

SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE

**THURSDAY 17 JULY 2014
7.00 PM**

Bourges/Viersen Room - Town Hall

AGENDA

	Page No
1. Apologies for Absence	
2. Declarations of Interest and Whipping Declarations	
<p>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.</p>	
3. Minutes of Meetings held on:	3 - 20
<ul style="list-style-type: none">• 12 March 2014 – Call-In Meeting• 7 April 2014	
4. Call In of any Cabinet, Cabinet Member or Key Officer Decisions	
<p>The decision notice for each decision will bear the date on which it is published and will specify that the decision may then be implemented on the expiry of 3 working days after the publication of the decision (not including the date of publication), unless a request for call-in of the decision is received from any two Members of a Scrutiny Committee or Scrutiny Commissions. If a request for call-in of a decision is received, implementation of the decision remains suspended for consideration by the relevant Scrutiny Committee or Commission.</p>	
5. Solar Panel Energy Working Group Report	21 - 24
6. Report on the Performance of the Serco Partnership (2013/2014)	25 - 32
7. Peterborough Draft Developer Contributions Supplementary Planning Document (SPD)	33 - 122
8. Review of 2013/2014 and Future Work Programme 2014/2015	123 - 138



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.

9. Forward Plan of Key Decisions

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10. Date of Next Meeting

Thursday 4 September 2014

Committee Members:

Councillors: N Arculus (Chair), Y Maqbool (Vice Chairman), R Brown, A Iqbal, N Thulbourn,
M Fletcher and J A Fox

Substitutes: Councillors: J Shearman, S Lane, J Stokes and R Herdman

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

Emergency Evacuation Procedure – Outside Normal Office Hours

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**MINUTES OF A MEETING OF THE
SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE
HELD IN THE
COUNCIL CHAMBER - TOWN HALL
ON 12 MARCH 2014**

Present: Councillors N Arculus (Chairman), L Serluca (Vice Chairman),
J Peach, D Over, JA Fox, K Khan, N Thulbourn

Also Present: Cllr Harrington
Cllr Sanders
Cllr Murphy
Cllr Seaton Cabinet Member for Resources

Officers Present: Simon Machen, Director of Growth and Regeneration
Lee Collins, Planning Manager, Strategic Resources
Steven Pilsworth, Head of Corporate Services
Phil McCourt, Head of Legal and Governance
Paulina Ford, Senior Governance Officer

1. Apologies for Absence

Apologies were received from Councillor Maqbool and Councillor Over attended as substitute.

2. Declarations of Interest and Whipping Declarations

There were no declarations of interest or whipping declarations.

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

The purpose of the meeting was to consider the Call-In request that had been made in relation to the decision made by Cabinet on 24 February 2014 in respect of the Update on Proposed Ground Mounted and Wind Developments at Newborough, Morris Fen and America Farm – FEB14/CAB/16.

The request to Call-In this decision was made on 26 February 2014 by Councillor Harrington and supported by Councillor Sanders and Councillor Murphy. The decision for Call-In was based on the following grounds:

- (ii) The decision does not follow the principles of good decision making set out in Article 12 of the Council's Constitution specifically that the decision maker did not:
 - (a) Realistically consider all alternatives and, where reasonably possible, consider the views of the public.
 - (c) Take account of all relevant matters, both in general and specific, and ignore any irrelevant matters.
 - (f) Follow procedures correctly and be fair.

The reasons put forward by the Councillors were:

1. There has been a significant change to the financial projections between consideration of the financial position in December at Scrutiny and the Cabinet report of 24 February. There was no explanation for that change and more importantly; no opportunity for the Wind and Solar working group, and therefore the public, to explore that change or to be given an opportunity to consider all alternatives (Article 11 (2) (a)).
2. By failure to refer consideration of the financial position to the Wind and Solar Working Group prior to the Cabinet meeting; the Cabinet has failed to follow procedures correctly and be fair (Article 11 (2) (a)).

There is a serious concern about the grid connection at America Farm and £3million has been set aside to meet any contingency arising but no explanation has been given about whether this is an appropriate amount for the risks around the grid connection. There is no justification for this figure and no opportunity has been given to the working group to examine this.

3. There has been a significant change to the quality of the land as set out in the Cabinet report (from grade 1 and 2 to 3a)). The public, in particular the tenant farmers, were not told of this until the report was issued. This has the potential to impact the tenant farmers and the Council's own freehold interests and no consideration was given as to the commercial impact that this information could have; i.e. developing the land. The Cabinet has therefore failed to take into account all relevant matters before making their decision (Article 11 (2) (c)).

Outcome:

Before any final decision is made by the Executive, the matter should be referred to the Scrutiny Committee and / or the Wind and Solar working group for an in-depth consideration of these issues with appropriate public involvement.

After considering the request to call-in and all relevant advice, the Committee were required to decide either to:

- (a) not agree to the request to call-in, when the decision shall take effect;
- (b) refer the decision back to the decision maker for reconsideration, setting out its concerns; or
- (c) refer the matter to full Council.

The Chairman read out the procedure for the meeting. The Cabinet Member for Resources interrupted the Chairman and pointed out that the call-in request had asked for the following outcome:

"Before any final decision is made by the Executive, the matter should be referred to the Scrutiny Committee and / or the Wind and Solar working group for an in-depth consideration of these issues with appropriate public involvement."

The Cabinet Member advised that he had advised the Councillors calling in the decision that he was happy for their concerns to be referred to the Wind and Solar working group before making the decision but they had declined. The Cabinet Member sought clarification as to whether the meeting should still proceed as he had complied with their requested outcome.

The Chairman then finished reading out the procedure and thanked the Cabinet Member for advising him of the action he had taken but said that it was up to the Committee to decide whether the call-in should continue after hearing the Councillors statements.

In support of the request to call-in the decision Councillors Harrington, Sanders and Murphy made the following points:

Councillor Harrington

- There had been no opportunity for revised figures to be scrutinised before being approved by Cabinet. They had changed significantly regarding profit, installation costs and maintenance costs and in some respects had been halved or doubled.
- The land at America Farm had been downgraded from Grade 1 to Grade 3A, which devalues the land asset, affecting future sale or rental. No report had been issued to substantiate this.
- The figures for America Farm are now forecast at being £5.9M over 25 years which was a substantial increase since reported to scrutiny in December at £1.4M.
- There were concerns as to how revised figures relating to costs had been arrived at.
- It was appreciated that the Cabinet Member had offered for the figures to go to the cross party working group but it was important for Members to publicly scrutinise the revised figures to ensure openness and transparency. The offer from the Cabinet Member had therefore been declined.

Councillor Sanders

- Councillor Sanders concurred with Councillor Harrington's submission.
- There was a substantial amount of taxpayer's money at stake and the figures needed to be scrutinised in public.
- There was a duty to make sure that the figures were correct and they had been altered substantially over the years, there was therefore a lack of consistency.
- Scrutiny had so far been insufficient and there was a need to have proper scrutiny before this decision was implemented.
- There had been no report made available to either the Rural Scrutiny Commission or the Sustainable Growth and Environment Capital Scrutiny Committee regarding the downgrade of the land.
- Referred to page 11 of the report, paragraph 4.3.3. Which stated that "*The land could be grassed down and grazed by sheep*" but there had been no costings submitted for this.
- It had been brought to Councillor Sander's attention from members of the public that insufficient consultation had taken place.

Members of the Committee sought clarification regarding what would happen after the working group had considered the requested information. The Chairman responded that the working group would report to Cabinet unless the Committee made recommendations otherwise at this meeting.

Councillor Murphy

- The views of the rural part of Peterborough had not been given adequate weight.
- Page 8 of the report, paragraph 4.1.3 was referred to which stated:
"The following table shows that the net income to the Council can now be forecast as £5.9m over the 25 years compared to the prudent position previously shown of only £1.3m – an increase of £4.6m" Page 9 of the table referred to showed a net benefit to Peterborough City Council of £5.924M.
- No arithmetic had been done on the £10.23M capital invested by the Council. There was a concern that the figures did not add-up. The presentation of the figures were confusing.
- The decision did not follow the principles of good decision making.
- There had been inadequate consideration of the views of people in the rural areas in favour of benefiting the authority as a whole.

- Using agricultural land for environmental aims was not in line with any environmental strategy. Food was more important and sustainable than production of electricity.
- The risks of the project not working and possibly bringing the Council into bankruptcy were high and not well-enough considered.
- There was concern that Members on the Planning Committee in the future may have a predetermination with regard to this application.

The Head of Legal and Governance provided the Committee with clarity regarding predetermination of Members on the Planning Committee.

Predetermination. If a Member was sitting on a decision making body and received evidence to enable them to come to a decision – if they approach that decision with a closed mind and were looking for evidence to support the decision they had already made then that is a sham and the courts would rule that as invalid.

In terms of the Cabinet itself there could be a risk of Predetermination and the Cabinet Members would need to show when it has its meeting that whatever information comes back from other Member bodies including Scrutiny that it has taken it into account.

When the application goes before Planning Committee this would be in effect the council applying to itself for planning permission. This in effect was reasonable because there were procedures for that and things were separated. Those Cabinet Members who would be involved in this project and campaigning for it would not be permitted to sit as part of that Planning Committee. Equally those campaigning against the project would not sit on the Planning Committee.

Councillor Serluca and Councillor Harrington were in attendance and were Members of the Planning Committee. The Head of Legal and Governance advised that the process of the Scrutiny Committee was to examine the process and the Councils role as a private law function, land owner and developer and whether the consultative process was being conducted properly. This role was very different to that of the Planning Committee. Therefore any business conducted through the Committee at this meeting would not affect the role of Members on the Planning Committee.

Questions and Comments from Members of the Committee in response to the Councillors statements:

- Members asked the Councillors if they were against the wind and solar panels or if they would be prepared to accept one and not the other. *Councillor Murphy responded that the decision concerned tonight did not exclude or include wind as this was an ongoing discussion. Councillor Harrington responded that the main focus of the call-in was meant to address solar but there was nonetheless concern that the combined decision of wind and solar would still present a risk to the council.*
- Members asked the Councillors' view on the Director for Resources statement that no devaluation of the land had taken place. *Councillor Harrington responded that the degrading of the land would mean devaluation of the land in the future which was a concern. Councillor Sanders responded that it was self-evident that the land would be devalued but expressed concern that there was no reports on valuations.*
- Members clarified that the Director of Resources statement referred only to America Farm and not to the rest of the estate. *Councillor Harrington responded that the devaluation of the land raised issues for all farms affected by the development.*
- Members noted that the Call-in form had specified the following outcome that “*the matter be referred to the Scrutiny Committee and / or the Wind and Solar working group for an in-depth consideration of the issues with appropriate public involvement*” and sought clarification on whether the Councillors would prefer the decision not to go exclusively to the Wind and Solar working group. *Councillor Sanders responded that it was imperative that the decision be heard in public at a scrutiny committee rather than a working party.*

Councillor Harrington responded that there was a high level of mistrust regarding this decision and it was beneficial to the council itself for this to be publicly scrutinised in an open and transparent way. Councillor Murphy responded that the Wind and Solar working group had not properly considered the financial aspect of the decision yet.

- Members asked if the downgrading of the land was an assessment which could be relied upon. *The Cabinet Member for Resources responded that the downgrading of the land to Grade 3A was a suggestion made by the report but the land was still officially listed at Grade 1.*

The Cabinet Member for Resources made a statement in answer to the Call-In request which included the following:

- In response to the statement made by Councillor Harrington that there was no opportunity for the figures to be scrutinised prior to going to Cabinet, it was noted that the Scrutiny Commission for Rural Issues had asked for the report to go direct to Cabinet.
- Regarding the grading of the land, a report was emailed to Councillor Harrington and Councillor Sanders on 27th February.
- The number inconsistency was to be expected as work progressed from initial costings to a final plan.
- Councillor Harrington had declined a Working Group and yet the Call-In request had specifically requested that the final decision be referred to the Wind and Solar working group.
- Councillor Sanders had stated that a working party would be inappropriate. Elements of the financial information would be commercially confidential and therefore a cross-party working group would be a typical way to address the issue.
- Concerns regarding agricultural land were not a reason for call-in.
- Members of the Planning Committee would not be pressurised on the issue.
- There was arithmetic regarding the capital investment contained within the report.
- There were five year and 25 year figures because they represented different projections. The five year figures were profit and loss figures the 25 year figures were net present value figures.
- The dual use report went to the Scrutiny Commission for Rural Issues in December 2013.
- Concerns that the land would be of no use was supposition. *A point of accuracy was raised by Councillor Harrington that the point had been made at a meeting of the Joint Scrutiny Committees by the Legal Officer in attendance that the land would be of minimal worth for agricultural use.*
- Changes to financial projections were fully explained in the report as having been arrived at through consultation with financial partners. The Cabinet Member reminded the Councillors that the Scrutiny Commission for Rural Issues at the extraordinary meeting on 16 December 2013 had requested that the financial information go straight to Cabinet.
- The Cabinet Member confirmed that he had offered to work with the Wind and Solar Working Group but the offer had been rejected by the Councillors who had called in the decision.
- The estimated cost to the grid connection of £3M was based on professional advice. The report discussed at Cabinet recognised the risk to the financial viability on America Farm. At Cabinet, the Cabinet Member for Resources had raised this issue.
- Regarding the land grade at America's Farm – the Grade 1 assessment was quite old and all parties were aware that the land was to be reassessed. Grade 3A land was still of good quality. The degradation of the land only impacted America's Farm and it was unlikely that this would impact other investments. The current tenant was retiring and any new tenant would commission their own soil report and the council would conduct negotiations based on that.

- The cross-party working group was appropriate and the Cabinet Member hoped that it would meet before any decision to implement was made.

