Name/title of the policy area/strand or programme with which this assessment is concerned

Payment Strategy 2017-2021.

Description/summary of the policy area/strand or programme

The revised Payment Strategy will set the framework and direction over the next five years for how customers will choose to make payments to the council through automated processes or digitalised services that are personalised, flexible, cost-efficient, save customers time and allow for the customer to transact how, when and where they like.

The Payment Strategy 2017 is based upon the following key objectives:

- 1) **continue to develop and enhance its digital transaction methods** to ensure it provides digital options and provides the customer with more cost efficient, convenient and safer payment methods;
- 2) **significantly reduce cash and cheque transactions** through the support and encouragement of the customer to use alternative payment methods. To support this objective, the council will **no longer provide a centralised Cash Office** and will **phase out cheque payments**;
- 3) **substantially reduce the number of payments taken by officers over the telephone** and divert these to more cost effective digital methods, such as, automated touch tone and internet payments, etc;
- 4) **encourage customers to pay for service in advance and set up automated payment methods, e.g. direct debits, for recurring bills and services**, where appropriate;
- 5) **provide sufficient choice of payment methods** to ensure collection rates are maximised and any customer groups are not discriminated against, or made to pay unreasonable charges when making payments due to the council;
- 6) **recover the costs for payment methods from the customer**, for example the adding of a surcharge to all credit card payments;
- 7) **regularly review the costs of collecting debts and payments** to ensure these are minimised; and
- 8) **ensure Payment Card Industry (PCI) Data Security Standard (DSS) compliance** and that the council assesses, remediates and reports its PCI compliance on an annual basis

The revised strategy will set the framework and direction over the next five years for how customers will choose to make payments to the council through automated processes or digitalised services that are personalised, flexible, cost-efficient, save customers time and allow for the customer to transact how, when and where they like.

The evidence base (list the principal sources of relevant evidence, both quantitative and qualitative).

Surveys have indicated that the customers using the Cash Office are predominately from the following wards: Central, Park, East, North and Dogsthorpe - in 2016, 42% of those paying their Council Tax at the Cash Office were from one of these five wards.

There is no specific data collected on equality groups using the Cash Office or assisted telephony payments.

There is anecdotal evidence from the queue busting work undertaken in 2016/17 also that often the reason for customers using these channels is because they have always used these methods, they are digitally excluded or digitally dismissive.

What the evidence shows – keys facts

Customers from the Central, Park, East, North and Dogsthorpe wards are key users of the Cash Office for paying council tax.

Challenges and opportunities

(indicate the policy's potential to reduce and remove existing inequalities)

Opportunities:

- By promoting the availability of other payment methods this will make it more convenient for the customer to make a payment to the Council.
- The provision of digital assistance to assist customers in making payments has the potential to introduce customers to other digital benefits such as online shopping, keeping in contact with family through skype etc., online banking, etc.

Challenges:

- Ensuring that customers, particularly in the affected wards, are clear how they can make payments in the future.
- Ensuring vulnerable customers remain supported to make payments.

Summary of Equality Impact Assessment

It is recognised that there will be an impact on existing customers of the Cash Office and assisted telephony payment, however there is sufficient mitigation and alternatives outlined to ensure a negative impact is not experienced by any customer.

The consultation feedback process will also help inform the strategy and the approach ahead of any formal decisions.

Next Steps

Update the Equality Impact Assessment and the Payment Strategy 2017-2021 following feedback from the consultation.

A final decision on the Payment Strategy will be made on 25 September 2017.

This equality impact assessment as a whole is a living document and that, accordingly, it will be revised and updated, as appropriate, in the light of further evidence, discussions and representations.

| | |
|----------------------------------|---|
| Policy review date | |
| Assessment completed by | Angela Nottingham, Damian Roberts & Vicki Palazon |
| Date Full EqlA completed | 28/06/17 |
| Signed by Head of Service | |

Please send your completed assessment to equalityimpactassessments@peterborough.gov.uk. The Compliance Team will ensure that the assessment is published on the website.

Equality Impact Assessment:

Initial assessment

What are the proposed outcomes of the policy?

It is proposed to replace the current paper based parking permit system, which is administered at the Cash Office, with an online e-permit system. Currently, customers have to visit the Cash Office to apply and purchase their parking permits. The Cash Office then record the purchase on their parking system which each evening updates the enforcement system used by the Prevention and Enforcement Service (PES).

The proposal is to replace the Cash Office with an online portal accessed through the council's Digital Services Hub (DiSH) MyAccount. The online e-permit portal being proposed has a real time link with the enforcement system in order that the PES has an up to date list of all valid permits. Customers will be able to go online via various devices (e.g. Smartphones (Apple and android), PCs, tablets, laptops, etc) or at one of the community hubs being developed through the council's CommunityServe Programme across the city (e.g. Herlington Centre, Cross Keys in Westwood and Gladstone Park) to apply, activate and pay for their permits. The council are also developing community hubs at its libraries (currently, only available at the Central Library) where customers will be able to go online and scan documentation.

The scope of the e-permit system would include residential, visitor (including visitor scratch cards) and business parking permits for the Restricted Parking Zones (RPZs) across Central, Park, East, Fletton, Stanground, Woodston and North Wards, plus season tickets for council car parks, market traders and staff occasional permits.

Although the outcome is provide parking permits as a wholly online service, the council recognises that some residents will not be able to access the internet or pay online. In exceptional circumstances, the council will operate a postal permit service issuing physical permits. This system will be monitored and regularly reviewed to ensure that it is not otherwise used and that it meets the needs and requirements of the customer.

Which individuals or groups are most likely to be affected?

There is no data collected on the customers who apply and purchase parking permits. However, the RPZs operates in wards with a higher population density than the city average. These wards tend to have a more youth profile than the Peterborough average, but a greater number of people who are from an ethnic group other than white, with the exception of Fletton and Woodston. These wards are also amongst the most deprived in Peterborough, experiencing lower levels of full and part-time employment, but also lower levels of unemployment.

It is recognised that the groups most likely to experience a negative experience due to the e-permit system are the elderly, people with a disability and those who can't afford to be digitally active and online, i.e. the digitally excluded or digitally dismissive.

Now consider whether any of the following groups will be disproportionately affected:

| Equality Group | Note any positive or negative effects |
|-----------------------|---|
| Particular age groups | Adverse impact is probable or certain for certain |

| | |
|---|---|
| | <p>groups, but the policy as a whole can nevertheless be justified.</p> <p>National (UK) data shows the percentage of people who have never used the internet significantly rises from the age of 65. This group of people have traditionally relied on paper based information. However, the national figure for 16-24 year olds who have never used the internet is only 0.7% of the UK population. Therefore, there is a positive impact as a result of being a young person, as this age group tend to want to transact on the internet and specifically on mobile devices.</p> <p>This will have a negative impact for those, specifically older people aged >65, who cannot easily access the internet. These people will feel digitally excluded and anxieties could increase. However, it has a positive impact for those who have internet access and are digitally capable.</p> |
| Disabled people | <p>Adverse impact is probable or certain for certain groups, but the policy as a whole can nevertheless be justified.</p> <p>Some Mental Health conditions give rise to short attention, concentration or anxiety issues when presented with official forms or carrying out business in a new way. Expectation to contact the council and complete forms by digital means may increase anxiety for some.</p> <p>Customers with mobility challenges may not have internet access at home, therefore, would be negatively impacted because they are reliant on paper-based documentation. However, for those with mobility issues who do have internet access, this change will be beneficial.</p> <p>For people who are visually impaired the council website does have a contrast and accessibility tool. However, each platform will need to be reviewed to establish what facilities are in place for visual impairment.</p> <p>For customers with hearing impairment improved, digital service availability is an improvement.</p> |
| Married couples or those entered into a civil partnership | Adverse impact is unlikely, but positive impact is also unlikely. |
| Pregnant women or women on maternity leave | Adverse impact is unlikely, but positive impact is also unlikely. |
| Particular ethnic groups | Adverse impact is probable or certain for certain groups, but the policy as a whole can nevertheless be justified. |

| | |
|--|---|
| | <p>The following languages: Polish, Czech, Slovak, Portuguese and Lithuanian are the most prevalent users of translation services. These languages are consistent with the top five languages in the School Census data for EAL children. There is also impact for the Asian population where their first language is not English. Whilst the website has a translation tool each individual platform does not have a language solution.</p> <p>With regards to people whose first language is not English, current forms and online services are not published in other languages, and the Cash Office do not provide any translation services and, therefore, the disadvantage is no greater or less than the current situation. However, Google translate can be used on the website and Community Connectors are available at the community hubs to support people whose first language is not English.</p> |
| Those of a particular religion or who hold a particular belief | Adverse impact is unlikely, but positive impact is also unlikely. |
| Male/Female | Adverse impact is unlikely, but positive impact is also unlikely. |
| Those proposing to undergo, currently undergoing or who have undergone gender reassignment | Adverse impact is unlikely, but positive impact is also unlikely. |
| Sexual orientation | Adverse impact is unlikely, but positive impact is also unlikely. |

What information is available to help you understand the effect this will have on the groups identified above?

The permit system will be able to analyse the profile of those customers who use the e-permit system and those that require physical permits as they can't access or complete the online system.

Who will be the beneficiaries of the policy?

Those customers who want an easier and more convenient way of applying, buying and activating their parking permits. The online system will provide flexible, cost-efficient services and save customers time whilst allowing for the customer to transact how, when and where they like.

The Council will also reduce cost in provision of the parking permits service.

Has the policy been explained to those it might affect directly or indirectly?

The Council will launch a consultation and a communications campaign on 11 July 2017 asking for comments on the proposed e-permit system. All residents in the RPZ will receive a letter explaining the proposed system and stating how they can comment. The results of the consultation will be presented to Cabinet on the 25 September 2017 in order to make an informed decision if to implement a entirely online service.

Can any differences be justified as appropriate or necessary?

The majority of the population are now digitally active and want to self-serve and, therefore, not interact with the council face to face. This is justified by national research and the fact that transactions at the Cash Office have declined by over 60% since 2008. Parking permits is one of a few services, including Taxi Licensing, where customers can only pay at the Cash Office. This in itself is restrictive especially when the Cash Office has restricted opening hours. Therefore, an online method is required to meet current and future customer needs.

Are any remedial actions required?

It is proposed that even though the council will promote a e-permit system, physical permits will still be issued to those with particular needs and requirements. The council will not actively publicise this approach. This paper based system will be a postal service. It is proposed that strict rules will be applied to this route to prevent the fraudulent use of physical permits.

However, it is recognised that for some vulnerable customers, a digital service can present challenges. For some, there is a lack of skill or confidence in using IT while others may not be able to afford the appropriate equipment. In order to help people to manage, the council has developed a number of services and put in established support, for example:

- continue to provide, and extend free access, to computers at libraries;
- promote access to computers available in the Community Hubs;
- promote access to computers available in other community facilities;
- map and promote existing digital assistance provided by other organisations, e.g. Barclays Digital Eagles scheme;
- map and promote free wifi hotspots in the city;
- promote recycled computer schemes in the city;
- for key digital services, provide accompanying videos detailing step by step how to use these services;
- include in any digital training, and promote staying safe using the internet;
- target family, friends and carers to support older people to use digital tools;
- continue targeting vulnerable people through digital inclusion, whilst also training someone in the community to also be able to deliver the training; and
- provision of digital “pop ups” at key locations in the community.

The council is committed to ensuring residents have the right support to adapt to digital technologies and wants to help residents to access online services, such as, making a payment. As more services become digital and some only available online, it is important to ensure that local residents are aware of the benefits of using the internet and have the relevant skills and confidence to do so. Since 2015, the council has delivered community based training around digital inclusion and attended a number of roadshows with partners where the council has pushed digital take-up to use services via the internet, including job centre events, digital inclusion week, ‘Q’ busting at Bayard Place, Axiom Residents Forums and such work as the more recent Direct Debit Campaign, speaking with residents and supporting them with direct debit sign-ups in Bayard Place.

The digital inclusion training has engaged many people over the last two years, however in the last six months since collecting the data, 194 have completed feedback forms which indicate that people’s confidence in the use of IT equipment and devices and accessing online services has improved. 40% of those attending sessions and completing a feedback form state that they had improved their perceived digital skill level. The council will continue to hold training, workshops and drop in sessions to help people get the most out of their devices, whether it is a laptop, tablet or smart-phone, and develop their internet skills. These sessions will be run at a variety of locations across the city including,

libraries, community centres, and other suitable facilities.

As part of the council's service transformation plans, support for vulnerable customers is critical to the success of delivering services differently. The People and Communities Strategy sets out the council's plans for working with communities and vulnerable groups. Much of the People and Community strategy is being delivered with Peterborough City College and the Community Serve programme. This has established community hubs that work with the local communities and vulnerable people to access services, provide information, guidance and support and reduce social isolation.

Vulnerable customers (including older people, people with physical disabilities, learning disabilities or mental health issues) may need additional help in accessing digital services. This may be because they have little or no opportunity to access the internet or they may simply not want to. The council recognises that digital inclusion is about having the right access, skills, motivation and trust. As set out above, the council is helping people to get online and use services confidently and safely. In addition to the help already outlined, the council is also:

- investigating volunteer time banks for digital knowledge sharing;
- promoting the benefits of digital for other uses such as keeping in touch with family and friends via Skype, social networking, online banking and shopping, ancestry research, etc;
- Investigating the provision of a "helpline";
- ensuring any new digital services are tested with older people groups to ensure they are easy to use with a good customer experience; and
- aiming to test services across the digital inclusion scale, which was developed by the Government Digital Service to ensure that the needs of all types of users are considered when developing new digital solutions.

The council commissions a number of voluntary sector providers to help meet the needs of vulnerable people. This includes, DIAL Peterborough (for physical disabilities), Enabling Independence Service (for Learning Disabilities and Autism), MIND (for mental health), Age UK (for older people) and Citizens Advice Peterborough for all other advice and support needs. Many of these organisations (and others) provide help to thousands of clients a year by providing targeted support and advice to ensure that customers can access the services they want and need. Citizen Advice for example have IT equipment free for public use and will help clients to get online where needed.

In addition to the support that we are providing to help customers use digital services, the council also helps to meet other needs for vulnerable people (for instance, learning disabilities, debt, low income or limited English language skills) who may require additional help to manage their finances and make payments.

The council supports and will continue to support these customers through a range of services provided directly, or indirectly through local voluntary and community organisations, some examples of which are set out below:-

- Peterborough Community Assistance Scheme (PCAS) is delivered through a network of local charities. PCAS supports people to manage a short term financial crisis and through information and advice, clients are provided with the skills they need to help reduce the likelihood of a crisis reoccurring.
- Rainbow Savers Credit Union is also part of the scheme and provides invaluable support to customers who, for a variety of reasons, are unable to open even a basic bank account at a High Street branch. Without the support of the Credit Union, customers would be financially excluded and face barriers to employment, housing or financial products. The Credit Union also works with its customers to provide better money management skills, by promoting budgeting and saving rather than relying on expensive high cost credit and loan companies or Loan

Sharks.

- Help to learn English working with the City College and other local providers, the council will expand the ESOL (English for Speakers of Other Languages) offer in the city. This will enable more people to improve their skills, find or improve their employment and access services.

Remedial actions will be further considered following the consultation and throughout the implementation of the Payment Strategy.

Once implemented, how will you monitor the actual impact?

The profile of those using the system will be monitored. A six month review will be undertaken to determine the impact of the e-permit system. This will include a discussions with a wide profile of customers to understand how the system can be improved.

| | |
|------------------------------------|----------------|
| Policy review date | |
| Assessment completed by | Damian Roberts |
| Date Initial EqIA completed | 28/06/17 |
| Signed by Head of Service | |

Equality Impact Assessment:

Full assessment

Name/title of the policy area/strand or programme with which this assessment is concerned

Parking e-permit system

Description/summary of the policy area/strand or programme

It is proposed to replace the current paper based parking permit system, which is administered at the Cash Office, with an on-line e-permit system. Currently, customers have to visit the Cash Office to apply and purchase their parking permits. The Cash Office then record the purchase on their parking system which each evening updates the enforcement system used by the Prevention and Enforcement Service (PES).

The proposal is to replace the Cash Office with an online portal accessed through the council's Digital Services Hub (DiSH) MyAccount. The on-line e-permit portal being proposed has a real time link with the enforcement system in order that the PES has an up to date list of all valid permits. Customers will be able to go online via various devices (e.g. Smartphones (Apple and android), PCs, tablets, laptops, etc) or at one of the community hubs being developed through the council's CommunityServe Programme across the city (e.g. Herlington Centre, Cross Keys in Westwood and Gladstone Park) to apply, activate and pay for their permits. The council are also developing community hubs at its libraries (currently, only available at the Central Library) where customers will be able to go online and scan documentation.

The scope of the e-permit system would include residential, visitor (including visitor scratch cards) and business parking permits for the Restricted Parking Zones (RPZs) across Central, Park, East, Fletton, Stanground, Woodston and North Wards, plus season tickets for council car parks, market traders and staff occasional permits.

Although the outcome is provide parking permits as a wholly online service, the council recognises that some residents will not be able to access the internet or pay online. In exceptional circumstances, the council will operate a postal permit service issuing physical permits. This system will be monitored and regularly reviewed to ensure that it is not otherwise used and that it meets the needs and requirements of the customer.

The evidence base (list the principal sources of relevant evidence, both quantitative and qualitative.

Census 2011
English Indices of Deprivation, 2015

What the evidence shows – keys facts

The RPZs operates in wards with a higher population density than the city average. These wards tend to have a more youth profile than the Peterborough average, but a greater number of people who from an ethnic group other than white, with the exception of Fletton and Woodston. These wards are also amongst the most deprived in Peterborough, experiencing lower levels of full and part-time employment, but also lower levels of unemployment.

Challenges and opportunities

(indicate the policy's potential to reduce and remove existing inequalities)

Opportunities:

- it is easier and more convenient for you to apply, pay and activate your permit; you will not be restricted to the opening hours of the cash office;
- you can't lose or forget to display your permit. This means that you and the council will not have to waste time appealing against tickets issued when a permit is not on display;
- there will be not be a charge if you want to change vehicles registered to the permit; you will be able to do this at your convenience, whenever you wish;
- the reduced abuse of the parking permit system, i.e. reducing the use of a visitor permit as an additional residential permit and the use of visitor scratch cards for working week parking, etc.

Challenges:

- ensuring those who are digitally excluded or dismissive have access to the service;
- prevent those who are digitally included applying and abusing the use of physical permits.

Summary of Equality Impact Assessment

It is recognised that there will be an impact on existing parking permit holders. However, there is sufficient mitigation and support outlined to ensure a negative impact is not experienced by any customer.

The consultation feedback process will also help inform the final approach and the Cabinet decision on the 25 September 2017.

Next Steps

Update the Equality Impact Assessment following feedback from the consultation.

A final decision on the e-permit system will be made on 25 September 2017.

This EIA is a living document and, accordingly, it will be revised and updated, as appropriate, in the light of further evidence, discussions and representations.

| | |
|----------------------------------|----------------|
| Policy review date | |
| Assessment completed by | Damian Roberts |
| Date Full EqIA completed | 28/06/17 |
| Signed by Head of Service | |

Please send your completed assessment to equalityimpactassessments@peterborough.gov.uk. The Compliance Team will ensure that the assessment is published on the website.

Equality Impact Assessment:

Initial assessment

What are the proposed outcomes of the policy?

Taxi Licensing on-line application process

It is proposed to replace the current paper based taxi and private hire licensing application, which is administered at the Cash Office with an online process. The current process involves customers visiting a Council building to apply and purchase their taxi and private hire licenses to interact with reception staff at Bayard Place, the Cash Office and officers in Regulatory Services.

The online system will be accessed through the council's website My Account functionality and allow customers to apply and pay for their taxi and private hire licences, badges and plates.

There will be a face to face verification meeting with an officer in regulatory services once online applications have been submitted where applicants will bring in original documents for validation and also a follow up of any other areas that require further clarification by the regulatory officer, a small sample of the the original documents required are listed below:

Taxi Driver Application:

Right to work identification, Taxi General Competency Course pass Certificate, Driving & local knowledge test pass Certificate, Medical Certificate, Driving License, DBS certificate.

Vehicle License Application:

Insurance documents for your vehicle, V5C (log book/registration document), Vehicle test certificate.

Taxi Operator:

Right to work identification, statement of fares to be charged in vehicles, basic disclosure.

The proposal is to replace the current manual system with an online portal accessed through the council's Digital Services Hub (DiSH) MyAccount. The online Taxi Licensing portal being proposed will also have a calendarised booking facility for customers to book their verification meeting once application and deposit is submitted.

They will be able to go online via various devices (e.g. Smartphones (Apple and android), PCs, tablets, laptops, etc) at the self serve PC's at the various Libraries and Bayard Place or at one of the community hubs being developed through the council's CommunityServe Programme across the city (e.g. Herlington Centre, Cross Keys in Westwood and Gladstone Park) to apply and pay for their license.

The hackney carriage and private hire licensing consultation will be launched in July 2017 and in addition to this, letters will be sent out to affected applicants followed up with a face to face meeting at the Peterborough Taxi Association and Peterborough Hackney Drivers Federation.

It is proposed that letters will be sent to all taxi operators and drivers setting out how the online system will work and asking for their feedback. It is also proposed to attend the Peterborough Taxi Association and present the new online taxi licensing system and understand their views and opinions.

The Council will launch a consultation and a communications campaign on 11 July asking for comments on the proposed Payment Strategy 2017 subject to Cabinet approval. This feedback will be reviewed and where appropriate updates will be made to the proposed

processes, alongside consideration of how affected groups might be assisted during any changes.

The council is looking at longer term solutions for verification of individuals and documents.

Which individuals or groups are most likely to be affected?

The Hackney carriage and private hire drivers and operators will be affected by the proposed on-line Taxi application process. This includes a population of approximately 900 drivers and 100 operators.

All applications currently use the existing manual process for taxi applications which involves them visiting a Council building to apply and purchase their taxi and private hire licenses interacting with reception staff at Bayard Place, the Cash Office for payments and officers in Regulatory Services for verification meetings and to date this is the only option for processing and making payments that has been on offer to the applicants.

There is no specific data collected on the equality groups.

Now consider whether any of the following groups will be disproportionately affected:

| Equality Group | Note any positive or negative effects |
|-----------------------|---|
| Particular age groups | <p>The age range for the group affected are between 18 and 65. 18-65 (97.8% of existing users) Over 65 (2.2% of existing users)</p> <p>National (UK) data shows the percentage of people who have never used the internet significantly rises from the age of 65. This group of people have traditionally relied on paper based information. However, the national figure for 16-24 year olds who have never used the internet is only 0.7% of the UK population. Therefore, there is a positive impact as a result of being a young person, as this age group tend to want to transact on the internet and specifically on mobile devices.</p> <p>This could have a negative impact for those, specifically older people aged >65, who cannot easily access the internet. These people could feel digitally excluded and anxieties could increase. However, it has a positive impact for those who have internet access and are digitally capable.</p> <p>Support for this group is outlined in the remedial actions section within this document.</p> |
| Disabled people | <p>New ways of working: Some Mental Health conditions give rise to short attention, concentration or anxiety issues when presented with official forms or carrying out business in a new way. Expectation to contact the council and complete forms by digital means could increase anxiety for some.</p> <p>This will have a negative impact for those who cannot easily access the internet or do not have the mental capability. These people will feel digitally excluded and anxieties could increase. However, it has a positive impact for those who have internet access and are digitally capable.</p> |

| | |
|--|--|
| | <p>Work with the developing community hubs to ensure that local facilities improve disabled accessibility. The council will also work with its website developers to improve the customer experience and develop functionality which will support people with disabilities.</p> <p>The council will also continue to work with the voluntary sector and Peterborough Community Assistance Scheme to ensure help is available to disabled people</p> |
| Married couples or those entered into a civil partnership | There are no positive or negative impacts as a result of a person's marital status |
| Pregnant women or women on maternity leave | There are no positive or negative impacts as a result of a person's being pregnant or on maternity |
| Particular ethnic groups | <p>Adverse impact is probable or certain for the identified group but the online application process as a whole can nevertheless be justified.</p> <p>Part of the online process requires making payment for licences and vehicle plates and the identified group use the cash office for this service. Surveys have indicated that the customers using the Cash Office are predominately from the following wards: Central, Park, East, North and Dogsthorpe - in 2016, 42% of those paying their Council Tax at the Cash Office were from one of these five wards.</p> <p>The 2011 Census data indicated that there is a high percentage of Asian/Asian British identified in the above ward and therefore this group are likely to be users of the cash office.</p> <p>There is impact for the Asian population where their first language is not English. Whilst the website has a translation tool each individual platform does not have a language solution.</p> <p>With regards to people whose first language is not English, current forms and online services are not published in other languages, and the council regulatory officers do not provide any translation services and, therefore, the disadvantage is no greater or less than the current situation.</p> <p>A range of courses for English for speakers of other languages (ESOL) are offered to help people with their communication skills for work and to help them in their local communities.</p> <p>There will be no impact in terms of language as the current cash office do not provide translation services. However, Google translate can be used on the website and Community Connectors are available at the community hubs to support people whose first language is not English.</p> |
| Those of a particular religion or who hold a particular belief | There are no known religions or beliefs that prohibit the use of technology or digital services. Therefore there are no |

| | |
|--|---|
| | positive or negative impacts as a result of a person's religion or belief |
| Male/Female | There are no positive or negative impacts as a result of a person's gender preference. |
| Those proposing to undergo, currently undergoing or who have undergone gender reassignment | There are no positive or negative impacts as a result of a person's gender preference. |
| Sexual orientation | There are no positive or negative impacts as a result of a person's sexual orientation. |

What information is available to help you understand the effect this will have on the groups identified above?

The council has planned communications campaigns and making contacts at the various community hubs and libraries to ensure the identified group have access to the internet and digital services which will continue to deliver digital inclusion courses in the community aimed at people aged 65+.

The group identified are more likely to be more digitally aware as they already follow online application processes such as these listed below in their day to day work as well as part of requirements pre application for licenses:

Part of qualification criteria for hackney carriage and private hire drivers and operators is that they are 'fit and proper'.

Pre qualification criteria already followed by our applicants to complete online enhanced Disclosure and Barring Service (DBS) check which is an online process.

- >Taxi General Competency course at Peterborough Regional College which is part of prequalification that drivers undergo a Knowledge test.
- > Drivers are already using digital equipment including smart phones which aid navigation as part of their job.
- > Existing DVLA process for sharing license information is done via an on line process.

On this basis there is likely to be little effect on the group identified.

Who will be the beneficiaries of the policy?

Customers who want a quicker process for taxi applications.

Customers who want a much more streamlined application process with all information in one place.

Customers who want more convenient payment options.

Customers who would like 24hours access to the taxi application process which is outside standard operating hours.

In turn the Council will also see efficiencies from the proposed online application as it streamlined and reduces the effort required which in turn will save time and improve overall customer service.

Has the policy been explained to those it might affect directly or indirectly?

The Council will launch a consultation and a communications campaign on 11 July asking for comments on the proposed Payment Strategy 2017. This feedback will be reviewed and

where appropriate updates will be made to the Strategy, alongside consideration of how affected groups might be assisted during any changes.

The hackney carriage and private hire licensing consultation will be launched which is exclusively online scheduled for July 2017 and in addition to this, letters will be sent out to affected applicants followed up with a face to face meeting at the Peterborough Taxi Association.

Can any differences be justified as appropriate or necessary?

The proposed online taxi application process is to align with the council's current and future initiatives, e.g. the implementation of the Front Door project which aims to investigate all customer contact channels and touchpoints across the council between 2016 and 2018 in order to drive channel shift and manage contact demand. This will be delivered by transforming the end to end customer journey through a digital approach which will enable self-serve and increase self-management by customers, and also divert demand away from council services.

The current paper based Taxi Licensing process requires a lot of manual input and a very long-winded convoluted process which is not very convenient in its current offering. The proposed online process has been streamlined and made a lot more efficient i.e. providing applicants with a full comprehensive checklist of pre qualifications criteria and requirements before commencing the application process to ensure a smoother and less time consuming process in turn offering applicants a much better service.

Are any remedial actions required?

It is recognised that for some vulnerable applicants, a digital service can present challenges. For some, there is a lack of skill or confidence in using IT or others may not be able to afford the appropriate equipment. In order to help people to manage, the council has developed a number of services and support into place. Some examples of this include:

- continue to provide, and extend free access, to computers at libraries;
- promote access to computers available in the Community Hubs;
- promote access to computers available in other community facilities;
- map and promote existing digital assistance provided by other organisations, e.g. Barclays Digital Eagles scheme;
- map and promote free wifi hotspots in the city;
- promote recycled computer schemes in the city;
- for key digital services, provide accompanying videos detailing step by step how to use these services;
- include in any digital training, and promote staying safe using the internet;
- target family, friends and carers to support older people to use digital tools;
- continue targeting vulnerable people through digital inclusion, whilst also training someone in the community to also be able to deliver the training; and
- provision of digital "pop ups" at key locations in the community.

Once implemented, how will you monitor the actual impact?

The regulatory officer responsible for taxi licensing processes and application will monitor the newly proposed process and business as usual processes under current governing rules and regulatory requirements and reported on regularly.

| | |
|------------------------------------|---|
| Policy review date | |
| Assessment completed by | Angela Nottingham, Sandra Mushili & Vicki Palazon |
| Date Initial EqIA completed | 29/06/2017 |
| Signed by Head of Service | |

Equality Impact Assessment:

Full assessment

Name/title of the policy area/strand or programme with which this assessment is concerned

Online Taxi Licensing process

Description/summary of the policy area/strand or programme

Taxi Licensing

It is proposed to replace the current paper based taxi and private hire licensing application, which is administered at the Cash Office with an online process. The current process involves customers visiting a Council building to apply and purchase their taxi and private hire licenses to interact with reception staff at Bayard Place, the Cash Office and officers in Regulatory Services. The online system will be accessed through the council's website My Account functionality and allow customers to apply and pay for their taxi and private hire licences, badges and plates.

There will be a face to face verification meeting with an officer in regulatory services once online applications have been submitted where applicants will bring in original documents for validation and also a follow up of any other areas that require further clarification by the regulatory officer, a sample of the some of the original documents required listed below for the 3 main application processes:

Taxi Driver Application

Right to work identification, Taxi General Competency course pass certificate, Driving & local knowledge test pass certificate, Medical certificate, Driving License, DBS certificate.

Vehicle License Application

Insurance documents for your vehicle, V5C (log book/registration document), Vehicle test certificate.

Taxi Operator

Right to work identification, Statement of good conductor, Statement of fares to be charged in vehicles, Basic disclosure.

The proposal is to replace the current manual system with an online portal accessed through the council's Digital Services Hub (DiSH) MyAccount. The online Taxi Licensing portal being proposed will also have a calendarised booking facility for customers to book their verification meeting once application and deposit is submitted. They will be able to go online via various devices (e.g. Smartphones (Apple and android), PCs, tablets, laptops, etc) or at one of the community hubs being developed through the council's CommunityServe Programme across the city (e.g. Herlington Centre, Cross Keys in Westwood and Gladstone Park) to apply, activate and pay for their license.

It is proposed that letters will be sent to all taxi operators and drivers setting out how the online system will work and asking for their feedback. It is also proposed to attend the Peterborough Taxi Association and present the new online taxi licensing system and understand their views and opinions.

The evidence base (list the principal sources of relevant evidence, both quantitative and qualitative).

The Hackney carriage and private hire drivers and operators will be affected by the proposed online Taxi application process. This includes a population of approximately 900 drivers and 100 operators in the Peterborough area.

The entire population of applications currently use the existing manual process for taxi application which includes making payments in the Cash Office and to date this is the only option for processing and making payments that has been on offer to the applicants.

What the evidence shows – keys facts

The Hackney carriage and private hire drivers and operators consisting of approximately 900 drivers and 100 operators in the Peterborough area will be affected by the proposed online Taxi application process, and 97.8% of those are between ages of 18-65 and 2.2% over 65.

Challenges and opportunities

(indicate the policy's potential to reduce and remove existing inequalities)

Opportunities:

- The provision of an online process offering a 24 hour service to access the application process and convenient payment options.
- The provision for customers that want a quicker process for taxi applications.
- Customers will have a much more streamlined application process with all information in one place.

Challenges:

- Ensuring that applicants, particularly in the affected wards, are clear how they can make payments in the future and complete online applications
- Ensuring applicants who do not have digital access, are able to access this in the community.

Summary of Equality Impact Assessment

It is recognised that there will be an impact on existing applicants of taxi licenses, however there is sufficient mitigation and alternatives outlined to ensure a negative impact is not experienced by any applicant.

The consultation feedback process will also help inform the strategy and the approach ahead of any formal decisions.

Next Steps

Update the Equality Impact Assessment and the Payment Strategy 2017 following feedback from the consultation.

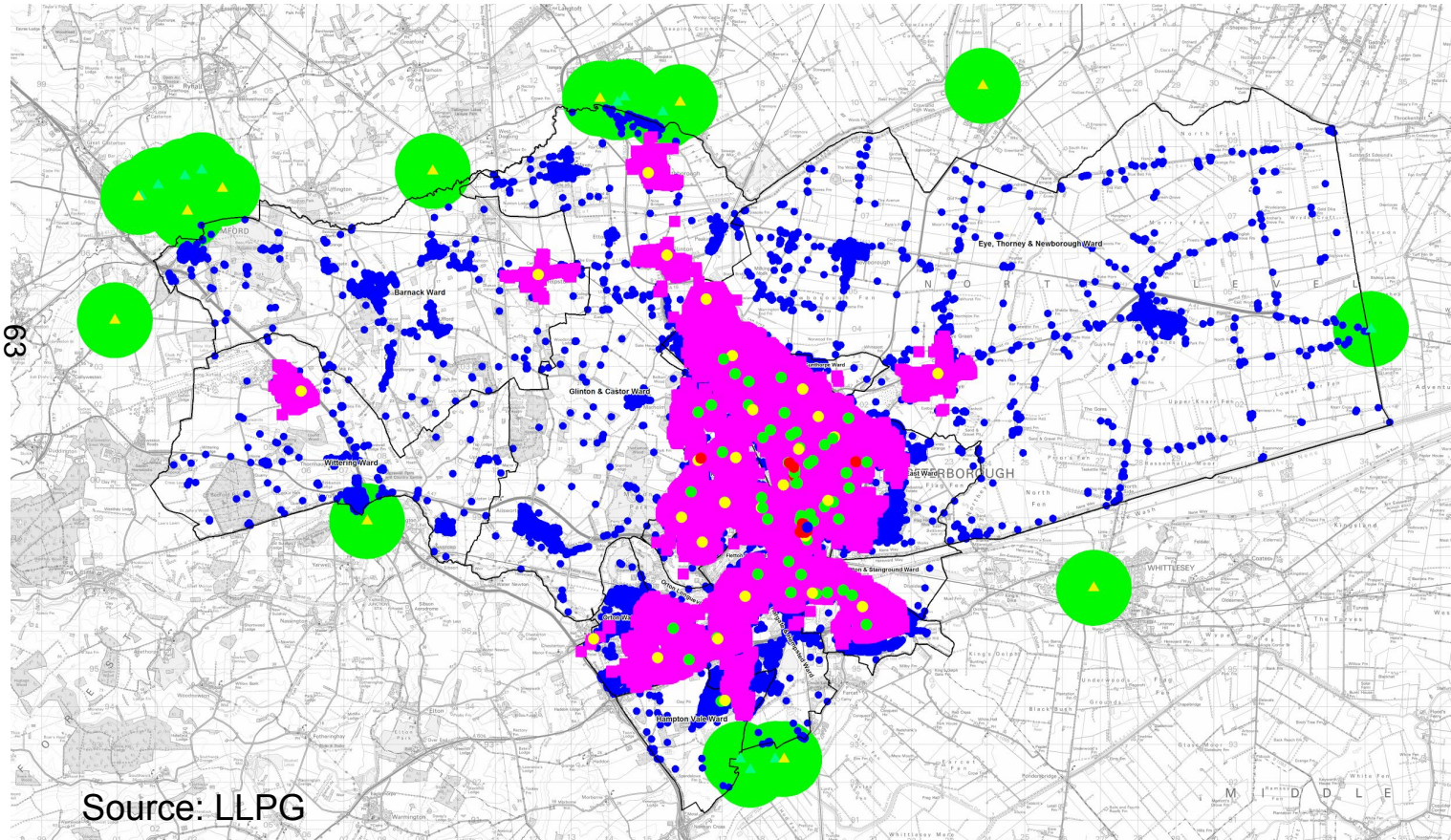
A final decision on the proposal to move taxi licensing online will be made on 25 September 2017.

This equality impact assessment as a whole is a living document and that, accordingly, it will be revised and updated, as appropriate, in the light of further evidence, discussions and representations

| | |
|----------------------------------|---|
| Policy review date | |
| Assessment completed by | Angela Nottingham, Sandra Mushili & Vicki Palazon |
| Date Full EqlA completed | 29/06/2017 |
| Signed by Head of Service | |

Please send your completed assessment to equalityimpactassessments@peterborough.gov.uk. The Compliance Team will ensure that the assessment is published on the website.

All Properties impacted by alternative options



■ Not covered
■ Covered

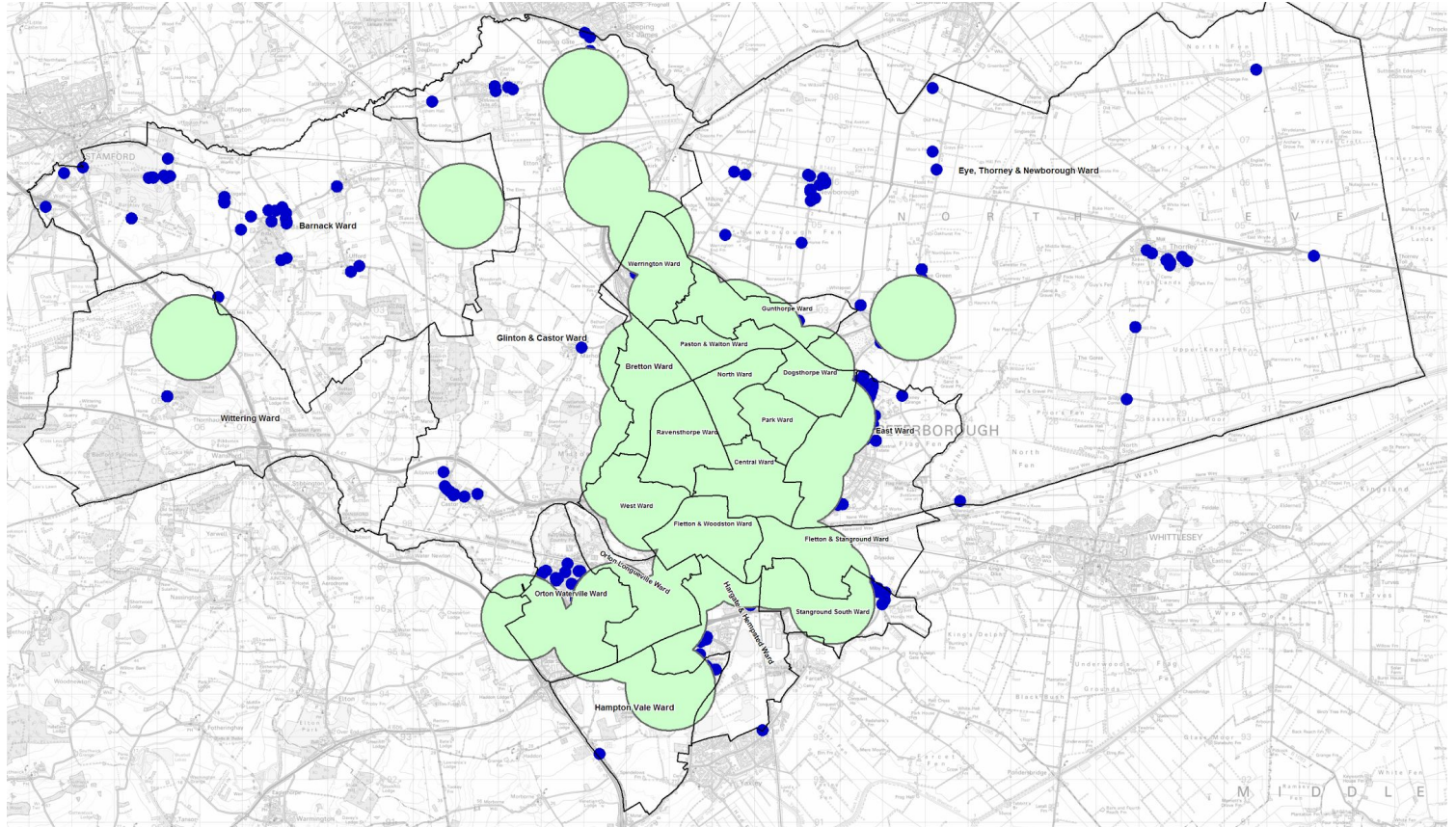
● 1km Radius
outside area

N.B this is not just residential properties. It includes businesses as they are also accessing services via the cash office

This page is intentionally left blank

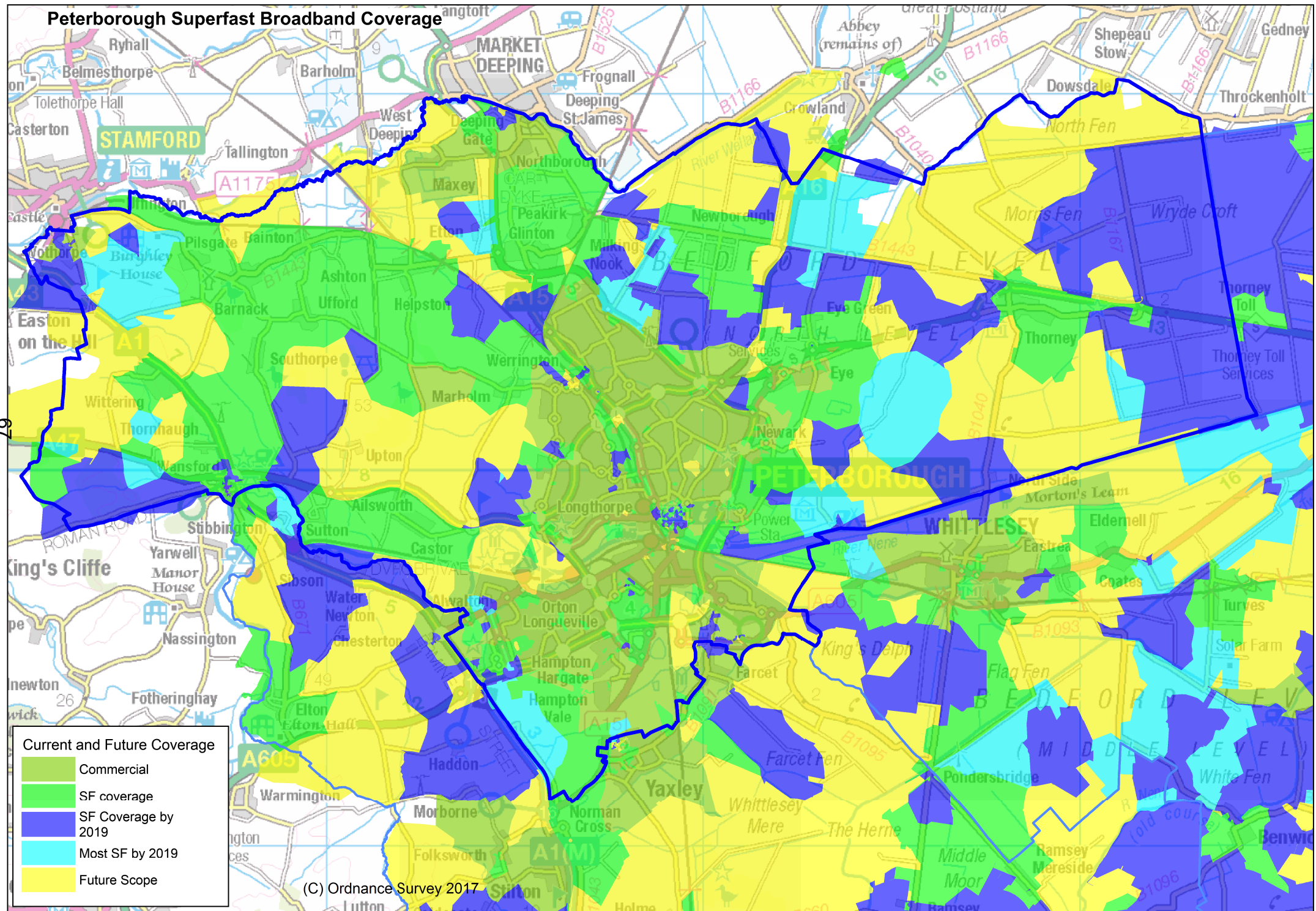
Cash Office Transactions vs alternatives with 1km radius inside and outside PCC Boundary

94% of Council Tax transactions taken at the Cash Office will be covered by one of the alternative options (1km radius) within the PCC boundary.