Questions and Comments from Members of the Committee in response to the Cabinet Members statement included the following:

- Members expressed concern at the inaccuracy of the figures and asked the Cabinet Member if all the figures would be submitted to the working group. *The Cabinet Member responded that the figures were not inaccurate but instead reflected a developing complex project. The working group would have full access to the figures.*
- Members asked how the risk of borrowing such a large amount of money could be justified given the uncertainty surrounding energy in the coming years and asked if there was a fall-back or Plan B if things went seriously wrong. *The Cabinet Member responded that there was a risk to the Council's budget however there was a potential for the project to be extremely lucrative and given the savings required to be made by the council not going ahead with the project would mean having to find additional savings of £5M from elsewhere. A Plan B that had been looked at was to work with a Community Enterprise Company and look at Solar on sites that were not owned by the council. The problem with this was that if the council did not own the asset it would mean that the money would go into a community fund. This would mean that everyone involved in the project would have the opportunity to say where the money would go. In terms of mitigation of risk, bonds requiring a certain level of performance for instance could be put in place to ensure that the risk was mitigated. Ensuring financial backing to mitigate problems with installation would further mitigate risk around the project.*
- Members were concerned that the other options which had been mentioned by the Cabinet Member had not been listed along with any risks or benefits. It was therefore unclear from the report what other options Cabinet had considered. *The Cabinet Member responded that Cabinet had discussed other alternatives involving the Community Interest Company, however a non-disclosure agreement had been signed with the Community Interest Company and any announcements had to be agreed with that Company. Furthermore, Community Interest Companies were not providing the same sort of benefits to cities of a similar size as the proposed project was.*
- Members felt that any alternatives that had been considered should have been included in the report.
- Members asked why the figures had changed so radically and expressed disbelief that the land could be downgraded to such a degree. *The Cabinet Member responded that the numbers changing was not a reason for call-in. The reasons for the change in numbers had been outlined and reviewed with the officers. With regard to the downgrading of the land, the last grading was done in 1983. Land could erode over time as much as 3-4cm per year. The land had 70cm of soil under which was clay and the land was changing all the time.*
- A Member quoted from a letter from the Government Minister, Gregory Barker who had expressed concern at large scale solar panels in the countryside "*Such inappropriately sited solar photovoltaics (PV) is something that I take extremely seriously and am determined to crack down on,*" and expressed a preference for a "*focus of growth to be firmly on domestic and commercial roof space and previously-used land.*" Members wanted to know if it was therefore an appropriate risk worth taking to go ahead with the proposed project especially as the government subsidy would be eliminated over the next few years and there would be an increase in the subsidy for offshore wind farms. *The Cabinet Member responded with regard to the Government Minister's comments advising Members that rooftop solar and other options were being looked at but they were unlikely to close the budget gap. If the Government Minister intervened and disallowed the project then there would be no more solar projects on farm land. The letter was however only advisory at the moment.*
- Members asked the Director of Growth and Regeneration why the grade of the land was an issue for planning consideration for the project when it did not appear to be considered as part of other planning applications. *The Director responded that the loss of*

agricultural land was a material planning consideration. However, as with all planning applications there was a need to balance a number of interests and a duty to provide land for houses and factories for instance. There was not sufficient brown field land to meet development needs across the country or indeed in Peterborough. In this case, the issue of agricultural land loss had been highlighted through opposition to the schemes.

- Members followed up asking why the grade of the land was such an issue in this call-in. *The Head of Legal and Governance responded that part of the debate was not necessarily about planning but was about the fact that the council owned the site and there was a feeling that the council had a moral duty in the council's stewardship of the land to consider the role the land played in the wider agricultural economy.*
- Members asked if there had been any consideration of wind power from the River Nene. *The Cabinet Member responded that an 'Archimedes Screw' had been considered but the flow of the River Nene might not have enough power to make this viable.*

Debate was conducted by Members of the Committee in which the following points were raised:

- The working group could work on a more detailed basis than a scrutiny committee. Once the work of the working group had been completed it could make a submission to scrutiny for comment before going to Cabinet.
- Within the three options there was scope for the committee to take the Cabinet Member at his word when he says he would not implement the decision until the working group had concluded.
- The working group should also be permitted to examine the financial aspects of the decision.
- There should be greater explanation of what alternatives were considered and this should be backed up by explanations as to why alternatives were not gone with for the sake of transparency.

As there was no further debate the Committee took a vote to decide on whether they should:

- (a) not agree to the request to call-in, when the decision shall take effect;
- (b) refer the decision back to the decision maker for reconsideration, setting out its concerns;
or
- (c) refer the matter to full Council.

Councillor Thulbourn seconded by Cllr Fox proposed the following recommendation:

That the call-in be upheld and that Cabinet should not act on the decision until the Wind and Solar Member Working Group consider the Cabinets decision when it meets on the 18 March. The working group to discuss the issues raised in the Call-in and alternative options and that Cabinet shall not act upon the decision made on 24 February 2014 until it has received a report from the Wind and Solar Member Working Group and comments from the Sustainable Growth and Environment Capital Scrutiny Committee on that report.

The Committee voted unanimously in favour of the recommendation.

The Chair suggested that an extraordinary meeting of the Committee could be arranged to consider the report from the Wind and Solar member working group before submission to Cabinet.

ACTION AGREED

The request for Call-in of the decision made by you on 24 February 2014, regarding the Update on Proposed Ground Mounted and Wind Developments at Newborough, Morris Fen and America Farm was considered by the Sustainable Growth and Environment Capital Scrutiny Committee. Following discussion and questions raised on the reasons stated on the

request for call-in, the Committee **agreed to call-in** the decision and to refer it back Cabinet to re-consider within ten working days, by 26 March 2014 .

The decision is to be referred back to the Cabinet with the following recommendation

1. That the Wind and Solar Member Working Group consider the Cabinet's decision when it meets on the 18th March 2014 and shall report on that decision and the issues raised by the Call-In and discussed at this meeting of the Scrutiny Committee, including alternative options; and
2. That the Cabinet shall not act on the decision made by it on 24th February 2014 until it has received and considered the report of the Wind and Solar Member Working Group and the comments of the Sustainable Growth and Environment Capital Scrutiny Committee on that report.
3. There will be an extraordinary meeting of the Committee, if necessary, so as to receive the Working Groups report as soon as is reasonably practicable.

Under the Overview and Scrutiny Procedure Rules in the Council's Constitution (Part 4, Section 8, and paragraph 13), implementation of this decision remains suspended until further notice.

The meeting began at 7.00pm and ended at 9.00pm

CHAIRMAN

**MINUTES OF A MEETING OF THE SUSTAINABLE GROWTH AND ENVIRONMENT
CAPITAL SCRUTINY COMMITTEE
HELD IN THE BOUGES/VIERSEN ROOMS, TOWN HALL
ON 7 APRIL 2014**

- Present:** Councillors N Arculus (Chairman), L Serluca, J Peach,
JA Fox, N Khan, N Thulbourn,
- Also Present:** Councillor Sandford, Group Leader, Liberal Democrats
Jasmine Weedon, Youth Council
Ellie Jaggard, Youth Council
- Officers Present:** Ian Phillips, Assistant Cohesion Manager
James Fisher, Wildlife Officer
Mike Kealey, Interim Head of Human Resources
Jan Paxton, HR Analyst
Belinda Evans, Customer Service Manager
Mark Sandhu, Head of Customer Services
Steven Pilsworth, Head of Strategic Finance
Steve Winstanley, Team Leader, Research and Information
Simon Machen, Director of Growth and Regeneration
Paulina Ford, Senior Governance Officer

1. Apologies for Absence

Apologies were received from Councillor Maqbool.

2. Declarations of Interest and Whipping Declarations

There were no declarations of interest or whipping declarations.

3. Minutes of Meetings held on 20 January 2014 and 10 February 2014.

The minutes of the meeting held on 20 January 2014 were approved as an accurate record.

The minutes of the Joint meeting of the Scrutiny Committees and Commissions held on 10 February 2014 to scrutinise the Budget 2014/15 and Medium Term Financial Plan to 2013/24 were approved as an accurate record.

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

There were no requests for call-in to consider.

The Chair had received a request to move item 9 on the agenda, Funding Peterborough's Future Growth forward. The Chair asked the Committee if they were in agreement with this. All agreed that this could be accommodated and it was therefore agreed to move item 9 to item 6 on the agenda.

5. Scrutiny in a Day – Overview Report

The report was introduced by the Assistant Cohesion Manager and provided the Committee with the overview report detailing the outcomes from the Joint Scrutiny in a Day event held on 17th January 2014. The event looked at understanding and managing the impacts of

welfare reform on communities in Peterborough. The approach had been an innovative one which had cut across the remit of all the Scrutiny Committees in order to look at welfare reform comprehensively and gain a deeper understanding. The Committee were asked to agree the recommendations made by the committee on the day and advise on how they would wish to take them forward.

Members thanked the Officer and the Senior Governance Officer for arranging an excellent event which had been both informative and interesting.

Questions and observations were made around the following areas:

- Members asked what would be the next stage following the recommendations in the report. *The Assistant Cohesion Manager stated that if the recommendations were approved they would be developed into a detailed work plan which would come back to the committee for further action and scrutiny.*
- Members asked if a year was a proper timeframe for the work plan as the impact of welfare reform would be felt sooner. *The Assistant Cohesion Manager responded that the report and its delivery would be ongoing throughout the year.*
- Members asked with regards to when the 'return on investment' report would be ready. *The Assistant Cohesion Manager stated that Brenda Cook who was the Expert Adviser from the Centre for Public Scrutiny was still to provide observations in this regard which were expected to be available within the next few weeks. The Senior Governance Officer added that this would be incorporated into the work programme and come back to the Committee later in the year.*

ACTIONS AGREED

The Committee noted the report and approved the recommendations:

1. To consider the Council's response to gambling and to devise a holistic approach to combatting the economic threats posed by gambling and vice.
2. To understand the role that the voluntary sector can play in helping the council to deliver its key objectives. To foster closer links into and between the voluntary sector and review how the Council can support this.
3. To scrutinise the Affordable Housing Capital Strategy to enable the Committee to consider recommendations relating to social housing.

The recommendations would be taken forward and included in the work programme next year.

6. Funding Peterborough's Future Growth

The report was introduced by the Director of Growth and Regeneration and provided the committee with an update on the current position and progress in relation to the planned investment joint venture between the Council and a new Peterborough Investment Fund. Members were informed that since writing the report the name of the investor had been confirmed which was Hume Capital.

Questions and observations were made around the following areas:

- Members asked what the infrastructure around the financial plan would look like. *The Director of Growth and Regeneration responded that a report later in the agenda on the Community Infrastructure Levy would deal in part with the issue of funding infrastructure to deliver growth. The onus was on those proposing growth to fund some of the infrastructure around that growth. Any development was subject to a Planning Obligations Implementations scheme whereby any development had to pay towards the cost of infrastructure. Historically new development had funded the whole cost of*

- infrastructure and the council has had to make up the gap. This was funded in various ways such as through the Local Enterprise Partnerships. There was however an element which was outside the control of the planning system such as a change of use.*
- *Members stated they would like to see more transparency regarding infrastructure appraisals so people were able to understand what could or could not be done in advance of something happening. The Director of Growth and Regeneration responded that there were two levels: a strategic level of infrastructure and a neighbourhood level of infrastructure. The former serves the whole city and the latter deals with local levels e.g. a local road junction. Money could be secured through Section 106 agreements for development decisions which impacted at local levels e.g. road junctions or school places. However a new development would only have to pay towards the infrastructure development it creates.*
 - *Members sought clarification as to who the investors were and where the funding would come from. The Head of Strategic Finance responded that Hume Capital were the Fund Managers who would be seeking investment from various organisations. Once it was known who the organisations were then the details would be released. The fund was controlled by the Guernsey Financial Services Commission and the UK Financial Conduct Authority who could impose restrictions if there were international sanctions in place on individuals from undesirable countries.*
 - *Members sought clarification that even though there was no direct control over who invested that it was still possible for the council to cancel projects if the source of funds was deemed undesirable. The Director of Growth and Regeneration responded that there was a deadlock arrangement in place which stated that the council cannot be made to do anything it did not want to do.*
 - *Members asked why the investment was going through an offshore account and why the fund could not be managed in the United Kingdom. The Head of Strategic Finance informed Members that this sort of investment commonly came through these sources.*
 - *Members followed-up asking if any income generated would be subject to UK taxation. Members were advised that there would be a range of income generated from the regeneration of the city through local taxation but there would also be elements from investors which would not be subject to UK taxation because they would be resident in Guernsey.*
 - *Members referred to page 174 which mentioned future use of the Town Hall and commented that keeping the Town Hall was not cost effective. The Director of Growth and Regeneration responded that council had already made this decision. There were a series of assets across the city some of which were underutilised and any property rationalisation project would look at all assets within the city centre.*
 - *Members stated that one downside of the Peterborough Development Corporation was that all the infrastructure was deteriorating at the same rate and now there was significant expenditure in renewing them. Was there a danger that this scheme would lead the council into a similar position in the future? The Director of Growth and Regeneration said he hoped that this would not be the case. An example of why this might not be the case was given e.g. the recent bridge works on Nene Parkway was so expensive because the bearings on the bridges needed to be replaced. Technology would likely progress to a point which would make infrastructure regeneration a lot cheaper and easier.*
 - *Members asked what would happen to the area surrounding the library and Bayard Place if they were sold and the Market if it moved. The Director of Growth and Regeneration responded that Bayard Place and the Library buildings were fine except nobody used them at night and this had a negative effect on the area at night. If there were a residential presence in the evening this would provide a much more welcoming area. Quality residential accommodation close to and around the city centre would improve the area.*
 - *Members referred to the alternative options being considered on page 187 which included the traditional Local Asset Backed Vehicle and asked if this had been considered to bring forward the development of the Peterborough District Hospital site.*

The Director of Growth and Regeneration responded that the local authority did not own the site so this had not been possible.

- Members asked how much consideration had been given to the Local Asset Backed Vehicle route rather than the route that had been taken. *The Director of Growth and Regeneration responded it had been considered in some detail with a procurement exercise but it was concluded that it did not provide the wider benefit for the city.*

ACTIONS AGREED

The Committee noted the report and requested a similar report be brought back to the Committee next year.

7. City Councils Biodiversity Strategy: Progress Report 2012/13 and 2013/14.

The report was introduced by the Wildlife Officer which provided the Committee with information with respect to progress against the actions and targets contained in the Council's Biodiversity Strategy (2010) and allowed feedback to be given by the Committee with respect to progress against the existing strategy.

Questions and observations were made around the following areas:

- Members referred to page 89 of the report and asked if the Japanese Knotweed at Boardwalks Nature Reserve necessarily needed to be exterminated as it did not spread unless it was cut. *Members were informed that the areas of the Japanese Knotweed were small and isolated and it was best practise to control this as it could spread quite rapidly.*
- Members noted that the Boardwalks were currently closed and asked when there would be funding for it to reopen. *Members were informed that additional funding had been secured to replace the Boardwalks structure with more funding being sought. There had been severe flooding in the area but now the local authority was in a position to replace the structure in the coming months.*
- Members congratulated the officer on a good report and was pleased to see so many schools taking part in the eco-schools scheme referred to on pages 106-107.
- Members referred to pages 85 to 104 which summarised the progress against key actions and targets of the councils Biodiversity Strategy. Action 21 "was to continue to review the use of pesticides (including fungicides and herbicides) in the City Councils land management" with a view towards reduction of their use. Was this being implemented as many trees had unsightly brown rings around them which indicated the use of pesticides and herbicides? *The Wildlife Officer responded that Amey did abide by the relevant regulations in the use of pesticides and herbicides. The nature of the herbicides used was less damaging to the environment than it was historically and was more targeted to the area in which it treated.*
- Members referred to page 94, Action 11, 'the loss of trees, hedges and shrubs will be resisted unless there are sound horticultural or other reasons to indicate otherwise e.g. disease, structural damage or the shrubs are due for replacement'. There had been an FOI request asking how much shrubbery had been removed and the response was that 1000 square metres of shrubbery had been removed and converted to grass. They therefore asked how consistent this was with the objective. Members also asked when replacement trees would be planted as Amey had stated they would be planted by 30 June which was not a good time to plant trees. *The Wildlife Officer responded that a number of the trees removed had likely been due to standard maintenance and thinning programs. He added that 30th June was a late time to plant trees and he would recommend that Amey did not plant trees unnecessarily outside the usual planting season.*
- Members referred to page 91, Action 8: 'In the short-term reasonably significant areas should be identified for trialling new approaches to landscape management'. A small number of trials had been carried out but there had been no city-wide rollout. A reduction

in intensity in landscape management would also identify an element of cost reduction but this had not been identified in the report. *The Wildlife Officer responded that Amey was being worked with in order to identify areas in which green space could be managed less intensively which would have cost-saving benefits.*

- Members commented that some shrubs which had been planted during the Development Corporation time were looking very tired and it was beneficial to remove them as they were unsightly however some shrubs also have a noise-cancelling effect. *The Wildlife Officer stated that this sort of detail was dealt with in the Tree and Woodlands Strategy and was included less in the Biodiversity Strategy but it was a priority to ensure like-for-like replacements.*
- Members commented that the issue of shrubs was separate from trees as the shrubs were in areas outside woodlands. Whilst some might agree that removal of shrubbery was attractive the policy was nonetheless that removal of shrubbery should be resisted. *The Wildlife Officer responded that there was no general policy to remove shrubbery but there may be other reasons that it was removed such as safety. Replacement planting may take place elsewhere.*
- Members commented that the policy was difficult to understand as often what was called biodiversity was often areas that looked a mess. *The Wildlife Officer responded that areas needed to be carefully targeted and the benefits of biodiversity explained to the public. Areas needed to be well-managed and not just seen as an excuse for an unmanaged area.*

ACTIONS AGREED

The Committee noted the report.

The Committee requested that the Wildlife Officer:

1. Provide a briefing note to update the Committee demonstrating what the Council and Amey planned to do to take the Strategy forward regarding identifying areas for trialling new approaches to landscape management.
2. The Committee requested that the Biodiversity Strategy be presented in an easy read format so that members of the public could understand the meaning of Biodiversity more clearly.

8. Human Resources Monitoring Report

The Interim Head of Human Resources presented the report which provided the Committee with a means to facilitate scrutiny of staffing and workforce matters. Key points highlighted included:

- HR Developments \ Updates \ Priorities
- Reward and Policy
- Training and Development
- Investors in People
- Statistics/Analysis
 - Turnover
 - Absence
 - Employee Relations (cases)
 - Workforce Diversity
- Stress Absence
- Disability Ethnic Minority and Disability Diversity in the Workforce

Questions and observations were made around the following areas:

- Members referred to page 129 and the monthly sickness information and in particular the figures for stress. Members noted that there were two tables showing figures for stress and sought clarification as to the difference and why at the end of September stress levels were still quite high as were musculoskeletal problems. The tables were difficult to understand. *Members were informed that the figures in the report were for the last 12 months. The top table on the page showed from September backwards and the second table showed from November backwards. The total sick days lost by month for September of 1,084.83 was for total sickness not just stress. The total for stress was 2,500 and this may not have been clear in the report.*
- Members said that 1,084 days lost per month was still a large amount. *Interim Head of Human Resources responded that out of that figure 444 were from musculoskeletal, stress, depression etc. Within the context of the private sector average this was not a bad figure. The shape of the organisation had changed and now the two main chunks of staff incorporated areas such as Adult Social Care where many members of staff were prone to stress-related illness. A number of things were in place to provide support and assistance. There would be a stress audit where employees could complete a stress questionnaire in order to ascertain how many individuals were becoming more overloaded, overworked and stressed.*
- Members asked if any of the initiatives mentioned in the report to help people back to work had helped. *The Interim Head of HR advised that he did not have the information available but would look into it.*
- Members asked why the Christmas, Easter and Holiday period were the most stressful. *The Interim Head of HR stated that Christmas was known as a typical blue month period but it was difficult to understand why Easter would be a particularly stressful period.*
- Members referred to page 139 of the report pack and referred to the % of Workforce who are from Ethnic Minorities or Mixed Origins. In collecting this information was there a possibility that people were answering them incorrectly and this would account for the seemingly low result? *The Interim Head of HR responded that throughout the recruitment process there was a screening process to ensure that the information being presented to the officers recruiting was only information based on their abilities and experience.*
- Members asked why the issue around increasing recruitment of ethnic minorities or mixed origins had not improved from last year. Furthermore, the percentage of female workforce seemed to be very high compared to men. *Members were informed that one of the issues had been a lack of job opportunities and the fact that the council had been losing more people than they had been recruited. Ultimately it was about the best person for the job which was the decision of the line managers.*
- Members asked how involved HR was with Partner Organisations. *The Interim Head of HR responded that they kept a watchful eye on employee relations. The trade unions were the same reps that deal with partner organisations and they advised HR of any issues. There had been exploration of provision of training services to Partner Organisations in order to generate funds to cover costs of the team. In terms of setting policy and guidance there were questions around interpretation of policy in which guidance was offered. The day-to-day operational running however was left to the Partner Organisations themselves.*

ACTIONS AGREED

The Committee noted the report.

9. Complaints Monitoring Report 2012-2013

The report was presented by the Customer Service Manager and provided a summary of formal complaints monitored between 1st April 2012 and 31st March 2013 which fell under the Corporate Complaints Policy. Furthermore, members were invited to comment on the annual

report from the Local Government Ombudsman (LGO) about the council's performance on complaints. Key issues highlighted were:

- Complaint volumes have continued to decrease this year.
- More complaints are being resolved at Stage 1 with less escalation to both Stage 2 and Stage 3.
- Better compliance with the 15 day timescale at Stage 2.
- Speed of response to Local Government Ombudsman (LGO) enquiries has successfully been maintained at 15 days average response time against a target of 28 days for the 2nd year running.
- A change to the complaints process from 3 stages to 2 is currently being piloted.
- Compliments about council services continue to exceed complaints and have shown an increase on the previous year.

Questions and observations were made around the following areas:

- Members noted the increase in compliments coming in. Many seemed to be internal and Members asked for clarification as to what this meant. *The Customer Service Manager responded that internal and external compliments had both gone up in the past year. Internal compliments were compliments given by Councillors and from one department to another.*
- Members felt that it was very positive that the number of compliments had gone up. *The Customer Service Manager responded that complaints had also been going down. Customer Services and the Planning Department were working hard to achieve a very high standard and there was a constant review of delivery of services in order to react to customer demand for change.*
- Members noted that Amey had a very low number of justifiable complaints for customer interactions and asked what 474,000 customer interactions per month meant. *Members were informed that this referred to the number of collections made from households. The data were provided by Enterprise and the complaints department did not have any role in scrutinising it. The Head of Customer services added that he suspected the number referred largely to bin collections. The Client Team had a quarterly meeting with the Partner and they scrutinised the complaints.*
- Members asked where a complaint gets logged regarding bin collections. *Members were advised that the customer could go straight to the Amey complaints team or go through the Local Authority's call centre which is where the majority of complaints are handled. The majority of issues would be for a request for service e.g. a one-off issue like the bin had not been emptied., However if it was an ongoing issue it would be logged as a complaint rather than a request for service. The complaints team do still get a large volume of Amey complaints because the customer still see the council website as the main port of call.*
- Members complimented the staff at Ameys complaints team.

ACTIONS AGREED

The Committee noted the report.

10. Peterborough Community Infrastructure Levy (CIL)

The report was presented by the Team Leader, Research and Information and was intended to draw attention to important proposed changes to the way in which the Local Authority collected and administered developer contributions in the light of recent statutory and regulatory changes instigated at the national scale. The report set out the proposed timetable through to CIL adoption.

Questions and observations were made around the following areas:

- Members asked if there was a way to take out of the main budget for infrastructure in a certain area and redistribute it and use it for the old wards. *Members were advised that once money comes in there was already a system in place called the Planning Obligation Implementation Scheme which requires the money to be used in a certain way. The CIL will generally be collected for a range of projects which generally were more strategic in nature. The bottom line was that a project would need to be related to supporting growth.*
- Members followed-up stating that the old part of the city where there was no development would not benefit. They asked if it was possible to direct monies from the main budget into wards where the money was needed to address an imbalance in the city. *The Director of Growth and Regeneration responded that there would be benefit to other parts of the city because it would mean that development was more viable in those older parts of the city. The question however was more a question regarding how the Council allocates its budgets which was a decision for Council and not specifically about CIL itself.*
- Members referred to page 193, paragraph 5.4.2 and requested further explanation with regard to communities without a Parish Council. *Members were advised that this referred to a situation once CIL was in place and money has been collected how it would be allocated across the city. Regulations state that any money collected within a Parish that 15% of the money collected in that financial year as a CIL receipt would go back to the Parish council. If the Parish was covered by a Neighbourhood Plan that would increase to 25% in any one year. For those without a Parish Council the Local Authority would need to agree how the money would be distributed back to the Ward.*
- Members asked if the plan on page 146 regarding the draft residential charging zones was correct and not an oversimplification as a large part was in the low-value zone. *Members were informed that the regulations were clear that complexity should be avoided. A lot of feedback had been received that a flat rate across the city was not sensitive to the different areas in the city. The plan was simple and it was felt that the plan was right after reviewing the evidence and understanding the value of land transactions. It was impossible to be 100% accurate. The Director of Growth and Regeneration responded that the price difference from a developer's point of view was unlikely to have much of an impact.*
- Members asked what the next stages would be. *Members were advised that it would go to Cabinet and Full Council in July and the supporting documentation would be available. Then there would be a period of six weeks consultation. Comments would be collated and sent to an independent examiner who would give a date for a one or two day hearing which any member of the public can attend. The hearing was likely to be towards the end of the year. By 1st April 2015, the regulations would reduce how money could be used in section 106 agreements.*
- Members asked what would be the result for areas which don't use CIL. *Members were informed that if there was a delay in bringing in CIL there was a risk of not bringing in additional money. The system needed to be replaced in order to keep income coming in.*
- Members asked if not having a CIL would generate a return but in a different way. *Members were advised that ultimately location was important as a developer would simply develop where there was a market for their products and there was a demand within Peterborough. If another authority chose not to impose CIL this would not necessarily have an impact.*
- Members asked if a developer developed 15 houses but to do that knocked down one house and there was a net gain of 14 houses would this development be outside CIL. *Members were advised that it would not be outside CIL however a threshold of 15 houses was important as it related to the figure when you need to reach the affordable housing criteria. If a developer was providing affordable housing there would be less CIL to pay. CIL would be higher if the developer were not providing affordable homes.*

ACTIONS AGREED

The committee noted the report.

11. Forward Plan of Key Decisions

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

Members requested further information on the following key decisions:

- Play Centres.
- Temporary Agency Framework.
- Approval of Community Asset Transfer of Gladstone Park Community Centre.
- To award a contract for the installation of District Heating Scheme System.

12. Work Programme 2014/2015

The Senior Governance Officer presented the report which provided the Committee with a list of possible items to be included in the Committee's 2014-2015 work programme.

ACTION AGREED

The Committee noted the report.

The meeting began at 7.00pm and ended at 9.25pm

CHAIRMAN

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SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE	Agenda Item No. 5
17 JULY 2014	Public Report

Report of the Director of Governance

Contact Officer(s) – Michael Rowan, Interim Head of Legal Services
Contact Details - Tel: 452572

REPORT OF THE SOLAR PANEL ENERGY WORKING GROUP

1. PURPOSE

- 1.1 To report back to the Committee the findings and recommendation of the Solar Panel Energy Working Group as requested by this Committee at the Call-In meeting held on 12 March 2014.

2. RECOMMENDATIONS

- 2.1 The Recommendation of the Working Group is as follows;

The Working party, having reviewed all the evidence and particularly the financial elements of the Ground Mounted Solar Photovoltaic (Pv) Panels (Solar Farms) and Wind Turbine Project, referred to them in their Terms of Reference by Sustainable Growth and Environmental Capital Scrutiny Committee and Scrutiny Commission for Rural Communities report back that they consider, by majority, that the scheme should not go ahead as they conclude the financial returns are not viable and the risks unacceptably high.

Cllr Hiller – dissenting concluding on grounds that the viability of the schemes had been evidenced by independent experts and reports and that the risks were evaluated sensibly and the schemes should proceed.

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

- 3.1 The project supports delivery of the Council's Environmental Capital ambitions by producing 'green energy' through the use of renewable technologies. The proposed developments will maximise energy output as well as balance environmental and community concerns whilst contributing a significant reduction of the Council's carbon footprint.
- 3.2 In addition, the energy generated can be sold to create a new and significant source of revenue to the Council that will help to close the Council's funding gap and protect its ability to continue in the provision of front line services. The Medium Term Financial Strategy approved by Full Council in March 2013 included the income generated by these proposals. If the schemes do not proceed, then the budget deficits forecast in future years will worsen.
- 3.3 The project will generate significant amounts of renewable power which can be used by the Council to safeguard its budgets against future electricity price rises and uncertain energy price inflation

4. BACKGROUND

- 4.1 On 12 March 2014, following a call in of a Cabinet decision made on 24th February 2013 by this Committee recommended, insofar as it is relevant to the Working Group, that the Group consider the Cabinets decision and shall report on that decision and the issues raised by the Scrutiny Committee at its meeting of 12 March 2014.

The Members of the Working Group are:

Cllr Fletcher, Chairman
Cllr Hiller
Cllr Murphy
Cllr Sandford

The terms of Reference of the Working Group are set out in Appendix 1

The Working Group met twice and studied the business case for the America Farm Solar Energy scheme and the other matters set out in their Terms of Reference. The full background to the schemes are set out in the Cabinet report dated 24 February 2013 Appendix 2 of this report.

5. KEY ISSUES

- 5.1 The key issues are set out in the Cabinet Report of 24 February 2014 and the minutes of the Sustainable Growth Scrutiny Committee of 12th March 2014 and the above recommendation.

6. IMPLICATIONS

- 6.1 There are no legal implications to this report. The financial implications of the recommendation contained in this report would lead to a potential loss of revenue to the council of £5.924m over the life of the contract with a consequential impact on the Medium Term Financial Strategy. In the context of the councils overall budget (a gap next year of £17.6m rising in years after that) the annual benefit lost would be around £250k per annum. The council would also face having to write off development costs.

7. CONSULTATION

- 7.1 Not Applicable.

8. NEXT STEPS

- 8.1 The Committee should make a recommendation back to Cabinet.

9. BACKGROUND DOCUMENTS

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

- 9.1 Cabinet Report dated 24 February 2014

10. APPENDICES

- 10.1 Appendix 1 – Terms of Reference of Working Group

APPENDIX 1

JOINT SCRUTINY WORKING GROUP TO REVIEW THE FINANCIAL ELEMENTS OF THE DEVELOPMENT OF GROUND MOUNTED SOLAR PHOTOVOLTAIC (Pv) PANELS (SOLAR FARMS) AND WIND TURBINES

PURPOSE AND TERMS OF REFERENCE

Purpose of the Group

The Working Group will review the financial elements of the Ground Mounted Solar Photovoltaic (Pv) Panels (Solar Farms) and Wind Turbine Project and report back to the Sustainable Growth and Environment Capital Scrutiny Committee and Scrutiny Commission for Rural Communities with recommendations to Cabinet.