This page is intentionally left blank

Peterborough Superfast Broadband Coverage



(C) Ordnance Survey 2017

This page is intentionally left blank

| | |
|---|----------------------|
| GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE | AGENDA ITEM No. 6 |
| 20 SEPTEMBER 2017 | PUBLIC REPORT |

| | | |
|--------------------------------|---|-------------------|
| Report of: | Simon Machen - Corporate Director Growth and Regeneration | |
| Cabinet Member(s) responsible: | Councillor Hiller - Cabinet Member for Growth, Planning, Housing and Economic Development | |
| Contact Officer(s): | Gemma Wildman - Principal Planning Officer | Tel. 01733 863824 |

PETERBOROUGH LOCAL PLAN PROPOSED SUBMISSION

| | |
|--|--|
| R E C O M M E N D A T I O N S | |
| FROM: Corporate Director of Growth and Regeneration | Deadline date: Cabinet, 25 September 2017 |
| <p>It is recommended that the Growth, Environment and Resources Scrutiny Committee:</p> <ol style="list-style-type: none"> 1. Recommend the Proposed Submission ('Publication Draft') Local Plan as attached at Appendix 1 to Cabinet who will subsequently be asked to recommend the Local Plan to Full Council for the purpose of both its final consultation for six weeks (likely during November-December 2017); AND its subsequent submission to the Secretary of State for the purpose of independent examination. | |

1. ORIGIN OF REPORT

- 1.1 This report is submitted to Committee following the approval of the Council's Local Development Scheme (LDS) in August 2017, which identified that the Council will prepare a Proposed Submission version of the Local Plan for public consultation in November 2017.

2. PURPOSE AND REASON FOR REPORT

- 2.1 The purpose of this report is to enable Committee to consider and recommend to Cabinet (and subsequently to Full Council) the approval of the Proposed Submission Local Plan for public consultation in November 2017 and then submission to the Secretary of State.
- 2.2 This report is for the Growth, Environment and Resources Scrutiny Committee to consider under its Terms of Reference No. Part 3, Section 4 - Overview and Scrutiny Functions, paragraph No. 2.1 Functions determined by Council : Environmental Capital; and Economic Development and Regeneration including Strategic Housing and Strategic Planning.
- 2.3 The 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 the Council's corporate priorities. The Local Plan is also closely linked to the Council's Environment Action Plan.

3. TIMESCALES

| | | | |
|---|-------------------|--|-------------------------------|
| Is this a Major Policy Item/Statutory Plan? | YES | If yes, date for Cabinet meeting | 25 September 2017 |
| Date for relevant Council meeting | 11 October | Date for submission to Government Dept. <i>(Please specify which Government Dept.)</i> | CLG, FEB 2018 (APPROX) |

4. BACKGROUND AND KEY ISSUES

Introduction

4.1 In July 2015 Cabinet agreed to prepare a new Local Plan for Peterborough, which will replace the following adopted Development Plan Documents (DPDs), which in effect will be merged into the new single Local Plan:

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

4.2 In January 2016 the Council consulted on the Preliminary Draft Local Plan which set out the broad distribution of growth between 2011 and 2036.

4.3 At this stage, the draft plan did not identify the precise sites required to deliver the housing and jobs growth targets. As part of the consultation process, the Council asked the public, developers, landowners, agents and parish councils to suggest sites for future housing and employment provision that are available and deliverable. All suggested sites are listed in the Strategic Housing Economic, Land Availability Assessment (May 2016).

4.4 In December 2016 the Council consulted on the Further Draft Local Plan, which identified the preferred locations for growth for the first time. All comments received during the consultation period have been assessed and taken into consideration during the production of the Proposed Submission Local Plan and appropriate changes made to the Plan.

4.5 Since February 2017, further work has been undertaken, including re-assessment of all sites and detailed assessment of any new sites suggested as part of the Further Draft stage, and updating the evidence base where necessary.

The Proposed Submission Local Plan

4.6 The Proposed Submission Local Plan (or, in legal terms, it is known as the ‘Publication Draft’ Local Plan) is the culmination of extensive work since its inception in July 2015, including consideration of many thousands of pages of evidence and many thousands of representations from the public. Those representations have been extremely helpful in shaping the plan presented, though it is accepted that not everyone will be satisfied with every policy or land allocation in the plan.

Key Issues

4.7 The Proposed Submission Local Plan is structured as follows and broadly follows the thrust and intent of the previous ‘Further Draft’ version:

4.8 **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 Action Plan.

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

- 4.10 The Local Plan target is for 27,625 new homes between 2011 and 2036 and for 76ha of employment land between 2016 and 2036.
- 4.11 It is proposed that the overall development strategy is to focus the majority of new development in, around and close to the urban area of Peterborough, with limited development in the villages. The individual sites required to meet the growth targets are set out in Part D of the plan.
- 4.12 The overall spatial strategy has been informed by the Peterborough Growth Strategy. This sets out the various options (and sites) considered in developing the spatial strategy.
- 4.13 Part B also includes a Settlement Hierarchy policy that ranks each settlement according to its size and range of services and facilities, it will help 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.
- 4.14 **Part C** – includes the detailed policies, criteria and standards that will be used in determining planning applications, such as:

- **Housing** – the 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.

- **Transport** – the policy is based on the principles set out in the Local Transport Plan, it includes car parking standards.
- **Infrastructure** – the policy ensures that future growth is supported by the necessary infrastructure such as schools, roads, 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** – the 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 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.
- **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.
A policy identifies areas suggested by the public to be designated as protected Local Green Open Spaces.

A policy also identifies Green Wedges that protect specific areas that could be under considerable pressure for development and which, if built on would result in the coalescence of urban areas with nearby settlements.

- **Biodiversity** - the policy protects designated international, national and local wildlife sites

from development that could harm the habitat or protected species.

- 4.15 **Part D** - identifies the sites required to deliver the Local Plan target for 27,625 dwellings between 2011 and 2036 and 76 ha of employment land between 2016 and 2036.
- 4.16 Between 2011 and 2017 a total of 5,840 dwellings had been completed, and at 31 March 2017, a further 8,231 had been granted planning permission. These all count towards the target.
- 4.17 In addition, existing allocated sites (as found in the adopted Site Allocations or City Centre DPDs) are being carried forward such as Great Haddon (5,300 dwellings) and Norwood (1,800 dwellings), reducing further the need to identify completely new sites.
- 4.18 The Local Plan therefore proposes 3,735 new dwellings on new sites (slightly over what is required to allow for a buffer). This includes:
- Urban Area - 198 dwellings
 - Urban Extension at East of England Showground - 650 dwellings
 - Large Scale Allocation North of Castor and Ailsworth - 2,500
 - Eye - 250 dwellings
 - Thorney - 50 dwellings
 - Helpston - 82 dwellings
 - Small Villages - 14 dwellings
- 4.19 All the proposed sites are shown on the Policies Map (and village inset maps). All alternative sites have been fully assessed against detailed site assessment criteria to identify the most appropriate and sustainable locations for growth.

Summary of Changes to Proposed Submission Local Plan

- 4.20 As stated, officers have carefully considered all representations received at the last consultation stage, and aimed to address as many concerns as possible. All representations received are available on the Council's website and are summarised in the Further Draft Key Issues Report (April 2017). If any Member wishes to clarify precisely how a particular representation has been dealt with, then officers will be happy to assist. Below illustrates some examples as to what is recommended in the attached proposed Submission Local Plan, compared with the previous Further Draft version:
- Overall growth targets updated to take into account new evidence. (Coincidentally the final housing need figure is the same as at Further Draft Stage);
 - Open Space standards updated to make it clear what requirements are expected on site and what are off site contributions;
 - A separate Green Infrastructure policy created to reflect the broad strategic framework set out in the emerging Green Infrastructure and Biodiversity SPD.
 - New Trees and Woodland Policy which includes requirements to mitigate the loss of trees;
 - An amended site boundary for the large scale allocation north of Castor and Ailsworth to take into account the gas pipeline and to allow for additional open space and wildlife buffer. The detailed policy for this site has also been updated to take account of concerns raised and to include additional requirements and mitigation measures.

Next Steps

- 4.21 If Cabinet agrees the recommendation, and then subsequently Full Council does likewise, then a number of important steps will take place:
- 4.22 First, the Local Plan (and associated material) will be subject to public consultation for six weeks, during November and December 2017 (finishing as soon as possible before Christmas). It is important Full Council (and subsequently members of the public) understand this particular round of consultation.
- 4.23 In simple terms, the consultation is open to everybody (including those who have not made any

representations to date), but the crucial aspect to understand is that all representations received are not subsequently considered by officers or the Council, but instead, are considered by an independent Planning Inspector. It is also important to understand that any objections at this stage must be based on one of the 'tests of soundness' as set down by legislation. This means that it is not a completely open-ended consultation process, but rather an objector must state why the plan is 'unsound' and what needs to be done to address the matter. It is also important to emphasise that, as set down by legislation, any objections made at earlier consultation stages are not carried forward to the next stage in the process; and as such, if a representor remains unsatisfied with the Local Plan, that representor must repeat their objection at the next consultation stage, if the representor wants it to be considered.

- 4.24 It is fair to say that many members of the public do not, understandably, always comprehend this process at this stage, and are often surprised to find out that the Council as a whole has no opportunity to amend the Local Plan as a result of the consultation. As such, we collectively need to make sure the message is as clear as possible, and explain that we are following legislative requirements.
- 4.25 Second, after the close of the consultation in December 2017 (or another nearby date), officers will thereafter upload all representations onto our website (the consultation portal), summarise the key issues raised, publish all evidence base material and 'submit' the Local Plan and associated material to the Secretary of State (or, in practice, to the Planning Inspectorate). This is scheduled to all happen by the end of February 2018.
- 4.26 Third, as soon as the Local Plan is 'submitted', the plan is taken out of the hands of the Council and its officers, and is in the hands of a Planning Inspector appointed to 'examine' the Local Plan.
- 4.27 Fourth, that Inspector will consider all representations received, and will hold a number of 'Hearing' sessions as part of the examination, whereby those who wish to verbally raise their objections with the Inspector will get their chance to do so. Officers will sit at all days of the 'Hearing', to defend the contents of the Local Plan.
- 4.28 Fifth, ultimately, the Inspector will prepare an Inspector's Report, which will contain a list of 'Main Modifications'. As Main Modifications, once finalised, are proposed to make a submitted plan sound and legally compliant, they are effectively binding on the Council, if it wants to adopt the Local Plan.
- 4.29 Throughout the 'examination' process, there will be times when the Inspector will indicate that he/she is considering recommending a particular Main Modification, and will normally ask officers whether it could offer suggested wording to meet the concern. As such, Council needs to delegate authority to the Head of Sustainable Growth Strategy to 'negotiate' such possible modifications with the Inspector during the examination process, to enable the smooth running of the examination. These modifications are in effect 'owned' by the Council as the examination proceeds i.e. they are not formally agreed by the Inspector at this stage (though, in practice, they are informally agreed by the Inspector, as it would be pointless coming up with a modification which the Inspector clearly had fundamental objections to).
- 4.30 Such modifications are normally subject to a round of light-touch consultation, before the Inspector formally considers them (though all of this is a matter for the Inspector to decide, and is not set down in regulation). What happens next is that the Inspector normally then uses such a set of modifications to complete the Inspector's Report, though the final set of modifications is entirely in the hands of the Inspector. This is all a rather complex process, both technically and legally, but can be explained in more detail should this be necessary.

Policies Map

- 4.31 Whilst legislatively complex, a fundamental part of the planning system in England is the 'Policies Map'. To be clear, the Policies Map is not, legally, part of the Local Plan, but rather a geographical representation of the policies found in a Local Plan. The current Policies Map is that approved in December 2012 (and updated in December 2014 to reflect the City Centre Plan). At the

'submission' stage, it is a legal requirement to submit with the Local Plan those changes which will be made to the Policies Map, should the Local Plan be subsequently adopted. Rather than identifying the changes, it is common practice to simply state that the current Policies Map will be deleted, and entirely replaced by a new Policies Map. As such, as part of this agenda item, a full set of Maps as would apply if the Local Plan is adopted is set out for approval.

- 4.32 Due to the size of the Policies Maps, they are not provided in paper format but are available on-line via the following link <https://peterboroughcc.box.com/s/6812tccjpwfytjhsi2u80r8jj6b3jqwa> as part of the agenda papers. A hard copy will also be available at the meeting.

Programme Officer

- 4.33 It is a requirement of the examination process to have a Programme Officer in place. Whilst appointed and paid for by the Council, the Officer reports to and acts under the direction of the Inspector. In other words they are an officer of the Examination. The role is a mix of part and full time, depending on the tasks set by the Inspector.
- 4.34 All communication with the Inspector, whether by ourselves or any objector, must go through the Programme Officer. No direct communication with the Inspector is permitted, except during the formal 'hearing' sessions of the examination, which is chaired by the Inspector. Officers are in the process of securing a Programme Officer.

Five Year Land Supply

- 4.35 Whilst the latest published Five Year Land Supply report (July 2017) indicates that the Council can currently demonstrate more than five years supply of deliverable sites, publication of the Proposed Submission Local Plan will provide additional land that can be used in calculating the five year supply.
- 4.36 Therefore, if the recommendations set out in this report are agreed (and provided no substantial changes to the content of the Local Plan is made) it means the Council will be in a strong position to robustly demonstrate a five year supply of deliverable sites in the future and fend off unplanned, speculative development proposals
- 4.37 If the Proposed Submission Local Plan is not approved by Full Council, then the Council will be in a position going forward where it will be at risk of being unable to robustly defend its supply of housing sites, and could be subject to speculative applications (especially in and around villages) and challenges at appeal.

5. CONSULTATION

Previous Consultation Stages

- 5.1 As set out in section 4.2 to 4.5 of this report the Council has carried out two earlier stages of public consultation on the emerging Local Plan.
- 5.2
 - **Preliminary Draft (January 2016 to February 2016)**The first took place in January 2016 when the Council consulted on the Preliminary Draft Local Plan. A total of 407 comments were received from 59 different individuals/organisations.
- 5.3 A Key Issues Report was published in May 2016 which summarised the main issues raised during the Preliminary Draft consultation. All comments were taken into consideration in the preparation of the Further Draft Plan.
- 5.4 A report, known as the Strategic Housing Economic Land Availability Assessment (SHELAA) was published in May 2016 which listed all sites suggested to the Council as potential allocations to meet the Local Plan growth targets.

5.5 • Further Draft (December 2016 to February 2017)

In December 2016 the Council consulted on the second version of the Local Plan, known as the Further Draft version, which included the Council's preferred sites for the first time. A total of 2,014 comments were received from 1,056 different individuals/organisations. The vast majority of comments received related to the proposed new sites, as is often the case with Local Plans.

5.6 In April 2017 the Council published a Further Draft Key Issues report which summarised the main issues raised. In June 2017, an updated SHELAA report was published which listed any new or amended sites suggested to the Council as part of the Further Draft public consultation. All comments have been reviewed and taken into consideration in the preparation of the Proposed Submission Local Plan.

5.7 As set out in section 4.2 to 4.5 of this report the Council has carried out two earlier stages of public consultation on the emerging Local Plan.

Future Consultation

5.8 As set out in section 4.21 to 4.30 of this report, subject to approval by Cabinet and Council, public consultation on the Proposed Submission Local Plan will commence in November 2017 for six weeks and in accordance with the requirements set out in the Statement of Community Involvement (SCI). This is the third and final stage of public consultation.

5.9 Following the public consultation, the document, and any representations made will be submitted to the Secretary of State, who will arrange for a public examination by an independent Inspector from the Planning Inspectorate.

5.10 The Planning Inspector may be minded to make recommendations that would result in major changes to the Proposed Submission Local Plan. In this case there would likely be a further opportunity for comments on any such potential recommended changes, though this is a matter for the Inspector (not the Council) to determine.

6. ANTICIPATED OUTCOMES OR IMPACT

6.1 It is anticipated that the committee recommends that Cabinet and subsequently Full Council approves the Proposed Submission ('Publication Draft') Local Plan for public consultation in November 2017 for six weeks followed by submission to central government.

7. REASON FOR THE RECOMMENDATION

7.1 Committee are asked to recommend that Cabinet and then Full Council approves the Proposed Submission Local Plan for public consultation and submission to Secretary of State for the purpose of independent examination.

8. ALTERNATIVE OPTIONS CONSIDERED

8.1 The alternative option of not preparing a new Local Plan was rejected by Cabinet in July 2015 as part of the approval of Local Development Scheme.

8.2 The alternative options for each policy will be assessed as part of the Local Plan Sustainability Appraisal Report to be published in November 2017. This is linked to the Council's Environment Action Plan. All suggested sites have been assessed against detailed site assessment criteria.

8.3 The alternative growth options have been assessed and are set out in the Peterborough Local Plan Proposed Submission Growth Strategy.

9. IMPLICATIONS

Financial Implications

9.1 The financial implications which arise from approval of the recommendations are

- Costs associated with the ongoing consultation and preparation of the Local Plan. These costs can be met from existing budgets.
- By proceeding to submission and examination of the Local Plan, the Council has to commit to resourcing a Programme Officer and an Inspector. Whilst the Programme Officer is relatively low cost (a part time, experienced administrative role), the Inspector fees can be substantial. Such fees are charged on a day basis, set by legislation, and the Council must sign an agreement in advance stating it will pay such fees, whatever the outcome. As an estimate, such fees will amount to between £50-£150k. Arrangements are being put in place to meet these costs.
- The Council owns land that has been identified as an allocation for future development and there could be financial implications on the value of that land. To be clear, all Council owned land has been assessed and treated like all other proposed areas for development.
- 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).

Legal Implications

9.2 The Local Plan must be prepared and adopted in accordance with a wide range of Acts and Regulations, especially the Planning and Compulsory Purchase Act 2004 and the Town and Country Planning (Local Planning) (England) Regulations 2012. In addition, the Council must have regard to national policies and advice contained in guidance issued by the Secretary of State.

Equalities Implications

9.3 All policies and sites within the Proposed Submission Local Plan have been assessed against the Equality Impact Assessment

Rural Implications

9.4 The Proposed Submission Local Plan sets out policies that apply throughout the Local Authority area. The following policies relate specifically to the rural areas:

- Settlement Hierarchy - ranks villages based on size and range of services, and provides the framework for decisions about scale and location of growth
- The Local Plan identifies approximately six percent of growth in villages and identifies the sites required to meet the growth target
- The Policies Map identifies villages envelope for each settlement. Policies in the Local Plan support in principle development within the defined envelopes, subject to appropriate scale for the settlement. Land outside the envelopes is defined as development in the countryside and is restricted to development that is essential to local agriculture, horticulture, forestry, outdoor recreation and access to natural greenspaces, transport or utility services. As set out in Policy LP11 (Development in the Countryside).

10. BACKGROUND DOCUMENTS

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

10.1 A vast amount of evidence has been compiled as part of the plan making process and is either already available on the Council website or will be made available as part of the consultation process due to take place in November 2017 (Subject to approval by Cabinet and Full Council).

10.2 Local Plan evidence base can be viewed on our website.

10.3 Please note this list of evidence documents will be continuously updated as the Local Plan progresses through the next stages.

11. APPENDICES

11.1 *Appendix 1 - Proposed Submission Local Plan*

This page is intentionally left blank



Peterborough Local Plan
2016 to 2036

Peterborough Proposed Submission Local Plan

**Draft for consideration by Growth, Environment
and Resources Scrutiny Committee on 20
September 2017**

Peterborough City Council
Sustainable Growth Strategy
Peterborough City Council
Town Hall
Bridge Street
Peterborough

Telephone: (01733) 863872

www.peterborough.gov.uk

Foreword

This is the Proposed Submission version of the Peterborough Local Plan, which sets out how the city and the rural area will grow and change over the next 19 years.

This document is available for public consultation between XX November and xx December 2017, before the council submits the document to Government to carry out an independent examination into the Local Plan.

Foreword

Introduction

This is the Proposed Submission version of the Peterborough Local Plan. It contains what, subject to final consultation and Independent Examination, Peterborough City Council considers to be the most appropriate planning policies for the growth and regeneration of Peterborough and the surrounding villages up to 2036.

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.

How to make comments on the Proposed Submission ('Publication Draft') Local Plan

We are consulting on this Proposed Submission Local Plan between 09:00 on XX November 2017 and 11:59pm on XX December 2017. During this six week consultation period the Local Plan, Policies Map and other Proposed Submission documents (as defined by Regulation 17 of The Town and Country Planning (Local Planning) (England) Regulations 2012 - see glossary) will be available to view at:

www.peterborough.gov.uk/LocalPlan or our Customer Service Centre at Bayard Place, Broadway, Peterborough PE1 1FZ. (Opening hours are Monday to Friday - 9am to 5pm).

Copies of the Proposed Submission Local Plan and the Proposed Policies Map are available to view in Local Libraries.

There are several ways that you can comment on the plan:

You can use our [online](#) consultation portal. The portal allows you to add your comments next to the policies and paragraphs that you would like to comment on (this is our preferred method).

Alternatively a Representation Form is available at the council's customer service centre at Bayard Place or can be downloaded from the above website and returned by e-mail or post to:

planningpolicy@peterborough.gov.uk

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

All responses must be received by 11.59 on XX December 2017

You must submit your comments within the six week consultation period. Only those who have submitted their comments within the consultation period will have the right to have their comments considered by the Planning Inspector.

Any comments made at this stage must relate to the legal compliance and /or soundness of the Plan and how it meets (or not) the tests of soundness. In order for the Local Plan to be found sound it must be justified, effective, consistent with national policy and have been positively prepared.

National Planning Policy Framework (NPPF) and the Peterborough 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 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.

Status of Proposed Submission Local Plan November 2017 for Decision Makers

This Proposed Submission Local Plan was approved by Peterborough City Council on 11 October 2017 for the purpose of public consultation. It is therefore classified as an 'emerging' plan.

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

Paragraph 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. At this final stage of plan preparation, the weight to be given to this emerging plan is more substantial than for previous stages, though the 'starting point' for decision makers remains with the existing adopted DPDs.

OS Map - Copyright Note

The maps within this document are reproduced from Ordnance Survey Material with the permission of Ordnance Survey on behalf of the controller of Her Majesty's Stationery Office (c) Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings.

Preface

PART A - Setting the Scene

| | | |
|---|---|---|
| 1 | Introduction | 1 |
| 2 | Influences and Overarching Issues | 3 |
| 3 | Our Vision | 7 |
| 4 | Our Objectives | 9 |

PART B - The Spatial Strategy

| | | |
|---|----------------------------|----|
| 5 | The Spatial Strategy | 11 |
|---|----------------------------|----|

PART C - The Policies

| | | |
|------|--|----|
| 6 | The Policies | 25 |
| 6.1 | Health and Wellbeing | 25 |
| 6.2 | Housing Standards Review | 26 |
| 6.3 | Meeting Housing Needs | 27 |
| 6.4 | Custom build, Self-build and Prestige Homes | 30 |
| 6.5 | Gypsies and Travellers and Travelling Showpeople | 32 |
| 6.6 | Development in the Countryside | 33 |
| 6.7 | Retail and Other Town Centre Uses | 37 |
| 6.8 | Transport | 41 |
| 6.9 | Infrastructure | 44 |
| 6.10 | Safeguarded Land for Future Infrastructure | 46 |
| 6.11 | Urban Design and the Public Realm | 46 |
| 6.12 | Amenity Provision in Residential Development | 48 |
| 6.13 | Shop Frontages, Security Shutters and Canopies | 49 |
| 6.14 | The Historic Environment | 50 |
| 6.15 | Special Character Areas | 54 |
| 6.16 | New Open Space, Sport and Recreation Facilities | 56 |
| 6.17 | Green Infrastructure Network | 59 |
| 6.18 | Local Green Space, Protected Green Spaces and Existing Open Spaces | 61 |
| 6.19 | Nene Valley | 62 |
| 6.20 | Country Parks | 63 |

Contents

| | | |
|------|--|----|
| 6.21 | Green Wedges | 64 |
| 6.22 | Landscape Character | 65 |
| 6.23 | Biodiversity and Geological Conservation | 69 |
| 6.24 | Trees and Woodland | 72 |
| 6.25 | Culture, Leisure, Tourism and Community Facilities | 75 |
| 6.26 | Renewable and Low Carbon Energy | 77 |
| 6.27 | Flood and Water Management | 79 |
| 6.28 | Development on Land Affected by Contamination | 82 |
| 6.29 | Residential Annexes | 83 |

PART D - The Sites

| | | |
|----------|---|-----------|
| 7 | The Sites | 85 |
| 7.1 | Introduction | 85 |
| 7.2 | Residential Allocations | 89 |
| 7.3 | Urban Extensions and Other Large Scale Allocation | 89 |
| 7.4 | Urban Area | 92 |
| 7.5 | Rural Area | 95 |
| 7.6 | Employment Allocations | 99 |
| 7.7 | City Centre Allocations | 101 |

The Appendices

| | | |
|----------|---|------------|
| A | Glossary | 113 |
| B | Neighbourhood Planning | 117 |
| C | Parking Standards | 119 |
| D | Open Space, Sport and Recreation Standards | 125 |
| E | Bin Storage and Collection | 129 |

Policies Map

| | |
|--------------------|-----|
| Policies Map | 134 |
|--------------------|-----|

List of Policies

| | |
|--|-----|
| Policy LP1: Sustainable Development and the Creation of the UK's Environment Capital | |
| | |
| Policy LP2: The Settlement Hierarchy and the Countryside | 12 |
| Policy LP3: Spatial Strategy for the Location of Residential Development | 15 |
| Policy LP4: Spatial Strategy for Employment, Skills and University Development | 17 |
| Policy LP5: Urban Extensions and Other Large Scale Allocations | 20 |
| Policy LP6: The City Centre - Overarching Strategy | 22 |
| Policy LP7: Health and Wellbeing | 26 |
| Policy LP8: Meeting Housing Needs | 29 |
| Policy LP9: Custom build, Self-build and Prestige Homes | 31 |
| Policy LP10: Gypsies and Travellers and Travelling Showpeople | 32 |
| Policy LP11: Development in the Countryside | 35 |
| Policy LP12: Retail and Other Town Centre Uses | 39 |
| Policy LP13: Transport | 43 |
| Policy LP14: Infrastructure to Support Growth | 45 |
| Policy LP15: Safeguarded Land for Future Key Infrastructure | 46 |
| Policy LP16: Urban Design and the Public Realm | 47 |
| Policy LP17: Amenity Provision in Residential Development | 48 |
| Policy LP18: Shop Frontages, Security Shutters and Canopies | 49 |
| Policy LP19: The Historic Environment | 53 |
| Policy LP20: Special Character Areas | 55 |
| Policy LP21: New Open Space, Sport and Recreation Facilities | 57 |
| Policy LP22 Green Infrastructure Network | 60 |
| Policy LP23: Local Green Space, Protected Green Space and Existing Open Spaces | 61 |
| Policy LP24: Nene Valley | 63 |
| Policy LP25: Country Parks | 64 |
| Policy LP26: Green Wedges | 65 |
| Policy LP27: Landscape Character | 66 |
| Policy LP28: Biodiversity and Geological Conservation | 71 |
| Policy LP29: Trees and Woodland | 74 |
| Policy LP30: Culture, Leisure, Tourism and Community Facilities | 76 |
| Policy LP31: Renewable and Low Carbon Energy Low Carbon Energy | 78 |
| Policy LP32: Flood and Water Management | 81 |
| Policy LP33: Development on Land affected by Contamination | 82 |
| Policy LP34: Residential Annexes | 83 |
| Policy LP35: Urban Extensions and Other Large Scale Allocation | 90 |
| Policy LP36: East of England Showground | 91 |
| Policy LP37: Land to the north of Castor and Ailsworth (Great Kyne) | 92 |
| Policy LP38: Urban Area Allocations | 93 |
| Policy LP39: Large Village Allocations | 95 |
| Policy LP40: Eye Policy Area | 96 |
| Policy LP41: Medium Villages | 97 |
| Policy LP42: Small Villages | 98 |
| Policy LP43: Strategic Employment Allocations | 99 |
| Policy LP44: Red Brick Farm | 100 |
| Policy LP45: Employment Allocations | 101 |
| Policy LP46: City Core Policy Area | 103 |
| Policy LP47: Railway Station Policy Area | 105 |

Contents

| | |
|--|-----|
| Policy LP48: Rivergate Policy Area | 107 |
| Policy LP49: Riverside South Policy Area | 108 |
| Policy LP50: Riverside North Policy Area | 110 |
| Policy LP51: Boongate Policy Area | 111 |
| Policy LP52: City North Policy Area | 112 |

Part A - Setting the Scene

- 1.1** This is the Peterborough Local Plan. It contains the most appropriate planning policies for the growth and regeneration of Peterborough and the surrounding villages up to 2036.
- 1.2** Within this document you will find a vision for what Peterborough could be like in 2036. There are also some objectives to explain what is trying to be achieved and policies setting out what and how much development should take place and the sites required to meet this growth. 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; and
 - Part D - identifies the sites required to deliver the future growth requirements.
- 1.3** The Plan is supported by a Policies Map which shows where the spatial policies in the Local Plan apply.

Peterborough in Context

- 1.4** 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 196,640 (at mid 2015).
- 1.5** 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.
- 1.6** 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.
- 1.7** 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 a 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.
- 1.8** 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

- 1.9** 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 also higher than average.
- 1.10** The City of Peterborough continues to grow, 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 (Cardea). 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.

Influences and Overarching Issues

Introduction

2.1 The Local Plan is required to be consistent with the NPPF/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:

- Sustainable Community Strategy
- Housing Strategy
- Parish Charter
- Air Quality Strategy
- Cultural Strategy
- Biodiversity Strategy
- Director of Public Health's Annual Report
- Adjoining local authorities plans
- Health and Wellbeing Strategy
- Local Transport Plan

Council's Priorities

2.2 The Local Plan will also help to deliver the council's corporate priorities (as at July 2017):

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

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 May 2017 the [Environment Action Plan \(EAP\)](#) 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 2020).

Influences and Overarching Issues



Strategic Priorities for Development and Use of Land in Peterborough

2.6 The strategic priorities for the development of use land in the Peterborough Authority Area (for the purpose of section 19(1B) of the Planning Compulsory Purchase Act 2004) are:

Table 1 Strategic Priorities

| NPPF Strategic Priorities | Local Planning Authority Strategic Priorities | Key Policies to Address these Priorities |
|---------------------------|--|--|
| Housing and Jobs | To facilitate the delivery in full of the homes and jobs identified as being needed in the district. To deliver a balanced mix of tenures, types and sizes of new homes, including affordable homes of a type and tenure which meet identified needs. | LP3, LP4 and LP8 |
| Retail | Peterborough City Centre to continue to provide a regional destination for shopping and leisure. | LP6 and LP12 |
| Infrastructure | Ensure necessary infrastructure is in place to support growth. Continue to implement Community Infrastructure Levy (CIL) and update the Council's Infrastructure Delivery Plan (IDP). | LP14 and LP15 |
| Health | To provide safe and healthy environments, reduce health inequalities and help everyone live healthy lifestyles. | LP7 |
| Climate Change | Implement the council's Environment Capital Agenda creating sustainable development. | LP1 and LP31 |

Influences and Overarching Issues

2.7 This Local Plan sets out policies to address these priorities when taken as a whole.

Other Strategies, Plans and Evidence Base

2.8 On our website you will find a library of documents which have helped inform perpetration of the local Plan.

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 and national information was undertaken through the SA Scoping Report. This identified that Peterborough faces a range of challenges, set out below.
- 2.10** The issues have been categorised into a number of topic areas based on the ten Environment Action Plan 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 means outside the Local Plan process. The order of overarching issues set out below does not imply any relative importance of one over another.

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

- 2.11** The above issues will be monitored as part of the EAP targets.

Introduction

3.1 This section describes our vision for Peterborough over the period to 2036.

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.

Peterborough will have a thriving, independent, campus-based university with an undergraduate population of 12,500 students.

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.

A city with a robust, well managed network of wildlife-rich and accessible natural spaces which support a wide range of priority habitats and species and which provides plentiful opportunities for local people to actively engage with and better understand their natural surroundings.

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 truly 'circular city', living within its means and operating in a truly sustainable way, and tackling the issues of climate change

Our Vision

Our Objectives

Our Objectives

- 4.1 To achieve our vision we have identified a set of overarching objectives. These objectives have evolved from the review of relevant plans and programmes undertaken for the Sustainability Appraisal (SA) process. The objectives have been grouped around the ten Environmental Action Plan themes, though 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 landscape, 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 and enhance heritage 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 |

- 4.2 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

Our Objectives

aspirations of Environment Action Plan into the new Local Plan these objectives have been used in a consistent way in both the SA framework and the Local Plan.

- 4.3** 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 Local Plan.
- 4.4** To help demonstrate how each policy meets the sustainability objectives, for any policy that scores either a positive effect (+) or a significant positive effect (++) the relevant Environment Action Plan symbol, as shown below, has been placed above each policy.

Sustainability Objectives



Part B - The Spatial Strategy

- 5.1** 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 and Part D identifies the sites required to meet the future growth.

Sustainable Development

- 5.2** 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

- 5.3** A settlement hierarchy ranks settlements according to their size and range of services and facilities. 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 decision making achieve more sustainable communities, bringing houses, jobs and services closer together in settlements that already offer the best range of services and facilities.
- 5.4** The settlement hierarchy identified in policy LP2 below has been used to assist in determining the overall distribution of growth and for identifying which villages, subject to consideration of constraints, would be more suitable for future growth.
- 5.5** 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.
- 5.6** 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

The Spatial Strategy

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.

- 5.7** The Peterborough Settlement Hierarchy Study (December 2016) identifies which settlements should be included in the hierarchy and at what tier they sit. It also explains the rationale in more detail.
- 5.8** 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.
- 5.9** 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.
- 5.10** 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.
- 5.11** 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.
- 5.12** For many years the council has defined on the Policies Map, for each village within the District, a village boundary, also referred to as 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. Policy LP11 sets out further criteria for considering development in the countryside.
- 5.13** The boundaries for the urban area and for each village is shown on the Policies Map.



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 the following settlement hierarchy.

| | |
|----------------------------------|---|
| 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 |

The Spatial Strategy

| | |
|-------------------------|---|
| Medium Villages: | Ailsworth, Barnack, Castor, Glington, 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 |

The village envelope for each village is identified on the Policies Map. Proposals within the development envelope will be supported in principle, in line with policy LP1, subject to it being of an appropriate scale for the settlement. 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; or
- residential development which satisfies the 'exception' test set out in policy LP8; or
- development in accordance with Policy LP11; or
- minerals or waste development in accordance with the separate Minerals and Waste Development Plan Documents.

The Level and Distribution of Growth

- 5.14** 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 region housing market 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 and March 2017, and must be read alongside the 2014 version.
- 5.15** The SHMA update (March 2017) OAN figure for Peterborough is 981 dwellings per year between 2011 and 2036, resulting in a total need for 24,525 new homes over the 25 year period. The housing growth target is closely linked to the scale of employment growth, with the SHMA (March 2017) identifying the need for 17,600 jobs between 2015 and 2036.
- 5.16** Part of the overall vision for Peterborough is the creation of an independent, campus based university which will have an undergraduate population of 12,500 students by 2035. This will result in a significant increase in the undergraduate population of the city and overall housing need. In May 2017 the Student Housing Need Assessment was published, which concluded a need for an additional 40 dwellings per year over the period of 1 April 2021 to 31 March 2036. The total housing, 2011 to 2036 therefore becomes 25,125.
- 5.17** 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 Cambridge Sub Region 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.
- 5.18** This means that the total housing requirement for Peterborough increases to 27,625 dwellings between 2011 and 2036.

The Spatial Strategy

5.19 The council monitors housing completions annually, and the results from the latest Housing Monitoring Report (March 2017) identifies that between 1 April 2011 and 31 March 2017 a total of 5,840 (net) dwellings were completed. This means the Local Plan needs to make provision between 1 April 2017 and 31 March 2036 for 21,785 net dwellings (though existing permissions do count towards this target).

Table 2 Overall Requirement for Residential Growth

| Dwelling provision for 2011 to 2036 | Number of dwellings |
|---|---------------------|
| Objectively Assessed Need (SHMA update 2017) 2011 to 2036 | 24,525 |
| Student Requirement (Student Need Assessment 2017) 2021 to 2036 | 600 |
| Memorandum of Co-operation Additional Dwellings 2011 to 2031 | 2,500 |
| Local Plan requirement 2011 to 2036 | 27,625 |
| Dwelling provision for 2017 to 2036 | |
| Net additional dwellings completed 2011 to 2017 | 5,840 |
| Local Plan Requirement 2017 to 2036 | 21,785 |

Annual Requirement and Five Year Land Supply

5.20 The year on year housing requirement differs. This is because the source of the need is different and covers different periods. The table below summarises the annual requirement from the different sources, discussed above. This shows that during the first 10 years (2011 to 2021) the annual requirement is for 1,106 dwellings per year. This then increases to 1,146 per year between 2021 and 2031 and then decreases to 1,021 during the last five years of the plan period (2031 to 2036).

Table 3 Annual Requirement

| Period | Peterborough HMA SHMA update 2017 (pa) | Student Need (pa) | Cambridge HMA apportionment (pa) | Total OAN (pa) |
|-------------------|--|-------------------|----------------------------------|----------------|
| 2011/12 - 2020/21 | 981 | 0 | 125 | 1,106 |
| 2021/22 - 2030/31 | 981 | 40 | 125 | 1,146 |
| 2031/32 - 2035/36 | 981 | 40 | 0 | 1,021 |

5.21 The NPPF requires councils to identify and update annually a supply of deliverable sites to meet five years' worth of housing. Therefore it is important to set out the different annual need figure (above) to make it clear what figures should be used when calculating the council's five year land supply requirement.

5.22 For example the Peterborough Five Year Land Supply report (November 2017) covers the period 1 April 2017 to 31 March 2022. The basic five year requirement is based on the OAN figure of 1,106 for years one to four (2017/18 to 2020/21) and 1,146 for the fifth year (2021/22). The total basic requirement is therefore for 5,570 dwellings.