Terms of Reference

In undertaking this, the Group will investigate and consider the following:

- (1) key financial risks of the project
- (2) the likelihood of profit
- (3) Alternative schemes

Authority

1. The Group will work in a scrutiny/over-viewing capacity.
2. The Group will be required to produce a final report for the Sustainable Growth and Environment Capital Scrutiny Committee and Scrutiny Commission for Rural Communities detailing the work it has undertaken and detailing any recommendations to the relevant Cabinet Member, the Leader of the Council and/or Cabinet.
3. The Group has:
 - no decision-making powers; and
 - no policy making powers.

Membership

The Group will be made up of Councilors Hiller, Sandford, Murphy, and Fletcher with the Cabinet Member for Strategic Resources attending in an advisory/consultative capacity when required.

Chairman

The Group will choose a Chairman at its first meeting.

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SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE	Agenda Item No. 6
17 JULY 2014	Public Report

Report of Executive Director – Resources

Report Author – John Harrison, Executive Director – Resources
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REPORT ON THE PERFORMANCE OF THE SERCO PARTNERSHIP (2013/14)

1 PURPOSE

1.1 This report is submitted to Sustainable Growth and Environment Capital Scrutiny Committee to consider in line with 8.3 of Part 4, Section 9 (Scrutiny Procedure Rules) of the Council's constitution.

Under paragraph 8.1 of Part 4, Section 9 (Scrutiny Procedure Rules) of the constitution any Councillor may require that an item be placed on the agenda of a Scrutiny Committee.

The Chair of Sustainable Growth and Environment Capital Scrutiny Committee has requested this report be submitted.

1.1 RECOMMENDATION

1.2 Committee notes this interim report and that it will receive regular annual reports on the Peterborough – Serco Strategic Partnership (PSSP).

2 LINKS TO SUSTAINABLE COMMUNITY STRATEGY

3.1 The PSSP contributes to all the priorities in the Sustainable Community Strategy:-

- Creating opportunities – tackling inequalities;
- Creating strong and supportive communities;
- Creating the UK's environmental capital; and
- Delivering substantial and truly sustainable growth.

3 BACKGROUND

3.1 On 13 October 2011 Committee received a report on the procurement process, the outcome of the evaluation and award to Serco Limited of services formerly included in the Manor Drive Managed Service.

4.2 The PSSP went live on 28 November 2011 and included the following services:-

- Shared Transactional Services (e.g. Council tax, business rates, benefits, accounts payable and receivable, payroll and back-office parking);
- Customer Services;
- Strategic Property;
- Operational Procurement;
- Business Transformation and Strategic Improvement;
- Business Support; and
- Financial Systems Support.

4 PSSP – ANNUAL REPORT FOR 2013/14

5.1 The PSSP is structured in four areas namely

- Operations;
- Growth;
- Transformation; and
- Procurement.

5.2 Operations – Since the last report, the Partnership has been focused on driving continuous improvement, preparing for strategic service improvements and continuing the change in culture. Contract performance reported a number of Key Performance Indicators (KPIs) that exceeded the agreed target. These exceptions were caused by increased volumes associated mainly with the introduction of Welfare Reform. Details of the impact Welfare Reform has on the various service lines are detailed below. The Council decided to only part-fund the requested increase in resources to support this additional demand and therefore created exemptions to the affected KPIs.

5.2.1 Service delivery and improvements:

- Strategic partnership governance arrangements have been set up including reporting mechanisms via an Operational Delivery Group;
- The Serco Operations Director oversees the Serco operations with a management team of Heads of Service in the relevant business areas; and
- Process and procedures are in place that aligns to both PCC requirements and the Serco Management System.

5.2.2 Service Improvement Plans are in place for each service. Examples of these projects are:-

- The implementation of new technologies in Benefits to improve productivity and the customer experience. The eForms pilot was extremely successful and the vast majority of new claims are now made online;
- Working to improve debt collection. Proposals are before the Council to vastly improve debt recovery with improved processes; and
- Developing the Customer Services service model to reduce handling times and improved first call resolution. The Customer Service Centre has achieved the prestigious Customer Service Excellence award for the sixth year a row.

5.3 Growth – One of the key objectives of the PSSP was to strive for continued growth. The Council remains committed to sharing the benefits of the forward-thinking and wide-ranging OJEU notice which allows for services to be carried out on behalf of other public sector bodies in partnership. The initial two years of the partnership has seen a focus on the improvement of existing services and internal business cases (for example the transfer of around 50 PCC Adult Social Care staff to Serco in 2013). Future years are likely to see the Council and Serco bidding together for a range of opportunities which could include shared service and ICT opportunities.

5.4 Transformation – There has been progress in some areas, particularly in supporting the Council's Customer Strategy last Autumn, which is now taking shape within the Customer Experience programme, and in supporting Adult Social Care deliver the personalisation agenda.

5.5 **Procurement** - the PSSP contract requires Serco to commit to guaranteed savings on the overall Council procurement spend. A thorough review of all Council spend continues and savings in the Reporting period progress to date to achieve the savings is outlined below. Serco are currently working on addressing the shortfalls identified:

	2012/13	2013/14	Total
	£	£	£
Approved	372,209	547,029	919,238
Submitted		230,000	230,000
Savings still to be identified	823,242	1,453,209	2,276,451
	1,195,451	2,230,238	3,425,689

An example of this service in 13/14 was the rationalisation of the various Highways contracts with disparate suppliers into one contract with one single supplier. The highways procurement was concluded & awarded to Skanska with the contract beginning 1st October 2013. Revenue savings delivered in FY 13/14 of £206k.

5 PERFORMANCE DATA

5.1 The Operational Services Agreement (OSA) between the Council and Serco contains Key Performance Indicators (KPIs) and Performance Indicators (PIs) against which the service performance is measured.

5.2 As part of the Monitoring and Reporting Framework and under the OSA, Serco provides monthly reports to both the PSSP Strategic Partnership Board (Chaired by Cllr Seaton) and the Strategic Client Services team. The reports demonstrate to the Council which performance levels are being achieved against all of the KPIs and PIs and also to highlight any trends in service performance.

5.3 Most KPIs have been met in the reporting period. There were some KPI failures attributable to very specific reasons.

5.4 **Customer Services (CS)** - Serco has carried out the following performance activities in CS

- The impact of the Council Tax Support scheme created unprecedented demand on the Customer Contact Centre (CSC) for several months.
- The CSC received formal notification that they had achieved the Customer Service Excellence award. This is the sixth year in a row that the CSC has achieved this prestigious award. Cllr Seaton kindly lent his support and was interviewed by the Assessor;
- In January 2013 Adult Social Care transferred the complaints administration for the service to Customer Services. Feedback to date has been positive and is the natural place for the service to sit alongside Children's Services complaints and corporate complaints administration;
- Customer surveys were completed for the call centre and face to face services. Overall the result was that 95% of customers were either satisfied or very satisfied with the service provided; and
- The first year review of Family Information Service contract has been very positive in terms of performance and client feedback. The CSC provide a dedicated service to support this vital function.

Customer Service performance data for 2013/14 is as follows:

Measure	KPI	Actual to March 13	Variance	KPI	Actual to March 14	Variance
Customer Satisfaction	95%	96%	+1%	95%	95%	0%
Percentage of calls answered	89%	90%	+1%	91%	85%	-6%
Percentage of face to face customers with an appointment seen within 30mins	95%	98%	+3%	95%	99%	+4%
Percentage of calls answered in 20 seconds	61%	63%	+2%	63%	59%	-4%
Average times to answer	27 secs	23 secs	+4 secs	25 secs	25 secs	0 secs
First call resolution	83%	86%	+3%	85%	86%	+1%

5.5 Shared Transactional Services (STS) - Serco has carried out the following performance activities in Shared Transactional Services (Council Tax Collections, Benefits and Invoices):

- The implementation of the CTS scheme affected circa 11,000 households who will either pay Council tax for the first time or have increased payments. The Shared Transactional Services teams have seen significant increases in workload with enquiries and calls up by around 60% in April and May 2013;
- The approach to Council tax recovery was impacted by CTS. Several inter-departmental reviews were conducted to ensure that recovery action was measured and appropriate given that some vulnerable residents were paying a proportion of their Council Tax for the first time. However due to increased number of properties, a number of council tax legislative changes and effective recovery action an additional £4.3m of council tax was collected during the year. This was despite the obvious challenge of collecting tax due from many who were paying for the first time;
- Following a successful pilot, the Benefits on line form is now live and had an immediate impact. All paper application forms have now been removed from the customer service centre with no adverse reaction to date. On line applications have now reached over 95% and demonstrated a successful 'channel shift'. This award winning service is the precursor to the forthcoming on line Universal Credit and ensured that the most vulnerable in our society had access to an on line facility. By working with the third sector (e.g. Age Concern), this successful project was more about community engagement than the roll-out of a sophisticated IT system;
- DWP's consultancy team came to site and delivered positive feedback in respect of staff morale and staff inclusion. No new issues were uncovered and the DWP Team will return to undertake some process mapping later in the year; and
- Peterborough Homes Board, a group made up of Senior Council Housing Officers and large RSL's working together to tackle housing issues in the borough, fed back positively about the Benefits Service and the noticeable improvements since Serco took over.

5.5.1 In-year Business Rates and Council Tax performance for 2013/14 is as follows (with a comparison to the last reporting period):

	09/10	10/11	11/12	12/13	13/14
NDR collection	95.06%	96.31%	96.37%	97.15%	96.92%
CTX collection	96.06%	95.76%	95.73%	96.15%	95.26%

5.5.2 Benefits performance (average number of days to process) for the last 5 years is shown in the table below:

	09/10	10/11	11/12	12/13	13/14
NI 181	13.52	18.54	28.75	29.28	24.04
new claims	23.33	35.18	48.51	46.62	32.24
changes	10.28	14.10	23.44	25.74	22.72

5.5.3 **Invoice Payments** - Performance information in relation to payment of Invoices is as follows:

Serco & PCC Performance combined	Target	11/12	12/13	13/14
Ensure all statutory Accounts Payable returns meet deadlines	100.0%	100.0%	100.0%	100%
Percentage of invoices paid within 30 days of receipt BVPI8	97.00%	93.54%	93.63%	90.84%

Serco only performance	Mar 13	Mar 14
Percentage of invoices paid within 30 days of receipt BVPI8	99.49%	99.82%

5.6 **Business Support (BS)** - Serco has carried out the following performance activities in Business Support Services:-

- The transfer of circa 50 ASC staff from PCC to Serco as part of the Personalisation project was achieved and the new team have been integrated into Serco;
- The BS Payroll team implemented the very complex PCC Pensions Auto-Enrolment scheme. The PCC steering group signed off the project and documented the lessons learnt. This has been a great example of partnership working to achieve a successful outcome for the Council;
- The BS payroll team commenced discussion with the School's community to offer a HR service to complement the existing payroll service. There is substantial demand for these services and, with the full support of PCC, Serco will design and implement a fully integrated service in 2014; and

5.7 **Strategic Property** - Serco has carried out the following performance activities in Strategic Property services:-

- The announcement of 'InvestCo' and the potential move to a civic suite at Fletton Quay prompted a visit by the PCC senior client team to see Serco's 'Tomorrow's Office' at their Glasgow Access Contract. The team saw first-hand Serco's deployment of agile working spaces and the flexible approach to desking, ICT and remote working. The need for flexible and agile working arrangements will be crucial to ensure the proposed new civic suite delivers a cost effective building solution;
- Serco acted as the Council's Agent for the high profile development at the Hampton Leisure Centre. The Serco team were rewarded for their hard work and efforts by an award of gym membership at the Leisure Centre;
- The team helped a TV make over show (DIY SOS) and attended the celebration party for completion of a local community centre;

- Agreement was reached to provide a part time Serco FM Surveyor to support the Education PFI project. This appointment has been well received;
- Bridge Street – Working with the appointed agent, Serco has agreed a number of lettings of the vacant properties and have accepted an early surrender on the former Santander unit.
- Ongoing management of approximately 30 capital projects; and
- The Premises management team has worked on staff relocation and moves to enable good reductions. This has freed up space which will enable a review of leased properties to ensure savings are delivered.

5.8 Procurement - Serco has carried out the following performance activities in Procurement.

- The largest procurement during this reporting period was to merge four highways contracts into one preferred supplier. Skanska was appointed in October 2014 with estimated annual savings reported to be in the order of £750,000 pa. Savings in year 2013/14 totalled £206,000;
- The Serco Procurement Team worked with Adult Social Care to identify a range of savings which could be achieved through better contracts and procurement. The framework agreement for home care was one of these areas and was recently re-procured and will achieve significant savings in 2014/15;
- The PCC client team has established a Procurement savings governance group. Serco produces savings tracking and contract registers for review each month by this group which includes directorate representatives; and
- Serco and PCC have agreed the definition of non-compliance spend and the impact that this has on delivery.

5.9 ICT - Serco has carried out the following performance activities

- Following a series of significant power outages, the disaster recovery function was reviewed and a new service was provided via SunGard (one of the world's leading DR providers). This will provide a more cost effective service together with improved application support compared to the previous local solution;
- A contract was agreed with PCC, Serco and CityFibre to build a pure fibre network to bring Gigabit internet speeds to the City. CityFibre will privately invest £30million to create the network and install 90km of fibre optic cable. Serco's role will be to project manage the installation, transfer existing Council BT circuits and deploy the necessary infrastructure across all Council buildings and schools. Reduced costs through this new broadband provision will see savings to the Council of £141k in 2014/15 and £271k in 2015/16;
- The Serco ICT team designed and installed a pilot City Wi-Fi scheme. Launched by the Council Leader in September 2013, the new service will allow anyone to log on to their emails or browse the internet on their smart phone, laptop or tablet at no charge. Transmitters, situated on lampposts, allow access in Cathedral Square, St John's Square, the top end of Bridge Street, the lower end of Long Causeway and part of Cowgate. The intention is to extend the Wi-Fi coverage in the future and also potentially use it for council services, so for instance connecting our CCTV cameras via the network;
- The Members ICT support function continues to receive an excellent service. This was recognised at the Members Office Working Board;
- Serco and the Council signed a Notice of Change to remove the two remaining break clauses for the ICT contract. The ICT contract will now expire in October 2020;
- As part of the Council's Microsoft Enterprise agreement, Council/Serco staff with Peterborough.gov.uk email addresses were offered Microsoft's Professional Office software at the significantly reduced price of £8.95; and
- The deployment and roll-out of Office 2013 and the latest version of Internet Explorer to the majority of the Council ICT estate was the biggest implementation update to date. Despite some local teething issues (mainly application support for non-standard packages), the roll-out was successful;

Measure	KPI	Actual to Mar 14	Variance
Percentage of calls answered in 20 seconds	80%	85%	+5%
First call resolution	50%	51%	+3%
Network availability	99%	99%	0%
Percentage of incidents resolved on time	90%	99%	+9%
Percentage of service requests resolved on time	90%	98%	+8%
Customer Satisfaction	70%	86%	+16%

5.10 **Business Transformation and Strategic Improvement (BT&SI)** - Serco has carried out the following performance activities:-

- Work is on-going to develop the high level costs and benefits for the customer experience programme working with a range of key stakeholders to prioritise the areas of focus for the strategic case. This has included a specific focus upon the changes to the future operating model for the customer service centre and mapping existing service journeys across the Council;
- An application to the Homeless Transition Fund was successful, with an overall allocation of £98,000. BT&SI provided data analysis services;
- The Team brokered a successful joint meeting between PCC and Cambridgeshire County Council to develop a list of projects for the new EU funding period 2014-2020 and have also been involved in the development of an application to the Transformation Challenge Award, which will be aligned to the Customer Experience Programme;
- BT&SI have been involved in the development of the programme to respond to the Children and Families Act, delivering changes to the services provided to children and young people with special education needs and disabilities;
- Further work has been completed to develop the pipeline for the central funding unit with a regular review of the funding opportunities against the PCC priority projects, which is now considered by the Delivery and Commissioning Board to agree the funding opportunities to be pursued..
- The Annual Delivery Plan (ADP) has been developed to reflect the services to be delivered to PCC during their financial year 2014/15 to provide a strong focus upon the delivery of priority projects; and
- The Team responded quickly to an urgent request from PCC to provide a Project Manager for the English Defence League march. The BT&SI PM coordinated inter-departmental activity as requested by the Chief Executive.

6 COMPLAINTS

6.1 The following complaints have been received regarding Shared Transactional Services & Customer Services during the 2012/ 2013 financial year:

Department	No.
Customer Services	63
Revenues and Benefits	185

6.2 The complaints about Customer Services relate to:-

- Staff Attitude/Conduct 20
- Delayed/Failed Service 35
- Lack of/Incorrect Info about a service 4
- Poor Facilities/Building 2
- Denial/Withdrawal of Service 1
- Other 1

6.3 The Complaints related to Revenues and Benefits refer to:-

- delayed / failed service - 157¹
- Denial and/or withdrawal of service 5
- Staff attitude / conduct - 5
- Query about legislation - 17
- Other 1

6.4 Customer Service complaints were resolved at stage 1 except 1 case which went to Stage 2. Shared Transactional Services had 16 cases which escalated to Stage 2, three of these were escalated to Stage 3.

7 IMPLICATIONS

7.1 The partnership enables the Council to continue to provide efficient, economic and effective services through its strategic partner.

8 CONSULTATION

8.1 The Strategic Client Team continues to engage with stakeholders in relation to the services being provided.

9 EXPECTED OUTCOMES

9.1 The expected outcomes are set out in the report.

10 BACKGROUND DOCUMENTS:

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

- Operational Services Agreement with Serco Limited (parts of which are exempt)

11 APPENDICES:

None

¹ Primarily due to unanswered calls arising from increased demand on the customer contact centre

SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE	Agenda Item No. 7
17 JULY 2014	Public Report

Report of the Director of Growth and Regeneration

Contact Officer(s) – Richard Kay (Head of Sustainable Growth Strategy)
Gemma Wildman (Principal Planner)

Contact Details - Tel: 01733 863872

PETERBOROUGH DRAFT DEVELOPER CONTRIBUTIONS SUPPLEMENTARY PLANNING DOCUMENT (SPD)

1. PURPOSE

- 1.1 The purpose of this report is to seek the views of Committee on the proposed changes to the way developer contributions (S106 agreements) will be negotiated in the future. The proposed changes respond to statutory and regulatory changes by Government and are also set in the context of the anticipated adoption of the Peterborough Community Infrastructure Levy (CIL).

2. RECOMMENDATIONS

- 2.1 To obtain the views of the Committee on the Peterborough Draft Developer Contributions Supplementary Planning Document (SPD) (see Appendix A) before it is presented to Cabinet on 28 July for approval for public consultation. Any views made by the Committee will be included in to the Cabinet Agenda papers, so that Cabinet are fully aware of the Committee's views prior to making a decision.

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

- 3.1 The Draft Developer Contributions SPD links to the SCS as it identifies how infrastructure will be delivered to meet the Council's growth targets.

4. BACKGROUND

- 4.1 The current system for securing infrastructure and developer contributions is through a combination of planning conditions and S106 agreements, with the latter informed by the Council's Planning Obligations Implementation Scheme (POIS) SPD adopted in February 2010.
- 4.2 The national system governing planning conditions remains largely unchanged. However, Government has introduced a number of changes to the way local authorities can collect and distribute developer contributions. In order to continue to secure developer contributions for investment in the infrastructure considered critical to accommodate our growth targets and maintain sustainable communities, the Council needs to make changes to its existing systems and processes.
- 4.3 The main changes will be through the adoption of a Community Infrastructure Levy (CIL). The final draft version of our proposed CIL was presented to this Committee on 7 April 2014 and is due to be approved for public consultation by Full Council on 23 July 2014. CIL is a charge that the Council can levy on most new development to fund infrastructure improvements. Once CIL has been consulted upon, approved through independent examination and adopted by Council, it will replace the current POIS system and will become the main mechanism for securing developer contributions.

- 4.4 Although CIL will be the main system for funding future infrastructure, S106 planning obligations will still be used to fund any necessary on site related infrastructure such as open space provision and site specific access arrangements. Also, the provision of affordable housing is outside the CIL process and therefore can only be delivered via the use of S106 agreements.
- 4.5 Therefore, to make it clearer for everyone, it is considered prudent to prepare a Developer Contributions SPD to set out the relationship between planning conditions, S106 agreements and CIL and to make it clear what infrastructure will be funded by the different mechanisms.
- 4.6 A Draft SPD is presented with this agenda item. Please note, the SPD is written on the assumption that it is adopted at the same time a CIL is adopted for Peterborough. It will not be appropriate to adopt the SPD in advance of a CIL. If, for whatever reason, a CIL is not adopted for Peterborough, this SPD will need considerable redrafting and be subject to further public consultation.

5. KEY ISSUES

- 5.1 The Developer Contributions SPD does not set new policy. It provides a framework for the implementation of existing policies contained in the adopted Core Strategy DPD (2011) and Planning Policies DPD (2012) relating to the impacts of new development and provision of new infrastructure.
- 5.2 The SPD will;
- Clarify the relationship between planning conditions, planning obligations and the Peterborough Community Infrastructure Levy (CIL);
 - Explain how developer contributions which are not provided for through the Community Infrastructure Levy, might be sought through the use of planning obligations;
 - Help ensure the timely provision of infrastructure to support growth;
 - Aid the smooth functioning of the planning application process by explaining the Council's process and procedures for using planning obligations;
 - Assist in securing both local and national objectives in respect of the provision of sustainable development in Peterborough.
- 5.3 This new SPD will supersede the POIS SPD which will need to be formally revoked at the same time this SPD is adopted.
- 5.4 Although CIL will replace some elements of S106 planning obligations, S106 obligations will still play an important role in securing on site infrastructure. They will be used for site-specific infrastructure or mitigation required to make a development acceptable in planning terms. The principle is that all eligible developments must pay a CIL as well as any necessary site specific requirement to be secured through S106 obligations.
- 5.5 For clarity and transparency, it is important to identify the relationship between S106 obligations and CIL; and to make clear the circumstances when each will or will not be used. This relationship is set out clearly in the SPD.
- 5.6 The types of infrastructure that CIL and S106 contributions will be sought for are:
- Transport
 - Education
 - Affordable Housing
 - Lifetime & Wheelchair Homes
 - Primary Health Care
 - Crematoria/Burial grounds

- On site Open Space
- Strategic Open Space and Green Infrastructure
- Indoor Sports Facilities
- Community Facilities
- Libraries and Life Long Learning
- Public Realm / Urban Design
- Waste Management
- Site Drainage and Flood Risk Management

5.7 The Draft Developer Contributions SPD sets out when S106 agreements will be used to secure developer contributions. It sets out any thresholds that apply and also gives an indication of likely cost. It may not always be necessary or appropriate to seek contributions for each infrastructure type as such matters are addressed on a case by case basis.

Affordable Housing

5.8 Affordable housing is not part of CIL and therefore can only be provided through the use of S106 agreements. The Draft SPD includes a section setting out the process for securing affordable housing. Core Strategy policy CS8 (meeting housing needs) states that any housing development of 15 dwellings or more would be required to provide 30% affordable housing. The CIL charge is lower for residential developments of 15 dwellings or more because of the extra cost associated with providing affordable housing and to ensure that schemes remain viable.

Strategic Sites

5.9 A lower CIL rate for residential development on all strategic sites of 500 dwellings or more is proposed to reflect the range of infrastructure to be provided by the developer directly on site or via an S106 agreement.

5.10 This Draft SPD sets out what the likely cost would be for different types of infrastructure. Nevertheless, each application would be negotiated on a case by case basis (unlike CIL, which is non-negotiable).

6. IMPLICATIONS

6.1 **Legal** – The proposed changes to CIL and S106 agreements will have legal implications relating to implementation, monitoring and enforcement.

Financial Implications - There will be financial implications in terms of the way the Council collects, administer and spends S106 receipts and how this will fit with CIL

Human Resources – The SPD can be delivered within existing resources.

6.2 The developer Contributions SPD will have implications city wide.

7. CONSULTATION

7.1 Subject to Cabinet approval, public consultation will take place in August and September 2014.

8. NEXT STEPS

8.1 The Developer Contributions SPD will be presented to Cabinet on 28 July 2014.

8.2 Public consultation will take place alongside the CIL Draft Charging Schedule in August and September 2014.

8.3 A final of version of this SPD is expected to be adopted at the same time as CIL, by April 2015

9. BACKGROUND DOCUMENTS

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

- 9.1
 - Peterborough Community Infrastructure Levy (CIL) Draft Charging Schedule
 - Peterborough Community Infrastructure Levy (CIL) Draft Charging Schedule Supporting Documents

10. APPENDICES

- 10.1
 - Appendix A - Peterborough Draft Developer Contributions SPD

Peterborough City Council

Draft for Consultation:

Developer Contributions Supplementary Planning Document (SPD)

Officer recommended draft for consideration by Sustainable Growth and Environment Capital Scrutiny Committee

17 July 2014

Peterborough City Council
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Peterborough

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How to make comments

This document is the consultation draft Developer Contributions Supplementary Planning Document (SPD), it has been published alongside the council's Community Infrastructure Levy (CIL) [Draft Charging Schedule](#) for public consultation.

This SPD sets out how planning obligations will be used and in what circumstances, it also sets out how planning obligations will work alongside CIL.

Comments can be made on this SPD:

By filling in the [representation form](#) and sending to:

Email: planningpolicy@peterborough.gov.uk

Post: Peterborough City Council
Stuart House East Wing, St John's Street
Peterborough
PE1 5DD

Further information on CIL and the Draft Charging Schedule can be found at:

Comments on both documents must be made by 5.00pm on XXX

Draft Developer Contributions SPD 2014

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1. Introduction

1.1 Purpose of this document

1.1.2 The purpose of this Supplementary Planning Document (SPD) is to set out the city council's approach to developer contributions. It is set within the context of the council's anticipated adoption of a Community Infrastructure Levy (CIL) by April 2015. For the majority of planning applications CIL will become the primary method by which the council seeks developer contributions, which will be pooled in order to help meet the infrastructure needs relating to growth. The SPD does not set policy. It provides a framework for implementation of existing policies contained in the adopted [Core Strategy DPD](#)¹ (2011), [Minerals and Waste Core Strategy DPD](#)² (2011) and [Planning Policies DPD](#)³ (2012) relating to the impacts of development. The main policy this SPD supports is Core Strategy policy CS13: Developer Contributions to Infrastructure Provision. Should a new Local Plan be prepared it will confirm the ongoing status of this SPD.

1.1.3 This SPD will;

- Clarify the relationship between planning conditions, planning obligations and the Peterborough CIL;
- Explain how developer contributions which are not provided for through CIL, might be sought through the use of planning obligations;
- Help ensure the timely provision of infrastructure to support growth;
- Aid the smooth functioning of the planning application process by explaining the council's process and procedures for using planning obligations;
- Assist in securing both local and national objectives in respect of the provision of sustainable development in Peterborough.

1.1.4 This SPD will supersede the Peterborough Planning Obligations Implementation Scheme SPD (adopted February 2010) which will be formally revoked at the same time this SPD is adopted.

1.2 Status

1.2.1 The Developer Contributions SPD will be adopted by the Council on or around the same date as the CIL Charging Schedule (anticipated in early spring 2015) when it will become a material planning consideration in the determination of planning applications.

1.2.2 The policies this SPD supplements have been subject to Sustainability Appraisal. The SPD itself has been prepared in accordance with the plan making regulations⁴ and having regard to the National Planning Policy Framework (NPPF)⁵.

¹ <http://www.peterborough.gov.uk/pdf/Plan-policy-ldf-cs-adoptedCS.pdf>

² <http://www.peterborough.gov.uk/pdf/MWCSAdopted.pdf>

³ <http://www.peterborough.gov.uk/pdf/env-plan-ldf-ppdpd-adopted%20DPD.pdf>

⁴ Town and Country Planning (Local Planning) Regulations 2012

⁵ NPPF Paragraph 153

- 1.2.3 Alongside consultation on this draft SPD, the council is consulting on its Draft CIL Charging Schedule. The council intends to submit its Draft CIL Charging Schedule for independent examination in September or October 2014. It is anticipated that, subject to the outcome of that examination, Peterborough City Council's CIL will come into effect in April 2015.

2. Securing Developer Contributions

2.1 Developer Contributions

2.1.1 When assessing a planning application, the city council (as the local planning authority (LPA)) can take into account specific conditions, restrictions, activities or operations which would make the development proposal acceptable in planning terms, when the only other alternative would be to refuse it. These are referred to as 'developer contributions' i.e. contributions made by the developer in order to make a proposal acceptable in planning terms.

2.1.2 The council expects new development to contribute to site related and other infrastructure needs through a combination of the following mechanisms:

- Planning **conditions** (Site/development related)
- Planning **obligations** to secure developer contributions or works in kind e.g. s106 Agreements or Unilateral Undertakings (site/development related)
- Peterborough Community Infrastructure Levy (**CIL**) (Strategic, local and city wide requirements)
- **Section 278 agreements** under the Highways Act 1980

The distinctions between them are highlighted below.

2.2 What are planning conditions?

2.2.1 Planning conditions are requirements made by the council, in the granting of permission, to ensure that certain actions or elements related to the development proposal are carried out. In Peterborough such conditions are likely to cover, among other things: the requirement to undertake archaeological investigations; submission of reserve matters; controls over materials used; and the requirement to carry out work in accordance with the submitted plans such as landscaping, tree planting and drainage works.