The Spatial Strategy

- 5.23** Part D of this plan identifies the sites required to meet the growth targets, and Figure 1 (Housing Trajectory) shows the anticipated delivery rate each year.
- 5.24** As stated above, between 2011 and 2017 a total of 5,840 dwellings were completed. This is only marginally short of the need for 6,636 dwellings (1,106 x 6) during that period. If the last three years (2014 to 2017) are considered in isolation, Peterborough has delivered in excess of its identified need. Peterborough therefore has a good track record of delivery.
- 5.25** However, as set out in policy LP3, the overall housing supply is based on around 60% of growth on urban extensions and other large scale growth locations. By their very nature these are large sites, which require significant new infrastructure, and may also take a significant period to progress.
- 5.26** When taking this into account, and considering the fact that the urban extensions/large scale allocations are intended to start delivering the bulk of new housing mid-way through the plan period, the circumstances in Peterborough justify seeking to meet the 2011 to 2017 shortfall in delivery over the longer-term (i.e. via the 'Liverpool' method). Furthermore, seeking to address the shortfall over the first five years (i.e. the 'Sedgefield' method) would likely result in an unrealistic housing delivery requirement, in excess of delivery in the days of the Peterborough Development Corporation. It is not appropriate to set unrealistic annual targets.
- 5.27** Therefore when calculating the five year land supply requirement, decision maker should use the 'Liverpool' method which spreads the housing backlog across the remainder of the plan period for any reports published before 31 December 2022. This will enable the urban extensions and other large scale schemes to come on stream.

The Spatial Strategy for Residential Growth

- 5.28** The spatial strategy makes provision for housing growth in a wide variety of places across the local authority area, but with a distinct emphasis on locations within, around and close to the urban area of the city. These are generally the most sustainable and help to maximise the use of previously developed land. The Key Diagram (Map 1), at the end of this section, shows the general location and strategy for future growth.



Policy LP3: Spatial Strategy for the Location of Residential Development

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 (maximising growth within the urban area), 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 has been made in this Local Plan for the development of approximately 27,625 additional dwellings over the period from April 2011 to March 2036.

The broad distribution of dwellings, taking account of commitments, is as follows:

The Spatial Strategy

| Location | Approximate Percentage of Growth | Indicative Number of dwellings 2011 to 2036 |
|---|----------------------------------|---|
| Urban Area of Peterborough | Maximise (equates to 30.9%) | 8,530 |
| Urban Extensions to Peterborough and large scale growth locations close to the urban area of Peterborough | 63.1% | 17,435 |
| Villages | 6% | 1,660 |
| Total | 100% | 27,625 |

Away from the urban area of Peterborough, the strategy is for a collection of urban extensions at Hampton, Stanground South, Paston Reserve, Norwood and, Great Haddon, East of England Showground (see Policy LP36) and for a single large scale allocation north of the A47 near Castor and Ailsworth (See policy LP37).

Elsewhere, the strategy for planned growth will be on Large Villages and, to a lesser extent, on Medium and Small Villages. In these categories of settlement, new residential development sites for 10 dwellings or more and employment allocations have been allocated in some of the settlements. Other development in these villages will be limited to infill or redevelopment of sites of a scale appropriate to the village.

Individual sites to deliver the scale of housing growth set out above are contained in Part D of this Plan.

For the purpose of identifying and updating annually a supply of specific deliverable sites sufficient to provide five years' worth of housing against this housing requirement, the 'Liverpool method' of spreading the backlog across the remainder of the plan period applies to Peterborough for all reports published up to 31 December 2022.

Spatial Strategy for Employment, Skills and University Development

- 5.29** The SHMA (update March 2017) identifies the need for 17,600 jobs between 2015 and 2036, distributed across different sectors, with approximately 55% of the jobs estimated to be accommodated on employment land (B Use Classes) while the remaining 45% would be in shops, education, health facilities etc (non B Use Classes).
- 5.30** The Peterborough Employment Evidence Report (August 2017) translates the B Use Classes job requirement (of 9,669 jobs) into a need for around 76ha of employment land between 2011 and 2036 to be allocated in this plan.
- 5.31** Policy LP43 identifies the strategic employment sites and policy LP45 identifies other employment sites to meet the above target.
- 5.32** 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 Area (GEA) and Business Parks (BP).
- 5.33** 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).
- 5.34** BPs are expected to accommodate development within the Use Classes B1(a) and B1(b) only. Generally, these areas are developed at a lower density than other employment areas and provide a higher quality environment. General industrial and warehousing uses are not

The Spatial Strategy

permitted within BPs in order to protect levels of amenity and maintain the attractiveness of these locations for inward investment. The design of all buildings within BPs should be of a high quality and respect the character of the area.

5.35 Policies LP46 to LP52 identifies sites within the city centre suitable for B1 office use.

University

5.36 It is a council priority to help establish an independent campus based University of Peterborough with an undergraduate population of 12,500 students by 2035. This will meet student demand, tackle the skills agenda, contribute to the local economy, and attract new businesses and investment to the city.

5.37 The establishment of a University of Peterborough was also a priority in the Cambridgeshire and Peterborough devolution deal with Government. The Cambridgeshire and Peterborough Combined Authority approved Phase 2 funding for the university campus in June 2017, with construction of a new campus expected to start in 2021/22

5.38 Land will be safeguarded within the Riverside North Policy Area (see policy LP50) for a new campus. This may include the creation of bespoke faculty buildings, an administrative centre and general student amenities such as student accommodation and sports facilities.



Policy LP4: Spatial Strategy for Employment, Skills and University Development

The strategy is 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 city centre, elsewhere in the urban area (within General Employment Areas and Business Parks), and in urban extensions and. 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 has been made to accommodate the 76ha of employment land identified as needed over the period from April 2015 to March 2036, including land already committed with planning permission. Policies LP43 and LP45 identify the sites required to deliver the above level of growth.

Mixed-use developments (mixed horizontally or vertically) which incorporate employment together with residential, leisure and/or retail uses will be encouraged, in particular in the city, district and local centres.

General Employment Area (GEA)

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

The Spatial Strategy

| Site Reference | Employment Area Name |
|----------------|----------------------|
| GEA 1 | Bourges |
| GEA 2 | Bretton |
| GEA3 | Eastern |
| GEA 4 | Hampton |
| GEA 5 | Lakefield |
| GEA 6 | Orton Southgate |
| GEA 7 | Oxney |
| GEA 8 | Paston |
| GEA 9 | Werrington |
| GEA 10 | Westwood |
| GEA 11 | Woodston |
| GEA 12 | Gateway Peterborough |

Business Parks (BP)

Within BPs listed below, and identified on the Policies Map, planning permission will be granted for development within Use Class B1. Other development in Bps will not be permitted unless ancillary to B1 use.

| Site Reference | Employment Area Name |
|----------------|---|
| BP 1 | Bretton |
| BP 2 | Peterborough Business Park (Lynch Wood) |
| BP 3 | Thorpe Wood |

Policies LP46 to LP52 also identifies suitable sites/areas within the city centre for B1 office development.

Other Employment Proposals

Other employment proposals not within GEA, BPs or allocated sites will be supported, provided:

- there is a clear demonstration that there are no suitable or appropriate sites or buildings within allocated sites or within the built up area of the existing settlement;
- the scale of the proposal is commensurate with the scale and character of the existing settlement;
- there is no significant adverse impact on the character and appearance of the area, and/or the amenity of neighbouring occupiers;
- there are no significant adverse impacts on the local highway network;
- there is no significant adverse impact on the viability of delivering any allocated employment site; and
- the proposals maximise opportunities for modal shift away from the private car.

Expansion of Existing Businesses

The expansion of existing businesses which are currently located in areas outside allocated employment sites will be supported, provided:

- existing buildings are reused where possible;
- they do not conflict with neighbouring land uses;

The Spatial Strategy

- they will not impact unacceptably on the local and/or strategic highway network; and
- the proposal would not have an adverse impact on the character and appearance of the area.

Loss of Employment Sites and Buildings to Non-Employment Uses

Conversion and redevelopment of, or change of use from, existing non-allocated employment sites and buildings to non-employment uses will be considered on their merits taking account of the following:

- whether the loss of land or buildings would adversely affect the economic growth and employment opportunities in the area the site or building would likely serve;
- whether the continued use of the site or building for employment purposes would adversely affect the character or appearance of its surroundings, amenities of neighbouring land-uses or traffic conditions that would otherwise be significantly alleviated by the proposed new use. It should also be shown that any alternative employment use at the site would continue to generate similar issues;
- whether it is demonstrated that the site is inappropriate or unviable for any employment use to continue and no longer capable of providing an acceptable location for employment purposes; and
- whether the applicant has provided clear documentary evidence that the property has been appropriately, but proportionately, marketed without a successful conclusion for a period of not less than 6 months on terms that reflect the lawful use and condition of the premises. This evidence will be considered in the context of local market conditions and the state of the wider national economy.

University Peterborough

In principle, development proposals which directly assist in creating a thriving, independent, campus based university, with an undergraduate population of 12,500 students by 2035 will be supported.

A new university campus could be included within the Riverside North Policy Area (See policy LP50) .

Urban Extensions and Other Large Scale Allocation

- 5.39** Policy LP5 is an overarching policy for all new urban extensions and other large scale allocations (both defined as being 500 dwellings or more, which also links to a threshold change for the purpose of Community Infrastructure Levy (CIL) calculations). Policy LP35 identifies the sites, and any site specific policies are set out in Part D of this Plan.
- 5.40** It is important that these new 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.
- 5.41** New urban extensions and other large scale allocations could offer scope to implement a wide range of sustainable development principles.

The Spatial Strategy



Policy LP5: Urban Extensions and Other Large Scale Allocations

Development of new urban extensions or other large scale areas (500 or more dwellings) must be planned and implemented in a comprehensive and co-ordinated way, through an agreed broad concept plan that is linked to timely delivery of key infrastructure. With the exception of inconsequential development, proposals for development within the identified urban extensions or other large scale allocations which come forward prior to the production of, and agreement on, a broad concept plan will be resisted. The concept plan can be submitted prior to or alongside an application for the urban extension or other large scale allocations.

Whilst phasing may be agreed, the council will need to be satisfied that the key aspects of the concept plan will be delivered. Therefore, to prevent the provision of appropriate infrastructure being either delayed or never materialising, appropriate safeguards will be put in place, normally through a Section 106 agreement, which ensure that specific aspects of the scheme are delivered when an appropriate trigger point is reached.

Each urban extension/ or other large scale allocation should, where appropriate:

- Make efficient use of land, provide a broad range of housing choice by size, type and tenure (including market and affordable housing) and cater for people with special housing needs;
- Provide serviced plots for self build and custom build homes (minimum 1% of all plots rising to 5% if there is evidence of need for plots, demonstrated via the council's latest self build register);
- Provide a range of local employment opportunities (not necessarily B class employment unless stipulated in a site specific policy);
- Make provision (which may be new or enhanced provision off site) for an appropriate level of retail, leisure, social, cultural, community and health facilities to meet local needs of the community without having an unacceptable impact on the vitality and viability of existing centres;
- Minimise the need to travel, whilst maximising sustainable transport modes. This will be achieved by locating key facilities such as schools and local shops within easy walking and cycling distance of most properties, incorporating high quality walking and cycling networks linking to the wider area, and providing access to high quality public transport services and facilities, including bus priority corridors and, where appropriate and viable, park and ride;
- Provide appropriate highway access to/from the site, plus make provision to mitigate against any wider impacts on the highway network so as to ensure that the residual cumulative impact of the development on the highways network is not severe;
- Incorporate pre-school(s), primary school(s) and secondary(s) schools, if the scale of the urban extension/new settlement justifies any on site, or, if not, contribute to provision off site in order to meet the needs generated by the urban extension/new settlement (subject to national regulations governing such contributions);
- Provide a network of open spaces for play, sport and recreation, including local nature reserves, woodlands, green spaces and allotments;
- Consider design solutions to maximise the use of energy from on-site renewable and/or decentralised renewable or low carbon energy source and maximise energy efficiency; and
- Incorporate appropriate landscape treatment to ensure that the development can be satisfactorily assimilated into the surrounding area.

The City Centre

- 5.42** 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.
- 5.43** 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.
- 5.44** Within the city centre lie the cathedral and 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.
- 5.45** 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.
- 5.46** The city centre had historically relatively few houses and flats, when compared to other towns and cities of a similar size and scale, but this is changing and further new housing will continue to be supported.
- 5.47** Recent investment in the public realm around Cathedral Square, Bridge Street, Cowgate and King Street 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.
- 5.48** 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.
- 5.49** 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, and consequently new office stock is needed.
- 5.50** 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.
- 5.51** 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 crossing points along Bourges Boulevard improving access to and from the railway station into the city core.
- 5.52** The following policy sets the overall vision for the future improvement, growth and regeneration of the city centre. It is supported by policies LP46 to LP52 which identifies ‘Policy Areas’ with individual policies for each area setting out a vision, potential development opportunities and specific planning requirements.

The Spatial Strategy



Policy LP6: The City Centre - Overarching 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, are encouraged. A Primary Shopping Area (PSA) is defined, which will be the highest level in the hierarchy of centres for retail planning in Peterborough.

The city centre is promoted as a location for substantial new residential development at a range of densities according to location. It is also 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 is 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 as well as Westgate. 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 materials.

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

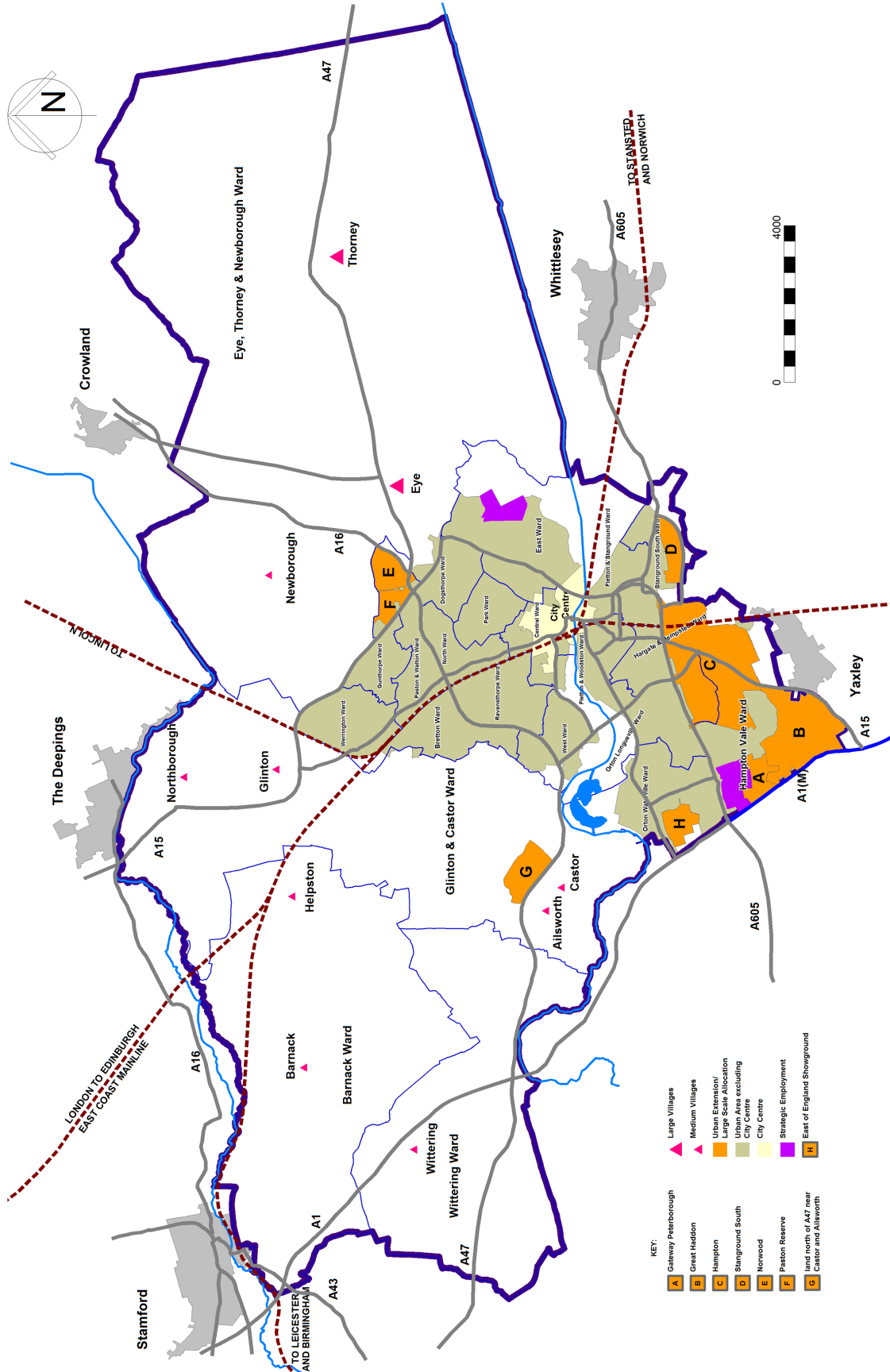
NOTE: Individual policies for the different Policy Areas and individual sites are set out in Part D of this Plan (See policies LP46 to LP52)

5.53 Local Plan Key Diagram

5.54 To summaries the strategic proposals set out in Part B please see the 'Key Diagram' on the next page. This is for illustration purposes only, and where there is conflict, the Policies Map has precedence.

The Spatial Strategy

Map A



The Spatial Strategy

Part C - The Policies

6.0.1 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.

6.1 Health and Wellbeing

6.1.1 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, (see policy LP1). Health and Wellbeing cuts across many policies in this Local Plan and is one of the key objectives and sustainability criteria.

6.1.2 In Peterborough, there are differences in the health and wellbeing and life expectancy between the most deprived and least deprived communities. The Peterborough Joint Health and Wellbeing Strategy (2016 - 2019) sets out the significant health issues for Peterborough, drawing on evidence from the Joint Strategic Needs Assessment, which include:

- Life expectancy lower than the national average, along with a lower healthy life expectancy than the national average,
- Health inequalities between some wards within the Peterborough area,
- Peterborough has higher mortality rates than the national average,
- Common mental disorders are higher in women in Peterborough than in men.

6.1.3 There is strong evidence that inequalities in health and wellbeing are influenced by social, economic and environmental factors. These are known as the wider determinants of health. In order to help address these priorities and issues, it is essential that community needs are supported through appropriate physical, social and green infrastructure, and by other facilities and key services which contribute to improving physical and mental health and wellbeing, and the overall quality of life experienced by residents.

6.1.4 Most developments have the potential to positively influence health and wellbeing. The impacts of proposed development on the wider determinants of health could be assessed and considered by the applicant at the earliest stage of the design process. 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. Further guidance on preparing HIAs is published on the council's website.

6.1.5 Active Design, developed by Sport England and supported by Public Health England, provides a set of principles for creating the right conditions within existing and proposed development for individuals to be able to lead active and healthy lifestyles. The Active Design guidance, which provides further details for each of the Principles along with a set of case studies, can be found on Sport England's website. Developers may find it helpful to consider the guidance.

6.1.6 Health and wellbeing are cross cutting themes and policy LP7 should be read alongside other policies in this plan that seek to address the wider determinants of health.



The Policies

Policy LP7: Health and Wellbeing

Development proposals should promote, support and enhance both the physical and mental health and wellbeing of the community, contributing to reducing health inequalities and helping to deliver healthy, active lifestyles.

This will be achieved by:

- Seeking, in line with guidance at policy LP14, developer contributions towards new or enhanced health facilities from developers where development results in a shortfall or worsening of provision, as informed by the outcome of consultation with health care commissioners;
- In the case of residential developments of 500 dwellings or more, applicants must submit a fit for purpose Health Impact Assessment (HIA) as part of the application and demonstrate how the conclusions of the HIA have been taken into account in the design of the scheme. For proposals less than 500 dwellings, submission of a HIA is optional but will be taken into account if submitted with a proposal. The HIA should be commensurate with the size of the development;
- Development schemes safeguarding and, where opportunities arise, creating or enhancing the role of allotments, orchards, gardens and food markets in providing opportunities for exercise and access to healthy, fresh and locally produced food;
- Development schemes facilitating participation in sport and physical activity, as far as is relevant to the specific proposal, through the internal and external layout, design and use of buildings, and overall site layout and design.

Proposals for new health care facilities should relate well to public transport services, walking and cycling routes and be easily accessible to all sectors of the community. Proposals which utilise opportunities for the multi-use and co-location of health facilities with other services and facilities, and thus co-ordinate local care and provide convenience for the community, will be particularly supported.

Large scale major developments that are aimed at attracting visitors, should incorporate 'changing places' toilet facilities as set out in www.changing-places.org.

6.2 Housing Standards Review

- 6.2.1** The council is keen to ensure that new homes built in the future are of a higher standard in terms of their technical functioning.
- 6.2.2** In the past, Local Plans could attempt to set such standards, but this led to inconsistencies between different districts, and government believed it generally caused confusion and expense for developers. In 2015, Government therefore confirmed that it would prevent Local Plans from setting their own standards and instead impose national standards via the Building Regulations system. There are three exceptions to this general rule.
- First, a Local Plan could require internal minimum space standards for all dwellings, though such standards could only be those as prescribed by government.
 - Second, a Local Plan could require water efficiency measures in new houses which would aim to reduce average occupier use of water down from 125 litres (as required

by Building Regulations) to 110 litres. This measure can only be applied in areas that are considered to be in water stress.

- Third, a Local Plan could require higher standards than required by Building Regulations in relation to access to, from and within buildings.

- 6.2.3** A Local Plan can only require one or more of these optional standards if the standard will address a clearly evidenced need and the viability implications of introducing the standard have been adequately considered.
- 6.2.4** Whilst the council acknowledge there could be evidence of 'need' to introduce all of the optional standards, the council is concerned that viability of development would be compromised (or other essential infrastructure not deliverable) if all such standards were imposed on development in full.
- 6.2.5** As such, this Local Plan introduces the first optional standard relating to space standards for all new rented tenure affordable dwellings only. This is in recognition of the need for minimum space standards, due to recent changes to the benefits system, for what are likely to be fully occupied homes (see policy LP8 below). The plan also requires the second standard relating to water efficiency (see policy LP32) and an element of the third optional standards relating to access standards (see policy LP8 below).

6.3 Meeting Housing Needs

- 6.3.1** Three of the key objectives of the Local Plan are to: ensure that proposed new housing delivers a balanced mix of housing tenures, types 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 provide a policy framework that will deliver housing that meets all needs, within the context of an evolving national policy.
- 6.3.2** 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.
- 6.3.3** 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 mix is however not prescriptive, and is intended to allow developers to respond to demand and site specific characteristics and circumstances. However, unless financial viability indicates otherwise, the guidance on mix in the most up to date SHMA will be sought.
- 6.3.4** 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. The affordable housing needs of the most vulnerable people will be prioritised by the council. The term 'vulnerable people' refers to a broad group of people who need some kind of support with their living arrangements to enable them to live safely. This could include people with learning disabilities and autism; physical disabilities; sensory impairment; mental health support needs; ex-offenders; older people, young people and care leavers; and statutorily homeless households. It is important that accommodation proposals for vulnerable people consider the location of housing in relation to essential services and community facilities. While such services should be accessible to all of Peterborough's residents, their location might become more significant for those with mobility issues, or where cost of travel is a barrier.
- 6.3.5** The policy sets an overall target for 30% affordable housing for sites of 15 or more dwellings. Where the affordable housing policy would result in the requirement relating to part of a dwelling the calculation will be rounded upwards for 0.5 and over and downwards for less

The Policies

than 0.5. 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 those in need. The latest SHMA evidence (2017 update) has calculated that there is a total annual affordable housing requirement of 559 dwellings (approximately 57% of the annual OAN).

- 6.3.6** The policy seeks, via negotiation and through taking account of a scheme's financial viability, a greater part of affordable housing provision to be for affordable rent. This is to prioritise the provision of homes that people can reasonably afford and reflects the council's priority for affordable rented accommodation identified in the Peterborough Housing Strategy (2017). Where in the policy it refers to a 'greater proportion' being affordable rent, the target is a 70%/30% split in favour of affordable rent, though this should not be applied prescriptively on all schemes, and the split may differ depending on the specific circumstances of a scheme.
- 6.3.7** The preference for affordable rent is supported by evidence as part of the SHMA (2014) and the Local Plan Viability Assessment (2016). The SHMA identifies a net need for 19% intermediate housing and 81% social-affordable rent. The Viability Assessment assumes a tenure split of approximately 70% affordable rented tenure and 30% intermediate in the form of shared ownership. This is also supported by the number of people presenting as homeless to the council and the significant rise in temporary accommodation needing to be accessed by the council to accommodate these households.
- 6.3.8** The policy also sets 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. M4(1) Category 1 relates to mandatory access standards (visitable dwellings), M4(2) Category 2 to accessible and adaptable dwellings and M4(3) Category 3 to wheelchair user dwellings. Within Category 3, there is a differentiation between wheelchair accessible dwellings (M4(3)(2)(a)) and wheelchair adaptable dwellings (M4(3)(2)(b)). 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.
- 6.3.9** The Housing and Planning Act 2016 introduced the concept of Starter Homes, though at the time of writing many aspects of that Act relating to Starter Homes have not been brought into effect, and the Housing White Paper 2017 made suggestions that some aspects may not be taken forward as envisaged. As such, policies in this Local Plan, and specifically LP8, are silent in respect of Starter Homes, due to the uncertainty as to precisely how this form of housing is to be taken forward by Government.
- 6.3.10** A 'Park Home', is a residential mobile home, similar to a bungalow or caravan in style, installed on a dedicated site or 'home park' that is either privately owned or owned by a Local Authority. Park homes are designed to be lived in permanently and provide an opportunity for residents to own a home, but pay rent to the owner of the site that includes costs towards maintenance of the communal areas. Park home sites provide a small but important part of the district's housing accommodation. These sites require all the services and facilities of built residential development and will not be acceptable on sites poorly related to services and facilities necessary to meet resident's needs.
- 6.3.11** The policy below makes no reference to houseboats, on the basis that there are no registered permanent houseboats within Peterborough, and there has been no evidence provided to the council of a need to make provision for them in the plan period. Should any proposals for houseboats arise, they will be treated on their merits using the policies in this Plan as a whole.

6.3.12 Please note that the requirements for Gypsies and Travellers and Travelling Showpeople are covered by policy LP10.



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.

Developers are expected to provide housing that contributes to meeting the housing needs of the Peterborough housing market area, as identified in the latest Strategic Housing Market Assessment and in any other appropriate local evidence.

Affordable Housing

Development proposals of 15 or more dwellings (whether as new-build or conversion) should, through negotiation, provide 30% affordable housing. The affordable housing needs of the most vulnerable groups will be prioritised.

The council will negotiate with developers to secure affordable housing on the basis of the above thresholds, taking into account:

1. The financial viability of individual schemes (using a recognised viability model)
2. The degree to which the most vulnerable are being provided for.

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.

If a development scheme comes forward which is below these thresholds and thus does not require the provision of affordable housing, but the scheme is followed by an obviously linked subsequent development scheme at any point where the original permission remains extant, or up to 5 years following completion of the first scheme, then, if the combined total of dwellings provided by the first scheme and the subsequent scheme/s provide 15 or more dwellings, then policy LP8 as a whole will be applied, with the precise level of affordable housing to be provided being 'back dated' to include the earlier scheme(s).

The exact tenure mix on each site will be a matter for negotiation, informed by the latest evidence of housing need. The council's preference and starting point for negotiations, as informed by the latest needs assessment, is for a greater part of affordable housing to be for affordable rent.

All new rented tenure affordable housing will be required to be built to meet minimum national space standards (as defined by the Building Regulations).

Accommodation for Vulnerable People

Planning permission will be granted for accommodation which is entirely aimed at meeting the housing needs of the most vulnerable, provided that the development:

1. Meets an identified need and is supported by Adult Social Care Commissioning;

The Policies

2. Will be suitable for the intended occupiers in terms of standard of facilities, the level of independence and the provision of support and/or care;
3. Will be accessible by non-car means to essential services and community facilities as appropriate to the needs of the intended occupiers;
4. Does not conflict with any strategic policy of this plan and does not have any fundamental constraint.

A legal agreement will likely be necessary to ensure that such accommodation is retained for the purpose for which it was intended under this policy, particularly if the development is on an 'exception' site.

Dwellings with Higher Access Standards

Housing should be adaptable to meet the changing needs of people over time. All dwellings should meet Building Regulations Part M4(2), unless there are exceptional design reasons for not being able to do so (e.g listed building constraints or site specific factors such as vulnerability to flooding or site topography).

On all development proposals of 50 dwellings or more, 5% of homes should meet Building Regulations Part M4(3)(2)(a).

Rural Exception Sites

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

1. It meets an identified local need for affordable housing which cannot be met within the village envelope; and
2. There is demonstrable local support for the proposal*; and
3. There are no fundamental constraints to delivering the site or significant harm arising.

*The term 'demonstrable local support' means at the point of submitting a planning application to the council, there should be clear evidence of local community support for the scheme, with such support generated via a thorough, but proportionate, pre-application community consultation exercise. If, despite a thorough, but proportionate, pre-application consultation exercise, demonstrable evidence of support or objection cannot be determined, then there will be a requirement for support from the applicable Parish Council. If an applicant is in doubt as to what would constitute a 'thorough, but proportionate, pre-application consultation exercise', then the applicant should contact the council.

Homes for Permanent Caravan Dwellers/Park Homes

Planning permission will be granted for permanent residential caravans (mobile homes) on sites which would be acceptable for permanent dwellings.

6.4 Custom build, Self-build and Prestige Homes

- 6.4.1** Policy LP8 requires the provision of a wide choice of homes to meet the needs of the community, including custom build, self-build and prestige homes.
- 6.4.2** 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.

- 6.4.3** The Housing and Planning Act 2016 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.
- 6.4.4** 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.
- 6.4.5** 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.
- 6.4.6** 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.
- 6.4.7** 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.



Policy LP9: Custom build, Self-build and Prestige Homes

Planning permission will not be granted for development which would involve the loss of a dwelling (whether by demolition, redevelopment, conversion or change of use) or the sub division of its plot, which meets the need for prestigious, top-of-the-market housing, unless:

- a. the proposed development would itself create one or more prestigious dwellings; or
- b. there is clear evidence that the dwelling that would be lost has been marketed at a realistic price for an appropriate period of time without genuine interest in its purchase and occupation as a dwelling; or
- c. the existing dwelling does not contribute to the historic environment.

Policies LP36 to LP42 and LP46 to LP52 identifies sites that will be expected to include a reasonable proportion of prestige homes.

Proposals for residential development will be considered more favourably if they provide appropriate opportunities for Custom Build and Self Build. As set out in policy LP5 sites over 500 dwellings will be expected to provide serviced plots for Custom Build and/or Self Build homes.

The Policies

6.5 Gypsies and Travellers and Travelling Showpeople

- 6.5.1** 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 (PPTS), August 2015).
- 6.5.2** For the purposes of planning policy the PPTS defines "Gypsies and Travellers" as:
- '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'.*
- 6.5.3** The latest [Gypsy and Traveller Accommodation Assessment](#) (GTAA) (October 2016) covering most of Cambridgeshire, King's Lynn and West Norfolk, Peterborough and West Suffolk identifies no additional need for Gypsy and Traveller sites in Peterborough and no need for Transit sites for Travelling Showpeople. Therefore this plan does not allocate any sites for Gypsy and Traveller or Travelling Showpeople purposes.
- 6.5.4** However, the GTAA identifies that there may be an 'unknown' need for up to 16 pitches between 2016 and 2036. This unknown need is to be met through the determination of planning applications, taking into account the requirements of the NPPF, PPTS and policies in this Local Plan, particularly the requirements set out in policy LP10 below.
- 6.5.5** 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.
- 6.5.6** 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.



Policy LP10: Gypsies and Travellers and Travelling Showpeople

Planning permission will be granted for the development of land as a Gypsy and Traveller Site, or a Travelling Showpeople site, if each of the following criteria can be met:

- a. the site and its proposed use does not conflict with other local or national planning policy relating to issues such as flood risk, contamination, landscape character, protection of the natural, built and historic environment or agricultural land quality;
- b. the site is located within reasonable travelling distance of a settlement which offers local services and community facilities, including a primary school;
- c. the site can 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 is served, or capable of being served, by adequate mains water and sewerage connections and should not place unacceptable pressure on local infrastructure; and
- e. the site can 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 (in accordance with LP17).

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, that the intended occupants meet the national PPTS definition of a Gypsy and Traveller, or a Travelling Showperson 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 Gypsy and Traveller site or a Travelling Showpeople site in perpetuity.

6.6 Development in the Countryside

- 6.6.1** Areas outside the urban boundary and the village envelopes are considered as being in the countryside for the purpose of policies in the Local Plan.
- 6.6.2** Policy LP11 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 LP11 can be met and the development complies with all other relevant policies of the Local Plan.
- 6.6.3** The replacement of an original dwelling with a new dwelling on a one-for-one basis may be acceptable in certain circumstances and policy LP11 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.
- 6.6.4** Policy LP3 places a restriction on development in the countryside and new isolated homes in the countryside will generally be avoided, 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.
- 6.6.5** 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.
- 6.6.6** 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 Policies

- the ability for a person living off the site to deal with such events
- the period of time over which events occur.

- 6.6.7** 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.
- 6.6.8** 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.
- 6.6.9** Whenever permission is granted under policy LP11, suitable conditions will be attached to restrict occupancy of the dwelling and, if necessary, to remove certain permitted development rights relating to residential extensions.
- 6.6.10** The re-use of buildings in the countryside 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.
- 6.6.11** 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 LP11 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.
- 6.6.12** 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.
- 6.6.13** 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.
- 6.6.14** 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.



Policy LP11: Development in the Countryside

Part A: Re-use and conversion of non-residential buildings for residential use in the countryside:

Where a change of use proposal to residential use requires permission, and where the site is located in the countryside, then the proposal will be supported provided that the following criteria are met:

- a. the use of the building has ceased; and
- b. where the use of the building was previously for agricultural purposes, it was not constructed within 10 years preceding the proposal being submitted; and
- c. the proposal results in no more than three residential units; and
- d. the building is not in such a state of dereliction or disrepair that significant reconstruction requiring planning permission would be required; and
- e. there are no fundamental constraints to deliver the site, or significant harm arising.

Part B: 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:

- a. the residential use of the original dwelling has not been abandoned; and
- b. the original dwelling is not of any architectural or historic merit and it is not valuable to the character of the settlement or wider landscape;
- c. the original dwelling is a permanent structure, not a temporary or mobile structure.

Provided that criteria a to c can be met, any replacement dwelling should be:

- d. of an appropriate scale to the plot and its setting in the landscape; and
- e. of a design appropriate to its setting; and
- f. 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 (likely to mean no more than one month) after the new dwelling is first occupied.

Part C: Mobile homes within the countryside

Applications for temporary and mobile homes will be considered in the same way as applications for permanent dwellings.

Part D 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:

- a. 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
- b. 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

The Policies

- c. the unit and the agricultural activity concerned has been established for at least three years, has been profitable for at least one of them and is currently financially sound with a clear prospect of remaining so; and
- d. 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.

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 for a permanent dwelling 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.

Part E: 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 (g) below are met:

- 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
- 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; and
- g. in the case of a conversion, the building is not in such a state of dereliction or disrepair that significant reconstruction would be required.

Part G: Protecting the best and most versatile agricultural land

Proposals should protect the best and most versatile agricultural land so as to protect opportunities for food production and the continuance of the agricultural economy. With the exception of allocated sites, development affecting the best and most versatile agricultural land will only be permitted if:

- a. there is insufficient lower grade land available at that settlement (unless development of such lower grade land would be inconsistent with other sustainability considerations); and

- b. the impacts of the proposal upon ongoing agricultural operations have been minimised through the use of appropriate design solutions; and
- c. where feasible, once any development which is permitted has ceased its useful life, the land will be restored to its former use, and will be of at least equal quality to that which existed prior to the development taken place (this requirement will be secured by planning condition where appropriate).

Part F: Agricultural diversification

Proposals involving farm based diversification will be permitted, provided that the proposal will support the applicable farm enterprises and providing that the development is:

- a. in an appropriate location for the proposed use;
- b. of a scale appropriate to its location; and
- c. of a scale appropriate to the business need.

6.7 Retail and Other Town Centre Uses

- 6.7.1** Town Centres are at the heart of communities, providing a focus for retail and other town centre uses, including leisure commercial, office, cultural and community facilities. It is national policy to enhance vitality and viability of town centres.
- 6.7.2** This policy sets the framework for how planning applications for retail and other main town centres uses will be applied to make sure that they are appropriate in scale and location.

Hierarchy of Centres

- 6.7.3** In Peterborough, there is a hierarchy of centres, complemented by out-of-centre shops, which is well established. Peterborough city centre is at the top of the hierarchy of such centres, with by far the largest retail floorspace (approximately 159,000 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 as well as the East of England. Policy LP6 focuses on the wider vision for the City Centre supported by policies LP45 to LP51 which set out the specific policies and land uses for the different Policy Areas in the City Centre.
- 6.7.4** The Peterborough Retail Centres Hierarchy Study (November 2017) identifies five District Centres at Bretton, Hampton, Millfield, Orton and Werrington based on the scale of retail provision (with retail floorspace in the range 9,880 square metres to 27,745 square metres) and the availability of other community services and facilities. Bretton has recently been remodelled and improved with considerable investment; Hampton is currently being re-modelled and extended 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. Policy LP39 identifies opportunities for further regeneration of the Orton and Werrington District centres.
- 6.7.5** Finally, there are a number of identified Local Centres, serving the day-to-day needs of their local neighbourhoods.
- 6.7.6** The Policies Map identifies these centres and also identifies the Primary Shopping Area (PSA) and Primary Shopping Frontage (PSF) For city centre and district centres. For Local Centres the PSA is the same as the boundary of the Local Centre.

The Policies

6.7.7 The designation of the PSF applies only to the ground floor level. Although predominantly in retail use, PSF within District Centres can contain a variety of other uses. However without a reasonable continued 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.

6.7.8 New centres will be created in urban extensions and other large scale allocations. These are justified in order to meet the needs of local residents in the areas planned for substantial residential intensification and expansion (see policy LP5 Urban Extension and other Large Scale Allocations). Of the permitted urban extensions this includes two Local Centres at Hamptons East and a Local Centre at Paston Reserve/Norwood.

Retail Need

6.7.9 The latest Retail Study (December 2016) indicates there is no capacity for any further convenience goods floorspace during the plan period. However, this assumes all recently permitted floorspace is built. If some of the existing commitments (at 31 March 2016) are not implemented then this would release some floorspace need.

6.7.10 For comparison goods, the Retail Study indicates there is currently no capacity for any further floorspace to 2026. However, there is likely to be some need beyond 2026, although this should be treated with caution as long term retail growth expenditure forecasts beyond a ten years period is very difficult to accurately forecast.

6.7.11 The council therefore recognises the importance of regularly reviewing retail forecasts figures, at least every five to ten years, to take into account the latest information on population and expenditure growth. The latest retail forecasts will be taken into account when assessing planning applications for retail development.

6.7.12 Despite the 'no capacity' conclusion set out in the Study until at least 2026, the council will still support appropriate retail proposals coming forward, although this is likely to be only within the designated centres.

6.7.13 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.

6.7.14 Policy LP12 sets out the sequential approach to the location of retail development based on the hierarchy of centres. 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. 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.

Other Town Centre Uses

6.7.15 A sequential approach will also be applied to other town centre uses in line with the NPPF and as set out in policy LP12.

6.7.16 However, in accordance with policy LP4 (Spatial Strategy for Employment Skills and University) office developments will also be supported in defined General Employment Areas and Business Parks.

6.7.17 Policy LP30 also sets out a wider approach to culture leisure and tourism, and identifies exceptional circumstances where other locations may be appropriate.

6.7.18 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.



Policy LP12: Retail and Other Town Centre Uses

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

- support and regenerate the city centre in order to promote its viability and vitality and to maintain its position at the top of the retail hierarchy;
- protect, support, and where necessary regenerate, 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 and other large scale allocations, to serve the needs of the new communities created, as set out in policy LP5.

Hierarchy of Centres:

The hierarchy of designated centres in Peterborough is as follows, and are identified on the Policies Map:

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
Bellona Drive (Stanground South)
Broadway
Central Avenue (Dogsthorpe)
Central Square (Stanground)
Chadburn (Paston)
Church Drive (Orton Waterville)
Copeland
Crown Street/Lincoln Road
Eagle Way (Hampton)
Eastfield Road – North
Eastfield Road – South
Eye

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

The Policies

3 - Local Centres

| | |
|-----------------------------------|------------------------------|
| Fleet Way | Taverners Road(Lincoln Road) |
| Fletton High Street | The Parade (Lawson Avenue) |
| Fulbridge Road/Mountsteven Avenue | The Pyramid Centre (Bretton) |
| Gladstone Street/Russell Street | The Triangle/Lincoln Road |
| Gunthorpe Road | Thorney |
| Hampton Hargate | Valley Park/Sugar Way |
| Hampton Hempsted | Warwick Road |
| Hampton Vale | Welland (Scalford Drive) |
| Herlington | Welland Road |
| Hill Close/Eastfield Road | Werrington Village |
| Hodgson | Westwood (Hampton Court) |
| Langford Buildings/Alexandra Road | Wittering |

*For retail development, the PSA will take precedence

Primary Shopping Areas and Primary Shopping Frontages

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

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.

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.

New Retail Development

The latest retail forecast (2016) indicates there is no capacity for any further comparison or convenience floorspace across the district until at least 2026. As such, only retail proposals within a designated centre, of a scale appropriate for that centre, will be supported, unless:

(a) any current (as at March 2016) committed but unimplemented floorspace permissions lapse their consent, and provided no additional consents have been given since March 2016 which make up for those lapses; or

(b) a new district wide retail forecast produced post adoption of the plan indicates there is a need earlier than 2026.