2.2.2 Paragraph 203 of the NPPF states that LPA's should consider whether otherwise unacceptable development could be made acceptable through the use of conditions. Paragraph 206 of the NPPF states that planning conditions should only be met where they are:

- Necessary;
- Relevant to planning;
- Relevant to the development to be permitted;
- Enforceable;
- Precise; and,
- Reasonable in all other respects.

The policy requirement is known as the six tests. Further explanation of the six tests are set out in the Planning Practice Guidance⁶. The council will consider whether an issue can be satisfactorily addressed through a condition, which meets the tests, before negotiating a planning agreement.

2.2.3 Where there is a choice between imposing planning conditions and entering into a planning obligation to manage the impacts of a new development, the use of planning conditions is always preferable.

2.2.4 Importantly Planning Conditions:

- can not be used to secure financial contributions,
- can not be used in relation to land outside of the application site,
- can be appealed against by the applicant if they believe them to be unreasonable.

2.2.5 In some cases (especially in the case of large scale development proposals), the LPA may wish to control the impact of development, but the desired restrictions go beyond those allowed for planning conditions. In such circumstances, consideration of the use of a planning obligation(s) will be an option.

2.3 What are planning obligations?

2.3.1 Planning obligations are formal commitments given by an owner of land enforceable by a local authority against that owner and subsequent owners. They are a means of securing measures to make a development acceptable in planning terms and to accord with national or local planning policies. Planning obligations can be used to mitigate the impact of a development; to compensate for loss or damage created by a development; or to prescribe the nature of a development.

2.3.2 Planning obligations may be financial or in kind, and negotiated as part of planning applications. There may be cases where provision in kind is preferable and suitable, such as where finding land for a facility is an issue.

2.3.3 A planning obligation must meet all of the following tests:

- It is necessary to make the development acceptable in planning terms;
- It is directly related to the development; and,
- It is fairly and reasonably related in scale and kind to the development.

2.3.4 Planning obligations can be implemented in two main ways:

- a) the developer provides the physical measures, or
- b) the developer makes a financial contribution towards any works to be carried out by the local authority or its partners.

2.3.5 Unlike with planning conditions, a planning obligation 'contribution' can relate to land outside the application site and/or not under the control of the applicant. For example, a

⁶ NPPG - ID 21a-004-20140306

developer may be asked to contribute towards infrastructure costs arising out of the development. This could include new roads and sewers, or social amenities such as open space, community facilities or affordable homes. These 'costs' should directly arise from approval of the development.

- 2.3.6 Planning obligations are legally binding agreements entered into between a Local Authority and a developer under section 106 of the Town and Country Planning Act 1990. They are private agreements negotiated between planning authorities and persons with an interest in a piece of land. They run with the land and are enforceable against the original covenantor and anyone subsequently acquiring an interest in the land. They are registered as a local land charge.
- 2.3.7 Both draft and completed s106 planning obligations may be viewed by members of the public and are in no sense confidential documents.
- 2.3.8 Further basic questions and answers in relation to Section 106 Planning Obligations are set out in Appendix A to aid understanding.

2.4 How are planning obligation contributions secured?

- 2.4.1 Section 106 of the Town and Country Planning Act 1990 states that planning contributions can be by way of "agreement or otherwise" and must be entered into by an instrument executed as a deed.
- 2.4.2 The city council uses two types of planning obligation:-

S106 Legal Agreement

A S106 Agreement is the most common form and is made between the applicant, all other parties with an interest in the land and the LPA. The agreement commits each of the parties including the LPA to the document and to make a contribution. For example, an applicant may be committed to providing a certain number of affordable homes or a financial contribution which the LPA is committed to spend on a specific project. The city council will always use a S106 Agreements to secure affordable housing.

S106 Unilateral Undertaking

This is an undertaking made by the applicant to the authority to cover any planning issues before the granting of planning permission and may be offered at any point in the application process – but normally where agreement has not been reached. As the word 'unilateral' conveys, the undertakings are the developer's commitment, unlike the S106 agreement where the council is also committed to deliver on one or more of the specified contributions. A unilateral undertaking does not require any agreement by the LPA. The LPA may therefore have no legal input into the drafting of such agreements. However, local authorities do not have to accept unilateral undertakings offered by the developers if they do not feel they deal with all the issues in granting planning permission. An applicant may offer a unilateral undertaking at a planning appeal against refusal to overcome the local

authority's objections. It will then be for the Inspector to decide its suitability or otherwise.

2.4.3 Timing of implementation is an important factor for most development projects, and it is important that the structure of the planning obligation reflects this. This often means that planning obligations are linked to and specify:

- the different agreed phases of development
- timescales within which a developer is required to undertake certain actions
- the time within which commuted sums are to be paid to the LPA, or on the occurrence of a certain event, such as the occupation of the nth dwelling or building
- the appropriate building cost indices to be referenced and linked for occasions when there is a delay between financial contributions being agreed (date of planning permission issue) and the date of payment.
- the time within which a commuted sum or financial obligation has to be spent
- the time within which the LPA must spend the financial contribution, otherwise the developer could be reimbursed including any interest accrued.

2.5 What is the Community Infrastructure Levy (CIL)?

2.5.1 The CIL is an optional charge which local authorities can place on developers to help fund infrastructure needed to support new development in their areas. Before CIL can be charged the authority must have an adopted CIL Charging Schedule in place.

2.5.2 CIL will partially replace the existing Section 106 planning obligations process by reducing the range of infrastructure types or projects that it will be appropriate to secure obligations for. Unlike Section 106 Planning Obligations, CIL receipts are not earmarked for particular infrastructure. Instead, CIL monies are pooled into one fund which the city council must use to provide, improve, replace, operate or maintain infrastructure to support the development of its area. Importantly, the CIL charge once introduced is non-negotiable.

2.5.3 Funds raised through the CIL can be used to pay for a wide range of community infrastructure (strategic, citywide and local) that is required to support the needs of sustainable development. The proposed Peterborough CIL Regulation 123 list (R 123 list) will set out the infrastructure that can be funded by CIL (see Appendix E). planning obligations will not be used to secure infrastructure that has already been identified for delivery and investment from CIL funds through the R.123 list.

2.5.4 The R.123 list can evolve over time to reflect changing priorities for the provision of infrastructure. Should a type of infrastructure get removed from the R.123 list then the council may seek to negotiate planning obligations for that type of infrastructure.

2.6 Section 278 Agreements

2.6.1 Section 278 agreements under the Highways Act 1980 (as amended by S23 of the New Roads and Street Works Act 1991) are legally binding agreements between the Local Highway Authority and the developer to ensure delivery of necessary highway works to

the existing highway network. They identify the responsibilities (financial or otherwise) of parties involved in constructing works on the public highway.

- 2.6.2 Where, as part of the assessment of a planning application, it is identified that it will be necessary to make modifications to the existing highway to facilitate or service a proposed development (typically these will be off-site works required to mitigate the impact of the proposed development) a S278 agreement will be used.
- 2.6.3 It is important to note that where a CIL has been introduced by an authority, and the R.123 list includes a generic item (such as 'transport infrastructure'), then S106 contributions should not normally be sought on any specific projects in that category.
- 2.6.4 Where a R.123 List includes project-specific infrastructure, the LPA should seek to minimise its reliance on planning obligations in relation to that infrastructure.
- 2.6.5 As part of the CIL (Amendment) Regulations 2014 it exempts highway agreements relating to the trunk road network drawn up by the Highways Agency from proposals to restrict the use of highway agreements by reference to the R.123 list (as outlined above).

3. Planning Policy Context and Infrastructure Needs

3.1 The National Planning Policy Framework (NPPF)

3.1.1 Paragraphs 203 to 206 of the NPPF set out the Government's policy on planning obligations. These paragraphs reiterate the tests for planning obligations set out in the CIL Regulations; restate the principle that planning conditions are preferable to planning obligations; require local authorities to take into account changes in market conditions over time in policies and planning obligations, and make sure they are sufficiently flexible to prevent planned development from being stalled.

3.2 Peterborough Local Planning Policy Framework

3.2.1 This SPD will support and supplement the local plan policy framework⁷, and so will be an important material consideration in the decision making process when considering future planning applications.

3.3 Peterborough Core Strategy

3.3.1 The Core Strategy has identified a minimum of 25,500 additional homes and the need for 213ha to 243ha of employment land between 2009 and 2026. This growth will result in increased pressure on local infrastructure, services and facilities, creating demand for new provision. The Council and developers have a responsibility, through the planning process, to manage the impact of this growth and ensure that any harm caused by development is mitigated and that the necessary infrastructure is provided. The council expects new development to contribute to both on-site and strategic off-site infrastructure needs, this is established in Core Strategy policies CS12: Infrastructure and CS13: Developer Contributions to Infrastructure Provision, which provide the main hooks for the preparation of this SPD. The policies are set out in full below.

Policy CS12: Infrastructure

New development should be supported by, and have good access to, 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 requirements arising from the proposed development and mitigate the impact of that development on existing community interests within environmental limits. Conditions or a planning obligation are likely to be required for many proposals to ensure that new development meets this principle.

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

⁷http://www.peterborough.gov.uk/planning_and_building/planning_policy/planning_policy_framework/development_plan_documents.aspx

Policy CS13 - Developer Contributions to Infrastructure Provision

Where a planning obligation is required in order to meet the principles of policy CS12 'Infrastructure' then this may be negotiated on a site-by-site basis. However, to speed up and add certainty to the process, the City Council will encourage developers to enter into a planning obligation for contributions based on the payment of a standard charge. Subject to arrangements as set out in a separate Planning Obligations Implementation Scheme SPD, contributions received via this standard charge may be assembled into pools at an authority-wide level and to the relevant Neighbourhood Management Area (as described in policy CS6).

The use of a standard charge approach will ensure that any contribution is reasonably related to the scale and type of development that is proposed. The Planning Obligations SPD will set out detailed arrangements for the operation of the standard charge and formulae based upon needs assessments, viability studies and associated business plans, which will be kept under review. The SPD will include the level of the charge for different types of development, by unit of development, and the basis for the calculation of that level of charge; any minimum size thresholds which will apply; any arrangements for pooling, including the split between pools; any arrangements for staged payments; long-term management and maintenance of infrastructure; any arrangements to address collection and management of pools; and inflation proofing measures.

The City Council will be prepared to negotiate a variation from the standard charge(s) in cases where actual provision of neighbourhood or strategic infrastructure is provided as part of the development proposals or other material consideration. The SPD will include an explanation of where exemptions from or variations to the charge may occur.

Additional contributions may also be negotiated to mitigate a significant loss of a facility on the site, such as public open space.

In the event that the Community Infrastructure Levy (CIL) regulations remain in place (or similar regulations introduced), then the City Council may adopt such a CIL (or similar) to replace the standard charge arrangements set out in this policy.

3.4 Other Peterborough Local Plans

- 3.4.1 Other policies within the Peterborough Local Plan provide specific and detailed justification for various types of planning obligation e.g. Policy PP14 – Open Space Standards for new development. Such policies are referred to in the relevant sections of this SPD.

3.5 Infrastructure Needs

- 3.5.1 The identified infrastructure needs for the Core Strategy were set out in the Integrated Development Programme (IDP) (Dec 2009), which provides a costed, phased and prioritised programme of infrastructure development to support the proposed economic and housing growth. It is recognised that by its very nature the IDP will require regular update to reflect changing circumstances.

- 3.5.2 The updated version of the IDP has been termed the Infrastructure Delivery Schedule (IDS) and was published in November 2012 to support the Community Infrastructure Levy Preliminary Draft Charging Schedule consultation. A revised version (2014) of the [IDS](#) is published alongside this draft SPD.
- 3.5.3 The IDS is Peterborough's 'live' evidence base of what the infrastructure needs to support growth across the District is. It is updated in liaison with both internal and external infrastructure providers. The IDS forms an important source of infrastructure types and projects that the council will reference when determining the priority and, timing of what infrastructure is required to ensure the sustainable delivery of the different development proposals which will comprise Peterborough's growth.

4. Peterborough's Approach to Developer Contributions

4.1 Introduction

- 4.1.1 Following the adoption of a CIL Charging Schedule, it is expected that CIL will become the main source of infrastructure funding obtain through the development management process.
- 4.1.2 However, CIL will not replace the uses of S106 agreements completely. S106 agreements and conditions will still be used alongside CIL to secure 'on site' infrastructure.
- 4.1.3 The provision of affordable housing lies outside the remit of CIL and will therefore continue to be secured via S106 agreements.
- 4.1.4 This section sets out the council's role and the process for securing CIL and S106 contributions. It also sets out when the CIL and S106 will be used for different types of infrastructure.

4.2 The council's role

4.2.1 It is the city council's role to:

- Lead discussions on securing developer contributions for infrastructure taking account of input from infrastructure/service providers and needs identified in the IDS and through consultation responses to planning applications;
- Notify developers of their CIL liabilities (See Appendix C);
- Strive to ensure a balance is maintained between community infrastructure needs and development viability; and
- Ensure that funds provided by developers are spent in an appropriate and timely manner that responds to the impacts of the development alongside other processes which may not be within its control (e.g. site access, legal processes, utility connections etc.).

4.2.2 The city council Planning Services offer a pre-application advice service which is highly recommended to be used to discuss the above. Further details are available on the [city council's website](#)⁸.

4.2.3 The benefits of this early negotiated approach include:

- Ensuring that developers are aware of the scale and nature of likely contributions required for a proposed development at the earliest opportunity.
- Assisting in determining project viability.
- Providing greater clarity and certainty to the process.
- Helping to minimise the timescales involved in determining affected planning applications.

⁸ http://www.peterborough.gov.uk/planning_and_building/making_a_planning_application/get_pre-application_advice.aspx.

4.3 The range of developer contributions

4.3.1 An indication of the range of developer contribution types that the council will give consideration to, as part of the assessment of planning applications, is indicated below. It should not be considered as a definitive list of contributions that can be sought when determining a S106 planning obligation. However, the topics listed below are the more common infrastructure types considered and often required.

- Transport
- Education
- Affordable Housing
- Lifetime & Wheelchair Homes
- Primary Health Care
- Crematoria/Burial grounds
- On site Open Space
- Strategic Open Space and Green Infrastructure
- Indoor Sports Facilities
- Community Facilities
- Libraries and Life Long Learning
- Public Realm / Urban Design
- Waste Management
- Environment Capital
- Site Drainage and Flood Risk Management

4.3.2 Sections 5 to 19 of this SPD provide the detail of when CIL or S106 will be required for the above infrastructure, with a summary in Table 4.

4.3.3 The range of development proposals seeking planning permission is diverse, in both scale and type. When assessing a planning application, judgement needs to be applied. It will not be appropriate or even legal in every circumstance to require a planning obligation for each of the contribution types listed above.

4.3.4 When considering the planning obligations requirements for a development, the capacity of existing infrastructure will be considered to ensure that obligations are only necessary where the current capacity would not be able to accommodate the additional need generated by the proposed development.