If either (a) or (b) do apply, then the council will apply a sequential approach to the consideration of applications for retail, in line with the NPPF, taking into account the above hierarchy of centres. The levels of the sequence is as follows:

| Level | Retail |
|-------|----------------|
| 1 | Within PSA |
| 2 | Edge of PSA |
| 3 | Edge of Centre |
| 4 | Out of Centre |

The council will only consider out of centre locations where suitable sites are not available in more central locations. Any retail proposals outside defined town centres must be of appropriate scale to the area and result in no significant adverse impact on existing centres.

The creation of a new or extension to an existing village shop, will be supported 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 of an appropriate for the size and scale 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.

Other Town Centre Uses

The council will apply a sequential approach to the consideration of applications for other town centre uses, in line with the NPPF, taking into account the above hierarchy of centres. The levels of the sequence is as follows:

| Level | Retail |
|-------|----------------|
| 1 | Within Centre |
| 2 | Edge of Centre |
| 3 | Out of Centre |

Out of Centre Development

Development proposals for main town centre uses in out of centre and edge of centre locations will be required to demonstrate their suitability through sequential site test, as set out above.

In addition all proposals for retail, leisure and office developments outside of town centres (and designated employment areas for office development) which would result in increase of over:

- a. 2,500 sq metres of gross external floorspace within 1km of City Centre
- b. 1,000 sq metres of gross external floorspace within 500m of Districts
- c. 500 sq metres of gross external floorspace within 250m of Local Centres
- d. 280 sq metres of gross external floor space in any other locations not covered by a - c.

will need to be accompanied by an impact assessment, which includes a robust assessment of impact on nearby centres. Proposals which fail to satisfy the sequential test or likely to lead to significant adverse impacts will not be permitted.

6.8 Transport

Transport

- 6.8.1 The impacts of growth on the city's transport infrastructure will require careful planning.
- 6.8.2 The main transportation policies and infrastructure requirements for Peterborough are set out in the Long Term Transport Strategy (LTTS) and the latest Cambridgeshire and Peterborough Local Transport Plan (LTP), the latter being the responsibility of the Combined Authority.
- 6.8.3 Reflecting the latest LTP and LTTS, the council's broad approach is as follows:

The Policies

- **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.
- **City Peripheral:** The city periphery would encourage walking and cycling with improved facilities and develop strong public transport corridors to enhance these modes.
- **Outer City:** The public transport links will be strengthened where possible, with improvements to services, priority and infrastructure. In these more distant locations there will be efforts to ensure that all trips are directed onto the most appropriate routes into the city centre to ensure that the network is being used as efficiently as possible.
- **Rural:** The public transport links will be strengthened where possible, with improvements to services, priority and infrastructure. In these more distant locations there will be efforts to ensure that all trips are directed onto the most appropriate routes into the city centre to ensure that the network is being used as efficiently as possible.

6.8.4 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.

6.8.5 This policy should be read in conjunction with the Infrastructure policy LP14, which explains the relationship between the Infrastructure Delivery Schedule (IDS), the Community Infrastructure Levy (CIL) and the Developer Contributions Supplementary Planning Document (SPD). The IDS identifies a list of infrastructure projects within the authority area.

Parking Standards

6.8.6 Appendix C sets out the car parking and cycle standards for new development within use classes A, B C and D1, excluding schemes in the City Core Policy Area, where no new car parking is required in accordance with policy LP46.

6.8.7 All development should carefully assess its parking needs taking into account the accessibility of the development; the type, mix and use of development; the availability of and opportunities for public transport; local car ownership levels; the existing available car parking provision close to the development site and an overall need to reduce the use of high-emission vehicles, as stated in the NPPF.

6.8.8 Development should consider user's needs, impact on neighbouring users and the safe and efficient use of the highway network and consider imaginative solutions for car share facilities, powered two wheeler and cycle parking, and enabling domestic electric vehicle charging points. Unallocated cycle parking for residents should be secure and covered, located in easily accessible locations throughout the development. The Manual for Streets (2007) and Manual for Streets 2 (2010) provide guidance on the principles that should normally be followed. All development should justify the level of parking provided and the design of such parking.

6.8.9 To demonstrate how accessibility, mobility and transport related matters have been considered and taken into account in the development of proposals, one or more of the following should be submitted with planning applications, with the precise need dependent on the scale and nature of development:

- parking or design and access statement (all proposals); and/ or
- transport statement (typically required for developments of 50 - 80 dwellings); and/ or
- transport assessment and travel plan (typically required for developments over 80 dwellings).

6.8.10 Flatted development in the city centre boundary must be supported by a parking management plan.

6.8.11 Advice on the level of detail required should be confirmed through early discussion with the local planning and highway authority.



Policy LP13: Transport

New development must ensure that appropriate provision is made for the transport needs that it will create, having specific regard to the policies and proposals of the latest local Transport Plan (LTP) and Long Term Transport Strategy (LTTTS).

To or assist in achieving the aims of the LTTTS and LTP all new development proposals should, where appropriate, demonstrate that appropriate, proportionate and viable opportunities have been taken to:

- Reduce the need to travel, especially by car;
- Prioritise bus use over car use across the network;
- 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;
- Provide an efficient and effective transport network that is well managed and maintained, using modern technology where appropriate, to allow for 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 secured and covered 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, Transport Assessments and Transport Statements), for their likely transport impacts. Major Development proposals adjacent to international and nationally designated biodiversity sites will require an air quality assessment to demonstrate no significant adverse effect on sensitive features, whilst proposals of greater than 'major development' located not immediately adjacent, but within the vicinity of, such designated sites, may also require an air quality assessment if there is the possibility of a significant adverse effect arising.

The Transport Implications of Development

Planning permission for development that has transport implications will only be granted if:

The Policies

- (a) appropriate provision has been made for safe, convenient and sustainable access to, from and within the site by all user groups, taking account of the priorities set out in the LTP; and
- (b) following appropriate mitigation the development would not result in a residual cumulative severe impact on any element of the transportation network including highway safety following appropriate mitigation.

Parking Standards

Planning permission will only be granted for development if the proposal makes appropriate and deliverable parking provision in accordance with the standards in Appendix C, except for residential schemes within the City Core Policy Area which will be delivered in accordance with the requirements of policy LP46.

For all other uses, the number and nature of spaces provided, and their location and access, should have regard to surrounding conditions and cumulative impact and set out clear reasoning in a note submitted with the application (whether that be in a Design and Access Statement / Transport Statement / Transport Assessment and/ or Travel Plan as appropriate, depending on the nature and scale of development proposed).

Proposals must ensure that appropriate vehicle, powered two wheeler, cycle parking and disabled parking provision is made for residents, visitors, employees, customers, deliveries and for people with impaired mobility.

In the City Centre non-residential developments will be required to make use of existing public car parks before the provision of additional car parking spaces will be considered. Elsewhere developers are encouraged to design schemes which share parking spaces with other developments where the location and pattern of uses of the spaces makes this possible. If there is a realistic prospect of sharing spaces, the council will be prepared to relax the requirements for provision accordingly.

All development requiring parking provision should be designed, where practical, to incorporate facilities for electric plug-in and other ultra-low emission vehicles, or as a minimum the ability to easily introduce such facilities in the future.

City Centre

Within the areas identified as the City Centre on the Policies Map, 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;
- reducing the need for vehicles to enter the city centre and particularly the city core policy area, with retail and other commercial development service vehicles being carefully controlled to minimise unnecessary disturbance to the public.

6.9 Infrastructure

- 6.9.1** 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.

- 6.9.2** The Peterborough Infrastructure Delivery Schedule (IDS) identifies infrastructure projects that will support the sustainable growth of the city. 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.
- 6.9.3** 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. The IDS will be updated every two to three years.
- 6.9.4** 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.
- 6.9.5** 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 prior to the adoption of this Local Plan.
- 6.9.6** 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.
- 6.9.7** 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.



Policy LP14: Infrastructure to Support Growth

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

1. 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 of a scheme; not just those on the site or its immediate vicinity. Conditions or planning obligations,

The Policies

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. Conditions or a planning obligation may be used to secure this phasing arrangement.

2. 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 other CIL related policies, and the Developer Contributions SPD.

6.10 Safeguarded Land for Future Infrastructure

6.10.1 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. The following policy highlights three such areas in need of safeguarding.



Policy LP15: 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 |
|---|--|------------------------------------|
| 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 |

6.11 Urban Design and the Public Realm

6.11.1 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.

- 6.11.2** Design should evolve from an understanding of the site, its context and surroundings, rather than unimaginative standards which could apply to any location. The design and layout of new developments establish people's views and image of the city and its surrounding villages.
- 6.11.3** Applications for new development must be supported by a Design and Access statement, in line with current planning legislation. Developers will be expected to explain how the policy matters below have been addressed within their development proposals. Reference should be made, where relevant, to the Design and Development in Selected Villages SPD, Conservation Area Appraisals, adopted Neighbourhood Plans and Character Area Assessments where they have been prepared.
- 6.11.4** The requirements and standard for water efficiency measures in new dwellings is set out in policy LP32.



Policy LP16: Urban Design and the Public Realm

All development proposals are expected to positively contribute to the character and local distinctiveness of the area and create a sense of place. As such, and where applicable, proposals will be required to demonstrate to a degree proportionate to the proposal, that they:

- a. Respect the context of the site and surrounding area and respond appropriately to:
 - the local patterns of development, including street plots and blocks, spaces between buildings and boundary treatments;
 - building form, including size, scale, massing, density, details and materials;
 - topography;
 - existing natural, historic and built assets and features that contribute positively to local character and distinctiveness;
 - existing landmarks and focal points;
 - existing views into, out of or through the site;
- b. Make effective and efficient use of land and buildings, through the arrangement of development plots and the design, layout and orientation of buildings on site;
- c. Are durable, flexible and adaptable over their planned lifespan, taking into account potential future social, economic, technological and environmental needs, through the structure, layout and design of buildings and places;
- d. Use appropriate, high quality materials which reinforce or enhance local distinctiveness, with consideration given to texture, colour, pattern and durability;
- e. Maximise pedestrian permeability and legibility, and avoid barriers to movement, through careful consideration of street layouts and access routes that are attractive, accessible and easily recognisable;
- f. Provide well designed boundary treatments, that reflect the function and character of the development and its surroundings;
- g. Provide well designed new public realm, with appropriate landscaping (hard and soft), street furniture, opportunities for public art and opportunities to enhance biodiversity;

The Policies

- h. Are safe and designed to minimise crime and antisocial behaviour, taking into account secure by design principles; and
- i. Ensure public places and buildings are accessible to all.

For all development proposals within villages, regard should be had to the council's Design and Development in Selected Villages SPD.

6.12 Amenity Provision in Residential Development

6.12.1 Standards of amenity influence people's health and quality of life. Through policy LP17, the council will seek to ensure that standards of amenity, which all existing and future occupants of neighbouring land and buildings may reasonably expect to enjoy, are provided for in new development. This includes preventing unacceptable harm to existing occupiers arising from new development. This policy applies as much to residential extensions and conversions as it does to new dwellings.



Policy LP17: Amenity Provision in Residential Development

Amenity of existing occupiers

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

- a. loss of privacy for the occupiers of any nearby property; or
- b. loss of public green space and/or amenity space; or
- c. noise and/or vibration levels resulting in disturbance for the occupiers or users of any nearby property or land; or
- d. loss of light to and/or overshadowing of any nearby property; or
- e. overbearing impact on any nearby property; or
- f. adverse impact on air quality from odour, fumes, dust, smoke or other sources; or
- g. light pollution from artificial light or glare.

Amenity of future occupiers

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

- h. adequate natural light, privacy and noise attenuation; and
- i. adequate amenity for the living and storage needs of prospective occupiers; and
- j. well designed and located private amenity space; and
- k. well designed and located bin storage and collection areas, including adequate turning space for collection vehicles where appropriate (in accordance with Appendix E); and
- l. cycle storage (in accordance with the standards set out in Appendix C).

6.13 Shop Frontages, Security Shutters and Canopies

- 6.13.1** 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.
- 6.13.2** 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 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.
- 6.13.3** 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.
- 6.13.4** This policy is supported by the Shop Front Design Guidance SPD.



Policy LP18: 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.

The Policies

Further details in relation to the implementation of this policy can be found in the latest Shop Front Design Guidance SPD.

6.14 The Historic Environment

- 6.14.1** The protection, conservation and enhancement of Peterborough's historic environment is an integral part of the future strategy for the area. A fundamental feature of the spatial strategy for Peterborough set out in this plan, 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 present opportunities to enhance the historic built environment.
- 6.14.2** Our positive strategy for the historic environment will be achieved through the implementation of policy LP19 and through:
- the special protection afforded to designated heritage assets and their settings;
 - careful control of development that might adversely affect designated and non-designated heritage assets; non-scheduled, nationally important archaeological remains; other areas of archaeological potential or importance; historic features and their settings; and areas of historic landscape or parkland;
 - the preparation and maintenance of a list of buildings and structures of local significance;
 - safeguarding heritage assets at risk and taking steps to reduce the number of heritage assets in Peterborough on the local and national Heritage at Risk Registers; and
 - encouraging the sympathetic maintenance and restoration of listed buildings, historic shop fronts and historic parks, gardens and landscapes, based on thorough historical research. Policies LP16 Urban Design and the Public Realm, LP18 Shop Frontages, Security Shutters and Canopies, LP20 Special Character Areas and LP27 Landscape Character, will also particularly assist in the achievement of this.
- 6.14.3** It is important to note that this 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.
- 6.14.4** Peterborough is an ancient settlement 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, its villages and historic landscape, represent an important record of the area's social and economic history and are a valued amenity for residents and visitors.
- 6.14.5** 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 an international appreciation of the life and work of the 'peasant poet' John Clare, whose cottage at Helpston provides a visitor centre and educational facilities. Within the Peterborough area there are: four Registered Historic Parks and Gardens of special historic interest (Thorpe Hall, Burghley House, Milton Hall and Peterborough Cathedral Precincts), 29 Conservation Areas, over 1,000 listed buildings which are recognised to be of special architectural or historic interest; with around 10% of them being Grade I or Grade II*, and 66 Scheduled Monuments. However, the value of heritage assets is by no means confined to these places. The city, and surrounding settlements and historic landscapes, 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.

Scheduled Monuments

- 6.14.6** Application for Scheduled Monument Consent (SMC) must be made to the Secretary of State for Digital, Culture, Media and Sport before any work can be carried out which might affect a monument either above or below ground level.

Listed Buildings

- 6.14.7** A proposal to demolish a listed building, or to alter or extend it in a way that would affect its special character, requires listed building consent. If the proposal also involves 'development', planning permission is required and, in that case, the Council will wish to consider applications for listed building consent and planning applications concurrently.
- 6.14.8** Proposals to alter or extend any listed building will be assessed against the need to preserve the special architectural or historic interest which led to the building being listed. There is a general presumption in favour of the preservation of listed buildings, and consent to demolish or partly demolish such buildings will only be granted in exceptional circumstances.
- 6.14.9** The setting of a listed building may be affected by development. It is important that applications for planning permission for development affecting listed buildings, or their settings, include an assessment of impact on their significance so that an informed decision can be reached.

Conservation Areas

- 6.14.10** The effect of a proposed development on the the special architectural or historic character or appearance of a Conservation Area is a material consideration in the determination of planning applications. All development should preserve or enhance that character or appearance.
- 6.14.11** Development within Conservation Areas must respect the local character and be carefully designed to respect the setting, through consideration of scale, height, massing, alignment, and use of appropriate materials. Keeping valued historic buildings in active and viable use is important for both the maintenance of the building concerned and the overall character of the Conservation Area. Proposals to change the use of a building might therefore be supported, where features essential to the special interest of the individual building are not lost or altered to facilitate the change of use.

The Setting of Heritage Assets

- 6.14.12** The setting of a heritage asset is the surrounding area in which a heritage asset is experienced. All heritage assets have a setting, whether they are designated or not. Its extent is not fixed and may change as the asset and its surroundings evolve. Elements of a setting may make a positive or negative contribution to the significance of an asset, may affect the ability to appreciate that significance or may be neutral. The contribution of setting to significance is often expressed by reference to views. This is likely to include a variety of views of, across,

The Policies

or including the asset and views of the surrounds from or through the asset. The importance of a setting lies in what it contributes to the significance of the heritage asset.

Archaeology

6.14.13 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 and character areas. It is highly probable that many significant archaeological sites remain undiscovered and unrecorded. Archaeological remains are a finite and non-renewable resource and, in many cases, are highly fragile and vulnerable to damage and destruction.

6.14.14 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 programme of field evaluations. 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. Written Schemes of Investigation will need to reference the Peterborough Historic Environment Record (HER).

Views of Peterborough Cathedral

6.14.15 The City Centre Conservation Area Appraisal (2017) recognises the Cathedral as a major landmark building in the city. The council will seek to protect important views of the Cathedral and its setting (see policies LP46, LP49 and LP50) which highlight these views). Applicants are encouraged to discuss their proposals with the council at the earliest opportunity if there is any potential that the proposal may impact on, or give rise to opportunities for improved, Cathedral views.

Non Designated Heritage Assets

6.14.16 There are over 230 buildings which have been identified as non-designated heritage assets. Although these are not afforded the same special protection as listed buildings, they have local historic or architectural significance and make a positive contribution to the character and appearance of the area, and so justify a degree of protection. All non-designated heritage assets are listed in the Council's Local List of Heritage Assets' (December 2016), which can be found on the council's website.

6.14.17 In the villages, there are many open areas, substantial walls, hedges, and treed frontages that are an essential and valued feature of village character and appearance. An open space or a gap in an otherwise 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. As non-designated heritage assets, these features are identified on the Policies Map and are a material consideration in planning decisions.

Heritage Statement

6.14.18 As stipulated in policy LP19, some developments should be accompanied by a Heritage Statement that includes a description of the significance of the heritage asset affected and analysis of the resultant impact of the development on that significance. This should involve an assessment of any contribution made by their setting. A Heritage Statement should also set out mitigation to reduce the identified impact of the development on the significance of the heritage assets. The level of detail of this statement should be proportionate to the significance of the asset affected and will, if necessary, be directed by the council.

6.14.19 Development proposals affecting any heritage asset will need to reference, through the Design and Access Statement or other means, appropriate published evidence, such as those referred to in this section of the plan.



Policy LP19: The Historic Environment

The council recognises that the historic environment plays an important role in the quality of life experienced by local communities and will protect, conserve and seek opportunities to enhance Peterborough's rich and diverse heritage assets and their settings, for the enjoyment of current and future generations.

All new development must respect, and enhance or reinforce where appropriate, 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:

1. a presumption against development that would unacceptably detract from important views of Peterborough Cathedral by virtue of its height, location, bulk or design;
2. the use of Conservation Area Appraisals and associated Management Plans to ensure the preservation and where possible enhancement of the special character or appearance of each of Peterborough's Conservation Areas;
3. the protection of designated heritage assets and their settings;
4. the identification and protection of significant non-designated heritage assets and their settings; and
5. the avoidance of harm to the character and setting of Burghley Park, Milton Park, Thorpe Park, and Peterborough Cathedral Precincts, and to the grounds and parkland associated with Bainton House, Ufford Hall, Walcot Hall and the Abbey Fields, Thorney.

All development proposals that would directly affect any heritage asset (whether designated or non-designated), including any contribution made by its setting, will need to be accompanied by a Heritage Statement which, as a minimum, should cover the following:

6. describe and assess the significance of the asset and/or its setting to determine its architectural, historic, artistic or archaeological interest; and
7. identify the impact of the development on the special character of the asset; including the cumulative impact of incremental small-scale changes which may have as great an effect on the significance of a heritage asset as a larger scale development; and
8. provide a clear justification for the works, especially if these would harm the significance of the asset or its setting, so that the harm can be mitigated and 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.

Unless it is explicitly demonstrated that the proposal meets the tests set out in the NPPF, planning permission will only be granted for development affecting a designated heritage asset where the impact of the proposal will not lead to substantial harm or loss of significance.

The Policies

Where a development proposal will lead to less than substantial harm to the significance of a designated heritage asset, this harm will be weighed against the public benefits of the proposal, including securing its optimum viable use.

Where a non-designated heritage asset is affected by development proposals, there will be a presumption in favour of its retention, though regard will be had to the scale of any harm or loss and the significance of the heritage asset. Any special features which contribute to an asset's significance should be retained and reinstated, where possible.

The council recognises the significance of setting to a heritage asset and proposals that fail to preserve or enhance the setting of a designated heritage asset will not be supported. Development proposals that make a positive contribution to, or better reveal the significance of, the heritage asset and its setting will, in principle, be supported.

6.15 Special Character Areas

- 6.15.1** A number of areas in Peterborough have been designated as conservation areas because of their special architectural or historic interest (see policy LP19, and individual conservation area appraisals and management plans).
- 6.15.2** 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.
- 6.15.3** The development criteria identified below are intended to provide additional design guidance in respect of these Special Character Areas.
- 6.15.4 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.
- 6.15.5 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.
- 6.15.6 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.
- 6.15.7** In addition to conservation areas and Special Character Areas the council has adopted a Design and Development in Selected Villages SPD. This gives additional detailed design policy and will be taken into account when determining applicable development proposals.



Policy LP20: Special Character Areas

To preserve the special character of Wothorpe, Thorpe Road and Ashton (as defined on the Policies Map), the 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 where possible 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: where required, 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: Policy LP29 will be rigorously applied and given considerable weight in this Area.

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.
- In all cases, regard must be had to the Design and Development in Selected Villages SPD.

Thorpe Road Area

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

Ashton Area

The Policies

- 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.
- In all cases, regard must be had to the Design and Development in Selected Villages SPD.

6.16 New Open Space, Sport and Recreation Facilities

- 6.16.1** Peterborough is a place with large areas of attractive, publicly accessible open spaces that offer important opportunities for recreation, sport and play, as well as delivering a range of multi-functional green infrastructure benefits. Open space within Peterborough offers important habitat for wildlife, and ecosystem services through flood alleviation and reducing air pollution. The council recognises the wide range of benefits that effectively planned, designed and maintained open space and green infrastructure can bring, and aims for high quality provision in the planned growth of the area.
- 6.16.2** As the population of Peterborough continues to grow, new residential development will create additional demand and pressure on existing open spaces, and potentially recreational pressure on designated nature conservation sites. Therefore, given their important role and impact upon overall quality of life in Peterborough, new development will be expected to include a level of new open space, sports and recreation provision to meet the development's needs and where applicable, mitigate against any recreational pressure on designated sites.
- 6.16.3** The council will apply the open space standards set out in Appendix D to secure adequate provision of open space and outdoor playing pitches with the capacity to meet the additional demand arising from new residential development. The open space standards have been informed by the Peterborough Open Space Strategy Update (2016) and Playing Pitch Strategy (2017), and provide the basis for assessing the notional open space requirements of any proposed residential development. The council will apply the standards to residential proposals of 15 or more dwellings, including housing sites within the city centre boundary as shown on the Policies Map (although here, a financial contribution to provision is more likely to be the best solution, rather than on-site provision).
- 6.16.4** The open space requirements for a specific development proposal will be based on the application of the standards, taking into account the current average household size for Peterborough, the type and size of dwellings proposed in the development and any particular needs identified in neighbourhood or community plans for the area in which the development would take place. It will also take account of any potential recreational pressure on designated nature conservation sites.
- 6.16.5** The Open Space Strategy identifies those areas in the district deficient in different types of open space in terms of quantity, quality and accessibility. These areas will be used by the council as a starting point for identifying where on-site open space provision should be prioritised. Where on-site provision cannot be achieved, the council will seek improvements to existing open space elsewhere within the area of deficiency, so long as it serves the development in question.
- 6.16.6** The standards for the different types of open space will not necessarily be applied in a cumulative way, as one type of open space may be capable of performing more than one function. For example, a developer may be able to meet the neighbourhood park and children's play standards by incorporating a children's play area within a neighbourhood park. The

The Policies

council will generally encourage the creation of a consolidated open space structure for major new housing developments with open space provided on-site and accessible to all residents. The council may seek variations in the composition of the open space in order to secure the best outcome for the development and the surrounding area.

- 6.16.7** In assessing whether any open space that is provided in accordance with policy LP21 will be acceptable, the council will take into account the need to ensure that the open space is easy to use by people of all ages, has considered the particular barriers that can be experienced by people with physical and sensory disabilities, and whether it is safe and secure for everyone.
- 6.16.8** Provided that the size, location and site characteristics of open spaces are acceptable, they have been fully laid out in accordance with the council's requirements and are in a satisfactory condition, the council will normally be prepared to adopt and maintain them. For adoption purposes, developers will be required to enter into an agreement with the council which will include payment by the developer of a commuted sum to cover the costs of future maintenance of the open space. Further details and guidance is set out in the Developer Contributions SPD, which has been updated to align with this Local Plan.
- 6.16.9** The following policy is also a vital component of ensuring that there is no significant adverse effect on the integrity of International and National designated sites as a result of additional recreational pressure, and therefore complements policy LP28.



Policy LP21: New Open Space, Sport and Recreation Facilities

Part A New Open Space, Outdoor Sport and Recreation Facilities

Subject to Part C, residential development schemes of 15 dwellings or more will be required to make appropriate provision for new or enhanced open space, sports and recreation facilities in accordance with this policy, the standards set out in Appendix D, and in compliance with the latest Peterborough Developer Contributions SPD (or similar subsequent document).

| Type of Open Space | Development Scheme Thresholds for Open Space Provision | | | |
|-------------------------------|--|--------------------------|--------------------------|-----------------------|
| | Less than 15 dwellings | 15 - 40 dwellings | 41 - 499 dwellings | 500 or more dwellings |
| Country Parks | No requirement | No requirement | No requirement | On site S106 |
| Neighbourhood Parks | No requirement | On site or off site S106 | On site or off site S106 | On site S106 |
| Children's Play - LAP | No requirement | On site S106 | On site or off site S106 | On site S106 |
| Children's Play - LEAP | No requirement | Off site S106 | On site or off site S106 | On site S106 |
| Children's Play - NEAP | No requirement | Off site S106 | On site or off site S106 | On site S106 |
| Natural Greenspace | No requirement | Off site S106 | On site S106 | On site S106 |
| Allotments | No requirement | Off site S106 | On site or off site S106 | On site S106 |
| Playing Pitches | No requirement | Off site S106 | Off site S106 | On site S106 |

The Policies

On-Site Provision

The council's first preference is for on-site provision in a suitable location, even for those locations where the above table indicates 'on-site or off-site'. The precise type of on-site provision that is required will depend on the nature and location of the proposal and the quantity and type of open space needed in the area. This should ideally be the subject of discussion and negotiation with the council 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, where such deficiencies would be exacerbated by additional development.

Where the facilities are created on-site as part of a development, they should:

- be of an appropriate size and quality in accordance with the standards in Appendix D;
- be designed to be safe and accessible to all potential users;
- maximise green infrastructure benefits and functions;
- take opportunities to connect to the strategic Green Infrastructure Network;
- have a clear funding strategy and appropriate mechanisms secured which will ensure satisfactory long term maintenance and management of the facility.

Off-Site Provision

In certain circumstances as directed by the above table, and subject to 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, which should ideally be agreed at pre-application stage, 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.

Part B Indoor Sports and Recreation Facilities

All residential development below 500 dwellings will contribute to the provision of 'off site' strategic indoor sports and recreation facilities by way of CIL. For sites of 500 or more dwellings, a S106 planning obligation will be sought to secure on-site or off site delivery. The precise contribution/obligation will be negotiated on a case by case basis.

Part C Designated Sites - Mitigation of Recreational Impacts of Development

Where a new development has the potential to have significant adverse effect on the integrity of a designated international or national site for nature conservation purposes, as a result of additional recreational pressure on that designated site, the development may be required to provide open space of sufficient size, type and quality over and above the standard requirements set out in this policy, in order to mitigate that pressure.

Mitigation may also involve providing or contributing towards a combination of the following measures:

1. Access and visitor management measures within the designated site;
2. Improvement of existing greenspace and recreational routes;

3. Provision of alternative natural greenspace and recreational routes;
4. Monitoring the impacts of new development on international designated sites to inform the necessary mitigation requirements and future refinement of any mitigation measures

6.17 Green Infrastructure Network

- 6.17.1** Green Infrastructure is the strategic network of multi-functional, linked green spaces, both new and existing, urban and rural, which delivers a range of benefits for people and wildlife. The network is formed by individual green infrastructure components at different scales, from street trees, green roofs, and sustainable drainage, to allotments, nature conservation sites and country parks. These assets may be physically and visually connected to one another by linear features, such as hedgerows, public rights of way, cycle routes, rivers and watercourses to form a green infrastructure network.
- 6.17.2** The strategic green infrastructure network in Peterborough provides a number of benefits, including:
- Enhancing landscape and character and built heritage;
 - Enhancing biodiversity;
 - Supporting healthy ecosystems;
 - Providing climate change solutions (mitigation and adaptation);
 - Supporting healthy lifestyles and thriving communities;
 - Providing active access to the outdoors.
- 6.17.3** Individual elements of the green infrastructure network can serve a useful purpose at a range of scales without being connected. However, when green infrastructure components are linked together to form green networks, further combined benefits can be achieved at a strategic level. These direct and indirect benefits of green infrastructure have been termed 'ecosystem services' and are derived from physical natural assets known as 'natural capital'. Development can impact on the extent and ability of natural capital to provide ecosystem services. To ensure that these benefits are delivered, green infrastructure must be protected, well planned and managed.
- 6.17.4** The council has prepared a Green Infrastructure and Biodiversity SPD, which sets out a Peterborough wide green infrastructure vision and strategy, and defines specific focus areas where targeting investment in green infrastructure is most likely to deliver multiple benefits. The proposals and action plan of the SPD will need to be taken into account and supported in new developments to ensure that the required green infrastructure is provided to support the growth of the city. It is envisaged that the Peterborough Nature Partnership will lead on the coordinated delivery of specific green infrastructure projects. Detailed descriptions of each of the focus areas are contained within the SPD.
- 6.17.5** As set out in policy LP5, where urban extensions are to be created to accommodate the growth of the city, it is important that multi-functional green infrastructure is included as an integral element of their design and layout and which maximises the delivery of ecosystem services. It is also important that such proposals look beyond the site boundary and look for opportunities to connect to the wider green infrastructure network in the Peterborough area and beyond.
- 6.17.6** The council expects all development proposals to make a contribution to providing, enhancing and/or managing green infrastructure proportionate to the scale of the development proposed.

The Policies

In developing proposals, the green infrastructure network for Peterborough should be viewed and considered alongside other relevant policies in this Local Plan to identify opportunities for protecting, enhancing and connecting green infrastructure assets as part of new development.



Policy LP22 Green Infrastructure Network

The council, working in partnership with conservation and environmental organisations, local communities, developers and statutory agencies, will seek to maintain and improve the existing green infrastructure network in Peterborough. This will be achieved by enhancing, creating and managing multi-functional green infrastructure, within and around settlements, that are well connected to each other and the wider countryside, and which reflect the broad strategic framework set out in the Green Infrastructure and Biodiversity SPD.

The council will take into account the latest Open Space Strategy, Green Infrastructure and Biodiversity SPD and any other appropriate local evidence to guide applicants on what new green infrastructure will be required and how it should be delivered.

All development proposals should ensure that existing and new green infrastructure is considered and integrated into the scheme design from the outset. Where new green infrastructure is proposed, the design should maximise the delivery of ecosystem services and support healthy and active lifestyles.

Strategic and major development proposals should incorporate opportunities for green infrastructure provision, to reverse the decline in biodiversity and restore ecological networks at a landscape scale, reverse habitat fragmentation and increase connectivity of habitats, and to preserve, restore and create priority and other habitats within and adjacent to development schemes.

Proposals will be expected to provide clear arrangements for the long-term maintenance and management and/or enhancement of green infrastructure assets. Where appropriate, the council may utilise planning conditions, CIL or planning obligations to deliver green infrastructure projects.

Development must protect the existing linear features of the green infrastructure network that provide connectivity between green infrastructure assets, including public rights of way, bridleways, cycleways and waterways, and take opportunities to improve such features.

Development proposals that cause loss or harm to the green infrastructure network will not be permitted, unless the need for and benefits of the development demonstrably outweigh any adverse impacts. Where adverse impacts on the green infrastructure network are unavoidable, development will only be permitted if suitable mitigation measures for the network are provided.

Development proposals which are consistent with and support the delivery of the opportunities, priorities and initiatives identified in the Peterborough Green Infrastructure and Biodiversity SPD will be supported.

6.18 Local Green Space, Protected Green Spaces and Existing Open Spaces

Local Green Space

6.18.1 Local Green Space (LGS) 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. LGS designation can be used where the green space is:

- In reasonably close proximity to the community it serves; and
- Local in character and not an extensive tract of land; 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.

6.18.2 Planning permission will only be granted for development proposals in a designated LGS in very special circumstances. These circumstances are set out in the NPPF and align with Green Belt status.

Protected Green Space in Villages

6.18.3 In addition to LGS designations, this Local Plan also includes Protected Green Space in Villages (PGSV). These open spaces make a positive contribution to the individual character of a village and may also provide a visual or amenity function. Open undeveloped spaces within a settlement are as important as the buildings in giving a settlement its unique character and form. Some open spaces, especially towards the edge of a settlement, are important in preserving the setting of a settlement. Other open spaces provide breaks in the street scene and may allow views of the surrounding countryside to be enjoyed from within the settlement.

Existing Open Space

6.18.4 In addition to the open space designations identified on the Policies Map, there are numerous existing open spaces across Peterborough that are valued locally and contribute to the quality of life of communities living in the area.

6.18.5 Although not identified on the Policies Map, these open spaces perform an important role in terms of visual amenity, sport, recreation and play, and community use. Examples include informal parkland and amenity open space. A broad range of open spaces exist and thus open space typologies and a parks hierarchy was established in the 2006 Open Space Strategy and subsequent updates. Some of this open space is identified in the council's Open Space Study and Standards (2016) and is available to view on the interactive map on the council's website. NPPF paragraph 74 clearly states that open space should not be built on unless strict tests are met. The council will protect all of these open spaces from development unless the particular circumstances set out in the policy apply.



Policy LP23: Local Green Space, Protected Green Space and Existing Open Spaces

Local Green Space

The Policies

Local Green Space, as defined on the Policies Map, will be protected in line with the NPPF, which rules out new development on these sites other than in very special circumstances.

Protected Green Space in Villages

Open spaces that have a particular role in maintaining the character and identity of villages are identified on the Policies Map as Protected Green Space in Villages. These spaces will be protected from development unless there are no significant detrimental impacts on the character and appearance of the surrounding area, ecology and any heritage assets.

Other Open Spaces

Existing non designated open spaces will, in principle, be protected from development. New development that will result in the loss of existing open space will not be supported, unless the criteria in the NPPF are met.

In addition, if the requirements of the NPPF can be satisfied, the proposal must also demonstrate that:

1. The open space does not make an important contribution to the green infrastructure network or connectivity of habitats, and the development would not result in landscape or habitat fragmentation or incremental loss; and
2. The proposed development can be accommodated on the open space without causing significant detrimental impact on the character and appearance of the area, ecology or any heritage assets.

6.19 Nene Valley

6.19.1 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 (NIA). There are opportunities for development to positively support the aims of the NIA, as set out in the latest NIA Business Plan, to reverse the decline of biodiversity and restore and enhance the ecological network, for example; through the provision of accessible natural greenspace, landscaping using native species and the creation of new habitat. It is important that development within the NIA recognises the full range of ecosystem services and enhances their provision where possible. Further information regarding ecosystem services in the Nene Valley NIA is available on the Nene Valley NIA website.

6.19.2 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 enhancing the natural 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. The Nene Park Master Plan (2017) will provide a mechanism for addressing some of the above issues.

6.19.3 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, such as Castor Flood Meadows SSSI and River Nene County Wildlife Site. East of the city lies the Nene Washes SSSI and other wetland sites. The Nene Washes are of international importance for nature conservation, and are

The Policies

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).

- 6.19.4** 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 (see LP28). In other parts of the Nene Valley recreation development will be encouraged, subject to there not being any unacceptable impact on these considerations.



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 proposals will be particularly supported where they:

- (a) would enhance navigation along the River Nene for a wide range of recreational, cultural or transport purposes, without impacting negatively on wildlife or other land management activities. Development that creates new links with other waterways within and/or surrounding the local authority area will also be supported;
- (b) would protect and enhance biodiversity, and contribute to linking surrounding habitats through habitat creation and improved green infrastructure;
- (c) would enable greater public access to the waterspace and the achievement of continuous publicly accessible paths and cycle routes through the valley;
- (d) would enhance the provision of ecosystem services within the Nene Valley NIA;
- (e) would not have an adverse effect on the integrity of the Nene Washes International site or other designated sites in line with Policy LP28.

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 creates a more natural water's edge and enhances its character.

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

6.20 Country Parks

- 6.20.1** Country parks should provide a wide range of recreational activities including; outdoor sports facilities and playing fields, children's play for different age groups and informal recreational pursuits, including sitting out and walking. Nature trails, cycle routes, formal picnic areas,

The Policies

interpretation facilities, refreshments and toilets are also likely to be found in country parks. Country parks may also provide opportunities to enhance landscape character and biodiversity, and contribute to wildlife and habitat connectivity in the wider area.

6.20.2 Ferry Meadows Country Park is located within the Nene Valley and therefore is covered by policy LP24.



Policy LP25: Country Parks

The following sites are identified on the Policies Map as Country Parks and are protected for that purpose. Planning permission will only 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 and biodiversity.

| Site Reference | Site Name | Site Area (ha) |
|----------------|-----------------------------------|----------------|
| LP24.1 | Hampton Country Park | 162 |
| LP24.2 | Castor and Ailsworth Country Park | 87 |

6.21 Green Wedges

Green Wedges are open areas around and between parts of a settlement, or settlements, whose primary role is to maintain the distinction between the countryside and built up area and protect the separate identity and character of individual settlements. They may also provide opportunities for outdoor sport and recreation, access to the countryside and maintaining landscape and wildlife interest.

- 6.21.1** In general, there has been limited built development within the Green Wedges around Peterborough, however in recent years, some parts of the Green Wedge network have come under growing development pressure due to their proximity to the built up area. The council maintains a long-term commitment to Green Wedges in this Local Plan.
- 6.21.2** One of these wedges separates Peterborough from Glington; 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.
- 6.21.3** 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. There may also be instances where it is essential for a certain type of development to be

6.21.4 located in a Green Wedge, this may include development required by a public or private utility to fulfil their statutory obligations, or the provision of strategic transport infrastructure, provided that other relevant Local Plan policies are satisfied.



Policy LP26: Green Wedges

Green Wedges, as identified on the Policies Map, have been identified to fulfil one or more of the following functions and policy aims:

- prevent the merging of settlements, protecting their setting and preserving their separate identity, local character and historic character;
- provision of an accessible recreational resource, with both formal and informal opportunities, close to where people live, where public access is maximised without compromising the integrity of the Green Wedge;

Within the areas identified as Green Wedges, planning permission will only be granted where it can be demonstrated that the development is not contrary or detrimental to the above functions and aims.

Development proposals within a Green wedge will be expected to have regard to:

1. the need to retain the open and undeveloped character of the Green Wedge and the physical separation between settlements;
2. opportunities to improve the quality of green infrastructure within the Green Wedge, with regard to the latest Peterborough Open Space Strategy, Peterborough Green Infrastructure and Biodiversity SPD, or subsequent replacement evidence and/or guidance;
3. the maintenance and enhancement of the network of footpaths, cycleways and bridleways and their links to the countryside, to retain and enhance public access, where appropriate to the function of the Green Wedge.

Development proposals adjacent to the Green Wedges will be expected to demonstrate that:

4. they do not adversely impact on the function of the Green Wedge, taking into account scale, siting, design, materials and landscape treatment;
5. they have considered linkages to and enhancements of the adjacent Green Wedge.

6.22 Landscape Character

6.22.1 The character of the landscape across the Peterborough administrative area has been shaped by both human and physical influences and varies considerably, with some landscapes more sensitive than others. There are no National Parks or Areas of Outstanding Natural Beauty within the area, but that does not mean that the character and beauty of the countryside 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.

6.22.2 Peterborough lies within five National Character Areas defined by Natural England, which provide a broad description of the landscape in these areas. The Peterborough Landscape

The Policies

Character Assessment (2007) identifies six landscape character areas within Peterborough and eighteen sub-areas that sit within these. The Assessment provides guidance on the character and local distinctiveness of the landscape within these areas and assesses the landscape in terms of its sensitivity to change and ability to accept development. Landscape Character Assessments may also be prepared to inform Neighbourhood Plans to identify landscape issues of local concern. These Landscape Character Assessments will be used in the determination of planning applications to ensure the diverse character of the area's landscape is respected, maintained and, where possible, enhanced.

6.22.3 The way that growth is delivered in Peterborough 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.



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, enhancing or restoring the distinctive qualities of the landscape character area and sub area in which it would be situated.