4.3.5 The use of thresholds can be beneficial in helping to simplify and clarify which contribution mechanism will be used, and in the case of S106 planning obligations thresholds to determine when certain infrastructure types can reasonably be expected to be delivered on-site or off-site.

4.3.6 The relationship between when the CIL will be used to secure a contribution towards certain infrastructure types and when a S106 planning obligation will be used is explored below.

4.4 Planning Obligations Process

4.4.1 It is expected that planning obligations will be used to fund on-site or site related infrastructure only. The council's role and the process involving planning obligations is outlined in Table 1 below.

Table 1: Overview of Planning Obligations Process

Steps	S106 Planning Obligations – Agreements & Unilateral Undertaking (UU)
1	As part of the documentation submitted with the planning application, the developer provides a draft Planning Obligations Heads of Terms form, using the template available on the city council’s website. Planning applications will not be validated if this is not done.
2	Draft Heads of Terms are agreed in principle.
3	Once the Local Planning Authority is minded to approve the application, the city council’s Legal Services Team are instructed to prepare a draft s106 Agreement / UU. Minimum charge of £550 to be paid by applicant.
4	s106 Agreement / UU is signed and sealed and planning permission can then be granted. Details will be registered by the city council’s Land Charges Section.
5	The agreed Planning Obligations and their relevant triggers are entered on the city council’s Planning Obligations Database. Implementation of approved applications is monitored through to completion.
6	On final payment of the outstanding s106 contributions, the city council’s Land Charges Section will remove the charge from the Land Charges Register.

4.4.2 The process for securing CIL payments and the council’s role is set out in the Draft Charging Schedule and is summarised in table 2.

Table 2: CIL overview process

Steps	Community Infrastructure Levy
1	Developer provides the appropriate floorspace and development type details with the application, where available. An Assumption of Liability Notice should be included with the application.
2	The city council will determine the levy based on the adopted charges.
3	City Council prepares a draft Liability Notice.
4	Provided planning permission is granted, a Liability Notice will be issued and the levy rate will be registered by the city council’s Land Charges Section.
5	Once verification of the commencement date has been received, a Demand Notice/s will be issued to the person/s liable to pay the CIL in accordance with the CIL Payment Instalments policy.
6	On final payment of the outstanding CIL charge, the city council’s Land Charges Section will remove the charge from the Land Charges Register.

4.4.1 The principle is that all eligible developments must pay the CIL charge, as well as any site specific requirement(s) to be secured through S106 planning obligations.

4.4.2 The CIL [Draft Charging Schedule Viability Study](#)⁹ (April 2014) has assessed the viability of different development with the Peterborough administrative area to identify rates set out in the Draft Charging Schedule. The viability study identifies a number of different rates

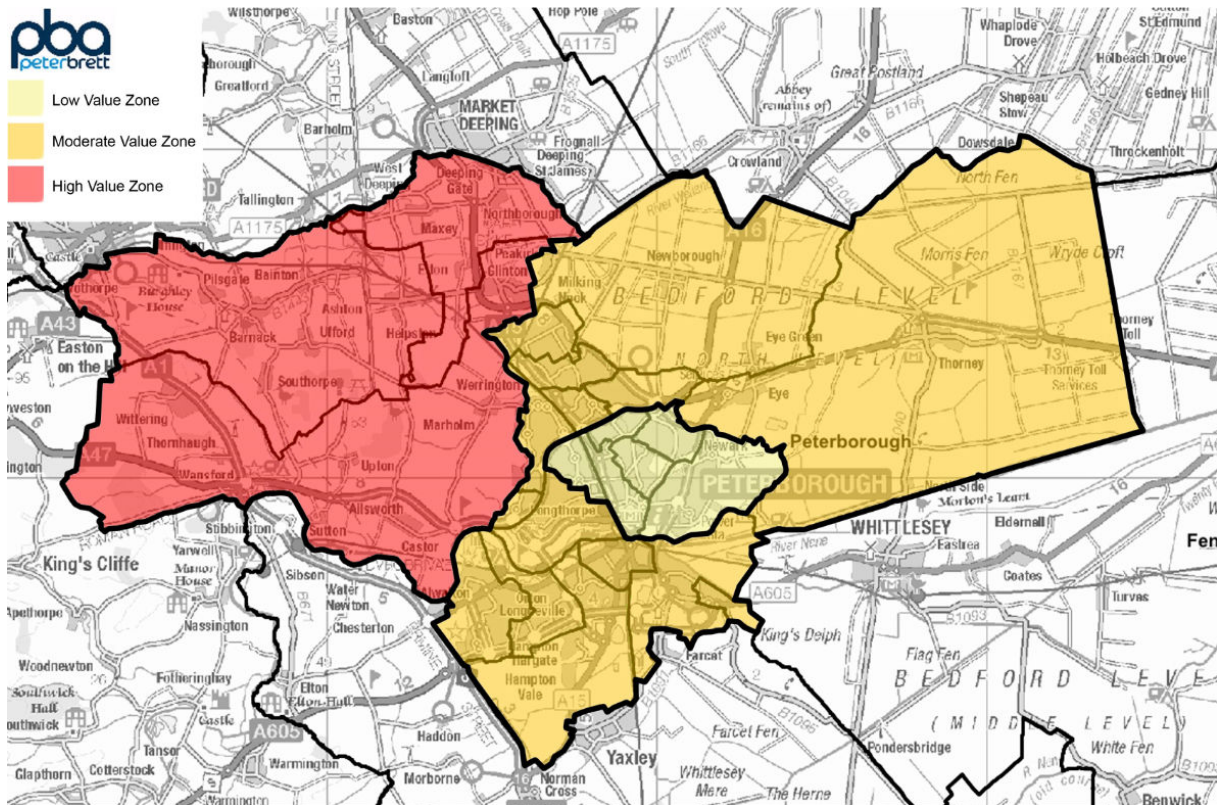
9

related to the development type, location or size. These are explained in detail below and summarised in Table 4

Type – There are different rates for different types of development such as residential or retail. There is also a distinction between the requirement for Market and Affordable housing as well as apartments.

Location - The Draft Charging Schedule Viability Study identifies three zones, as shown on Map 1, where different CIL rates will be charged for residential development.

Map 1 Charging Zones



Size - The scale of a proposed development is also an important factor that has been taken into account in setting the CIL Charging Schedule rates. Large-scale residential/mixed use developments such as urban extensions will be required to provide (deliver and fund) a wide range of infrastructure on-site. Securing such infrastructure is often better done through the use of planning obligations, allowing the developer to deliver the infrastructure in a timely manner in conjunction with the remainder of the development. The financial scale of planning obligations associated with such developments is an important consideration in the viability assessment. This has been reflected in the CIL Draft Charging Schedule by introducing a rate for strategic development sites of over 500 dwellings.

4.6 CIL Charging Rates

4.6.1 The Draft Charging Schedule proposes the following CIL rates for different types of development

Table 3 Schedule Rates

Development Type	Charging Zone		
	High	Medium	Low
Market Housing on sites of less than 15 units	£140	£120	£100
Market Housing on sites of 15 or more units	£70	£45	£15
Apartments on sites of less than 15 units	£70	£45	£15
Strategic Sites (500 dwellings or more)	£15	£15	£15
Supermarkets (500sqm or more)	£150		
Retail Warehouses (500sqm or more)	£70		
Neighbourhood Convenience Stores (less than 500sqm)	£15		
All other development	£0		
All charges are £ per m ²			

(Source: CIL Draft Charging Schedule)

4.4.3 If a proposed development is CIL liable, and most developments are likely to be, the relevant CIL charge will be levied.

4.4.4 Receipted financial contributions from the charge will be pooled. The monies may then be used to address in full, or in part, the infrastructure necessary to support the cumulative impact of development. Unlike Section 106 planning obligations, CIL receipts are not earmarked for particular infrastructure. Instead, CIL monies are pooled into one fund which the city council must use to provide, improve, replace, operate or maintain infrastructure to support the development of its area. Appendix E contains Peterborough's Draft R.123 List of infrastructure types or projects which the receipted CIL monies may help to fund. Importantly, where the R.123 List includes a generic item such as 'education' or 'transport' then S106 planning obligation contributions should not normally be sought for specific projects within that category. This is to prevent developers from being 'double-charged'.

4.4.5 Importantly, the CIL charge is non-negotiable.

4.6.1 Relationship between CIL and S106

4.6.1 Table 4 sets out when CIL will be used and when planning obligations will be required for different types of infrastructure. The table also shows the different CIL rate for strategic sites (developments of more than 500 dwellings) and reliance on planning obligations to provide on-site infrastructure.

Table 4: Summary of the relationship between contributions secured by CIL and S106 planning obligations for residential development

Infrastructure	Residential development on sites up to 499 dwellings		Residential development on strategic sites (Sites over 500 dwellings)	
	CIL £140/m ² to £15m ² (£70/m ² to £15/m ² for flats)	S106 Obligation	CIL £15/m ²	S106 Obligation
Transport	City-wide projects only	Site specific requirements only	City-wide. Projects Only	Site Specific requirements only
Education	City-wide projects only	x	City-wide. Projects Only	On site School provision
Affordable Housing	x	On site provision only	x	On site provision only
Lifetime Homes	x	Site Specific if >14 dwellings	x	Site Specific only
Wheelchair Homes	x	Site Specific if >50 dwellings	x	Site Specific only
Emergency Services	City-wide projects only	x	City-wide. Projects Only	Site Specific
Primary Health Care	City-wide projects only	x	City-wide. Projects Only	Site Specific
Crematorium/Burial grounds	City-wide projects only	x	City-wide. Projects Only	x
Non-Strategic Outdoor Open Space	Off-site provision	Site Specific if >14 dwellings	City-wide. Projects Only	Site Specific
Strategic Outdoor Open Space	City-wide projects only	x	City-wide. Projects Only	Site Specific
Strategic Green Infrastructure	City-wide projects only	x	City-wide. Projects Only	x
Indoor Sports Facilities	City-wide projects only	x	City-wide. Projects Only	Site Specific
Community Buildings	Off-site provision	x	City-wide. Projects Only	Site Specific
Libraries, Museum and Life Long Learning	City-wide projects only	x	City-wide. Projects Only	Site Specific
Public Realm	City-wide projects only	x	City-wide. Projects Only	Site Specific
Environment Capital	x	Condition	x	Condition /site specific
Site Drainage	x	Condition	x	Condition

Infrastructure	Residential development on sites up to 499 dwellings		Residential development on strategic sites (Sites over 500 dwellings)	
	CIL £140/m ² to £15m ² (£70/m ² to £15/m ² for flats)	S106 Obligation	CIL £15/m ²	S106 Obligation
Flood Risk Management & Protection	City-wide. Projects Only	Site Specific	City-wide. Projects Only	Site Specific
Waste Management	City-wide. Projects Only	Condition	City-wide. Projects Only	Condition/ Site Specific
Other Infrastructure	Refer to CIL R.123 List	Case by Case	Refer to CIL R.123 List	Case by Case

- 4.6.2 Where thresholds apply, they have been indicated, however the table should be read in conjunction with the more detailed policy guidance that is set out in the remainder of this SPD.
- 4.6.3 It should be noted that with regard to CIL funds the infrastructure types and associated thresholds provide a listing of what CIL may be used for. It is widely recognised that the CIL, whilst delivering additional funding, can not be expected to pay for all of the infrastructure types and projects listed. It will make a contribution.
- 4.6.4 The list of infrastructure types and associated thresholds in the S106 planning obligation columns sets out what / when S106 planning obligations may be sought. It may not always be necessary or appropriate to seek contributions for each infrastructure type, as such matters need to be assessed on a case by case basis.

4.6.5

5 Transport

5.6 Introduction

5.6.1 Investment in transport infrastructure represents one of the greatest challenges to Peterborough's growth agenda. Overall traffic levels in Peterborough have increased over the last decade, leading to increased congestion and a range of associated problems such as increased air pollution, noise impacts and visual intrusion. It is critical to the successful and sustainable growth of the city that major transport improvements are delivered. Without this, the Core Strategy targets will not be achieved.

5.6.2 Core Strategy policy CS14 Transport is the main policy and it is aimed at reducing the need to travel by private car and delivers a sustainable transport package capable of supporting growth and the Environmental Capital aspirations. The detail of the transport package is set out in the [Peterborough Local Transport Plan 3 \(LTP3\) and the Long Term Transport Strategy \(LTTS\)](#). The LTP3¹⁰ covers the short term (2011-2016) setting out the authority's transport policy and strategy. The LTTS is the 15 year plan of how transport provision can support the authority's sustainable growth agenda, as set out in the Core Strategy.

5.7 Types of facilities that may be required

5.7.1 The type of transport infrastructure that is required to support growth is wide ranging and includes schemes such as, new access roads, parkway widening, junction improvements, bridges, cycle-ways, footpaths, bus lanes, bus stops, station improvements and park and ride. The LTTS transport improvements are reflected in the IDS

CIL funding of Transport projects

The cumulative impact of development leads to pressures on the transport infrastructure network which are 'off-site' and beyond the immediate proximity of the proposed developments. An example of this may be the limited capacity of a traffic roundabout on the parkway system, beyond the immediate vicinity of proposed developments.

Following the adoption of the CIL, the strategic / city-wide impact projects will be funded from , in whole or part, CIL receipts, but not S106 planning obligations or S278 agreements.

5.8 When will planning obligations be sought?

5.8.1 In addition to the strategic implications of transport, there are also local matters which may justify the use of planning obligations. The council envisages that the majority of sites will

¹⁰ <http://consult.peterborough.gov.uk/file/2159565>

not require a planning obligation to address specific local transport improvements. The transport and access issues in most cases can be addressed as part of the scheme design. This matter will however be determined on a case by case basis.

5.9 What planning obligations might be sought?

5.9.1 Although this list is not exhaustive, obligations could be sought in relation to:

- New access roads.
- Improved junction layouts.
- Public transport accessibility.
- Measures for cyclists / pedestrians.
- Traffic management/highway safety measures.
- Travel information

5.9.2 When developers apply for planning permission, the Council may ask them to produce a Transport Assessment (TA) or Transport Statement (TS) to provide a technical assessment of all the accessibility issues and transport implications that may arise due to the development. The TA or TS may be used in negotiating specific local off-site access improvements to allow the council to assess the impact of the development plus any mitigation measures proposed as necessary. The council may seek a financial contribution or works from the applicant to provide any necessary mitigation measures in the form of a Section 278 and/or S106 obligation.

5.9.3 The wider transport implications of a development may also be addressed, in whole or part, through a Travel Plan.

5.9.4 For all developments of 10 - 80 dwellings a TS will be required, potentially committing the developer to implement a number of Travel Plan measures, including Household Travel Information Packs as a minimum. These packs are provided to residents on first occupation of each dwelling comprising the development. Whilst these can be prepared by the developer, readily prepared packs are available from the Travelchoice Team¹¹ priced £10 per pack and available in bundles of 10. The developer will be required to include a covering letter explaining the reasoning behind the Packs and a tear-off slip offering the first occupancy household to receive either:-

- a free 1 month Megarider pass for use on Stagecoach buses in Peterborough, or
- a cycle voucher up to the value of £100 for a bike (subject to indexation) and a Peterborough Cycle Map.