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 B. 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 Peterborough Landscape Character Assessment, planning permission will be granted if the proposed development would:

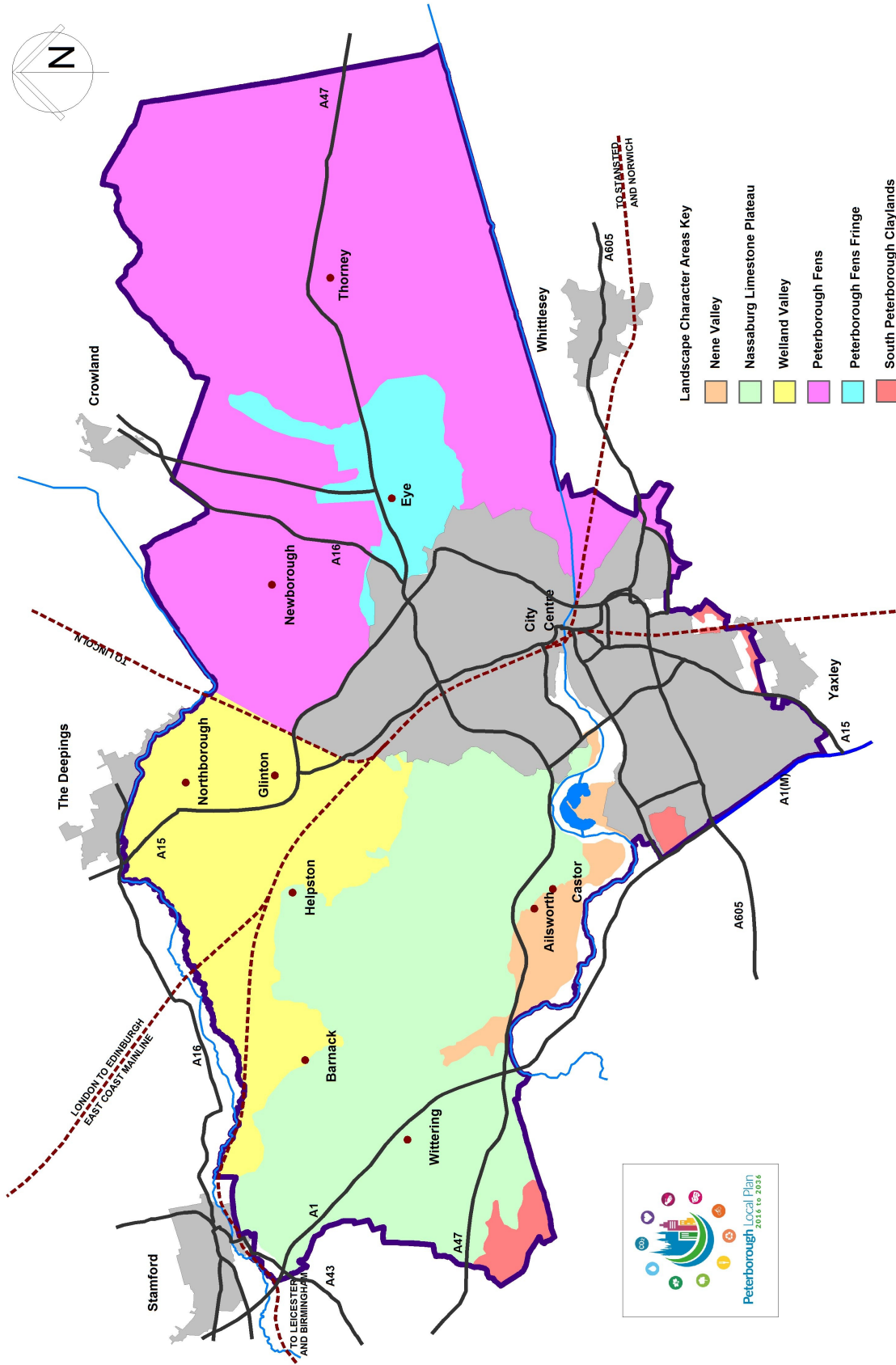
- recognise and, where possible, enhance the character and special qualities of the local landscape through appropriate design and management;
- reflect and enhance local distinctiveness and diversity;
- identify, maintain and, where possible, enhance any natural or man-made features of significant landscape, historical, cultural, wildlife and geological importance. Where a proposal may result in significant harm, it may be permitted in exceptional circumstances, if the overriding benefits of the development demonstrably outweigh the harm: in such circumstances the harm should be minimised and mitigated;
- safeguard and enhance important views and vistas, including sky lines in to, out of and 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.

In considering the impacts of a proposal, the cumulative as well as the individual impacts on the landscape will be considered, including the potential impacts on adjacent Landscape Character Areas.

The Policies

Map B



6.23 Biodiversity and Geological Conservation

- 6.23.1** Peterborough's natural environment is a valuable resource, rich in internationally, nationally and locally designated sites, as well as those without formal designation. Ecological networks comprising designated sites, other habitats, and wildlife corridors are necessary to maintain and enhance biodiversity and prevent fragmentation and loss of connectivity. This is essential if species are to adapt to climate change and if a net gain in biodiversity is to be achieved.
- 6.23.2** The council wishes to ensure, through planning decisions, that there is no net loss in biodiversity and a net gain, where possible. The council has prepared a Green Infrastructure and Biodiversity SPD to help achieve this aim.

Designated Sites

- 6.23.3** Designated sites for nature conservation importance 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 with the highest level of protection, followed by national and then locally designated sites. This policy seeks to ensure that appropriate weight is given to their importance and the contribution that they make to the wider ecological network. International and National sites are shown on the Policies Map and Table 4 below shows the hierarchy of designated sites in Peterborough.
- 6.23.4** There are three international sites within the administrative boundary of Peterborough; Barnack Hills and Holes (SAC), Nene Washes (SAC, SPA and Ramsar) and; Orton Pit (SAC). These internationally important sites are protected by the Habitats Directive and Habitats Regulations. The presumption in favour of sustainable development does not apply to development assessed as likely to have a significant effect on such sites.
- 6.23.5** Sites of Special Scientific interest (SSSIs) form a network of nationally designated sites which also underpin sites designated to meet international obligations. All National Nature Reserves (NNRs) are also notified as SSSIs and these sites are recognised as being amongst the most important SSSIs in the country. Development that is likely to have an adverse effect on these sites, alone or in combination with other developments, will only be permitted in exceptional circumstances, in accordance with the NPPF.
- 6.23.6** Local sites are also important components of the ecological network and are highly valued locally, providing benefits for both people and wildlife, and recognising the importance of our geology in underpinning the landscape and habitats we have. Developments should help enhance this network and avoid adverse impact on local sites. Where significant harm cannot be avoided, the mitigation hierarchy should be followed (see 6.23.12)

Table 4 Hierarchy of Designated Sites for Nature Conservation

| | |
|---------------------|--|
| International Sites | Ramsar sites Special Areas of Conservation (SAC) Special Protection Areas (SPA) |
| National Sites | Sites of Special Scientific Interest (SSSI) National Nature Reserves (NNR) |
| Local Sites | Local Nature Reserves (LNR) County Wildlife Sites (CWS) Local Geological Sites (LGS) |

The Policies

- 6.23.7** As well as greenfield sites and naturalised sites which provide assets in terms of biodiversity and geodiversity, the urban areas of Peterborough contain several significant brownfield sites of high environmental value. Whilst providing an important source of land for redevelopment, these sites may also be valuable for biodiversity and support open mosaic habitats (a habitat of principal importance), which in turn support many threatened and declining species.
- 6.23.8** Both local sites and brownfield biodiversity sites have been mapped and are available to view on the council's online community map.

Protected Species

- 6.23.9** 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. The council has a duty to promote the protection and recovery of these species populations, linked to national and local targets, and identify suitable indicators for monitoring biodiversity.
- 6.23.10** 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. The Cambridgeshire and Peterborough Biodiversity Partnership has published lists of priority species and additional species of interest that are locally important. The Cambridgeshire and Peterborough Environmental Records Centre also holds records of locally recorded species and is therefore a useful source of biodiversity information.

Biodiversity and Geodiversity in Development

- 6.23.11** New development should ensure no net loss in biodiversity and provide a net gain where possible, through the planned retention, enhancement and creation of habitats and wildlife features. This should be appropriate to the scale, type and location of development, and the long term maintenance and management of these features should be considered early in the planning process.
- 6.23.12** Development should avoid any adverse impact on biodiversity and geodiversity. Where significant adverse impacts would result, the first priority should be relocation of the development to an alternative site. If impacts cannot be avoided then suitable mitigation is required. If that is not possible, then full compensation must be provided.
- 6.23.13** For most development proposals involving construction or engineering works, applicants will be expected to complete the council's biodiversity checklist and provide a comprehensive site survey as part of the planning application. Applicants should refer to the council's website and Green Infrastructure and Biodiversity SPD for further guidance on the checklist and survey requirements when preparing and submitting an application. The council encourages developers to complete Natural Cambridgeshire's 'Developing with Nature Toolkit' to demonstrate how their proposal delivers a net gain in biodiversity.
- 6.23.14** 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.



Policy LP28: Biodiversity and Geological Conservation

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 ecological network throughout the district, consisting of core sites, buffers, wildlife corridors and stepping stones that link to green infrastructure in adjoining local authority areas to respond to and adapt to climate change;
- safeguard the value of previously developed land where it is of significant importance for biodiversity and/or geodiversity;
- work with developers and Natural England to identify a strategic approach to great crested newt mitigation, where this is required, on major sites and other areas of key significance for this species.

1. Designated Sites

1a) International Sites

The highest level of protection will be afforded to international sites designated for their nature conservation or geological importance. Proposals having an adverse impact on the integrity of such areas, that cannot be avoided or adequately mitigated to remove any adverse effect, will not be permitted other than in exceptional circumstances. These circumstances will only apply where there are:

- no suitable alternatives;
- imperative reasons of overriding public interest; and
- necessary compensatory provision can be secured.

Development will only be permitted where the council is satisfied that any necessary mitigation is included such that, in combination with other development, there will be no adverse effects on the integrity of international sites.

Development proposals that are likely to have an adverse impact, either alone or in combination, on international designated sites, must satisfy the requirements of the Habitats Regulations, determining site specific impacts and avoiding or mitigating against impacts where identified. Such impacts may include increased recreational pressure, air pollution and water quality impacts.

1b) National Sites

Development proposals within or outside a SSSI, likely to have an adverse effect on a SSSI (either individually or in combination with other developments), will not normally be permitted unless the benefits of the development, at this site, clearly outweigh both the adverse impacts on the features of the site and any adverse impacts on the wider network of SSSIs.

1c) Local Sites

The Policies

Development likely to have an adverse effect on locally designated sites, their features or their function as part of the ecological network, including County Wildlife Sites, Local Geological Sites and sites supporting Biodiversity Action Plan habitats and species, will only be permitted where the need and benefits of the development clearly outweigh the loss and the coherence of the local ecological network is maintained.

1d) Habitats and Species of Principal Importance

The council will consider all development proposals in the context of its duty to promote the protection and recovery of priority species and habitats. Where adverse impacts are likely, development will only be permitted where the need for and benefits of the development clearly outweigh these impacts. In such cases, appropriate mitigation or compensatory measures will be required.

2. Biodiversity and Geodiversity in Development

All development proposals should:

- Conserve and enhance the network of habitats, species and sites (both statutory and non-statutory) of international, national and local importance commensurate with their status and give appropriate weight to their importance;
- Avoid negative impacts on biodiversity and geodiversity;
- Deliver a net gain in biodiversity, where possible, by creating, restoring and enhancing habitats and enhancing them for the benefit of species
- Where necessary, protect and enhance the 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.

All development proposals should complete the council's biodiversity checklist to identify features of value on and adjoining the site and, for major development proposals, to provide an audit of losses and gains in existing and proposed habitat. Where there is the potential for the presence of protected species and/or habitats, a relevant ecological survey(s) must be undertaken by a suitably qualified ecologist. The development proposals must be informed by the results of both the checklist and survey. In all cases, regard should be had to the council's Green Infrastructure and Biodiversity SPD.

3. Mitigation of Potential Adverse Impacts of Development

Development should avoid adverse impact on existing biodiversity and geodiversity features as a first principle. Where adverse impacts are unavoidable they must be adequately and proportionately mitigated. If full mitigation cannot be provided, compensation will be required as a last resort where there is no alternative.

6.24 Trees and Woodland

6.24.1 The council has a statutory duty (s197 of the Town and Country Planning Act 1990) to consider the protection and planting of trees when granting planning permission for proposed development. The potential effect of development on trees, whether statutorily protected (e.g. by a tree preservation order or by their inclusion within a conservation area) or not, is a material consideration that must be taken into account in dealing with planning applications.

- 6.24.2** Trees provide a broad range of benefits from providing wildlife habitat, adding maturity to new sites, screening, shade, storm water attenuation, visual amenity and the ability to soften and complement the built form.
- 6.24.3** The council's Tree and Woodland Strategy (2012) sets out a strategy for the management of trees and woodland in Peterborough. It includes corporate aims to:
- sustainably maintain, improve and expand the quality of the existing tree and woodland cover; and
 - expand the extent of woodland cover through opportunities created through sustainable external funding.
- 6.24.4** This Local Plan assists in meeting those corporate aims, principally via policy LP29 below.
- 6.24.5** In terms of existing trees and woodlands, where trees are present on a development site a British Standard 5837 Tree Survey 'Trees in relation to Construction survey', and any related survey information, should be submitted along with an application for planning permission. This will ensure it is clear that a proper consideration of trees and woodlands has taken place and been taken into account in the preparation of proposals for a site.
- 6.24.6** In addition, an Arboricultural Method Statement will also be required where there is a likely adverse impact on the health and wellbeing of the trees, either through the pressure to prune or fell or through excavation works which could harm the root systems. The Statement should set out the measures that will need to be taken to protect the health of the trees during the construction period and afterwards.
- 6.24.7** If the development site (or land within 12 times of the stem diameter of trees located beyond the site boundaries) includes Ancient Woodland, an Ancient Tree and/or a Veteran Tree then any proposal that may result in the loss or damage of such trees will be particularly scrutinised, and only exceptionally approved. Proposals within 500m of an Ancient Woodland will also be tested (and, as appropriate, advice sought from the Forestry Commission) for any potential impact on the Ancient Woodland. Similarly, any loss of a tree which is protected by virtue of a Tree Preservation Order (TPO) will be resisted and unlikely be approved if it resulted in a net loss of amenity. In all instances, clear demonstration of overriding public interest in the loss of a tree(s) or woodland would need to be provided.
- 6.24.8** Any unprotected trees (especially those as defined as Category A or B trees within the aforementioned BS5837) will be expected to be retained if possible.
- 6.24.9** In terms of mitigation where loss of trees and woodland is proposed (and where it is deemed acceptable for such tree(s) to be lost, taking account of the status of the tree), then suitable proposals for mitigation, via compensation, should be provided. The tree compensation standard set out in this policy provides a suitable mechanism to determine the appropriate level of mitigation. The council's first preference is for on-site replacement at suitable locations within the curtilage of the development. In exceptional circumstances, where planting cannot be achieved on-site without compromising the achievement of good design, new tree planting proposals may be considered off site (including on public land) to mitigate. Where trees are to be provided off-site, planning obligations will be sought to cover replacement trees, their planting and their future maintenance.
- 6.24.10** The council is committed to increasing the overall tree canopy cover, and therefore opportunities for new tree planting should be explored as part of all development proposals.
- 6.24.11** Where new tree planting is proposed (irrespective of whether this is to compensate for losses on site), then the quantity, location and species selection of new trees will be expected to take practicable opportunities to meet the following five Tree Planting Principles:

The Policies

1. Create habitat and, if possible, connect the development site to the Strategic Green Infrastructure Network; and
2. Assist in reducing or mitigating run-off and flood risk on the development site; and
3. Assist in providing shade and shelter to address urban cooling, and in turn assist in mitigating against the effects of climate change; and
4. Create a strong landscaping framework to either (a) enclose or mitigate the visual impact of a development or (b) create new and enhanced landscape; and
5. Be of an appropriate species for the site.



Policy LP29: Trees and Woodland

Development proposals should be prepared based on the overriding principle that:

- the existing tree and woodland cover is maintained, improved and expanded; and
- opportunities for expanding woodland are actively considered, and implemented where practical and appropriate to do so.

Existing Trees and Woodland

Planning permission will only be granted if the proposal provides evidence that it has been subject to adequate consideration of the impact of the development on any existing trees and woodland found on-site (and off-site, if there are any trees near the site, with 'near' defined as the distance comprising 12 times the stem diameter of the off-site tree). If any trees exists on or near the development site, 'adequate consideration' is likely to mean (a) the completion of a British Standard 5837 Tree Survey and, if applicable, (b) an Arboricultural Method Statement.

Where the proposal will result in the loss or deterioration of:

- i. ancient woodland; and/or
- ii. the loss of aged or veteran trees found outside ancient woodland

permission will be refused, unless and on an exceptional basis the need for, and benefits of, the development in that location clearly outweigh the loss.

Where the proposal will result in the loss or deterioration of a tree protected by a Tree Preservation Order or a tree within a Conservation Area, then permission will be refused unless:

- i. there is no net loss of amenity value which arises as a result of the development; or
- ii. the need for, and benefits of, the development in that location clearly outweigh the loss.

Where the proposal will result in the loss of any other tree or woodland not covered by above, then the council will expect the proposal to retain those trees 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.

Mitigating for loss of Trees and Woodland

Where it is appropriate for tree(s) and/or woodland to be lost as part of a development proposal, then appropriate mitigation, via compensatory tree planting, will be required. Such tree planting should:

- (a) take all opportunities to meet the five Tree Planting Principles (see supporting text); and
- (b) unless demonstrably impractical or inappropriate, provide the following specific quantity of compensatory trees:

| Trunk diameter(mm) at 1.5m above ground of tree lost to development | Number of replacement trees required, per tree lost* |
|---|--|
| 75 -200 | 1 |
| 210-400 | 4 |
| 410-600 | 6 |
| 610-800 | 9 |
| 810-1000 | 10 |
| 1000+ | 11 |

* replacement based on selected standards 10/12 cm girth at 1m

New Trees and Woodland

Where appropriate and practical, opportunities for new tree planting should be explored as part of all development proposals (in addition to, if applicable, any necessary compensatory tree provision). Where new trees are proposed, they should be done so on the basis of the five Tree Planting Principles. Proposals which fail to provide practical opportunities for new tree planting will be refused.

Management and Maintenance

In instances where new trees and/or woodlands are proposed, it may be necessary for the council to require appropriate developer contributions to be provided, to ensure provision is made for appropriate management and maintenance of the new trees and/or woodland.

6.25 Culture, Leisure, Tourism and Community Facilities

- 6.25.1** 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'.
- 6.25.2** 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, Broadway and Key Theatres, Regional Pool, Lido and sports facilities, Peterborough United's football ground and a range of restaurants and bars. Whilst the city centre is the focus for cultural and leisure facilities, the rural area is also home to a range of cultural facilities, including the Flag Fen Bronze Age site.
- 6.25.3** 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.

The Policies

- 6.25.4** 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.
- 6.25.5** 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.
- 6.25.6** 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.
- 6.25.7** 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.
- 6.25.8** There are many existing community facilities within Peterborough's urban area and villages providing for the health and wellbeing, social and educational needs of the community. Some of these serve a local community, while some serve a wider catchment area. It is important to seek to preserve these existing community facilities. However, it is recognised that there may be instances where facilities become demonstrably no longer fit for purpose and it can be demonstrated that there is no longer an existing or future community need for the facility, either in situ or elsewhere. Where the policy refers to 'redevelopment' this also includes proposals for the demolition, change of use and other forms of development that would result in the loss of an existing community facility.



Policy LP30: Culture, Leisure, Tourism and Community Facilities

The Council will support the development of new cultural, leisure, tourism and community 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; and
- it will help to promote the image of Peterborough and attract more visitors.

Culture, Leisure and Tourism Facilities

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;
- assist in the creation and enhancement of water navigation facilities; and
- ensure that there are no detrimental impacts on designated sites, in accordance with policies LP23 and LP27.

In exceptional circumstances when there is no appropriate city centre site, due to the nature and scale of the proposed development, other locations for cultural, leisure and tourism facilities will be considered in accordance with a sequential approach to site selection outlined in policy LP11.

Community Facilities

All development proposals should recognise that community facilities such as libraries, public houses, places of worship and community halls, or any registered asset of community value, are an integral component in achieving and maintaining sustainable, well integrated development.

Proposals for new community facilities will be supported in principle, and should:

- Prioritise and promote access by walking, cycling and public transport. Community facilities may have a local or wider catchment area: access should be considered proportionately relative to their purpose, scale and catchment area;
- Be accessible for all members of society;
- Be designed so that they are adaptable and can be easily altered to respond to future demands if necessary;
- Where applicable, be operated without detriment to local residents: this especially applies to facilities which are open in the evening, such as leisure and recreation facilities.

Existing Culture, Leisure, Tourism and Community Facilities

The loss, via redevelopment, of an existing culture, leisure, tourism or community facility will only be permitted if it is demonstrated that:

- The facility is demonstrably no longer fit for purpose and the site is not viable to be redeveloped for a new community facility; or
- The service provided by the facility is met by alternative provision that exists within reasonable proximity: what is deemed as reasonable proximity will depend on the nature of the facility and its associated catchment area; or
- The proposal includes the provision of a new facility of a similar nature and of a similar or greater size in a suitable on or off-site location.

6.26 Renewable and Low Carbon Energy

6.26.1 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

The Policies

dioxide. Advances in technology have meant that some processes are now much 'cleaner' that they have been in the past.

- 6.26.2** 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.
- 6.26.3** 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.
- 6.26.4** 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 kW_e (kilowatts of electricity) or 300 kW_t (kilowatts of heat). Renewable and low carbon energy installations which exceed these limits will require planning permission.
- 6.26.5** 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).
- 6.26.6** 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 (NPPG). 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.
- 6.26.7** This Local Plan does not identify any areas for wind farm development.



Policy LP31: Renewable and Low Carbon Energy

Low Carbon Energy

Development proposals will be considered more favourably if the scheme would make a positive and significant contribution towards one or more of the following (which are listed in order of preference):

Reducing demand: by taking account of landform, location, layout, building orientation, design, massing and landscaping, development should enable occupants to minimise their energy and water consumption, minimise their need to travel and, where travel is necessary, to maximise opportunities for sustainable modes of travel;

Resource efficiency: development could: take opportunities to use sustainable materials in the construction process, avoiding products with a high embodied energy content; and minimise construction waste.

Energy production: development could provide site based decentralised or renewable energy infrastructure. The infrastructure should be assimilated into the proposal through careful consideration of design. Where the infrastructure may not be inconspicuous, the impact will be considered against the contribution it will make;

Carbon off-setting: development could provide extensive, well designed, multi-functional woodland (and, if possible, include a management plan for the long term management of the wood resource which is produced), fenland or grassland.

Proposals which address one or more of the above principles (whether in relation to an existing development or as part of a wider new development scheme) but which are poorly designed and/or located and which have a detrimental impact on the landscape, the amenity of residents, or the natural and built environment, will be refused.

Proposals for non-wind renewable energy development

Proposals for non-wind renewable technology will be assessed on their merits, with the impacts, both individual and cumulative, considered against the benefits of the scheme, taking account of 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.

Proposals for wind energy development

In addition to the above criteria for non-wind schemes, , 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 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.

6.27 Flood and Water Management

6.27.1 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 Action Plan: City Wide and the Sustainable Community Strategy, Peterborough will seek to promote development which has the ability to adapt to climate change, protect the water environment and promotes flood risk reduction.

6.27.2 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

The Policies

issue 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.

- 6.27.3** In accordance with the NPPF, the supporting technical guidance and the council's Flood and Water Management SPD, policy LP32 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.
- 6.27.4** 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.
- 6.27.5** 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 including an action plan for managing flood risk.
- 6.27.6** 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, quantity, 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 WFD objectives, sites will require a WFD assessment. The SPD provides further detail on the local impacts of the WFD, the assessment and reasons for which it might be required.
- 6.27.7** Strategic Flood Risk Assessment (SFRA) Level 1 and Water Cycle Study have been prepared to support the Local Plan. A separate sequential test has been carried out for all sites suggested to the council.

Water Efficiency

- 6.27.8** Where justified through evidence, the council has the option to set, through the Local Plan, additional technical requirements exceeding the minimum 'Building Regulation' standards in respect of access, water usage and space standard of dwellings.
- 6.27.9** In terms of water usage, existing sources of evidence, most notably, Anglian Water's Water Resource Management Plan (2015), demonstrate that in Peterborough water resources are under stress. Increasing demands from growth, along with reductions in abstraction to improve the quality of the water environment, could result in an imbalance between supply and demand. Minimising the demand for water in buildings is therefore crucial to protecting the water environment.
- 6.27.10** To reduce impact on the water environment, the following policy requires new development to achieve the nationally set technical housing standard for water efficiency. This standard is intended to reduce water consumption in new dwellings to a level equivalent to 110 litres per person per day (rather than the standard 125 litres), and is described in Building Regulation G2.



Policy LP32: 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 increased risk of flooding to the development site or to existing properties, and where possible should seek to reduce flood risk;
- c. the consideration of any necessary ongoing maintenance, management of mitigation measures and adoption; and that any relevant agreements are in place; and
- d. the incorporation of Sustainable Drainage Systems (SuDS) into the proposals.

A site specific Flood Risk Assessment appropriate to the scale and nature of the development and risks involved, taking into account future climate change, will be required for development proposals:

- in Flood Zones 2 and 3; and
- in Flood Zone 1 where there are critical drainage problems; and
- on sites of 1 hectare or greater in Flood Zone 1; and
- sites where development or change of use to a more vulnerable use may be subject to other sources of flooding; and
- sites of less than 1 hectare in Flood Zone 1 where they could be affected by sources of flooding other than from rivers and the sea.

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;
- g. that adequate foul water treatment and disposal already exists or can be provided in time to serve the development;
- h. in areas served by combined sewers, surface and foul flows should be separated and no new combined sewers created, connections to the existing combined sewer should only be made in exceptional circumstances where it can be demonstrated that there are no feasible alternatives (this applies to new developments and redevelopments);
- i. that suitable access is safeguarded for the maintenance of water supply and drainage infrastructure.

Water Efficiency

To minimise impact on the water environment all new dwellings should achieve the Optional Technical Housing Standard of 110 litres per day for water efficiency as described by Building Regulation G2.

The Policies

6.28 Development on Land Affected by Contamination

- 6.28.1** 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.
- 6.28.2** 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.
- 6.28.3** 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.
- 6.28.4** 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>.
- 6.28.5** There is additional advice regarding land affected by contamination at <https://www.gov.uk/contaminated-land> and also on the Planning Practice Guidance website.
- 6.28.6** 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.
- 6.28.7** 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.
- 6.28.8** 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.



Policy LP33: 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 to have 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.

6.29 Residential Annexes

6.29.1 The addition of annexes to residential properties can have a considerable impact upon the character and amenity of an area through the intensification of development. Through policy LP34 the council will seek to ensure that any residential annexe development is solely provided as ancillary to the original dwelling and not a new dwelling.



Policy LP34: Residential Annexes

Planning permission for the creation of a residential annexe will only be granted if all the following criteria are met:

- i. the annexe shall presently, and in the future, be within the same ownership as, and will be occupied in conjunction with, the original dwelling;
- ii. the annexe does not appear as tantamount to the creation of a new dwelling or separate planning unit;
- iii. the annexe is ancillary and subordinate in size and scale to the original dwelling, and of a design which, taken as a whole, complements the original dwelling;
- iv. the occupant(s) of the annexe share(s) the access, garden and parking areas of the original dwelling;
- v. there is a clear functional relationship between the occupant(s) of the annexe and the original dwelling;
- vi. the annexe is not capable of subdivision from the original dwelling to create a new dwelling or separate planning unit;
- vii. the provision of services and utilities to the annexe are provided via the original dwelling; and
- viii. the proposal does not cause any other harm, such as, but not limited to, amenity (including on occupiers of the annexe, the original dwelling and neighbours), heritage and biodiversity assets, highways, parking, flood risk or character of the locality.

Development of detached residential annexes within the defined development envelopes, will only be permitted where it is demonstrated that the accommodation cannot reasonably be provided through extension to the original dwelling.

Development of residential annexes within the countryside will only be permitted where they are an extension to the existing dwelling or the conversion of an existing outbuilding where there is a close physical relationship to the main dwelling. Any proposal for the creation of new detached building for use as an annexe in the countryside will be treated as a new dwelling, and proposals considered as such.

The Policies

7.1 Introduction

Part D - The Sites

- 7.1.1** The following section identifies the sites required to deliver the Local Plan target for 27,625 dwellings and 76 ha of employment land between 2011 and 2036. The site selection process is set out in the Sites Evidence Report (November 2017), which explains the detailed methodology and site selection criteria.
- 7.1.2** Table 5 (overleaf) sets out the overall spatial distribution as included in policy LP3.
- 7.1.3** Column (a) of the following table presents the approximate dwellings requirement figure based on the growth and distribution targets set out in policy LP3, for which provision must be made over the period 1 April 2011 to 31 March 2036, broken down according to the location in the first column.
- 7.1.4** Column (b) provides details of the net dwellings completed between 1 April 2011 and 31 March 2017.
- 7.1.5** Columns (c) and (d) provide details of commitments, as at 31 March 2017, which are defined as:
- dwellings which remain to be completed on sites under construction;
 - dwellings which have full planning permission;
 - dwellings which have outline planning permission.
- 7.1.6** The Local Plan does not allocate any site under 10 dwellings therefore the commitment data is broken down by the number of dwellings on sites with permission for fewer than 10 dwellings or with fewer than 10 dwellings still to be completed (Column (c)); and on sites with permission for 10 or more dwellings or sites with 10 or more dwellings still to be completed (column (d)).
- 7.1.7** Column (e) provides the total completed and committed sites (Column (b) + (c) + (d)) to give the total known dwellings at 31 March 2017.
- 7.1.8** Column (f) identifies the remaining dwellings to be identified and allocated through this Plan. 27,625 minus completions and commitments (Column (a) - (e)).
- 7.1.9** Column (g) shows the number of dwellings that are assumed to be deliverable from new sites that are allocated in policies LP35 to LP42 and LP46 to LP52. These are sites without planning permission at 1 April 2017.
- 7.1.10** Column (h) shows the total sites allocated in the Local Plan, and listed in the following policies. This is a sum of 'Committed Sites over 10 dwellings' and 'Proposed New Allocations' (column (d) + (g)).
- 7.1.11** Column (i) headed 'Total dwellings 2011 to 2036' shows the sum of 'Total known dwellings' plus (e), 'Proposed new allocations' (g). The difference between the figure in column (i) and those in the 'Local Plan Requirement' (a) are presented in the final column (j). Thus, column (j) reveals the extent to which the identified sites deliver both the Local Plan target overall and the strategic split as per policy LP3. In overall terms, this table demonstrates that the Local Plan is capable of facilitating the dwellings requirement, with a buffer of 151 dwellings.
- 7.1.12** Below Table 5 is an assumption for windfall allowance of 1,744 dwellings. This is considered a conservative estimate of the likely amount of dwellings coming forward in the plan period on land not allocated or accounted for in this Local Plan. Typically windfall developments are: small scale developments (1-9 units); infill development; change of use from offices to

The Sites

residential; or unexpected large sites coming forward (e.g. previously unidentified brownfield sites).

- 7.1.13** Combined, the windfall allowance (1,744) plus the slight overallocation (151 - Column (j)) equates to a buffer of 1,895. This allowance is a useful buffer to achieving the housing targets and will compensate for any allocated sites which unexpectedly do not come forward in this plan period, or do not come forward as quickly as expected. It will also compensate for any losses (e.g. demolitions) which occur in the plan period. The buffer equates to an 8.76% buffer provision, above the supply of homes needed 2017 to 2036.
- 7.1.14** An estimate has been made as to when each site will actually deliver units on the ground. This is known as a housing trajectory for each site. A combined trajectory of all sites can then be created, and is shown in figure 1.

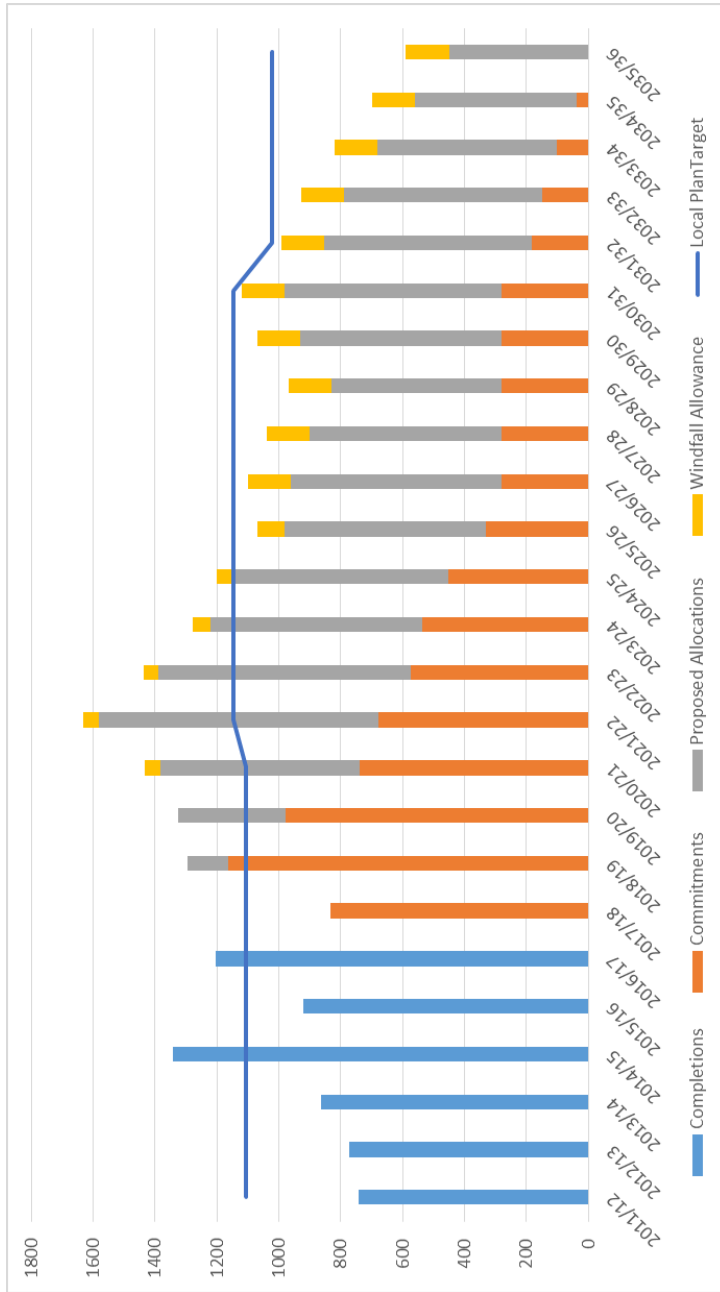
Table 5 Local Plan Requirements 2011 to 2036

| Growth Zone | Local Plan Strategic Distribution 2011 to 2036 | (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) | (j) |
|--|--|---------------|--------------|------------|--------------|---------------|---------------|---------------|---------------|---------------|--------------|
| | | | | | | | | | | | |
| Urban Extensions and Large Scale Allocations | 63.1% | 17,435 | 1,822 | - | 6,042 | 7,864 | 9,571 | 9,750 | 15,792 | 17,614 | 179 |
| Urban Area | Maximise (30.9%) | 8,530 | 3,534 | 289 | 1,491 | 5,314 | 3,216 | 3,216 | 4,707 | 8,530 | N/A |
| Rural | 6.0% | 1,660 | 484 | 136 | 426 | 1,046 | 614 | 586 | 1,012 | 1,632 | -28 |
| Windfall | 0% | - | - | - | - | - | - | - | - | 1,744 | 1,744 |
| Total | 100% | 27,625 | 5,840 | 425 | 7,959 | 14,224 | 13,401 | 13,552 | 21,511 | 29,520 | 1,895 |

* includes 153 dwellings at Stanground South granted permission after 31 March 2017

The Sites

Figure 1 Housing Trajectory 2011 to 2036



7.2 Residential Allocations

- 7.2.1** In the policies that follow, each site allocated for residential development has a figure in the column headed "Indicative Number of Dwellings". Where a site already has planning permission (at 1st April 2017), but no development has started, the figure is the number of dwellings for which permission was granted. Where development had already started (at 1st April 2017), the figure is the remaining number of dwellings still to be completed in accordance with the permission. Where the site is 'new' (i.e. without any existing permission), the figure is an estimate based on the size of the site, an assumption about the net developable area, and an assumption about the net residential density which would be appropriate for the area in which the site is located.
- 7.2.2** However, there are a few exceptions to this where information in pending applications, or in design-led schemes that have been submitted to the council for example, has been agreed as being more appropriate than the density assumptions. There is a full explanation of the assumptions made in the supporting Sites Evidence Report.
- 7.2.3** The indicative numbers of dwellings are used to demonstrate how the approximate Local Plan dwelling requirements can be met. It is emphasised that they are only "indicative", and do not represent a fixed policy target for each individual site.
- 7.2.4** Developers are encouraged to produce the most appropriate design-led solution, taking all national policies and other Local Plan policies into account, in arriving at a total dwelling figure for their site, and they need not be constrained by the figure that appears in the column headed 'indicative dwelling figure'.
- 7.2.5** Policy LP35 identifies new urban extensions and a large scale allocation. It sets out the total number of indicative dwellings proposed for each site. However, the delivery of these sites are often reliant on significant infrastructure and therefore some sites may not deliver all the proposed dwelling by 2036. Therefore this policy includes an additional column titled 'Indicative dwellings in plan period 2011 to 2036'.

7.3 Urban Extensions and Other Large Scale Allocation

- 7.3.1** The continued development of Hampton, Stanground South (Cardea) and Paston Reserve is a key part of the overall spatial strategy.
- 7.3.2** In October 2016, the council granted outline planning permission for up to 610 dwellings north of Great Haddon, known as Gateway Peterborough. The council resolved to grant consent for Great Haddon, subject to finalising legal agreements, for up to 5,300 dwellings.
- 7.3.3** The Norwood urban extension (1,800 dwellings) should give consideration to, and be designed so that it is sympathetic with the permitted scheme to the north west of the site at Paston Reserve, in order to create a single comprehensive development area.
- 7.3.4** The East of England Showground is allocated as an urban extension for up to 650 dwellings and, and must be brought forward as part of a wider master plan for the showground (see policy LP36).
- 7.3.5** A new settlement is allocated to the north of the villages of Castor and Ailsworth and the A47 for approximately 2,500 dwellings, other facilities. Land between the A47 and the villages of Castor and Ailsworth will be protected as a Country Park (see policy LP25 and LP37).
- 7.3.6** The following policy identifies the above allocations, all of which are required to meet the Local Plan target set out in policy LP3.

The Sites



Policy LP35: Urban Extensions and Other Large Scale Allocation

The following sites, as identified on the Policies Map, are allocated for development in accordance with policy LP5 and, where applicable, in accordance with the principles of any planning permissions (including resolution to grant permission) for each respective site which were in place at 31 March 2017.

| Urban Extensions | | | | |
|-----------------------------------|----------------------------|--------------------------------|--|--------------------------------|
| Site Reference | Address | Indicative number of dwellings | Indicative dwellings in Plan Period (2017 to 2036) | Site Specific Requirements |
| LP35.1 | Hampton | 3,801 | 3,801 | |
| LP35.2 | Paston Reserve | 963 | 963 | |
| LP35.3 | Stanground South (Cardea)* | 668 | 668 | |
| LP35.4 | Gateway Peterborough | 610 | 610 | |
| LP35.5 (HMV002Ui) | Great Haddon | 5,300 | 4,800 | |
| LP35.6 (GUN001U) | Norwood | 1,800 | 1,800 | |
| LP35.7 (ORW005U) | East of England Showground | 650 | 650 | See policy LP5 and policy LP36 |
| Sub Total urban extensions | | | 13,292 | |

| Large Scale Allocation | | | | |
|--|--|--------------------------------|--|--------------------------------|
| Site Reference | Address | Indicative number of dwellings | Indicative dwellings in Plan Period (2011 to 2036) | Site Specific Requirements |
| LP35.8 (AIL002Uiii) | Land to the north of Castor and Ailsworth (Great Kyne) | 2,500 | 2,500 | See policy LP5 and policy LP37 |
| Sub total large scale allocations | | | 2,500 | |

| | | | | |
|--------------|--|--|---------------|--|
| Total | | | 15,792 | |
|--------------|--|--|---------------|--|

*The total committed at Stanground South at 31 March 17 is 515 dwellings. However, please note this figure includes an additional 153 dwellings approved on 16 August 2017. The total figure for this site increases to 668 dwellings.

East of England Showground

7.3.7 The East of England Showground is a unique facility with a wide variety of land uses. Any proposal must be supported by a comprehensive master plan for the showground site, and be subject to an assessment of the environmental and traffic impacts on the adjoining residential areas and surrounding road networks, and on the nearby village of Alwalton. Suitable measures will need to be taken to alleviate any adverse impacts.



Policy LP36: East of England Showground

Within the East of England Showground, as defined on the Policies Map, the following uses will be supported in principle, subject to, if the proposal is of a significant scale, an approved masterplan for the Showground:

- Facilities directly related to the function of shows on the showground itself;
- Conference facilities (D1 and D2);
- Employment related development;
- Residential development of around 650 dwellings.

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.

A comprehensive master plan in advance of, or alongside, any significant proposals will be required and, if approved by the council in advance, this would become a material consideration in the determination of future planning applications. Such a master plan must demonstrate how the functioning Showground will be retained.

The loss of any existing leisure and sports facilities will not be supported unless replacement facilities are provided in accordance with policy LP30.

Land to the north of Castor and Ailsworth (Great Kyne)

7.3.8 This proposed new community must be planned in a comprehensive way and must take into account the requirements of policy LP5 (as well as wider policies of this Local Plan) to help facilitate the creation of a sustainable community offering a range of services and facilities to meet the day to day needs of residents.

7.3.9 The following policy sets out specific requirements for this site.



The Sites

Policy LP37: Land to the north of Castor and Ailsworth (Great Kyne)

This site, as identified on the Policies Map, is allocated for approximately 2,500 dwellings.

In addition to the general requirements in policy LP5, the site will be required to meet/address the following specific requirements:

- Provide a Country Park to the south of the A47, as defined on the Policies Map (see Policy LP25) together with arrangements for its long term management and maintenance, with facilities (and high quality access to such facilities from the development site) provided in this country park having a particular focus on mitigating against recreational pressure on nearby designated biodiversity allocations;
- Provide a suitable habitat buffer to help deliver a net gain in biodiversity in its own right but also mitigate any impact on nearby designated nature conservation allocations, together with arrangements for the long term management and maintenance of the buffer;
- Demonstrate how the development will assist in the council's aim of delivering a network of naturally diverse, wildlife-rich, accessible places which can be valued and enjoyed locally, with all such locations created as a result of this development assisting in mitigating against any adverse effect on nearby designated nature conservation allocations;
- Ensure appropriate buffer zones from the gas pipeline, meeting the Health and Safety Executives land use planning advice;
- Demonstrate how the development will meet NPPF expectations of creating a health, inclusive community, one which facilitates social interaction, active neighbourhood centres and thriving community facilities (including financial sustainability of such facilities), and has a safe and accessible environment;
- Demonstrate how the development will be suitably accommodated in the landscape, respecting the landscape features of the area, and creating new areas to appreciate the landscape in which the development sits;
- Explore the potential to provide suitable land for a cemetery;
- Provide a detailed transport strategy, which will demonstrate, amongst other matters, how any adverse impacts on the local highway networks will be mitigated. This strategy should pay particular attention to demonstrating how cost effective improvements to the transport network will be provided, as required by policies LP5, LP13 and LP15, in order to appropriately mitigate against the impacts of development;
- Demonstrate how the development will meet the 6th bullet point of LP5, in relation to minimising the need to travel, whilst maximising sustainable travel modes;
- Provide linkages from the development and from the proposed Country Park towards the Nene Valley Country Park (including developer contributions to off-site improved linkages, if opportunities are available);
- Provide evidence of the likely archaeological implications of the development, and provide an appropriate strategy to address archaeological findings, including how any findings will, if appropriate, be made available for public viewing.

7.4 Urban Area

7.4.1 The following policy identifies sites in the urban area. This excludes City Centre sites (see policies LP46 to LP52).



Policy LP38: Urban Area Allocations

The following sites, as identified on the Policies Map, are allocated primarily for residential use:

| Site Reference | Address | Site Area (ha) | Indicative number of dwellings | Site Specific Requirements |
|----------------------|---|----------------|--------------------------------|----------------------------|
| LP38.1 | 143 Oundle Road | 0.13 | 10 | |
| LP38.2 | 38 Elm Street | 0.09 | 10 | |
| LP38.3 | Glebe Farm, Peterborough Road | 0.34 | 12 | |
| LP38.4 | rear 197 Peterborough Road | 2.32 | 26 | |
| LP38.5 | Varity House, Vicarage Farm Road | 1.45 | 14 | |
| LP38.6 | Coneygree Lodge Coneygree Road | 0.35 | 14 | |
| LP38.7 | land off Columbus Road | 0.25 | 15 | |
| LP38.8 | rear 207 239 Peterborough Road | 1.47 | 113 | |
| LP38.9 | Car park Hampton Court Westwood | 1.00 | 16 | |
| LP38.10 | Potters Way Fengate | 0.39 | 18 | |
| LP38.11 | Johnston Publishing Oundle Road | 2.34 | 26 | |
| LP38.12 | St Nicholas Reception Home, South Parade | 0.26 | 22 | |
| LP38.13 | 659 Lincoln Road | 0.19 | 23 | |
| LP38.14 | Remus House Coltsfoot Drive | 0.38 | 30 | |
| LP38.15 | north of Matley Primary School | 0.64 | 54 | |
| LP38.16 | land off London Road, Hempsted | 2.88 | 95 | |
| LP38.17 | Guthrie House Rightwell East | 0.14 | 13 | |
| LP38.18 | land at Bretton Woods | 0.60 | 68 | |
| LP38.19 | Bushfield House Orton Goldhay | 0.33 | 24 | |
| LP38.20 (DOG001H) | Former John Mansfield School Playing Field, Poplar Avenue | 3.2 | 116 | |

The Sites

| Site Reference | Address | Site Area (ha) | Indicative number of dwellings | Site Specific Requirements |
|----------------------|---|----------------|--------------------------------|--|
| LP38.21 (DOG002H) | Former John Mansfield School Site, Western Avenue | 4.06 | 87 | |
| LP38.22 (EAS015M) | Perkins North, Newark Road | 5.08 | 104 | |
| LP38.23 (FLS002H) | Land North of 142-148 Fletton Avenue | 0.61 | 30 | |
| LP38.24 (FLW002H) | One Acre Site, Rhine Avenue | 0.43 | 15 | |
| LP38.25 (FLW003M) | British Sugar Offices, Sugar Way | 2.46 | 74 | |
| LP38.26 (HHM001H) | The Gloucester Centre | 3.24 | 100 | |
| LP38.27 (HHM003H) | Hempsted - Parcel NC5 | 0.24 | 10 | |
| LP38.28 (HHM004H) | Hempsted Parcel - NC1, NC3, NC4 | 1.86 | 65 | |
| LP38.29 (ORW002H) | Land to the south of Oundle Road | 5.49 | 130 | |
| LP38.30 (RAV001H) | Former Freemans Site, Ivatt Way | 15.45 | 460 | This site must come forward with the benefit of an agreed masterplan for the whole site. |
| LP38.31 (STS002H) | Stanground Stables, Whittlesey Road | 0.82 | 35 | |
| Sub Total | | | 1,829 | |

The Sites

The following Opportunity Areas have been identified at Orton and Werrington District Centres, through individual regeneration and master plans the following levels of new housing will be delivered for each centre.

| Site Reference | Address | Site Area (ha) | Proposed Indicative number of dwellings | Site Specific Requirements |
|---|-------------------|----------------|---|--|
| DC002 | Hampton Centre | 15.79 | 200 | |
| DC04 | Orton Centre | 10.75 | 250 | Site to come forward through master planning |
| DC05 | Werrington Centre | 6.57 | 100 | Site to come forward through master planning |
| Sub Total | | | 550 | |
| Total Urban Area (Excluding City Centre) | | | 2,379 | |

7.5 Rural Area

Large Villages



Policy LP39: Large Village Allocations

The following sites, as identified on the Policies Map, are allocated primarily for residential use:

| Site Reference | Address | Site Area (ha) | Indicative dwellings remaining on site | Site Specific Requirements |
|----------------|--|----------------|--|----------------------------|
| LP39.1 | Cranmore House, Thorney Road, Eye | 0.953 | 14 | |
| LP39.2 | South of Northam Crescent, Eye | 1.13 | 17 | |
| LP39.3 | Land at Guilsborough Road Eye Green, Eye | 3.36 | 55 | |
| LP39.4 | Land east of Fountains Place, Eye | 2.633 | 11 | |

The Sites

| Site Reference | Address | Site Area (ha) | Indicative dwellings remaining on site | Site Specific Requirements |
|----------------------|--|----------------|--|----------------------------|
| LP39.5 | Rear Rose and Crown PH, Thorney | 0.734 | 11 | |
| LP39.6 | Unit 2, 61 Station Road, Thorney | 1.756 | 14 | |
| LP39.7 | Land off Woburn Drive, Thorney | 3.43 | 59 | |
| LP39.8 | Land to the South of Sandpit Road, Thorney | 5.33 | 91 | |
| LP39.9 (EYE017Hi) | Tanholt Farm, Eye | 13.3 | 250 | See policy LP38 |
| LP39.10 (THO005H) | Land to the South of Thorney | 2.56 | 50 | |
| Total | | | 572 | |

7.5.1 Due to the relatively complex make up of site EYE017Hi, there is a need for masterplanning the area as one. Policy LP40 sets out the guiding principles for this development area.



Policy LP40: Eye Policy Area

Prior to the approval of detailed proposals for the Eye Policy Area (Site EYE017Hi) an outline planning application comprising, amongst other matters, a comprehensive masterplan for the whole area should be submitted and approved by the council.

In developing the masterplan there should be a high level of engagement with appropriate stakeholders including the local community.

The masterplan, together with other material submitted with an outline planning application, should demonstrate achieving the following key principles:

- The scale of residential development will be subject to a detailed Transport Assessment and Travel Plan which will demonstrate that the quantity of homes proposed is deliverable taking account of; safe and suitable access to the site; and cost effective and necessary improvements to the transport network. It is anticipated that the scale will be around 250 dwellings, but potentially less following the outcome of the transport assessment;
- A residential led scheme, of a range of types and tenures that meet needs and respect the surrounding context;

- The quality of life of adjacent users, especially residential users which abut the site, should be respected;
- Ensuring satisfactory provision of education facilities are available, and if not, address these deficiencies on-site;
- Provision of wider community facilities as identified through consultation with the wider Eye community (subject to viability, deliverability and consideration of long term management of such facilities);
- Careful consideration of vehicular access to and from the Policy Area, the traffic implications for wider Eye area and junctions on the A47;
- Provision, including potential off-site provision (secured by legal agreement), of high quality access for pedestrians and cyclists from, and within, the Policy Area to the key community facilities and services in Eye; and
- Details of the long term governance structure for the development, addressing issues such as community involvement and engagement and any financial arrangements to ensure long term viability of facilities.

With the exception of minor proposals of very limited consequence to the overall redevelopment of the entire Policy Area, the council will not approve any detailed planning proposals for any parts of the site until, and subsequently in accordance with, a comprehensive planning permission for the entire site has been achieved (including any agreed Planning Obligation to ensure specific elements of the wider scheme are guaranteed to be delivered).

Medium Villages



Policy LP41: Medium Villages

The following sites, as identified on the Policies Map, are allocated primarily for residential use:

| Site Reference | Address | Site Area | Indicative dwelling remaining on site | Site Specific Requirements |
|---------------------|---|-----------|---------------------------------------|----------------------------------|
| LP41.1 | Manor Farmyard, High Street, Glington | 0.80 | 19 | |
| LP41.2 | Adj Village Hall, Newborough | 0.57 | 13 | |
| LP41.3 | West of Williams Close, Newborough | 1.92 | 42 | |
| LP41.4 | Land west of Uffington Road | 4.29 | 80 | |
| LP41.5 (HEL008H) | Land Between West Street and Broad Wheel Road, Helpston | 4.47 | 82 | |
| LP41.6 (WIT001H) | Land off Lawrence Road, Wittering | 7.73 | 190 | Any planning application must be |

The Sites

| Site Reference | Address | Site Area | Indicative dwelling remaining on site | Site Specific Requirements |
|------------------------------|---------|-----------|---------------------------------------|--|
| | | | | accompanied by a Transport Assessment. |
| Total Medium Villages | | | 426 | |

7.5.2 Any planning application for the development of site WIT001H must be accompanied by a Transport Assessment, including a Residential Travel Plan. Subject to the conclusions of that Assessment, it is likely that the development will require improvements to the existing junction of Townsend Road and the A1 Great North Road, unless improvements or a replacement grade-separated junction in accordance with policy LP15 have already been implemented. Any improvements required to enable the development to proceed will need to be funded by the developer and the works completed before occupation of the first dwelling. It is possible that improvements to the existing junction will not be sufficient to enable all of the development envisaged for this site. In that case a phased development would be necessary, with later phases relying on the prior provision of the grade-separated junction.

Small Villages



Policy LP42: Small Villages

The following site, as identified on the Policies Map, is allocated primarily for residential use:

| Site Reference | Address | Site Area | Indicative dwelling remaining on site | Site Specific Requirements |
|---------------------|--------------------------------------|-----------|---------------------------------------|----------------------------|
| LP42.1 (PEA002H) | Land South of Penwald Court, Peakirk | 0.74 | 14 | |
| Total | | | 14 | |

The Countryside

7.5.3 At 31 March 2017, there were 10 dwellings committed in the countryside - i.e outside the urban area of Peterborough and the village boundary. Development in the open countryside contributes to the overall housing delivery and must be acknowledged in the spatial strategy, but the strategy does not make provision for any specific additional figure from this source. Any dwellings developed in the countryside are very much exceptional - for example, to meet a specific requirement related to local agriculture, or to enable the renovation and reuse of a

listed building that has fallen into decay (see policy LP11). If further dwellings arise from this source over the Local Plan period, these would be classed as 'windfall'.

- 7.5.4** Policy LP8 (Meeting Housing Needs) will allow in exceptional circumstances the release of land adjacent to a village envelope solely for the provision of affordable housing.

7.6 Employment Allocations

- 7.6.1** Policy LP4 sets out the spatial strategy for employment, the following policies identify the proposed sites to meet the strategy and the requirement for 76ha of employment land between 2015 and 2036.

Strategic Employment Allocations



Policy LP43: Strategic Employment Allocations

Policy LP35 identifies urban extensions and a new settlement that will deliver a mix of uses, including employment uses, as set out in policy LP5. The following summarises such provision:

| Site Reference | Location | Site Area (ha) | Site Specific Requirements |
|----------------|----------------------|----------------|----------------------------|
| LP43.1 | Hampton | 23.05 | |
| LP43.2 | Gateway Peterborough | 83.48 | |
| Total | | 106.53 | |

The following site, as identified on the Policies Map, is allocated for development primarily for use within Classes B1, B2 and B8 in accordance with policy LP4:

| Site Reference | Location | Site Area (ha) | Site Specific Requirements |
|---------------------|----------------|----------------|----------------------------|
| LP43.3 (EAS003E) | Red Brick Farm | 30 | See Policy LP44 |
| Total | | 30 | |

Any non- B class uses will only be supported where the applicant can demonstrably show that it is ancillary to the effective function of the Strategic Employment site and in accordance with policy LP4.

Red Brick Farm

- 7.6.2** The Red Brick Farm site (EAS003E) is a large allocation which has a number of detailed issues that warrant an additional policy to ensure appropriate delivery of the site.
- 7.6.3** Policy LP44 sets out the detailed requirements, this includes the requirement for a Site Specific Flood Risk Assessment (FRA), that will need to demonstrate that the development

The Sites

can be made safe and not adversely affect flood risk elsewhere. This should be achieved through a sequential approach to site layout and the use of appropriate flood risk management and mitigation techniques. As part of the FRA, a surface water drainage strategy will need to have regard to existing flood risk information, and the need to protect ambient ground water levels linked to archaeology.

7.6.4 To address the third point in policy LP44 a full assessment and evaluation of the impact of development should take place as part of any planning application. It should include archaeological, palaeoenvironmental, hydrological and geo-archaeological analysis, and an assessment of the impact on the setting and condition of Flag Fen. The latter should include suitable monitoring and assessment of ground water levels. The hydrological status of Flag Fen should be assessed to establish a baseline from which to determine the potential impact of development and any mitigation measures.

7.6.5 The allocation lies on land where there are mineral resources that are considered to be of current or future economic importance. Whilst not a policy requirement, the developers of the site should give consideration to the opportunity to utilise the resource on site, possibly in conjunction with any flood risk management and/or water management measures.



Policy LP44: Red Brick Farm

Planning permission for the Red Brick Farm site will only be granted once appropriate solutions to the following issues are demonstrated and proved to be deliverable:

1. Transport issues, including the impact of proposed development on the local and wider road network. A full Transport Assessment will be required in this regard.
2. Flood risk and flood safety issues, as demonstrated by a Site Specific Flood Risk Assessment and associated evidence.
3. Historic environment issues, in terms of managing and minimising the impact of the development on the archaeology of the Flag Fen basin, and or where possible conserving and enhancing the area's heritage assets.
4. Minerals issues, in terms of addressing requirements as set out in the Minerals and Waste Development Plan Documents and associated Government guidance.

The Council will require the submission of sufficient information from the applicant to enable it to complete a project level Appropriate Assessment under the Habitats Regulations Assessment process. Such an assessment will need to demonstrate that the development will have no harm to protected species and habitats, in particular the Nene Washes, in accordance with the relevant regulations.

Employment Allocations



Policy LP45: Employment Allocations

The following sites, as identified on the Policies Map, are allocated for development primarily for uses within Classes B1, B2 and B8:

| Site Reference | Name | Site Area (ha) | Site Specific Requirements |
|---------------------|---|----------------|----------------------------|
| LP45.1 (EAS016E) | Oxney Road Site C | 9.95 | |
| LP45.2 (EAS017E) | Perkins South | 4.2 | |
| LP45.3 (EAS14E) | Land off Third Drove and fronting Fengate | 4.23 | |
| Total | | 18.38 | |

The following sites, as identified on the Policies Map, are allocated for development primarily for uses within Classes B1, B2 and B8:

| Site Reference | Location | Site Area (ha) | Site Specific Requirements |
|---------------------|------------------------------------|----------------|----------------------------|
| LP45.4 (WES001E) | land Adjacent to Thorpe Wood House | 2.06 | |
| LP45.5 (ORM006E) | Lynchwood North | 1.29 | |
| Total | | 3.35 | |

Policies LP46 to LP52 identifies suitable sites/areas within the city centre for B1 office development. Any non- B class uses will only be supported where requirements of policy LP4 can be met.

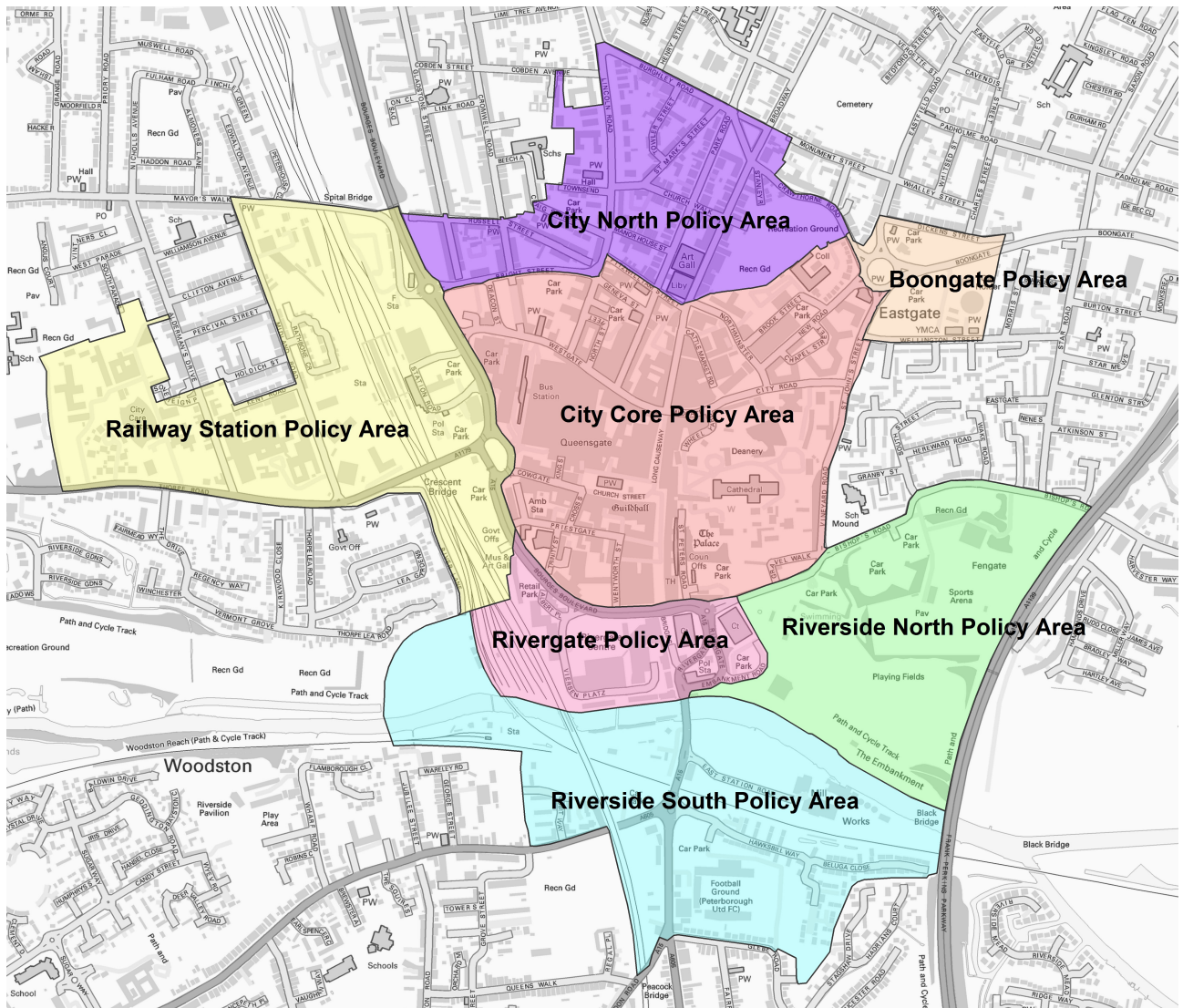
7.7 City Centre Allocations

- 7.7.1** Policy LP6 sets the overall strategy for the city centre, this section focuses specifically on individual parts of the city centre, with policies and proposals which set out what the council would expect to happen in each one. There are seven distinct Policy Areas; the location and name of each one is shown on the following map.
- 7.7.2** Each area has its own policy with specific planning requirements for that particular area. Where appropriate, the policies identify Opportunity Areas, which are large areas of underused or vacant land that have the potential for comprehensive redevelopment.
- 7.7.3** Although each area has its own policy, any development should not take place in isolation, but as an element which contributes towards the wider success of the city centre. It is also

The Sites

important to improve the links between areas so that pedestrians, in particular, can make their way between different destinations safely and conveniently.

Map C: City Centre Policy Areas



City Core Policy Area

- 7.7.4** This Policy Area is the heart of the city. It forms the established retail, commercial and civic focus, as well as the historic centre. It is the area most likely to attract visitors to the city.
- 7.7.5** The area forms the main shopping area. It includes the Queensgate shopping centre, and other shopping streets such as Bridge Street, Westgate, Long Causeway and Cowgate, as well as the Market. It will continue to be the primary focus for new retail development.
- 7.7.6** To the north of the Cathedral is an area known as Northminster. This area includes offices, retail, a hotel, nightclubs and bars as well as the Market, with some temporary surface car parks. There are opportunities for redevelopment of individual sites to achieve more efficient use of land, and improve the setting of the Cathedral.
- 7.7.7** To the north, the area between Queensgate and Bright Street is currently an underused part of the city and it has been identified as the North Westgate Opportunity Area. There have been proposals in the past for substantial new retail and leisure led developments, but changes in the nature of retailing and the wider economic context have meant that a more phased and mixed-use development solution is now more likely. It is identified for redevelopment for a mix of uses, including retail, leisure, residential, employment and community.



Policy LP46: City Core Policy Area

Within the area designated as the City Core on the Policies Map, the city council will seek development of the highest quality which, in overall terms, strengthens the area as the retail, leisure, tourism and civic focus for Peterborough and its sub-region, broadens the range of land uses to include more city centre living and enhances the visitor experience for all.

New development must, where appropriate:

- improve the quality of the townscape, architecture and public realm;
- protect important views of the Cathedral;
- preserve or enhance the heritage assets of the area, and their setting, in a manner appropriate to their significance; and
- protect and enhance existing retail areas.

Due to the sensitivities in this area, particular scrutiny will be given to the sustainability of the area with regard to drainage and surface water flood risk (Policy LP32 for further details).

The provision of additional car parking spaces within the City Core Policy Area will only be supported in exceptional circumstances (as set out in Appendix C).

The following site, as identified on the Policies Map, is allocated primarily for residential use:

The Sites

| Site Reference | Address | Indicative number of dwellings | Site Specific Requirements |
|---------------------|------------|--------------------------------|---|
| LP46.1 (CEN002H) | Wheel Yard | 25 | To be delivered in accordance with an agreed development brief that covers, amongst other matters, the height and scale of development and the setting of the cathedral and Precincts |
| Sub total | | 25 | |

The following sites are identified on the Policies Map as Opportunity Areas for mixed use development:

| Site Reference** | Site Name | Indicative number of dwellings | Site Specific Requirements |
|--|---------------------------------|--------------------------------|--|
| North Westgate Opportunity Area | | | |
| LP46.2 | North Westgate Development Area | 100 | |
| LP46.3 (CEN006O) | North Westgate | 200 | |
| Sub Total | | 300 | |
| Northminster Opportunity Area | | | |
| LP46.4 | NCP car park, Brook Street | 39 | |
| LP46.5 (CEN005O) | Northminster | 150 | To be delivered in accordance with a development brief or SPD for the area |
| Sub Total | | 189 | |
| Total City Core Policy Area | | 514 | |

North Westgate Opportunity Area

Within the North Westgate Opportunity Area (CEN006O) planning permission will be granted for comprehensive mixed-use redevelopment including retail, employment, housing, office and leisure uses, which is well integrated with the existing retail area. The design, layout and access arrangements must enhance the transition between the residential area to the north and the city centre.

Individual proposals which would prejudice the comprehensive redevelopment of this Opportunity Area will not be permitted. Any proposals for North Westgate should complement existing community regeneration projects coming forward in the City North Policy Area.

Northminster Opportunity Area

Development proposals within the Northminster Opportunity Area (CEN005O) should deliver a range of uses that provide high quality office development, approximately 150 dwellings and possibly student accommodation. Development in this area should protect and enhance any historic assets, including in particular the Cathedral Precincts and Peterscourt.

The council will support proposals to improve the market or, if necessary, work with market traders to identify a new location.

Elsewhere in the City Core Policy Area, the city council will expect and support, in principle, proposals that would help to deliver the following:

- a net increase in dwellings, including apartments above existing commercial or new commercial development and the provision of student accommodation;
- improved connectivity for pedestrians and cyclists within the Policy Area and with surrounding areas;
- mixed-use development with active street frontages;
- development which encourages trips into the city centre for shopping, leisure (including a cinema), social and cultural purposes;
- additional high quality office space;
- the conservation and restoration of historic shop fronts; and
- a reduction in the number of vehicles travelling within the City Core Policy Area

Railway Station Policy Area

7.7.8 This Policy Area is located to the west of the city centre and primarily comprises the former hospital site (which relocated to a new site in 2011), the railway station and associated operational railway land.

7.7.9 The area comprises large areas of under-utilised railway land, together with low density and derelict industrial land. This offers a significant opportunity for major mixed-use development and regeneration of a prominent part of the city.

7.7.10 The Railway Station Policy Area is an excellent strategic location for new investment.



Policy LP47: Railway Station Policy Area

Within the area designated as the Railway Station Policy Area on the Policies Map, the council will support and encourage high quality mixed-use developments which create an attractive and legible gateway into the rest of the city centre.

Redevelopment in the following Opportunity Areas, as identified on the Policies Map, should provide approximately the number of dwellings indicated as part of wider, mixed-use schemes.

The Sites

| Site Reference | Site Name | Status* | Indicative number of dwellings** | Site Specific Requirements |
|--|---|-------------------------|----------------------------------|----------------------------|
| Hospital Opportunity Area | | | | |
| LP47.1 | Zone D, former PDH | UC | 43 | |
| LP47.2 | Zone E, Former PDH | NS | 76 | |
| LP47.3 | Zone F | UC | 49 | |
| LP47.4 | Site of former of Peterborough District Hospital (Zone B) | O | 211 | |
| Sub total | | | 379 | |
| Station West Opportunity Area | | | | |
| LP47.5 | Mega Car Centre Midland Road | NS | 29 | |
| LP47.6 (CEN007O) | Elsewhere in Opportunity Area | Proposed new allocation | 200 | |
| Sub total | | | 229 | |
| Station East Opportunity Area | | | | |
| LP47.7 (CEN008O) | Elsewhere in Opportunity Area | Proposed new allocation | 400 | |
| Sub total | | | 400 | |
| Total Railway Station Policy Area | | | 1,008 | |

Due to the sensitivities in this area, particular scrutiny will be given to the sustainability of the area with regard to drainage and surface water flood risk (see section LP32 for further details).

Development proposals for the Station West Opportunity Area should:

- deliver predominantly residential development, although office development would also be supported;
- provide community uses;
- incorporate and enhance the listed railway sheds to the south of the site;
- safeguard land for, and assist delivery of, a foot/cycle bridge over the railway line, connecting to the Station East Opportunity Area; and
- help to facilitate a new 'west' entrance to the station.

Development proposals for the Station East Opportunity Area should deliver a mixed-use development, including:

- high-quality residential and office development;
- retail uses ancillary to, and associated with, the railway station;

- bars, restaurants and leisure uses; and
- safeguarding of land for a foot/cycle bridge over the railway line, connecting to the Station West Opportunity Area.

Rivergate Policy Area

7.7.11 The Rivergate Policy Area is an area of land between the City Core and the River Nene (Riverside South Policy Area). It is located south of Bourges Boulevard, with a supermarket, surface car park and the Rivergate shopping arcade at its centre. It also includes the Magistrates Courts and Crown Courts buildings and Bridge Street police station which appear as “islands” due to the Rivergate gyratory system. The mix of uses is completed with offices and shops in former railway warehouses to the west and flats overlooking the River Nene to the south.

7.7.12 This area provides an important link from the City Core to the River Nene and parts of the city centre further south, but Bourges Boulevard acts as a physical barrier to the ease of movement for pedestrians in both directions. Although Lower Bridge Street and the Rivergate Centre form part of the Primary Shopping Area they are seen as secondary retail areas by many visitors due to this physical separation.



Policy LP48: Rivergate Policy Area

Within the area designated as the Rivergate Policy Area on the Policies Map, the principle of a retail-led, mixed-use development, incorporating approximately 60 dwellings, will be supported provided that it:

- assists the delivery of improved pedestrian and cycle connections through the area, and between the City Core, Riverside South and Riverside North Policy Areas;
- makes provision for active uses throughout the day and evening along Lower Bridge Street; and
- conserves the listed buildings located in the area, incorporating them sympathetically into the design solution.

Where a development site adjoins the River Nene, opportunities should be taken to improve the river and/or its banks for boaters, anglers, wildlife and those wishing to access and enjoy the river.

Any proposals that would result in a comprehensive redevelopment of this area, including the Rivergate Centre and/or the Rivergate gyratory system, must be supported by a development brief, masterplan or SPD.

The Sites

Riverside South Policy Area

- 7.7.13** This Policy Area is located to the south of the city centre and mainly south of the River Nene. The area includes former industrial land and contains a number of vacant and derelict sites in a prime central location.
- 7.7.14** The Fletton Quays Opportunity Area is located within this Policy Area, between the River Nene and the Peterborough to March railway line, and consists of approximately 6.8ha of derelict land which presents an excellent opportunity for high profile redevelopment of a major brownfield site.
- 7.7.15** This area also contains a variety of uses including the Peterborough United Football Ground, Pleasure Fair Meadow car park, an area registered as a community asset and Railworld land either side of the river.
- 7.7.16** This Policy Area is not well connected to the City Core and other surrounding residential areas, and the railway lines act as barriers to movement. Part of the area is located in flood zones 2 and 3, particularly the areas to the west.



Policy LP49: Riverside South Policy Area

Within the area designated as the Riverside South Policy Area on the Policies Map, development will be supported, in principle, where it helps to secure the transformation of disused and underused land, in order to create an enhanced gateway into the city centre.

Wherever appropriate, developments should help to improve pedestrian and cycle links between the area and rest of the city centre and adjacent areas, and provide pedestrian access along the river frontage. A site-specific flood risk assessment will be required for all developments which have flood risk implications and this will need to demonstrate that the development will be safe without increasing flood risk elsewhere.

Collectively, the development of sites within the Policy Area should provide approximately 630 dwellings, in accordance with the number of dwellings indicated for each site, or area, below:

| Site Reference | Site Name | Indicative number of dwellings | Site Specific Requirements |
|---------------------|-------------------------------|--------------------------------|--|
| LP49.1 (CEN004H) | Railworld | 50 | |
| LP49.2 (FLS003M) | Pleasure Fair Meadow Car Park | 0 | Mixed use site, including leisure and commercial |
| | Elsewhere in Policy Area | 200 | |
| Sub total | | 250 | |

| Opportunity Area | | | |
|--|-------------------------------|--------------------------------|----------------------------|
| Site Reference | Site Name | Indicative number of dwellings | Site Specific Requirements |
| Fletton Quays Opportunity Area | | | |
| LP49.3 | Fletton Quays | 280 | |
| LP49.4 (FLS004O) | Elsewhere in Opportunity Area | 100 | |
| Sub total | | 380 | |
| Total Riverside South Policy Area | | 630 | |

Within the Fletton Quays Opportunity Area, planning permission will be granted for a mixed-use development which delivers new dwellings offices, culture and leisure uses, with restaurants and bars along the river frontage will also be acceptable. Development should:

- maximise the advantages of the riverside setting with a high-quality design solution;
- deliver an attractive public riverside walk and cycle path and reserve space for a future foot/cycle bridge across the River Nene to the Embankment;
- incorporate and enhance the listed buildings (railway engine sheds and goods sheds) and building of local importance (the Mill), with imaginative new uses;
- incorporate appropriate flood risk mitigation measures, as identified through a site-specific flood risk assessment;
- deliver opportunities to naturalise the river corridor and enhance biodiversity in ways that complement existing river functions and in line with the objectives of the Nene Valley Nature Improvement Area.

Any retail use will be limited to that which is ancillary to serve the Opportunity Area itself.

Individual proposals for development which would prejudice the comprehensive redevelopment of this Opportunity Area will not be permitted.

Riverside North Policy Area

7.7.17 This area is located to the south and east of the Cathedral and to the west of the Frank Perkins Parkway. It includes the Embankment which will remain a protected area of open space, and the regional pool and athletics track to the north of the Policy Area.

7.7.18 The Policy Area also includes the Key Theatre and Lido, which is a Grade II listed building, and large areas of surface car parks along Bishops Road.

7.7.19 To some extent, the area is seen as a secondary part of the city centre due to the poor links and connectivity with the City Core and Riverside South Policy Areas. This means that this area of open space with a river setting in the city centre is relatively underused and not of the quality that it could be. The use of this space for large formal events is very positive and more needs to be done to encourage wider improvements to the use of this space.



The Sites

Policy LP50: Riverside North Policy Area

The Riverside North Policy Area, as shown on the Policies Map, will remain a predominately open area for social, recreational, leisure and cultural uses.

Any built development will be confined to the northern part of the site and along the frontage to Bishops Road. This could include a University of Peterborough Campus (as identified on the Policies Map), comprising university faculty buildings, an administrative centre and general student amenities such as student accommodation and sports facilities. Any proposals for this site must:

- development must be of high design quality
- Retain and enhance the Regional Pool
- Protect views of cathedral
- Accord with the requirements of Policy LP30.

Should the University not be processed on the identified University site, then residential development will be supported. The following site, as identified on the Policies Map, is allocated for residential development.

| Site Reference | Address | Proposed Indicative Number of Dwellings | Site Specific Requirements |
|---------------------|--------------------------|---|---|
| LP50.1 (CEN003H) | Bishops Road Car Park | 25 | Any proposal for this site must be of a high standard of design and low density; ensure that the height of dwellings does not exceed the height of the trees that exist around the western, southern and eastern sides of the site; and include additional landscaping. |
| Total | | 25 | |

Further residential development in this area (other than on sites identified above) will not be supported by the council.

Elsewhere in this Policy Area, new development must be of high design quality and improve the pedestrian and cycle links to the City Core Policy Area and Fletton Quays Opportunity Area, including a new foot/cycle bridge over the River Nene.

The council will support proposals which will improve and enhance the Key Theatre by making the most of its riverside location and links to the Fletton Quays Opportunity Area.

Views of the Cathedral from the south and south-east and the settings of the Lido and Customs House should be preserved, and, where opportunities arise, enhance.

Boongate Policy Area

7.7.20 This area is located on the eastern edge of the city centre and forms an important entrance into the city centre from the east and particularly from the Frank Perkins Parkway. The area is dominated by the Boongate roundabout and includes the gasholder station and two surface car parks either side of Boongate. The Policy Area also includes a church and community centre along Dickens Street.

7.7.21 Any development in this Policy Area must comply with guidance from the Health and Safety Executive in respect of proximity to the Wellington Street gasholder.



Policy LP51: Boongate Policy Area

Within the area designated as the Boongate Policy Area on the Policies Map, planning permission will be granted for a high quality residential-led development which creates an enhanced gateway into the city centre.

The following site, as identified on the Policies Map, is allocated primarily for residential use:

| Site Reference | Site Name | Indicative number of dwellings |
|----------------|-------------------------|--------------------------------|
| LP51.1 | Dickens Street Car Park | 30 |
| Total | | 30 |

The following site, as identified on the Policies Map, is allocated as a mixed use site, including retail and leisure uses and car parking.

| Site Reference | Site Name | Indicative number of dwellings |
|---------------------|----------------------------|--------------------------------|
| LP51.2 (EAS007M) | Wellington Street Car Park | 0 |

No residential development in this Policy Area will be permitted within the Health and Safety Executives inner consultation zone around the Wellington Street gasholder station. Any development must be in accordance with the Health and Safety Executives Land Use Planning advice.

City North Policy Area

7.7.22 This area is towards the north of the city centre and is seen as a transitional area between the commercial City Core and the inner city residential areas. It includes many public buildings such as the Central Library and the Broadway Theatre building. A large part falls within the Park Conservation Area and it includes a number of listed buildings and buildings of local importance.

7.7.23 The area has a mix of commercial and residential properties, including substantial Victorian/Edwardian villas and terraced housing. It includes the Stanley Recreation Ground, which is a valued area of green space.

The Sites



Policy LP52: City North Policy Area

Within the area designated as the City North Policy Area on the Policies Map development will be acceptable provided that it respects the character and built form of the surrounding area and, in the case of housing proposals, assists in improving the quality of the housing stock and the residential environment. The intensification of residential use through the subdivision of existing properties, including the creation of houses in multiple occupation, will not be supported.

| Site Reference | Address | Proposed Indicative Number of Dwellings | Site Specific Requirements |
|-------------------------|------------------------------|---|----------------------------|
| LP52.1 | Manor House, 57 Lincoln Road | 11 | |
| LP52.2 | 117 Park Road | 24 | |
| LP52.3 | 88 Lincoln Road | 26 | |
| Total City North | | 61 | |

The city council will support, in principle, development that would:

- involve replacement dwellings (at a density no greater than the density of any dwellings demolished);
- improve the mix of uses, including, in particular, increases in open space and other community facilities;
- complement and support any community regeneration projects; and
- improve connectivity for pedestrians and cyclists to the City Core and, in particular, to North Westgate.

The Stanley Recreation Ground will be protected and enhanced with new facilities for local users. Proposals for development adjoining the Recreation Ground should help to reconnect it to the rest of the city centre and ensure activity and overlooking across the open space to enhance the sense of safety. Small scale development may be allowed where it would enable investment in the Recreation Ground.

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.

Ancient tree - A tree in its third stage of life

Ancient Woodland - is any wooded area that has been wooded continuously since at least 1600 AD. It includes:

- 'ancient semi-natural woodland' - mainly made up of trees and shrubs native to the site, usually arising from natural regeneration
- 'plantations on ancient woodland sites' - areas of ancient woodland where the former native tree cover has been felled and replaced by planted trees, usually of species not native to the site

Annex -

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)

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 and community facilities such as a library.

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.

Health Impact Assessment (HIA) - a method of considering the positive and negative impacts of development upon human health

Heritage Value - An aspect of the worth or importance attached by people to qualities of places, categorised as aesthetic, evidential, communal or historical value.

Infill - the use of vacant land and property within a built-up area for further construction or development (see also "windfall site").

Glossary

Infrastructure - a collective term which relates to all forms of essential services like electricity, water, and road and rail provision.

Integrated Delivery Schedule (IDS) - brings together key infrastructure requirements and any constraints to wider development proposals.

Landscape Scale - A holistic approach to achieving ecosystem services across a defined area.

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 Area for Play (LAP) - A small area or landscaped open space specifically for young children located close to homes.

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 Equipped Area for Play (LEAP) - an unsupervised play area for children of primary school age and equipped with a range of formal play equipment.

National Planning Policy Framework (NPPF) - the Government's national planning policies for England and how these are expected to be applied.

National Planning Practice Guidance (NPPG) - Provides guidance for local planning authorities and decision takers, both drawing up plans and making decisions about planning applications. The guidance is categorised into subject categories

Natural Capital -the stock of our physical natural assets (such as soil, forests, water and biodiversity)

Neighbourhood Equipped Area for Play (NEAP) - designed to serve a wider area, equipped with a range of play equipment for a wide age range, including teenage provision such as kickabout/basketball areas, opportunities for wheeled play (skateboarding, rollerskating, etc) and meeting areas.

Neighbourhood Planning - A plan prepared by a Parish Council or Neighbourhood Forum for a particular area (made under the Planning and Compulsory Purchase Act 2004)

Objectively Assessed Need - The identified housing need to meet the needs of the local authority area over the plan period.

Open Space - 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")

Policies Map (previously known as a Proposals Map)- a map on an Ordnance Survey base which shows where policies in Local Plans apply.

Primary Shopping Area - An area where retailing and the number of shops in a town centre is most concentrated. The extent of this area is defined on the Policies Map

Primary Shopping Frontages - A shopping frontage where a high proportion of retail uses (A1) is located. Defined on the Policies Map.

Proposed Submission Document - defined by the Town and Country Planning (local Planning) (England) Regulations 2012 as:

- a. The local plan which the local planning authority proposes to submit to the Secretary of State,
- b. If the adoption of the local plan would result in changes to the adopted policies map, a submission policies map,
- c. The sustainability appraisal report of the Local plan,
- d. A statement setting out -
 - (i) Which bodies and persons were invited to make representations under regulation 18,
 - (ii) How those bodies and persons were invited to make such representations,
 - (iii) A summary of the main issues raised by those representation
 - (iv) How those main issues have been addressed in the development plan document and
- e. Such supporting documents as in the opinion of the local planning authority are relevant to the preparation of the local plan.

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.

Strategic Housing Market Assessment (SHMA)- An assessment of housing need in the housing market area, including the scale and mix of housing and the range of tenures that is likely to be needed over the plan period.

Supplementary Planning Document (SPD) - SPDs expand on policies or provide further details to policies contained in a Local Plan.

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.

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).

Glossary

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.

Use Classes - contained within the Use Class 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.

Village Boundary/Envelope - a boundary on a map beyond which the local planning authority proposes that a village should not be able to extend.

Neighbourhood Planning

Appendix B - Neighbourhood Planning

One of the formal mechanisms for greater influence over the places that people live is through Neighbourhood Planning, introduced through the Localism Act. It allows Parish Councils, or Neighbourhood Forums where Parish Councils do not exist, to prepare a plan that set policies for the use of land in their area. Such policies could include:

- The allocation of sites;
- Other allocations (such as protecting things which are important to you); and
- Design matters, such as the types of materials you would like to see used in new developments.

Some parishes in Peterborough are already preparing Neighbourhood Plans, and there is no need for this Local Plan to give you permission to proceed.

The council supports the production of Neighbourhood Plans and is happy to assist in their production (though the lead and effort must come from the community themselves, as required by law). We would be particularly supportive of Neighbourhood Plans which cover one or more of the following topics (with their inclusion being proportionate to the community which is to be covered by the Neighbourhood Plan):

- Site Allocations (provided they are in line with the thrust of policies in this plan, such as the settlement hierarchy)
- Scale and massing of buildings
- Local character considerations
- Local design and building materials
- Boundary fences/walls design criteria
- Support for community facilities and services to ensure a thriving settlement
- Policies to support sustainable lifestyles
- Affordable housing sites
- Housing type/size (eg small/large dwellings, bungalows)

Neighbourhood Plans are required to meet the basic conditions as set out in legislation. One element of this is that a Neighbourhood Plan must be in general conformity with the strategic policies contained within the Local Plan.

To assist Neighbourhood Plans, the strategic policies of this local plan are listed below:

Policy LP2: The Settlement Hierarchy and the Countryside

Policy LP3: Spatial Strategy for the Location of Residential Development

Policy LP4: Spatial Strategy for the Employment, Skills and University Development

Policy LP5: Urban Extensions and other Nearby Large Scale Allocations

Policy LP6: The City Centre - Overarching Strategy

Policy LP7: Health and Wellbeing

Policy LP8: Meeting Housing Needs

Policy LP9: Custom build, self-build and Prestige Homes

Policy LP10: Gypsies and Travellers and Travelling Showpeople

Policy LP11: Development in the Countryside

Policy LP12: Retail and Other Development in Centres

Policy LP13: Transport

Policy LP14: Infrastructure to Support Growth

Neighbourhood Planning

Policy LP15: Safeguarded Land for Future Key Infrastructure

Policy LP19: The Historic Environment

Policy LP21: New Open Space, Sports and Recreation Facilities

Policy LP22: Green Infrastructure Network

Policy LP23: Local Green Spaces and Existing Open Space

Policy LP24: Nene Valley

Policy LP25: Country Park

Policy LP26: Green Wedges

Policy LP27: Landscape Character

Policy LP28: Biodiversity and Geodiversity

Policy LP29: Ancient, Semi-Natural Woodland and Ancient and Veteran Trees

Policy LP30: Culture, Leisure and Tourism

Policy LP32: Renewable and Low Carbon Energy

Policy LP33: Flood and Water Management

Policy LP34: Development on Land Affected by Contamination

Policy LP35: Urban Extensions and Nearby Large Scale Allocation

Policy LP36: Urban Area Allocations

Policy LP37: Large Village Allocations

Policy LP39: Medium Villages

Policy LP40: Urban Extensions - Employment Land

Policy LP41: General Employment Area and Business Parks

Policy LP43: Rural Employment Sites

Policy LP44: City Core Policy Area

Policy LP45: Railway Station Policy Area

Policy LP46: Rivergate Policy Area

Policy LP47: Riverside South Policy

Policy LP48: Riverside North Policy Area

Policy LP49: Fengate South Policy Area

Policy LP50: Boongate Policy Area

Policy LP51: City North Policy Area

Parking Standards

The parking standards are set out by Use Class. They provide an overall approach for the local authority area. A lower provision may be appropriate in the city centre and in locations where there is good access to alternative forms of transport and existing public car parking facilities.

In all cases, adequate provision should be made for the parking and turning of service vehicles that serve the site, off the highway.

References in this Appendix to a cycle stand mean a 'Sheffield' or 'A-Frame' stand or similar (capable of accommodating two cycles). References to a cycle space mean a space for the parking/storage of one cycle.

| Use | Car/van | Cycle |
|-----------------------------------|---------------------------------------|---|
| | Maximum | Minimum |
| A1 – excluding food stores | One space per 20 sqm gross floorspace | One stand per 150 sqm gross floorspace for staff and one stand per 400 sqm gross floorspace for customers |
| A1 – Food stores | One space per 14 sqm gross floorspace | |

Informative notes: Parking standards for large, stand alone developments, such as large department stores and shopping centres will be considered on a case by case basis and should be agreed with the council.

| Use | Car/van | Cycle |
|---|---|--|
| A2 - Financial and professional services | One space per 20 sqm gross floorspace | One stand per 150 sqm gross floorspace for staff plus one stand per 400 sqm gross floorspace for customers |
| A3 – Restaurants and cafes (excluding transport cafes) | One space per 15 sqm gross floorspace | One stand per 100 sqm for staff plus one stand per 100 sqm for customers |
| A3 (Transport cafes/truck stops) | One space per 15 sqm gross floorspace One lorry space per two sqm gross floorspace | One stand per 100 sqm gross floorspace for staff plus one stand per 200 sqm gross floorspace for customers |
| A4 – Drinking establishments | One space per 15 sqm gross floorspace | One stand per 100 sqm gross floorspace for staff plus one stand per 100 sqm gross floorspace for customers |
| A5 – Hot food takeaways | One space per 20 sqm gross floorspace | One stand per 100 sqm gross floorspace for staff plus one stand per 100 sqm gross floorspace for customers |

Parking Standards

Informative notes: A higher provision of cycle parking may be required in locations situated in close proximity to key cycle routes and where a high volume of cyclists is expected to occur. This will be negotiated on a case-by-case basis.

| Use | Car/van | Cycle |
|----------------------|---------------------------------------|--|
| B uses | Maximum | Minimum |
| B1 – Business | One space per 30 sqm gross floorspace | One stand per 90 sqm gross floorspace for staff plus one stand per 200 sqm gross floorspace for visitors |

Informative notes: Consideration should also be given to the requirement for any overnight parking and facilities.

| Use | Car/van | Cycle |
|--------------------------------|---------------------------------------|---|
| B2 – General industrial | One space per 50 sqm gross floorspace | One stand per 150 sqm gross floorspace for staff plus one stand per 500 sqm gross floorspace for visitors |

Informative notes: If a site office is included in the development then a B1 parking standard should be applied for that area.

| Use | Car/van | Cycle |
|---|---|--|
| B8 – Storage and distribution (including open air storage areas) | Three parking spaces per unit plus one space per 300 sqm gross floorspace | One stand per 500 sqm gross floorspace for staff plus one stand per 1000 sqm gross floorspace for visitors |
| B8 with retail element | Three parking spaces per unit plus one space per 300 sqm gross floorspace +one space per 20 sqm gross floorspace for customer parking | |

Informative notes: Consideration should also be given to the requirement for any overnight parking and facilities.

It is acknowledged that there is an increasing trend for B8 developments with a retail element where there is the option for customers to visit a counter at the premises and make purchases. For developments such as this, additional customer parking should be allocated, equivalent to the A1 standard for the floorspace that has public access.

If a site office is included in the development then a B1 parking standard should be applied for that area.

| Use | Car/van | Cycle |
|--------------------|--|--|
| C uses | Maximum | Minimum |
| C1 - Hotels | One space per bedroom plus one space per ten sqm of dining area for hotels with restaurants open to the public | One stand per four staff plus one stand per ten bedrooms |

Informative notes: The modern day hotel is seldom used solely as a hotel and often offers multifunctional amenities such as conference facilities, restaurants and gyms. These multifunctional uses must be considered per individual use class and adequate parking allocated to encompass all uses when considering the potential for cross-visitation.

| Use | Car/Van | Cycle |
|---|---|---|
| C2 - Residential care home | One space per full time equivalent staff + One visitor space per three beds | One stand per five staff + resident parking on a case-by-case basis |
| Hospitals – Note: at hospitals there are a number of people who are temporarily disabled and do not have Blue Badges. | To be considered on a case by case basis | One stand per four staff Visitors - to be considered on a case by case basis |
| Treatment centres (e.g. ISTC* with over night facilities) | To be considered on a case by case basis | One stand per four staff Visitors - to be considered on a case by case basis |
| Residential education establishments – primary/secondary | One space per full time equivalent staff | One stand per eight staff + one stand per six students |
| Residential education establishments – further/higher | One space per full time equivalent staff + one space per five students | One stand per eight staff + one stand per six students |

Informative notes: Parking standards for retirement developments that are warden assisted yet provide independent living should fall under Class C3.

Parking Standards

Hospital parking: It should be acknowledged that particular needs of hospitals arising from their 24 hour service (which impacts on accessibility for patients and visitors and on staff working patterns) should be taken into account and parking provision provided accordingly. The impact of parking on the surrounding area should be considered and if necessary provision should be made for appropriate traffic management measures (e.g. resident parking scheme) to prevent illegitimate parking on neighbouring streets by people travelling to the hospital site. Travel plans for staff, patients and visitors play an important role in traffic reduction and especially encourage modal shift for staff.

* Independent Sector Treatment Centre

| Use | Car/van | Cycle |
|---|---|---|
| C2A - Secure residential institution | One space per full time equivalent staff Visitor – on a case-by-case basis | One stand per eight full time equivalent staff Visitor – on a case-by-case basis |

Informative notes: Class C2A includes a variety of uses which will demand a varying need for parking. Standards should be used as a guide but there must be flexibility and applications should be looked at on a case-by-case basis. Visitor parking requirements will vary between institutions and should be dealt with on an individual application basis.

| Use | Car/Van | Cycle |
|--|--|---|
| | Minimum* | Minimum* |
| C3 – Dwelling houses One bedroom | One space per dwelling (plus spaces for visitors at the rate of one space for every four dwellings (unallocated)) | One secure covered space per dwelling. None if garage or secure area is provided within curtilage of dwelling |
| Two+ bedroom | Two spaces per dwelling (plus spaces for visitors at the rate of one space for every six dwellings (unallocated)) | |
| Four+ bedroom | Two spaces per dwelling (plus spaces for visitors at the rate of one space for every four dwellings (unallocated)) | |

| Use | Car/Van | Cycle |
|---|---|--------------------------|
| Flats in City Centre** | One space for every two dwellings (plus spaces for visitors at a rate of one space for every six dwellings (unallocated)) | on a case- by-case basis |
| Retirement developments (e.g. warden assisted independent living accommodation) | One space per dwelling | |
| C4 – Houses in multiple occupation | One space per bedroom | |

Informative notes:

*For C3 or C4 development, the standards are listed as 'minimum' and will be applied in most instances, especially for major development (10 or more dwellings). However, in some instances the standards will be inappropriate, for example where this would harm the established character of the area. In such instances applicants should discuss with the council what an appropriate provision of parking should be.

For C3 and C4 developments, car parking spaces for occupants should normally be provided on-plot, except in the case of flats or for specific urban design reasons where the most appropriate design solution would require a communal car park or garage court.

**For flatted development in the City Centre boundary applications must be supported by a parking management plan. This is because the standard if for 0.5 spaces per dwellings and to prevent on street parking and the development becoming cluttered with cars.

Where the number of dwellings in each category are below the threshold, the total number of dwellings will be used to calculate the number of unallocated spaces required by taking an average requirement.

Where a garage is proposed to count as one of the required parking spaces, the garage would need to be of at least 20 sq m of internal floorspace. Alternatively, garage size can be reduced to 18 sq m of internal floorspace and still qualify as a parking space provided a shed or other covered area of 1m by 3m space is available for parking a cycle(s).

Annexes which create extra bedrooms will require additional parking unless existing provision is demonstrated to be adequate.

Visitor/unallocated vehicle parking can, subject to appropriate design, be located on or near the road frontage.

| Use | Car/van | Cycle |
|--------|---------|---------|
| D uses | Maximum | Minimum |

Parking Standards

| Use | Car/van | Cycle |
|-------------------------------|--|--|
| D1 - Medical centres | One space per full time equivalent staff + two per consulting room + drop off/pick up facilities | One stand per eight staff plus one stand per two consulting rooms for visitors |
| Crèche, child care | One space per full time equivalent staff + drop off/pick up facilities | One stand per eight staff plus One stand per 15 child places |
| Day care centre | One space per full time equivalent staff + drop off/pick up facilities | One stand per eight staff plus one stand per 20 clients |
| Education – primary/secondary | One space per full-time member of staff + drop off/pick up facilities | One stand per eight staff plus one stand per six pupils |

Informative notes:

A lower provision may be appropriate for educational establishments in an urban location where there is good access to alternative forms of transport to allow sustainable travel.

Parking/drop off arrangements for special schools must be taken into consideration as generally extra staff are required and most pupils/students arrive by taxi or car.

Coach parking and facilities must be considered for all D1 uses.

Open Space, Sport and Recreation Standards

Part A: Open Space Standards

| Open Space Type | Quantity Standard | Accessibility Standard | Quality Standard |
|--|---|--|---|
| <p>Neighbourhood Parks</p> <p>A Landscaped setting which may include a variety of natural features, or formal planted areas, typically over 2ha in size. Parks should provide for a range of recreational activities that may include outdoor sports facilities and playing fields, children's play for different age groups and informal recreational pursuits including sitting out and walking.</p> | 1.36ha per 1,000 population | 560m straight line distance | All spaces should meet Green Flag standard wherever possible |
| <p>Country Parks</p> <p>A large landscaped setting which may include a variety of natural features, or formal planted areas, typically over 50ha in size. Country Parks should provide a wide range of recreational activities including outdoor sports facilities and playing fields, children's play for different age groups and informal recreational pursuits including sitting out and walking. Nature trails, cycle routes, formal picnic areas, interpretation facilities refreshment and toilets are also likely to be found in Country Parks.</p> | No standard – provision should be opportunity led and requested on a case by case basis | 5.25km straight line distance | All spaces should meet Green Flag standard wherever possible |
| <p>Children's Play</p> <p>Open space dedicated to children's play. Includes formal play provision which should conform to National Playing Field Association standards in terms of LAPSs, LEAPs and NEAPs, as well as informal play space.</p> | 0.04ha per 1,000 population - equipped/ designated play areas (LAP, LEAP and NEAP) | LAP – 200m straight line distance (where possible) LEAP – 450m straight line distance NEAP – 800m straight line distance | Children's play provision should provide a range of facilities associated with the type of facility |
| <p>Natural Greenspace</p> <p>Natural and semi natural open space, including woodland, scrub,</p> | 0.42ha of Local Nature Reserve per | 300m to natural greenspace of at least 2ha (although a minimum of | Areas of natural and semi-natural greenspace should be of adequate |

Open Space, Sport and Recreation Standards

| Open Space Type | Quantity Standard | Accessibility Standard | Quality Standard |
|---|-----------------------------|---|---|
| grassland, heath or moor, wetlands (e.g. marsh or fen) open and running water wastelands, wetlands, where the public have legal or permissive access. | 1,000 population | 0.25ha will be appropriate within existing urban areas) 2km to natural greenspace of at least 20ha 5km to natural greenspace of at least 100ha 10km to natural greenspace of at least 500ha | quality and support local biodiversity |
| <p>Allotments</p> <p>Open Spaces where the primary use is allotment gardening or community farming.</p> | 0.29ha per 1,000 population | 560m straight line distance | Allotment sites should be of adequate quality and support the needs of the local community. Allotment sites which under perform in terms of their value to the local community should be improved |

Part B: Playing Pitch Standards

As a guide, the expected quantity standard for playing pitches is X ha per 1,000 population.

The type of pitch to be provided, such as football or hockey, will be negotiated on a case by case basis, taking account of current local provision and community aspirations. See the council's website for the 'Playing Pitch New Development Calculator', which can be used to help estimate the demand for pitches that may be generated from a new development.

Part C: Converting Standards per Person

In order to convert the standard per person into standards per dwelling (and subsequently, standard per development scheme), the following formulas apply:

1 bed dwellings = assumes 1.2 people average occupancy

2 bed dwellings = assumes 1.9 people average occupancy

3 bed dwellings = assumes 2.9 people average occupancy

4+ bed dwellings = assumes 3.1 people average occupancy

Thus, a development scheme of 10 x 1bed dwellings, 100 x 2bed dwellings and 100 x 3 bed dwellings, would have a total assumed population of:

$$(10 \times 1.2) + (100 \times 1.9) + (100 \times 2.9) = 492 \text{ population}$$

This figure of 492 population can then be used to calculate the area required to meet the above standards.

Open Space, Sport and Recreation Standards

Source: Cambridgeshire County Council's Research Group, based on census data and development monitoring data. These figures are also used in the 2017 Developer Contributions SPD.

Open Space, Sport and Recreation Standards

Bin Storage and Collection

Waste Storage Capacity

The following table illustrates recommended external storage capacities for various types of residential development based on alternate weekly collections. Where reference is made to a '1 room unit', '2 room unit', etc all 'living' rooms (i.e. lounge, dining room, bedrooms) are counted. The kitchen and bathroom are excluded.

For flats/apartments, capacity is unlikely to be provided on an individual residence basis. Capacity calculated for each unit should be combined giving a total. This should then be converted to the required number of communal bins (where calculations result in a fraction, figures should be rounded up or down as appropriate).

For example: A developer has constructed a low-rise (4 floor) development without communal gardens of 16 flats – 8 are 2 room units and 8 are 3 room units. The developer has also sought guidance from the council with regards to the split into recycling, composting and residual waste. Based on consultation with the council the waste capacity was determined as: (8 x 340 litres) + (8 x 440 litres) = 6240 litres total capacity in terms of external storage containers this may equate to: 3 x 1100 litre bins for residual waste; 4 x 660 litre bins for dry recyclables; 1 x 360 litre bin for compostables.

Table 5

| Residential Development Type | Aggregated Capacity Provision Guidance Notes |
|--|---|
| Single House | 775 litres |
| Low-rise (to 4 floors) with communal gardens | For each 1 room unit 320 litres For each 2 room unit 420 litres For each 3 room unit 520 litres For each 4 room unit 620 litres For each 5 room unit 720 litres |
| Low-rise (to 4 floors) without communal gardens | For each 2 room unit 340 litres For each 3 room unit 440 litres For each 4 room unit 540 litres For each 5 room unit 640 litres |
| High-rise (above 4 floors) | For each 1 room unit 240 litres For each 2 room unit 340 litres For each 3 room unit 440 litres For each 4 room unit 540 litres For each 5 room unit 640 litres |

Guidance Notes:

Bin Storage and Collection

Capacities detailed are maximum capacity 'footprints'. Developers should ensure that sufficient space is provided for the appropriate external storage containers.

The Waste Collection Authority must be consulted on capacity split (e.g between recycling, residual and compostable waste) and the types of external storage containers that the developer will be required to provide.

Developers should agree the amount of space required and the type of containers with the Waste Collection Authority prior to the submission of the planning application.

It should be noted that capacity 'footprints' and splits are provided as guidance only.

Waste Storage Points

Waste is typically taken from its point of generation to a storage point outside the building. From here it is moved to a point of collection. In developments of flats and apartments waste is typically taken from the point of generation straight to the point of collection.

The design of proposed developments should consider the siting and layout of residential and commercial waste storage points at an early stage. It is important to emphasise that appropriate siting and landscaping should reduce the visual impact of the waste storage point, to help enhance the overall quality and experience of the streets/development.

In all cases, collection points should be convenient for the user to access and for service crews to access without presenting a risk to health and safety. For developments of flats and apartments the developer should make adequate arrangements for the management and maintenance of all communal waste transit and storage infrastructure. The developer should demonstrate these arrangements to the satisfaction of the council.

Residential Storage Points

For single houses waste containers should:

- Be housed within a designated area or structure as appropriate;
- Be easily accessible to the occupier;
- Not have to be moved through a building to the collection point;
- Be located in a shaded position and away from windows; and
- Be located in a well ventilated area

In terms of distances and gradients, the following should be observed:

- Resident should not have to move waste more than 30m to any designated storage area within the boundaries of the property. This applies to houses and flats;
- Any designated storage area within the boundaries of the property should not be more than 25m distance from the collection;
- Where properties do not share waste containers, residents should take their waste storage containers to the collection point for the purpose of emptying, which is either within the curtilage of the property or the kerbside.
- Where properties either sharing waste containers or where the containers are stored in a communal facility, the storage and collection point are to be the same the location.
- For containers with two wheels the distance between the collection point and the collection vehicle must not exceed 25m (see top illustration within Figure 5.2);
- The passage of a 2 wheeled container should avoid steps, but where it is not possible should avoid transfer over more than 3 steps;

Bin Storage and Collection

- The passage of a 4 wheeled container must never be over steps, dropped kerbs must be provided where a collection lorry is on the highway. Paths must be 2 metres wide; and
- In all cases surfaces should be smooth and solid and gradients should not exceed 1:12

For flats/apartments, temporary storage of waste is unlikely to occur immediately outside each flat/apartment. Waste is normally transferred straight to the collection point of collection which comprises a communal storage facility.

A number of transit options are typically available and are illustrated in the table below:

Table 6

| Option | Description |
|---|--|
| Resident Transit | In low-rise blocks (up to 4 floors) it is typical for residents to transfer their waste to communal compounds, within which are located a number of bins to receive their waste. Residents should not have to transfer waste more than 30m (excluding vertical distance). Best practice is to install bins allowing the segregation of material types from residual waste. |
| Chutes | In high-rise blocks (above 4 floors) waste chutes are a potential option for installation for the deposit of waste and to enable recycling. The chute system that conveys the waste (by gravity) to a point of storage. This may be a compactor, a skip or large bin. |
| Facilities Residents Management Complete Collection Service | Resident deposit their waste, in bags, outside their door from where it is collected by a waste collection team. Service lifts should be installed. |

Where it is necessary for collection crews to move bins from the communal storage facility to tip into the collection vehicle, they should not have to move large containers (4 wheels) more than 10m. Option choice, and therefore the waste transit method open to residents should be addressed against:

1. User convenience and efficiency;
2. Health, safety and security; and
3. Risk of environmental harm.

The challenge posed by flats and apartments particularly those of a high-rise nature are further addressed under Waste Management Provision for flats and apartments.

Waste storage requirements to commercial premises need to reflect these stringent demands and should allow additional space and infrastructure for the separate storage of these waste types.

Bin Storage and Collection

Policies Map

Policies Map

if the Local Plan as to be consulted upon (Nov 2017) and as to be submitted for examination (February 2018) is adopted without amendment, then this Policies Map (and associated Inset Maps) will replace in its entirety the current adopted Policies Maps for Peterborough City Council. This notice meets our statutory requirements under regulations 19 and 22 of The Town and Country Planning (Local Planning) (England) Regulations 2012.

| | |
|---|----------------------|
| GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE | AGENDA ITEM No. 7 |
| 20 SEPTEMBER 2017 | PUBLIC REPORT |

| | | |
|---------------------|---|--|
| Report of: | Interim Director of Law and Governance | |
| Contact Officer(s): | Paulina Ford, Senior Democratic Services Officer / Joanna Morley, Democratic Services Officer | Tel. 01733 452508 Tel: 01733 452468 |

MONITORING SCRUTINY RECOMMENDATIONS

| | |
|--|---------------------------|
| R E C O M M E N D A T I O N S | |
| FROM: Interim Director of Law and Governance | Deadline date: N/A |
| <p>It is recommended that the Growth, Environment and Resources Scrutiny Committee:</p> <ol style="list-style-type: none"> 1. Considers the responses from Cabinet Members and Officers to recommendations made at previous meetings as attached in Appendix 1 to the report and provides feedback including whether further monitoring of each recommendation is required. | |

1. ORIGIN OF REPORT

1.1 The Growth, Environment and Resources Scrutiny Committee agreed at a meeting held on 28 June 2017 that a report be provided at each meeting to note the outcome of any recommendations made at the previous meeting held thereby providing an opportunity for the Committee to request further monitoring of the recommendation should this be required.

2. PURPOSE AND REASON FOR REPORT

2.1 The report enables the Growth, Environment and Resources Scrutiny Committee to monitor and track progress of recommendations made to the Executive or Officers at previous meetings.

2.2 This report is for the Growth, Environment and Resources Scrutiny Committee to consider under its Terms of Reference No. *Part 3, Section 4 - Overview and Scrutiny Functions, paragraph 3.3:*

The Scrutiny Committees will:

- (a) *Review and scrutinise the Executive, Committee and officer decisions and performance in connection with the discharge of any of the Council's functions;*
- (b) *Review and scrutinise the Council's performance in meeting the aims of its policies and performance targets and/or particular service areas;*
- (c) *Question Members of the Executive, Committees and senior officers about their decisions and performance of the Council, both generally and in relation to particular decisions or projects;*
- (d) *Make recommendations to the Executive and the Council as a result of the scrutiny process.*

3. **TIMESCALES**

| | | | |
|---|-----------|----------------------------------|-----|
| Is this a Major Policy Item/Statutory Plan? | NO | If yes, date for Cabinet meeting | N/A |
|---|-----------|----------------------------------|-----|

4. **BACKGROUND**

4.1 Appendix 1 of the report sets out the recommendations made to Cabinet Members or Officers at previous meetings of the Scrutiny Committee. It also contains summaries of any action taken by Cabinet Members or Officers in response to the recommendations.

4.2 The progress status for each recommendation is indicated and if the Scrutiny Committee confirms acceptance of the items marked as completed they will be removed from the list. In cases where action on the recommendation is outstanding or the Committee does not accept the matter has been adequately completed it will be kept on the list and reported back to the next meeting of the Committee. It will remain on the list until such time as the Committee accepts the recommendation as completed.

5. **ANTICIPATED OUTCOMES OR IMPACT**

5.1 Timelier monitoring of recommendations made will assist the Scrutiny Committee in assessing the impact and consequence of the recommendations.

6. **REASON FOR THE RECOMMENDATION**

6.1 To assist the Committee in assessing the impact and consequence of recommendations made at previous meetings.

7. **BACKGROUND DOCUMENTS**

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

7.1 Minutes of meeting held on 28 June 2017

8. **APPENDICES**

8.1 Appendix 1 – Monitoring Recommendations

APPENDIX 1 - RECOMMENDATION MONITORING REPORT

GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE

| Meeting date Recommendations Made | Portfolio Holder / Directorate Responsible | Agenda Item Title | Recommendation Made | Action Taken | Progress Status |
|---|--|--|--|--|-----------------|
| 28 June 2017 | Governance Directorate | Review of 2016/17 and Work Programme for 2017/18 | The Committee considered the report and RESOLVED to recommend that the monitoring of future recommendations as proposed in paragraph 5.2 of the report be agreed and that a report be provided at each meeting to note the outcome of any recommendations made at the previous meeting held thereby providing an opportunity for the Committee to request further monitoring of the recommendation should this be required. | A report will be presented to each meeting following any recommendations made at the previous meeting. This report is the first report in accordance with the agreed recommendation. | Complete |

This page is intentionally left blank

| | |
|---|----------------------|
| GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE | AGENDA ITEM No. 8 |
| 20 SEPTEMBER 2017 | PUBLIC REPORT |

| | | | |
|--------------------------------|--|-------------------|--|
| Report of: | Interim Director of Law and Governance | | |
| Cabinet Member(s) responsible: | Cabinet Member for Resources | | |
| Contact Officer(s): | Paulina Ford, Senior Democratic Services Officer | Tel. 01733 452468 | |

FORWARD PLAN OF EXECUTIVE DECISIONS

| R E C O M M E N D A T I O N S | |
|--|---------------------------|
| FROM: Paulina Ford, Senior Democratic Services Officer | Deadline date: N/A |
| <p>It is recommended that the Growth, Environment and Resources Scrutiny Committee:</p> <ol style="list-style-type: none"> 1. Considers the current Forward Plan of Executive Decisions and identifies any relevant items for inclusion within their work programme or request further information. | |

1. ORIGIN OF REPORT

1.1 The report is presented to the Growth, Environment and Resources Scrutiny Committee in accordance with the Terms of Reference as set out in section 2.2 of the report.

2. PURPOSE AND REASON FOR REPORT

2.1 This is a regular report to the Growth, Environment and Resources Scrutiny Committee outlining the content of the Forward Plan of Executive Decisions.

2.2 This report is for the Growth, Environment and Resources Scrutiny Committee to consider under its Terms of Reference No. Part 3, Section 4 - Overview and Scrutiny Functions, paragraph 3.3:

The Scrutiny Committees will:

(f) Hold the Executive to account for the discharge of functions in the following ways:

- ii) By scrutinising Key Decisions which the Executive is planning to take, as set out in the Forward Plan of Executive Decisions;

3. TIMESCALES

| | | | |
|---|-----------|----------------------------------|-----|
| Is this a Major Policy Item/Statutory Plan? | NO | If yes, date for Cabinet meeting | N/A |
|---|-----------|----------------------------------|-----|

4. BACKGROUND AND KEY ISSUES

- 4.1 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 key decisions to be taken after 2 October 2017.
- 4.2 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.
- 4.3 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.
- 4.4 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.

5. CONSULTATION

- 5.1 Details of any consultation on individual decisions are contained within the Forward Plan of Executive Decisions.

6. ANTICIPATED OUTCOMES OR IMPACT

- 6.1 After consideration of the Forward Plan of Executive Decisions the Committee may request further information on any Executive Decision that falls within the remit of the Committee.

7. REASON FOR THE RECOMMENDATION

- 7.1 The report presented allows the Committee to fulfil the requirement to scrutinise Key Decisions which the Executive is planning to take, as set out in the Forward Plan of Executive Decisions in accordance with their terms of reference as set out in Part 3, Section 4 - Overview and Scrutiny Functions, paragraph 3.3.

8. ALTERNATIVE OPTIONS CONSIDERED

- 8.1 N/A

9. IMPLICATIONS

Financial Implications

- 9.1 N/A

Legal Implications

- 9.2 N/A

10. BACKGROUND DOCUMENTS

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

- 10.1 None

11. APPENDICES

- 11.1 Appendix 1 – Forward Plan of Executive Decisions

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

PETERBOROUGH CITY COUNCIL'S FORWARD PLAN OF EXECUTIVE DECISIONS

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 Fitzgerald (Deputy Leader); Cllr Ayres, Cllr Elsey; Cllr Hiller, Cllr Lamb; Cllr Smith; Cllr Seaton and Cllr Walsh.

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 philippa.turvey@peterborough.gov.uk, Democratic and Constitutional Services Manager, Governance Department, Town Hall, Bridge Street, PE1 1HG (fax 08702 388039). Alternatively, you can submit your views via e-mail to or by telephone on 01733 452460. For each decision a public report will be available from the Democratic Services 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 Philippa Turvey, Democratic and Constitutional Services Manager, Governance Department, Town Hall, Bridge Street, PE1 1HG (fax 08702 388038), e-mail to philippa.turvey@peterborough.gov.uk or by telephone on 01733 452460.

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 and Constitutional 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 02 OCTOBER 2017

| KEY DECISION REQUIRED | DECISION MAKER | DATE DECISION EXPECTED | RELEVANT SCRUTINY COMMITTEE | WARD | CONSULTATION | CONTACT DETAILS / REPORT AUTHORS | DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION |
|--|--|-------------------------------|---|---|---|--|---|
| <p>Award of Contract For Remodelling South Side Town Hall – KEY/02OCT17/01 Parts of the Town Hall are being vacated by the council and let for occupation by external organisations. This is part of the Councils move to the new office at Fletton Quays. In readiness for the letting of the south side of Town Hall refurbishment works are required. The award of contract is to Coulson and Sons Limited to enable the delivery of these works.</p> | <p>Councillor Seaton, Cabinet Member for Resources</p> | <p>16/10/17</p> | <p>Growth, Environment and Resources Scrutiny Committee</p> | <p>Central</p> | <p>No external consultation (Ward Councillors notified via email)</p> | <p>Stuart Macdonald Tel:07715 802489 Email: stuart.macdonald@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>Department for Transport Challenge Fund Award – KEY/02OCT17/02 The council has been successful in securing £1.19m from Department for Transport for drought damaged roads. Approval is now sought for the payment of £500,000 match funding the Council committed to as part of its application.</p> | <p>Councillor Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development</p> | <p>September 2017</p> | <p>Growth, Environment and Resources Scrutiny Committee</p> | <p>East Ward and Eye, Thorney & Newborough Ward</p> | <p>This forms part of the Local Transport Plan.</p> | <p>Lewis Banks, Principal Sustainable Transport Planning Officer, 01733 317465, lewis.banks@peterborough.gov.uk</p> | <p>Local Transport Plan 4, The Highway Asset Management Policy and Strategy, no exempt information</p> |

PREVIOUSLY ADVERTISED DECISIONS

| KEY DECISION REQUIRED | DECISION MAKER | DATE DECISION EXPECTED | RELEVANT SCRUTINY COMMITTEE | WARD | CONSULTATION | CONTACT DETAILS / REPORT AUTHORS | DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION | |
|------------------------------|--|--|------------------------------------|---|---------------------|---|---|---|
| <p>234</p> <p>1.</p> | <p>Direct Payment Support Service – KEY/11DEC15/02 To approve the direct payment support service.</p> | <p>Councillor Wayne Fitzgerald Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health</p> | <p>November 2017</p> | <p>Adult and Communities Scrutiny Committee</p> | <p>All wards</p> | <p>Relevant internal and external stakeholders.</p> | <p>Gary Jones Lead commissioner for Older people Tel: 452450 Email: gary.jones@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> |

| KEY DECISION REQUIRED | DECISION MAKER | DATE DECISION EXPECTED | RELEVANT SCRUTINY COMMITTEE | WARD | CONSULTATION | CONTACT DETAILS / REPORT AUTHORS | DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION |
|---|--|-------------------------------|---|------------------|---|--|---|
| <p>2. Personal Care and Support (Homecare) in Peterborough – KEY/02MAY16/01 To approve the awarding of a contract to an external provider following a competitive tender exercise.</p> | <p>Councillor Wayne Fitzgerald Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health</p> | <p>January 2018</p> | <p>Adult and Communities Scrutiny Committee</p> | <p>All wards</p> | <p>Relevant internal and external stakeholders</p> | <p>Rajnish Ahuja Procurement Project Manager (Interim) Tel: 01733 317471 Email: rajnish.ahuja@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>3. Uncollectable debts in excess of £10,000 – KEY/28NOV16/01 Council Tax, Housing Benefits, Sundry and Business Rates</p> | <p>Councillor David Seaton Cabinet Member for Resources</p> | <p>July 2017</p> | <p>Growth, Environment & Resources Scrutiny Committee</p> | <p>All wards</p> | <p>Relevant internal and external stakeholders.</p> | <p>Marion Kelly Interim Service Director, Financial Services Tel: 01733 384564 Email: marion.kelly@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>4. Peterborough Serco Strategic Partnership Contract Amendments – KEY/28NOV16/02 To agree amendments to the Serco Partnership Contract</p> | <p>Councillor David Seaton Cabinet Member for Resources</p> | <p>July 2017</p> | <p>Growth, Environment & Resources Scrutiny Committee</p> | <p>All wards</p> | <p>Relevant stakeholders and Serco.</p> | <p>Marion Kelly Interim Service Director, Financial Services Tel: 01733 384564 marion.kelly@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 | WARD | CONSULTATION | CONTACT DETAILS / REPORT AUTHORS | DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION |
|--|--|-------------------------------|---|---|---|---|---|
| <p>5. Serco ICT Contract Amendments – KEY/28NOV16/03 To agree amendments to the Serco ICT Contract.</p> | <p>Councillor David Seaton Cabinet Member for Resources</p> | <p>July 2017</p> | <p>Growth, Environment & Resources Scrutiny Committee</p> | <p>All wards</p> | <p>Relevant stakeholders and Serco.</p> | <p>Marion Kelly Interim Service Director, Financial Services Tel: 01733 384564 marion.kelly@pet erborough.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>6. Oakdale Primary School Expansion – KEY/6FEB17/01 Award of Contract for the expansion of Oakdale Primary School from 1FE to 2FE, including the approval of property, legal and financial arrangements for various enabling agreements with third parties</p> | <p>Councillor Lynne Ayres Cabinet Member for Education, Skills and University</p> | <p>July 2017</p> | <p>Children and Education Scrutiny Committee</p> | <p>Stanground South, Councillors Ray Bisby, Chris Harper and Brian Rush</p> | <p>Relevant internal and external stakeholders.</p> | <p>Brian Howard Head of Schools Infrastructure Tel: 01733 863976 Email: Brian.howard@p eterborough.gov. uk Sharon Bishop Tel: 01733 863997 Email: sharon.bishop@p eterborough.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> |

| DECISION REQUIRED | DECISION MAKER | DATE DECISION EXPECTED | RELEVANT SCRUTINY COMMITTEE | WARD | CONSULTATION | CONTACT DETAILS / REPORT AUTHORS | DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION | |
|--------------------------|--|---|------------------------------------|--|---------------------|--|---|---|
| 7. | Discretionary rate relief - KEY/20FEB17/02 From business rates for charities, similar organisations not established or conducted for profit and rural businesses | Councillor David Seaton Cabinet Member for Resources | July 2017 | Growth, Environment & Resources Scrutiny Committee | All wards | Relevant internal and external stakeholders. | Vicki Palazon Head of Finance (Business Operations & Development) Email: vicki.palazon@pe-terborough.gov.uk Tel:01733 864104 | 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> |

| DECISION REQUIRED | DECISION MAKER | DATE DECISION EXPECTED | RELEVANT SCRUTINY COMMITTEE | WARD | CONSULTATION | CONTACT DETAILS / REPORT AUTHORS | DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION | |
|--------------------------|---|--|------------------------------------|--|---------------------|---|---|--|
| <p>8.</p> | <p>Affordable Warmth Strategy 2017 – 2019 KEY/17APR17/03 Recommendation to approve the Affordable Warmth Strategy 2017 - 2019</p> | <p>Councillor Walsh, Cabinet Member for Communities</p> | <p>July 2017</p> | <p>Adults and Communities Scrutiny Committee</p> | <p>All wards</p> | <p>Relevant internal and external stakeholders.</p> <p>The draft strategy will be placed on PCC Consultation pages for 3 week consultation period</p> | <p>Sharon Malia - Housing Programmes Manager, Tel: 01733 863764 sharon.malia@pet-erborough.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>BRE Integrated Dwelling Level Housing Stock Modelling Report July 2016 Housing Renewals Policy 2017 - 2019</p> |

| KEY DECISION REQUIRED | DECISION MAKER | DATE DECISION EXPECTED | RELEVANT SCRUTINY COMMITTEE | WARD | CONSULTATION | CONTACT DETAILS / REPORT AUTHORS | DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION | |
|------------------------------|--|---|------------------------------------|---|---------------------|---|---|--|
| <p>239</p> <p>9.</p> | <p>Town Hall South – remodelling - KEY/01MAY17/04 To award the contract for the remodelling of the area in the Town Hall to be let.</p> | <p>Councillor Seaton, Cabinet Member for Resources</p> | <p>July 2017</p> | <p>Growth, Environment and Resources Scrutiny Committee</p> | <p>Central ward</p> | <p>Relevant internal and external stakeholders</p> <p>Consultation with Ward Councillors and usual internal and external stakeholders</p> | <p>Jane McDaid, Head of Property, 01733 384540, jane.mcdaid@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> |

| KEY DECISION REQUIRED | DECISION MAKER | DATE DECISION EXPECTED | RELEVANT SCRUTINY COMMITTEE | WARD | CONSULTATION | CONTACT DETAILS / REPORT AUTHORS | DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION |
|---|--|-------------------------------|---|------------------|--|---|---|
| <p>10. Authorise the award of the Nene Bridge Bearings Scheme - KEY/01MAY17/07 Authorise the award of the Nene Bridge Bearings bridge works to Skanksa Construction UK Ltd through the Council's Peterborough Highway Services Contract 2013-2013</p> | <p>Councillor Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development</p> | <p>July 2017</p> | <p>Growth, Environment and Resources Scrutiny Committee</p> | <p>All wards</p> | <p>Relevant internal and external stakeholders</p> | <p>Peter Tebb, Network and Traffic Manager, Tel:01733 453519, Email: peter.tebb@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 | WARD | CONSULTATION | CONTACT DETAILS / REPORT AUTHORS | DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION |
|------------------------------|---|---|--|-------------|--|---|--|
| <p>11.</p> | <p>Real Time Passenger Information - KEY/15MAY17/02 Award of the Contract along with the agreement to sign the partnership and data sharing agreements with neighbouring local authorities and bus operators associated with this contract</p> | <p>Cabinet Member for Growth, Planning, Housing and Economic Development</p> | <p>September 2017</p> <p>Growth, Environment and Resources Scrutiny Committee</p> | <p>All</p> | <p>Relevant internal and external stakeholders.</p> <p>Consultation has taken place with bus operators in the city and will continue to do so for the duration of the tender process</p> | <p>Peter Tebb Network and Traffic Manager Tel: 01733 453519 Email: Peter.tebb@peterborough.gov.uk</p> <p>Amy Pickstone Senior ITS Officer 5 317481 Email: 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><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> |

| KEY DECISION REQUIRED | DECISION MAKER | DATE DECISION EXPECTED | RELEVANT SCRUTINY COMMITTEE | WARD | CONSULTATION | CONTACT DETAILS / REPORT AUTHORS | DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION |
|---|---|-------------------------------|---|------------------|---|--|---|
| <p>12. Approval to early infrastructure works to facilitate the design and build of two new schools on the Paston Reserve site – KEY/15MAY17/03 There is a requirement for infrastructure works to be undertaken on land identified under a S106 Agreement to accommodate a new 2 form entry primary school and an 8 form entry secondary school at the Paston Reserve site. These works include a new access road into the site from Newborough Road, relocation of overhead power cables and fencing to secure the site upon transfer to the Council. These works must be completed ahead of the programme to deliver the new school.</p> | <p>Councillor Lynne Ayres Cabinet Member for Education, Skills and University</p> | <p>July 2017</p> | <p>Growth, Environment and Resources Scrutiny Committee</p> | <p>Gunthorpe</p> | <p>Relevant internal and external stakeholders.</p> | <p>Emma Everitt Capital Projects and Assets Officer Tel: 01733 863660 Email: emma.everitt@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 | WARD | CONSULTATION | CONTACT DETAILS / REPORT AUTHORS | DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION |
|---|---|-------------------------------|--|------------------|---|---|--|
| <p>13. Paston Reserve Primary School - New school build project - KEY/15MAY17/04 School Organisation Plan 2012-17, EFA Contractors Framework Guidance, Guidance for LAs seeking to deliver free school projects</p> | <p>Councillor Lynne Ayres Cabinet Member for Education, Skills and University</p> | <p>September 2017</p> | <p>Children and Education Scrutiny Committee</p> | <p>Gunthorpe</p> | <p>Relevant internal and external stakeholders.</p> <p>There will be public consultation on the plans for the new school. Ward Cllr consultation</p> | <p>Emma Everitt Capital Projects and Assets Officer Tel: 01733 863660 Email: emma.everitt@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>14. Paston Reserve Secondary School - New build project - KEY/15MAY17/05 Authorise the Director People and Communities to approve the construction of a new secondary school at the Paston Reserve site up to the value of £xm. Authorise the Director to award the design and build contract. Authorise the Director to enter into the 125 year lease of the school site with the Academy Trust.</p> | <p>Councillor Lynne Ayres Cabinet Member for Education, Skills and University</p> | <p>July 2018</p> | <p>Children and Education Scrutiny Committee</p> | <p>Gunthorpe</p> | <p>Relevant internal and external stakeholders.</p> <p>There will be a public consultation on the plans for the new school. Ward Cllr consultation.</p> | <p>Emma Everitt Capital Projects and Assets Officer Tel: 01733 863660 Email: emma.everitt@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>School Organisation Plan 2012-17. EFA Contractors Framework Guidance. Guidance for LAs seeking to deliver free school projects</p> |

| KEY DECISION REQUIRED | DECISION MAKER | DATE DECISION EXPECTED | RELEVANT SCRUTINY COMMITTEE | WARD | CONSULTATION | CONTACT DETAILS / REPORT AUTHORS | DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION |
|---|-----------------------|-------------------------------|--|-------------|--|---|---|
| <p>15. Enterprise Managed Services Contract - KEY/15MAY17/06 Termination of the current 23 year contract with Enterprise Managed Services (Amey) and future service delivery</p> | Cabinet | 20 November 2017 | Growth, Environment and Resources Scrutiny Committee | All Wards | Relevant internal and external stakeholders. | James Collingridge, Amey Partnership Manager, Tel: 01733 864736 Email: james.collingridge@peterborough.gov.uk | It is not anticipated that there will be any documents other than the report and relevant appendices to be published. |
| <p>16. Payment Strategy – KEY/29MAY17/03 How customers will pay for services and make payments due to the council in the next three to five years, this includes the proposal to close the cash office and move parking permits and taxi licensing to a wholly online solution</p> | Cabinet | 25 Sept 2017 | Growth, Environment and Resources Scrutiny Committee | All wards | Relevant internal and external stakeholders. | Vicki Palazon, Head of Finance, Tel: 01733 864104, Email: 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 | WARD | CONSULTATION | CONTACT DETAILS / REPORT AUTHORS | DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION |
|---|---|-------------------------------|--|-------------------------------|---|--|--|
| <p>17. Approval to award places on the Pseudo DPS for Residential Care Providers - KEY/29MAY17/04 Provide permission for the Council to enter into contractual arrangements with Residential Care Providers following the publication of a PIN notice inviting providers to submit prices and sign up to the Council's Residential Care Terms and Conditions. This ensures compliance with the Public Procurement Regulations 2015 and the Care Act 2014</p> | <p>Councillor Fitzgerald, Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health</p> | <p>November 2017</p> | <p>Adults and Communities Scrutiny Committee</p> | <p>All wards</p> | <p>Relevant internal and external stakeholders.</p> | <p>Helene Carr, Head of Commissioning Social Care Tel: 01733 863901, Email: Helene.carr@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>18. Woodston Expansion – KEY/26JUNE17/01 Award of Contract for the expansion of Woodston Primary School to accommodate an additional 210 children</p> | <p>Councillor Lynne Ayres, Cabinet Member for Education, Skills and University</p> | <p>October 2017</p> | <p>Children and Education Scrutiny Committee</p> | <p>Fletton & Woodston</p> | <p>Relevant internal and external stakeholders. Public consultation to be held July 2017</p> | <p>Sharon Bishop, Capital Projects & Assets Officer, Tel: 01733 863997, Email: sharon.bishop@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. School Organisational Plan 2015 - 2020</p> |

| <i>KEY DECISION REQUIRED</i> | <i>DECISION MAKER</i> | <i>DATE DECISION EXPECTED</i> | <i>RELEVANT SCRUTINY COMMITTEE</i> | <i>WARD</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> |
|--|---|-------------------------------|---|-------------------|---|---|---|
| <p>19. St George's (Heltwate) remodelling – KEY/26JUNE17/02 Award of Contract for the remodelling and refurbishment of part of the St George's School site to accommodate up to 40 KS4 children from Heltwate School</p> | <p>Councillor Lynne Ayres, Cabinet Member for Education, Skills and University</p> | <p>August 2017</p> | <p>Children and Education Scrutiny Committee</p> | <p>Park Ward</p> | <p>Relevant internal and external stakeholders.</p> | <p>Sharon Bishop. Capital Projects & Assets Office, Tel: 01733 863997, Email: sharon.bishop@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>School Organisational Plan 2015 – 2020</p> |
| <p>20. Approval of Sharing Officers between Peterborough City Council & Cambridgeshire County Council -KEY/10JUL17/01 Under s113 of the 1972 Local Government Act a Council can place officers at the disposal of another Council. The Council is currently in the process of establishing a shared management team for People & Communities with Cambridgeshire County Council which may result in one or more officers of the City Council being shared across both Councils.</p> | <p>Councillor Seaton, Cabinet Member for Resources</p> | <p>July 2017</p> | <p>Growth, Environment and Resources Scrutiny Committee</p> | <p>ALL</p> | <p>Relevant internal and external stakeholders.</p> <p>Officers affected, Trades Unions, Employment Committee, Members of both Councils</p> | <p>Paul Smith HR Advisor Tel: 01733863629 Email: paul.smith2@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>Consultation document and reports to Employment Committee setting out rationale and proposals</p> |

| | KEY DECISION REQUIRED | DECISION MAKER | DATE DECISION EXPECTED | RELEVANT SCRUTINY COMMITTEE | WARD | CONSULTATION | CONTACT DETAILS / REPORT AUTHORS | DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION |
|-----|---|--|-------------------------------|---|------------------|---------------------|--|--|
| 21. | <p>Award of Contract - Social Care Platform - KEY/24JULY17/01</p> <p>To approve the award of a contract to develop and implement a technology platform that would sit across the current adult and children's social care IT systems</p> | <p>Councillor David Seaton Cabinet Member for Resources</p> | <p>24 July 2017</p> | <p>Growth, Environment & Resources Scrutiny Committee</p> | <p>All Wards</p> | <p>N/A</p> | <p>Vicki Palazon Head of Finance (Business Operations & Development) Email: vicki.palazon@peterborough.gov.uk Tel:01733 864104</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> |

| KEY DECISION REQUIRED | DECISION MAKER | DATE DECISION EXPECTED | RELEVANT SCRUTINY COMMITTEE | WARD | CONSULTATION | CONTACT DETAILS / REPORT AUTHORS | DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION |
|------------------------------|--|---|---|-------------|---------------------|---|---|
| 22. | Award of Contract - Social Care e-marketplace – KEY/24JULY17/02 To approve the awarding of a contract to provide a social care e-marketplace IT system | Councillor David Seaton Cabinet Member for Resources | 24 July 2017 Growth, Environment & Resources Scrutiny Committee | All Wards | N/A | Vicki Palazon Head of Finance (Business Operations & Development) Email: vicki.palazon@peterborough.gov.uk Tel:01733 864104 | 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> |

| KEY DECISION REQUIRED | DECISION MAKER | DATE DECISION EXPECTED | RELEVANT SCRUTINY COMMITTEE | WARD | CONSULTATION | CONTACT DETAILS / REPORT AUTHORS | DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION |
|--|--|-------------------------------|--|-----------------------------|--|---|---|
| <p>23. Enabling Works To Celta Road and Re-modelling of Car Park at Belsize Community Centre – KEY/24JULY17/04 To approve enabling works to Celta Road enabling the carriageway to be widened allowing a two way flow of traffic. Inclusion of laybys for parking. Expansion of the car park at Belsize Community Centre and white-lining to give defined spaces. This will aid with any future expansion of Woodston Primary School</p> | <p>Councillor Lynne Ayres Cabinet Member for Education, Skills and University</p> | <p>October 2017</p> | <p>Children and Education Scrutiny Committee</p> | <p>Woodston and Fletton</p> | <p>Meeting to be held on 10th July at Belsize Community Centre</p> | <p>Sharon Bishop, Capital Projects & Assets Officer, 01733 863997 Sharon.bishop@peteborough.gov.uk</p> | <p>SOP 2012-2017 (and addendum) Medium Term Financial Plan</p> |

| KEY DECISION REQUIRED | DECISION MAKER | DATE DECISION EXPECTED | RELEVANT SCRUTINY COMMITTEE | WARD | CONSULTATION | CONTACT DETAILS / REPORT AUTHORS | DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION |
|------------------------------|--|---|---|-------------|---------------------|---|---|
| 24. | Award of Contract - Social Care Operating Model – KEY/24JULY17/05 To approve the awarding of a contract to develop a social care operating model | Councillor David Seaton Cabinet Member for Resources | 24 July 2017 Growth, Environment & Resources Scrutiny Committee | All Wards | N/A | Vicki Palazon Head of Finance (Business Operations & Development) Email: vicki.palazon@peterborough.gov.uk Tel:01733 864104 | 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> |

| KEY DECISION REQUIRED | DECISION MAKER | DATE DECISION EXPECTED | RELEVANT SCRUTINY COMMITTEE | WARD | CONSULTATION | CONTACT DETAILS / REPORT AUTHORS | DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION |
|-----------------------|---|--|--|---------|--|--|---|
| 25. | Acquisition of Regeneration Site – KEY/24JULY17/06 To approve the acquisition of a local regeneration site. | Councillor David Seaton Cabinet Member for Resources | July 2017 Growth, Environment & Resources Scrutiny Committee | Central | Relevant Internal and External Stakeholders. | Jane McDaid Head of Peterborough Property services Tel: 01733 384540 Email: Jane.mcdaid@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> |
| 26. | Construction of new school building - Heltwate School – KEY/24JULY17/08 Construction of a new school building to accommodate the expansion of Heltwate School | Councillor Lynne Ayres, Cabinet Member for Education, Skills and University | November 2017 Children and Education Scrutiny Committee | East | Public Consultation Autumn 2017 | Sharon Bishop, Capital Project & Assets Officer sharon.bishop@peterborough.gov.uk | School Organisational Plan 2017 |

| KEY DECISION REQUIRED | DECISION MAKER | DATE DECISION EXPECTED | RELEVANT SCRUTINY COMMITTEE | WARD | CONSULTATION | CONTACT DETAILS / REPORT AUTHORS | DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION | |
|------------------------------|---|---|------------------------------------|---|---------------------|---|---|---|
| 252 27. | <p>Locally designed and administered business rates relief scheme - KEY/07AUG17/01</p> <p>The government announced in its spring budget a number of reliefs for businesses including a £300m discretionary sum to be allocated by individual Local authorities based on their own scheme. The government subsequently consulted on this and in April confirmed the scheme would continue and announced individual authority allocations, although there remain some outstanding issues. The decision required will be to approve the scheme of allocation of funds for those ratepayers who have faced high increases in rate bills for 2017/18.</p> | <p>Councillor Seaton, Cabinet Member for Resources</p> | <p>October 2017</p> | <p>Growth, Environment & Resources Scrutiny Committee</p> | <p>All</p> | <p>Relevant internal and external stakeholders.</p> <p>Major preceptors and Combined authority.</p> | <p>Bruce Bainbridge, Finance Manager, Tel:01733 384583, Email: bruce.bainbridge@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>DCLG documents regarding determination and conditions</p> |

| KEY DECISION REQUIRED | DECISION MAKER | DATE DECISION EXPECTED | RELEVANT SCRUTINY COMMITTEE | WARD | CONSULTATION | CONTACT DETAILS / REPORT AUTHORS | DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION |
|---|---|-------------------------------|--|---------------------|--|---|---|
| <p>28. Academy Conversion (Jack Hunt Group) of Jack Hunt School – KEY/07AUG17/02 To approve the closure of a maintained school and authorise the execution and completion of a Commercial Transfer Agreement with the Academy Trust and the grant of a 125 year lease of the land</p> | <p>Councillor Lynne Ayres, Cabinet Member for Education, Skills and University</p> | <p>14 August 2017</p> | <p>Children and Education Scrutiny Committee</p> | <p>Ravensthorpe</p> | <p>Consultation with staff, parents, Ward Cllrs and relevant council departments</p> | <p>Sharon Bishop Capital Projects and Assets Officer, Tel No.01733 863997 sharon.bishop@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>29. Academy Conversion (Jack Hunt Group) of Middleton Primary School – KEY/07AUG17/03 Conversion of a maintained primary school to an Academy. To authorise the execution and completion of a Commercial Transfer Agreement (CTA) between the Council and the Academy trust and to authorise the grant of a 125 year lease to the Academy Trust</p> | <p>Councillor Lynne Ayres, Cabinet Member for Education, Skills and University</p> | <p>14 August 2017</p> | <p>Children and Education Scrutiny Committee</p> | <p>Bretton</p> | <p>Consultation with staff, parents, Ward Cllrs and relevant council departments</p> | <p>Sharon Bishop Capital Projects and Assets Officer, Tel No.01733 863997 sharon.bishop@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 | WARD | CONSULTATION | CONTACT DETAILS / REPORT AUTHORS | DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION |
|--|---|-------------------------------|--|---------------------|--|---|---|
| <p>30. Academy Conversion (Jack Hunt Group) of Longthorpe Primary School – KEY/07AUG17/04 Academy conversion of maintained primary school. To authorise the execution and completion of a Commercial Transfer agreement (CTA) between the Council and the Academy Trust and to authorise a 125 year lease to the Academy Trust.</p> | <p>Councillor Lynne Ayres, Cabinet Member for Education, Skills and University</p> | <p>14 August 2017</p> | <p>Children and Education Scrutiny Committee</p> | <p>West</p> | <p>Consultation with staff, parents, Ward Cllrs and relevant council departments</p> | <p>Sharon Bishop Capital Projects and Assets Officer, Tel. No: 01733 863997 sharon.bishop@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>31. Academy Conversion (Jack Hunt Group) of Thorpe Primary School – KEY/07AUG17/05 Academy conversion of maintained primary school. To authorise the execution and completion of a Commercial Transfer agreement (CTA) between the Council and the Academy Trust and to authorise a 125 year lease to the Academy Trust.</p> | <p>Councillor Lynne Ayres, Cabinet Member for Education, Skills and University</p> | <p>14 August 2017</p> | <p>Children and Education Scrutiny Committee</p> | <p>Ravensthorpe</p> | <p>Consultation with staff, parents, Ward Cllrs and relevant council departments</p> | <p>Sharon Bishop Capital Projects and Assets Officer, Tel No: 01733 863997 sharon.bishop@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 | WARD | CONSULTATION | CONTACT DETAILS / REPORT AUTHORS | DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION |
|---|---|-------------------------------|--|---------------------|--|--|---|
| <p>255</p> <p>32. Academy Conversion (Jack Hunt Group) of Ravensthorpe Primary School – KEY/07AUG17/06 Academy conversion of maintained primary school. The execution and completion of a Commercial Transfer agreement (CTA) between the Council and the Academy Trust. The authorisation of a 125 year lease to the Academy Trust.</p> | <p>Councillor Lynne Ayres, Cabinet Member for Education, Skills and University</p> | <p>14 August 2017</p> | <p>Children and Education Scrutiny Committee</p> | <p>Ravensthorpe</p> | <p>Consultation with staff, parents, Ward Cllrs and relevant council departments</p> | <p>Emma Everitt Email:emma.everitt@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>33. Academy Conversion (Soke Educational Trust) Werrington Primary School – KEY/07AUG17/07 Academy conversion of maintained primary school. The execution and completion of a Commercial Transfer agreement (CTA) between the Council and the Academy Trust. The authorisation of a 125 year lease to the Academy Trust.</p> | <p>Councillor Lynne Ayres, Cabinet Member for Education, Skills and University</p> | <p>14 August 2017</p> | <p>Children and Education Scrutiny Committee</p> | <p>Werrington</p> | <p>Consultation with staff, parents, Ward Cllrs and relevant council departments</p> | <p>Emma Everitt Email:emma.everitt@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 | WARD | CONSULTATION | CONTACT DETAILS / REPORT AUTHORS | DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION |
|---|--|-------------------------------|---|-------------|---|--|---|
| 34. Academy Conversion (Soke Educational Trust) of Gunthorpe Primary School – KEY/07AUG17/08 Academy conversion of maintained primary school. The execution and completion of a Commercial Transfer agreement (CTA) between the Council and the Academy Trust. The authorisation of a 125 year lease to the Academy Trust. | Councillor Lynne Ayres, Cabinet Member for Education, Skills and University | 14 August 2017 | Children and Education Scrutiny Committee | Gunthorpe | Consultation with staff, parents, Ward Cllrs and relevant council departments | Emma Everitt Email:emma.everitt@peterborough.gov.uk | It is not anticipated that there will be any documents other than the report and relevant appendices to be published. |
| 35. Academy Conversion (Soke Educational Trust) of John Clare Primary School – KEY/07AUG17/09 Academy conversion of maintained primary school. The execution and completion of a Commercial Transfer agreement (CTA) between the Council and the Academy Trust. The authorisation of a 125 year lease to the Academy Trust. | Councillor Lynne Ayres, Cabinet Member for Education, Skills and University | 14 August 2017 | Children and Education Scrutiny Committee | Barnack | Consultation with staff, parents, Ward Cllrs and relevant council departments | Emma Everitt Email:emma.everitt@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 | WARD | CONSULTATION | CONTACT DETAILS / REPORT AUTHORS | DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION |
|--|---|-------------------------------|--|------------------|--|---|---|
| <p>36. Academy Conversion (Soke Educational Trust) of Wittering Primary School – KEY/07AUG17/10 Academy conversion of maintained primary school. The execution and completion of a Commercial Transfer agreement (CTA) between the Council and the Academy Trust. The authorisation of a 125 year lease to the Academy Trust.</p> | <p>Councillor Lynne Ayres, Cabinet Member for Education, Skills and University</p> | <p>14 August 2017</p> | <p>Children and Education Scrutiny Committee</p> | <p>Wittering</p> | <p>Consultation with staff, parents, Ward Cllrs and relevant council departments</p> | <p>Emma Everitt Email:emma.everitt@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>37. Replacement Social Care System For Adult Social Care – KEY/21AUG17/01 Approval for purchase and implementation of replacement social care system for adult social care.</p> | <p>Councillor Fitzgerald, Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health</p> | <p>October 2017</p> | <p>Adults and Communities Scrutiny Committee</p> | <p>All</p> | <p>Relevant internal and external stakeholders.</p> | <p>Caroline Townsend, Programme Manager, Tel. No: 07920 160512, Email:caroline.townsend@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 | WARD | CONSULTATION | CONTACT DETAILS / REPORT AUTHORS | DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION |
|---|---|---------------------------------|---|------------------|--|--|---|
| <p>258</p> <p>38. Approval of Entering Into Contracts With Residential and Nursing Home Providers In Accordance With Service User Choice of Home Via The Pseudo Dynamic Purchasing System as recommended by the PCC Legal Department – KEY/21AUG17/02 The Pseudo DPS will be opened for 4 years. PCC needs to be able to call off the selected list as/when required for the entire 4 year period that PSEUDO DPS is opened.</p> | <p>Councillor Fitzgerald, Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health</p> | <p>November 2017</p> | <p>Adults and Communities Scrutiny Committee</p> | <p>All</p> | <p>Relevant internal and external stakeholders. ADASS Eastern Region</p> | <p>Helene Carr, Head of Commissioning Social Care Tel:01733 863901, Email: helene.carr@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>39. Engagement Strategy – KEY/21AUG17/03 Approval of the Digital Front Door project - engagement with customers, staff and other stakeholders</p> | <p>Cabinet</p> | <p>25 September 2017</p> | <p>Growth, Environment & Resources Scrutiny Committee</p> | <p>All wards</p> | <p>Relevant internal and external stakeholders</p> | <p>Vicki Palazon, Head of Finance (Business Operations and Development) Tel:01733 864104, Email: 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> |

| KEY DECISION REQUIRED | DECISION MAKER | DATE DECISION EXPECTED | RELEVANT SCRUTINY COMMITTEE | WARD | CONSULTATION | CONTACT DETAILS / REPORT AUTHORS | DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION | |
|------------------------------|---|-------------------------------|------------------------------------|--|-----------------------------------|---|---|--|
| 40. | Acquisition of a property in the City Centre – KEY/21AUG17/04 Agreement for the property to be purchased to facilitate joint working as part of the acquisition strategy and the asset management plan. | Councillor Seaton | September 2017 | Growth, Environment & Resources Scrutiny Committee | Cllrs Jamil; Amjad Iqbal, Hussain | Relevant internal and external stakeholders | Jane McDaid Head of Peterborough Property services Tel: 01733 384540 Email: Jane.mcdaid@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> |

| KEY DECISION REQUIRED | DECISION MAKER | DATE DECISION EXPECTED | RELEVANT SCRUTINY COMMITTEE | WARD | CONSULTATION | CONTACT DETAILS / REPORT AUTHORS | DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION |
|---|--|--------------------------------|---|-------------|----------------------------------|--|---|
| <p>41. Award of Insurance Contract – KEY/18SEP17/01 Evaluation of insurance tenders received to be reviewed and award of contract to be made.</p> | <p>Councillor David Seaton Cabinet Member for Resources</p> | <p>23 February 2018</p> | <p>Growth, Environment & Resources Scrutiny Committee</p> | <p>All</p> | <p>None.</p> | <p>Steve Crabtree, Chief Internal Auditor, 01733 384557,steve.crabtree@Peterborough.gov.uk</p> | <p>Evaluation of insurance tender submissions prepared by the Council's brokers, JLT.</p> |
| <p>42. Continuation of Housing Renewal Policy grants through the Care & Repair Agency – KEY/18SEP17/02 Permission is sought to continue to use the current tendering processes for non framework works funded through Repairs Assistance Grants and Disabled Facility Grants. A full procurement process is being undertaken to introduce frameworks for all of this work which is aimed to be in place by the 1st May 2018. This interim arrangement will allow the capital programme to be continued</p> | <p>Councillor Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development</p> | <p>31 August 2017</p> | <p>Adults and Communities Scrutiny Committee</p> | <p>All</p> | <p>CMDN published on website</p> | <p>Sharon Malia Housing Programmes Manager sharon.malia@peterborough.gov.uk</p> | <p>None</p> |

| KEY DECISION REQUIRED | DECISION MAKER | DATE DECISION EXPECTED | RELEVANT SCRUTINY COMMITTEE | WARD | CONSULTATION | CONTACT DETAILS / REPORT AUTHORS | DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION |
|---|--|-------------------------------|--|-------------|---|---|---|
| 43. Award of contract for the expansion and partial remodelling of Ken Stimpson Community School – KEY/18SEP17/03 The intention is to expand the school by 2 forms of entry (300 additional pupils plus 150 sixth form) to meet the growing need for secondary school places. A new building block is planned on the site with an extension to the dining hall and minor remodelling to an adjacent building. As part of the remodelling the on site library will be demolished - following its relocation to a suitable site close by. | Councillor Lynne Ayres, Cabinet Member for Education, Skills and University | February 2018 | Children and Education Scrutiny Committee | Werrington | Consultation will include: Senior School Management team, Sport England, local residents and the Department For Education | Stuart Macdonald. Schools Infrastructure . 07715 802 489. stuart.macdonald@peterborough.gov.uk | School Organisation Plan 2015 -2022 |
| 44. Financing approval for Fletton Quays Hotel – KEY/18SEP17/04 Approval of a financing arrangement for a hotel development on Fletton Quays | Councillor Seaton, Cabinet Member for Resources | 25 Sept 2017 | Growth, Environment and Resources Scrutiny Committee | East Ward | To be confirmed | Andy Cox, Senior Contracts & Partnerships Manager, 01733 452465, andy.cox@peterborough.gov.uk | To be confirmed |

| KEY DECISION REQUIRED | DECISION MAKER | DATE DECISION EXPECTED | RELEVANT SCRUTINY COMMITTEE | WARD | CONSULTATION | CONTACT DETAILS / REPORT AUTHORS | DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION |
|--|--|-------------------------------|--|------------------|--|---|---|
| <p>45. Extension to Care and Repair Framework Agreement Lots 1, 2 and 3 – KEY/18SEP17/05 Authorisation of an extension to the Care and Repair Framework Agreement contractors for Lots 1, 2 and 3 whilst the procurement is completed for the new Care and Repair Framework Agreement, which will commence on 1 August 2018.</p> | <p>Councillor Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development</p> | <p>01 October 2017</p> | <p>Adults and Communities Scrutiny Committee</p> | <p>All Wards</p> | <p>Consultation has taken place with Serco Procurement, Service Users and the current contractors.</p> | <p>Sharon Malia - Housing Programmes Manager Tel No: 01733 863764 sharon.malia@peterborough.gov.uk</p> | <p>None</p> |

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>WARD</i> | <i>CONSULTATION</i> | <i>CONTACT DETAILS / REPORT AUTHORS</i> | <i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER</i> |
| NONE | | | | | | | |

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>WARD</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> |
|---------------------------------|------------------------------|--------------------------------------|---|--------------------|----------------------------|--|--|
| None | | | | | | | |

NON-KEY DECISIONS

PREVIOUSLY ADVERTISED DECISIONS

| <i>DECISION REQUIRED</i> | <i>DECISION MAKER</i> | <i>DATE DECISION EXPECTED</i> | <i>RELEVANT SCRUTINY COMMITTEE</i> | <i>WARD</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> |
|---|---|-------------------------------|--|-------------|--|---|---|
| 1. Vivacity Funding – To fund Vivacity £1278 until March 2017 (via DWP grant funding) to provide digital support for UC claimants to make benefit claims online at Central Library. | Councillor David Seaton Cabinet Member for Resources | July 2017 | Growth, Environment & Resources Scrutiny Committee | All | Relevant internal and external stakeholders. | Ian Phillips Social Inclusion Manager Tel: 01733 863849 lan.phillips@peterborough.gov.uk | It is not anticipated that there will be any documents other than the report and relevant appendices to be published. |

| DECISION REQUIRED | DECISION MAKER | DATE DECISION EXPECTED | RELEVANT SCRUTINY COMMITTEE | WARD | CONSULTATION | CONTACT DETAILS / REPORT AUTHORS | DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION |
|--------------------------|--|---|--|-------------|--|---|---|
| 2. | 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 | July 2017 Growth, Environment & Resources Scrutiny Committee | All | Relevant internal and external stakeholders. | John Harrison Corporate Director Resources Tel: 01733 452520 Email: John.harrison@peterborouh.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>WARD</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> |
|---|---|--------------------------------------|---|--|---|---|--|
| <p>3. Delivery of the Council's Capital Receipt Programme through the sale of Welland House, Dogsthorpe - To authorise the sale of Welland House, Dogsthorpe</p> | <p>Councillor David Seaton Cabinet Member for Resources</p> | <p>July 2017</p> | <p>Growth, Environment & Resources Scrutiny Committee</p> | <p>Dogsthorpe Councillors: Ash, Saltmarsh, Sharp</p> | <p>Relevant internal and external stakeholders.</p> | <p>David Gray Capital Projects Officer Tel: 01733 384531 Email: david.gray@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>4. Proposal for Loan of Senior Management Staff Under Joint Arrangements – To approve a sharing agreement for senior management staff.</p> | <p>Councillor David Seaton Cabinet Member for Resources</p> | <p>July 2017</p> | <p>Growth, Environment & Resources Scrutiny Committee</p> | <p>All</p> | <p>Relevant internal and external stakeholders.</p> | <p>Kim Sawyer Director of Governance Tel: 01733 452361 Kim.sawyer@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>5. Funding of Information, Advice and Guidance services within the voluntary sector - To authorise award of grants.</p> | <p>Councillor David Seaton Cabinet Member for Resources</p> | <p>July 2017</p> | <p>Growth, Environment & Resources Scrutiny Committee</p> | <p>All</p> | <p>Relevant internal and external stakeholders</p> | <p>Ian Phillips Senior Policy Manager Tel: 01733 863849 Email: ian.phillips@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> |

| DECISION REQUIRED | DECISION MAKER | DATE DECISION EXPECTED | RELEVANT SCRUTINY COMMITTEE | WARD | CONSULTATION | CONTACT DETAILS / REPORT AUTHORS | DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION | |
|--------------------------|---|---|------------------------------------|--|---|--|---|--|
| 6. | <p>Daily cleanse around Gladstone Street and nearby streets Daily mechanical cleanse in the area focused around Gladstone Street and other nearby streets. This will encompass a mechanical sweeper and operative.</p> | <p>Councillor Elsey, Cabinet Member for Waste and Street Scene</p> | <p>July 2017</p> | <p>Adults and Communities Scrutiny Committee</p> | <p>Central Ward Cllrs Hussain, Amjad Iqbal, Jamil</p> | <p>Relevant internal and external stakeholders.</p> <p>Cross party task and finish group report which went to the Growth, Environment and Resources Scrutiny Committee it was also part of the full council decision to implement as part of the budget for 2017-18.</p> | <p>James Collingridge, Amey Partnership Manager, Tel: 01733 864736 Email: james.collingridge@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> |

| DECISION REQUIRED | DECISION MAKER | DATE DECISION EXPECTED | RELEVANT SCRUTINY COMMITTEE | WARD | CONSULTATION | CONTACT DETAILS / REPORT AUTHORS | DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION |
|--------------------------|--|--|---|---|---|--|---|
| 269 7. | A Lengthmans to be deployed on Lincoln Road Millfield There will be a daily presence along Lincoln Road, the operative will litter pick, empty bins as well as report fly-tips and other environmental issues. | Councillor Elsey, Cabinet Member for Waste and Street Scene | July 2017 Adults and Communities Scrutiny Committee | Central Ward Cllrs Hussain, Amjad Iqbal, Jamil | Relevant internal and external stakeholders. Cross party task and finish group report which went to the Growth, Environment and Resources Scrutiny Committee and it was also approved at Full Council as part of the 2017-18 Budget. | James Collingridge, Amey Partnership Manager, Tel: 01733 864736 Email: james.collingridge@peterborough.gov.uk | It is not anticipated that there will be any documents other than the report and relevant appendices to be published. |
| 8. | 2017/18 VCS grant funding Award of grant to VCS organisations to provide Information, Advice and Guidance services | Councillor Seaton, Cabinet Member for Resources | July 2017 Adults and Communities Scrutiny Committee | All wards | Relevant internal and external stakeholders. | Ian Phillips Senior Policy Manager Tel: 863849 Email: ian.phillips@peterborough.gov.uk | It is not anticipated that there will be any documents other than the report and relevant appendices to be published. |

| DECISION REQUIRED | | DECISION MAKER | DATE DECISION EXPECTED | RELEVANT SCRUTINY COMMITTEE | WARD | CONSULTATION | CONTACT DETAILS / REPORT AUTHORS | DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION |
|--------------------------|---|-----------------------|---------------------------------------|--|-------------|---|--|---|
| 270 | <p>9. Council Tax Support Scheme consultation Consultation on the council tax support scheme for 2018/19</p> | Cabinet | 25 September 2017 | Growth, Environment and Resources Scrutiny Committee | All wards | Relevant internal and external stakeholders | Vicki Palazon, Head of Finance (Business Operations and Development) Tel:01733 864104, Email: 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 |
| | <p>10. Approval of Draft Modern Slavery Transparency Statement 2016/17 - Cabinet will be recommended to approve the draft Modern Slavery Act Transparency Statement 2016/17</p> | Cabinet | 25th September 2017 | Adults and Communities | All | N/A | Amy Brown, Acting Senior Lawyer, 01733 452 617, Amy.brown@peterborough.gov.uk | It is not anticipated that there will be any documents other than the report and relevant appendices to be published. |

PART 4 – NOTIFICATION OF KEY DECISIONS TAKEN UNDER URGENCY PROCEDURES

KEY DECISIONS TAKEN UNDER URGENCY PROCEDURES

| <i>DECISION TAKEN</i> | <i>REASON FOR URGENCY</i> | <i>DECISION MAKER</i> | <i>DATE DECISION TAKEN</i> | <i>RELEVANT SCRUTINY COMMITTEE</i> | <i>WARD</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> |
|-----------------------|---------------------------|-----------------------|----------------------------|------------------------------------|-------------|---------------------|---|---|
| None. | | | | | | | | |

DIRECTORATE RESPONSIBILITIES

RESOURCES DEPARTMENT Corporate Director's Office at Town Hall, Bridge Street, Peterborough, PE1 1HG

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)

Strategic Finance

Internal Audit

Schools Infrastructure (Assets and School Place Planning)

Waste and Energy

Strategic Client Services (Enterprise Peterborough / Vivacity / SERCO including Customer Services, ICT and Business Support)

PEOPLE AND COMMUNITIES DEPARTMENT Corporate 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

Electoral Services

Human Resources (Business Relations, HR Policy and Rewards, Training and Development, Occupational Health and Workforce Development)

Performance and Information (Performance Management, Information Governance, Systems Support Team, Coroner's Office, Freedom of Information)

GROWTH AND REGENERATION DEPARTMENT Corporate 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)

Corporate Property

PUBLIC HEALTH DEPARTMENT Director's Office at Town Hall, Bridge Street, Peterborough, PE1 1HG

Health Protection, Health Improvements, Healthcare Public Health.

THIS PAGE IS LEFT INTENTIONALLY BLANK

This page is intentionally left blank

GROWTH, ENVIRONMENT AND RESOURCES SCRUTINY COMMITTEE WORK PROGRAMME 2017/18

| Meeting Date | Item | Indicative Timings | COMMENTS |
|--|--|--------------------|---|
| <p>28 June 2017</p> <p><i>Draft Report 6 June</i> <i>Final Report 16 June</i></p> | <p>Skanska Annual Report 2016/17</p> <p>Contact Officer: Andy Tatt</p> | | |
| | <p>Technology Strategy And Digital Update</p> <p>Contact Officer: Marion Kelly</p> | | |
| | <p>Forward Plan of Executive Decisions That the Committee identifies any relevant items for inclusion within their work programme which is relevant to the remit of this Committee.</p> <p>Contact Officer: Paulina Ford, Senior Democratic Services Officer</p> | | |
| | <p>Review of 2016/17 and Work Programme 2017/18</p> <p>To review the work undertaken during 2016/17 and to consider the work programme of the Committee for 2017/2018</p> <p>Contact Officer: Paulina Ford, Senior Democratic Services Officer</p> | | |
| | | | |
| <p>29 August 2017</p> | <p>Request To Call-In Of An Executive Decision - Approval For Junction 18 (Rhubarb Bridge) Highway Works - AUG17/CMDN/30</p> | | <p>Called in on 11 August by Councillors Ellis, Sandford and Fower. Call-in not upheld.</p> |
| | | | |

| Meeting Date | Item | Indicative Timings | COMMENTS |
|--|---|--------------------|--------------|
| <p>20 September 2017 (Changed From 13 September)</p> <p><i>Draft Report 29 Aug</i> <i>Final Report 8 Sept</i></p> | <p>Payment Strategy 2017 – 2021</p> <p>Contact Officer: Vicki Palazon</p> | | |
| | <p>Peterborough Local Plan Proposed Submission</p> <p>Contact Officer: Gemma Wildman</p> | | |
| | <p>Recommendations Monitoring Report</p> <p>To monitor progress made on recommendations made at the previous meeting.</p> <p>Contact Officer: Paulina Ford, Senior Democratic Services Officer</p> | | If required. |
| | <p>Forward Plan of Executive Decisions</p> <p>That the Committee identifies any relevant items for inclusion within their work programme which is relevant to the remit of this Committee.</p> <p>Contact Officer: Paulina Ford, Senior Democratic Services Officer</p> | | |
| | <p>Work Programme 2017/2018</p> <p>To consider the Work Programme for 2017/2018</p> | | |
| | | | |
| <p>1 November 2017 <i>Draft Report 10 Oct</i> <i>Final Report 20 Oct</i></p> | <p>Opportunity Peterborough Annual Report (to include Rural Economy and Business Plan)</p> <p>Contact Officer: Steve Bowyer</p> | | |

| Meeting Date | Item | Indicative Timings | COMMENTS |
|--------------|---|--------------------|-------------|
| | <p>NPS Peterborough Ltd (to include Property Management transfer from Amey)</p> <p>Contact Officer: Jane McDade</p> | | |
| | <p>Farm Estate Action Plan Update Report</p> <p>Contact Officer: Jane McDade</p> | | |
| | <p>Acquisition / Asset Management Strategy</p> <p>Contact Officer: Jane McDade</p> | | |
| | <p>Draft Active Lifestyle Strategy</p> <p>Contact Officer: Lisa Roberts</p> | | |
| | <p>Recommendations Monitoring Report</p> <p>To monitor progress made on recommendations made at the previous meeting.</p> <p>Contact Officer: Paulina Ford, Senior Democratic Services Officer</p> | | If required |
| | <p>Forward Plan of Executive Decisions</p> <p>That the Committee identifies any relevant items for inclusion within their work programme which is relevant to the remit of this Committee.</p> <p>Contact Officer: Paulina Ford, Senior Democratic Services Officer</p> | | |
| | <p>Work Programme 2017/2018</p> <p>To consider the Work Programme for 2017/2018</p> | | |

| Meeting Date | Item | Indicative Timings | COMMENTS |
|--|---|--------------------|--------------|
| 29 November 2017 (Joint Meeting of the Scrutiny Committees and Commissions) | Budget 2018/19 and Medium Term Financial Strategy to 2027/28 Phase One To scrutinise the Executive's proposals for the Budget 2018/19 and Medium Term Financial Plan 2027/28. Contact Officer: John Harrison/Marion Kelly | | |
| 10 January 2018 <i>Draft Report 11 Dec</i> <i>Final Report 21 Dec</i> | Local Transport Plan Programme of Works 2018/2019 Contact Officer: Andy Tatt | | |
| | Report on new service provider to replace Amey Contact Officer: James Collingridge | | |
| | Air Quality Contact Officer: Peter Gell | | |
| | Recommendations Monitoring Report To monitor progress made on recommendations made at the previous meeting. Contact Officer: Paulina Ford, Senior Democratic Services Officer | | If required. |
| | Forward Plan of Executive Decisions That the Committee identifies any relevant items for inclusion within their work programme which is relevant to the remit of this Committee. | | |
| | | | |

| Meeting Date | Item | Indicative Timings | COMMENTS |
|---|--|--------------------|--------------|
| | Contact Officer: Paulina Ford, Senior Democratic Services Officer | | |
| | Work Programme 2017/2018 To consider the Work Programme for 2017/2018 | | |
| | | | |
| 8 February 2018 (Joint Meeting of the Scrutiny Committees and Commissions) | Budget 2018/19 and Medium Term Financial Strategy to 2027/28 Phase Two To scrutinise the Executive's proposals for the Budget 2018/98 and Medium Term Financial Plan 2027/28. Contact Officer: John Harrison/Marian Kelly | | |
| | | | |
| 7 March 2018 <i>Draft Report 13 Feb</i> <i>Final Report 23 Feb</i> | City Centre Annual Plan Contact Officer: Annette Joyce | | |
| | Vivacity Annual Report Contact Officer: Lisa Roberts | | |
| | Recommendations Monitoring Report To monitor progress made on recommendations made at the previous meeting. Contact Officer: Paulina Ford, Senior Democratic Services Officer | | If required. |
| | Forward Plan of Executive Decisions That the Committee identifies any relevant items for inclusion within their work programme which is relevant to the remit of this Committee. Contact Officer: Paulina Ford, Senior Democratic Services Officer | | |

| Possible Items for Future Meetings and items still to be programmed in | Contact Officer |
|--|---------------------------------|
| Portfolio Holder Progress Reports for: <ul style="list-style-type: none"> • Waste and Street Scene • Growth, Planning, Housing and Economic Development • Resources • City Centre management, Culture and Tourism • Environment Capital | |
| Green Infrastructure and Biodiversity SPD PCC Biodiversity Strategy Refresh | James Fisher |
| Serco Annual Report | Peter Carpenter / Vicki Palazon |