5.9.5 A Travel Plan will be required for residential applications of 80 or more households. In all other cases the thresholds for TA and therefore a travel plan are to be found in Appendix G. For the developments listed below, a Travel Plan must be submitted at the point of submitting the planning application. Travel plans may also be required for developments

¹¹ <http://travelchoice.org.uk/developers/residential-travel-plans/>

under the TA threshold. The criteria below are a reflection of the fact that some smaller scale developments can have significant transport impacts. A Travel Plan will be required for:

- Any development in or near an Air Quality Management Area
- Any development in an area that has been identified within the Local Transport Plan (LTP) for the delivery of specific initiatives or targets for the reduction of traffic, or the promotion of public transport, walking or cycling
- Any area specified in the Local Plan, where it is known that the cumulative impact of development proposals is a cause for concern
- The provision of new or extended school and other educational facilities
- An extension to an existing development that causes the travel impact of the site to exceed the threshold for a TA
- All instances where the local planning authority requires it.

6 Education

6.1 Introduction

6.1.1 Education infrastructure is an integral component of balanced sustainable communities. It is the council's vision to ensure that the highest quality opportunities exist in education, learning and training, by improving school performance and raising aspirations and standards of achievement for all age groups.

6.1.2 It is widely accepted that the provision of appropriate education facilities is a fundamental infrastructure requirement of sustainable growth. Core Strategy CS12 Infrastructure and CS13 Developer Contributions to Infrastructure Provision provide the policy link to successful delivery.

6.1.3 Development of new homes creates a need for additional school places at early years centres, primary schools and secondary schools and other educational establishments. Recent demographic changes in Peterborough and the cumulative impact of the growth of the city mean that there is and will continue to be a compelling need for additional capacity in the city's education infrastructure throughout the Core Strategy plan period (2006-2026) and beyond. The evidence in relation to school capacity is kept under constant review by the council's Children's Services Department.

6.2 When will planning obligations be sought?

6.2.1 Planning contributions will only be sought in the form of planning obligations on strategic sites of 500 dwellings or more.

6.2.2 Contributions will not be sought for specialist older persons housing schemes or 1 bed dwellings, as these property types are generally unlikely to accommodate children.

6.3 What S106 planning obligations might be sought?

6.3.1 Although this list is not exhaustive, obligations could be sought in relation to:

- The on-site provision of land within the development to accommodate identified education and school facilities, including early years centre provision. It is expected that fully serviced land will be provided by the developer at nil cost to the city council.
- In certain circumstances it may be more appropriate to have the facility at an alternative location off site. In such circumstances, where more than 50% of need for infrastructure is generated by the proposal, a proportionate financial contribution to purchase the land or provision of the land as an in-kind payment will be required.
- Contributions will also be needed in all cases for the construction or funding of the identified facilities. Consideration will be given, where appropriate, to the developer building the required infrastructure to an agreed specification.

- Contributions to secure the necessary provision of new school places. This includes the provision of children’s centre places, early years places, primary education places, secondary education places and post-16 education places.

6.4 Provision Requirements

- 6.4.1 The number of pupils living on a new development is usually linked to the size of dwellings proposed. In general terms, the larger the dwelling (number of bedrooms) the greater the number of pupils there is likely to be.
- 6.4.2 The ‘child yield multipliers’ that will be used in Peterborough to calculate the expected number of children and school places are derived from the Peterborough School Organisation Plan 2013-18, which is based on the number of school places per 100 dwellings and is shown in the table below.

Table 5 - Child Yield Multiplier

Child Yield	Number of Bedrooms				
	1	2	3	4	5+
Places per 100 dwellings					
Pre School Age (0-3 year olds)	0	2	3	4	5
Primary School age (4-10 year olds)	0	10	35	65	90
Secondary School age (11-15 years old)	0	5	25	45	60
Post-16	0	0	5	10	15

Source: Peterborough School Organisation Plan 2013-18, April 2013

- 6.4.3 The table below converts the data from the above child yield table, to simplify interpretation when considering development from a dwelling based perspective.

Table 6 - Dwelling Multiplier

Dwelling Multipliers	Pre- school	Primary	Secondary	Post-16
1 bed dwelling	0	0	0	0
2 bed dwelling	0.02	0.1	0.05	0
3 bed dwelling	0.03	0.35	0.25	0.05
4 bed dwelling	0.04	0.65	0.45	0.1
5+ bed dwelling	0.05	0.9	0.6	0.15

Source: Peterborough School Organisation Plan 2013-18, April 2013

- 6.4.4 At the outline application stage if the detailed housing mix is not known, the following guideline will be used for the purpose of calculations, until the detailed information becomes available:

Table 7 - Assumed mix of bedrooms

No. of Bedrooms	Assumed Mix %	Example of a 50 dwellings scheme
1	12	6 dwellings
2	24	12 dwellings
3	44	22 dwellings
4	16	8 dwellings
5+	4	2 dwellings

Source: 2011 Census

6.4.5 Using the above guidance it is possible to calculate the number of education places required for the development proposal. The availability of spare capacity at near-by facilities should be discussed with the city council before converting the number of school places required into facility requirements, using the following guidance :-

6.5 Primary Education

- 1FE Primary School (210 places), with Early Years provision and offering extended school services, will require, in general, a 1.2 hectare site
- 2FE Primary School (420 places), with Early Years provision and offering extended school services, will require, in general, a 2.0 hectare site
- 3FE Primary School (630 places), with Early Years provision and offering extended school services, will require, in general, a 2.8 hectare site

FE= Forms of Entry

6.5.1 The city council will consider requests for primary schools which meet the above guidance, taking into account existing spare capacity of near-by schools, planned expansions and other planned residential development.

6.6 Secondary Education

6.6.1 For new or expanding secondary schools/ academies, the guideline that will be used is taken from the DfE recommended standards for total site area within DfE Building Bulletin 98 'Briefing Guide for Secondary School Projects' and set out below:

6.6.2

Table 8 - Secondary School Site Areas

School Size	DfE Minimum Area (Ha)	DfE Maximum Area (Ha)
4 FE	5	6
5 FE	6	7
6 FE	7	8
7 FE	8	9
8 FE	9	10
9 FE	10	11
10 FE	11	12
11 FE	12	13
12 FE	13	14

6.6.3 The city council will consider requests for secondary schools within the above range, taking into account existing spare capacity of near-by schools, planned expansions and other planned residential development.

6.7 Post-16 Education

6.7.1 The city council now also has the responsibility for commissioning the provision of post-16 education and is tasked with establishing any additional or revised pattern of provision that may be required as a result of major developments. The city council does not support

the provision of facilities providing fewer than 150 places. The new Commissioning Plan for Post-16 provision will form the basis for calculating any necessary developer contributions on a case by case basis.

6.8 Indicative Costs for Buildings

6.8.1 An indicative cost for school building provision is tabled below:-

Table 9 - Indicative build costs

Facility Type and Size	Cost of Building*
2 FE (420 place) Primary School	£6.5m
5 FE (750 place) Secondary School	£18m
Community Room for 48 place Pre- School	£0.75m
Children's Centre	£0.75m

Source: Peterborough School Organisation Plan 2013-18, April 2013 - Figures shown are for 2013/14

(* - Assumes fully serviced land will be provided by the developer at nil cost).

6.9 Conclusion

6.9.1 As stated, education contributions will only be sought for strategic residential sites of 500 or more dwellings. The commentary in the above paragraphs are helpful, but only a starting point, for negotiations on education contributions on such strategic sites

7 Affordable Housing

7.1 Introduction

- 7.1.1 The Core Strategy's vision recognises the need for marketability, social integration and housing types in both the rural and urban areas that match the needs and aspirations of existing and future residents in terms of affordability and sustainability.
- 7.1.2 'Affordable housing' is a term that incorporates a range of housing need types and accommodation types. It is inclusive of affordability needs and the specialist needs of the elderly, young persons and those with mental health and/or physical impairment issues for those persons or households who are unable to access such accommodation without financial assistance. Provision of extra care homes, could form an element of affordable homes provision.
- 7.1.3 The [Peterborough Housing Strategy 2011 to 2015](#)¹² and up to date Strategic Housing market assessment (SHMA) quantifies the local needs and the policies to support social integration, improve the existing housing stock and set out the housing priorities to contribute towards the key strategic aims of the local authority.
- 7.1.4 Affordable housing is not part of CIL (and is not identified in the R123 List) and can only be provided through the use of planning obligations.

7.2 Delivery of affordable housing via planning obligations

- 7.2.1 Core Strategy policy CS 8 Meeting Housing Need seeks to meet the pressing need for new affordable housing, and thereby ensure the delivery of a wide choice of high-quality homes to create sustainable, mixed and balanced communities. This includes securing planning obligations to deliver affordable homes.

7.3 When will S106 planning obligations be sought?

- 7.3.1 Only a Local Plan policy can set the thresholds in terms of how much and what sites will affordable housing be sought. For Peterborough, the current Local Plan policy is CS8 in the Core Strategy which seeks the provision of affordable housing from residential developments of 15 dwellings or more whether new build or conversion, In such cases, qualifying developments will seek provision, through negotiation of 30% of the dwellings as affordable homes.
- 7.3.2 Contributions for affordable housing will not be required from care / nursing homes or student accommodation, where occupation is restricted by planning conditions or legal agreements to such uses. Provision for affordable housing will be required from sheltered and supported housing schemes, recognising the requirement to meet the housing needs of all sections of our communities.

¹² <http://www.peterborough.gov.uk/pdf/env-cc-Housing%20Strat1.pdf>

- 7.3.3 The council will ensure that the policy is not avoided by the artificial sub-division of sites resulting in applications below the threshold, or developments at densities below that which is reasonably appropriate to the site.
- 7.3.4 If a development scheme comes forward which does not require the provision of affordable housing, but the scheme is followed by an obviously linked subsequent second 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 second or subsequent scheme provides 15 or more dwellings, then the affordable housing thresholds will apply cumulatively. The precise level of affordable housing to be provided will be 'back dated' to include the first scheme.
- 7.3.5 For example, if permission is granted in year 1 for 10 dwellings. In accordance with Core Strategy Policy CS8, nil affordable housing provision is required. All 10 dwellings are built in year 2. In year 6, a second application is received for an adjacent site for a further six dwellings. For affordable housing purposes, this second application is assessed in combination with the first application. As such, the total number of dwellings is 16 and thus meets the affordable housing threshold set out in policy CS8. Therefore, four affordable homes will be required for the second application. Development viability will be assessed on the entire scheme (i.e. both application sites), not the second site in isolation.
- 7.3.6 Peterborough Housing Strategy 2011-15 policy HS22 'Enabling the delivery of the affordable rented tenure' affirms this – 'the city council will take a more flexible approach to negotiating the tenure split on each site...'

7.4 Involvement of Registered Providers (RP)

- 7.4.1 The council strongly prefers all on-site affordable housing provision to be provided in conjunction with a Registered Provider (RP). They can secure effective and long-term management of the affordable housing, as well as ensuring the benefits of 'stair casing' (when occupiers purchase an additional % of a shared ownership house) are recaptured and recycled into alternative affordable housing provision.
- 7.4.2 Developers are encouraged to work in collaboration with the council and a RP (typically selected by the developer as the preferred partner) to deliver affordable housing on any particular site.

Eligibility

- 7.4.3 Affordable housing units must be allocated to people in genuine housing need. People registered on the Peterborough Choice Based Letting Scheme will be eligible for affordable housing provided through the planning system. Priority for affordable home ownership will be given to existing social housing tenants and serving military personnel, in accordance with Government policy. The council will keep this situation under review and adjust affordable housing requirements accordingly if a change in affordable need arises.

7.5 Financial considerations

On-site provision

- 7.5.1 It is important for developers to have a clear understanding of the likely financial impact of the affordable housing contribution in advance of acquiring land or making a planning application.
- 7.5.2 As a rule of thumb, the council has assumed for the purposes of CIL financial viability modelling work that

- A developer provides serviced land free of charge
- RP's will pay approximately 55% of Open Market Value (OMV) for affordable properties. (This is a blended rate that takes account of social rented and shared ownership, which are likely to vary from 35-40% of OMV for social rented properties and 60-70% of OMV for shared-ownership properties).

Off-site provision or commuted sums

- 7.5.3 Core Strategy Policy CS8, and supported by paragraph 50 of the NPPF, only allows for off-site provision or commuted payments *in lieu* of on-site affordable housing where the developer can 'demonstrate exceptional circumstances which necessitate provision on another site, or the payment of a financial contribution (of broadly equivalent value) to the council to enable some housing need to be met elsewhere'.

Calculating the contributions (off-site commuted sums)

- 7.5.4 Whilst the council's preferred approach is the provision of affordable housing on-site, the off-site contributions for social/affordable rented and shared ownership units will be calculated as below:

- Social / Affordable rented unit contribution = 65% of Open Market Value minus 20% developers profits on costs.
- Shared ownership unit contribution = 50% of Open Market Value minus 20% developers profits on cost.

- 7.5.5 Commuted sums will be paid to the council prior to the occupation of the first dwelling.

7.6 Pre-application discussions

- 7.1.1 As discussed in section 4.2.2 the council strongly encourages pre-application discussions with regard to planning obligations including affordable housing.

8 Lifetime Homes and Wheelchair Homes

8.1 Introduction

8.1.1 The Peterborough Housing Strategy recognises the need to provide homes for all segments of society, including households with physical and / or mental disabilities, and elderly households with varying care needs. Producing a precise model of need and requirement, which also reflects economic and institutional change, makes long-term planning a challenge. The Peterborough SHMA is the vehicle to do this. It has highlighted a long term need for housing that offers flexibility for a households long-term changing needs. Lifetime Homes and Wheelchair Homes offer a recognised approach to help meet such needs.

8.2 Types of facilities that may be required

8.2.1 Core Strategy policy CS8 Meeting Housing Needs requires from all development sites on which :-

- 15 or more dwellings are proposed, that 20% of the dwellings will be constructed to Lifetime Homes Standards, until such time as the construction of all dwellings to that standard becomes a mandatory part of the national Code for Sustainable Homes.
- 50 or more dwellings are proposed, there will be an additional requirement to provide 2% of the dwellings as wheelchair homes.

8.3 Delivery of Lifetime Homes and Wheelchair Homes via planning obligations

8.3.1 Lifetime Homes and wheelchair homes will be secured on-site, using planning conditions or where necessary a S106 planning obligation. CIL is not intended to be used for this purpose.

8.4 When will S106 planning obligations be sought?

8.4.1 Provision of Lifetime Homes and wheelchair homes will be in accordance with Core Strategy policy CS8 Meeting Housing Needs as summarised above.

8.4.2 Contributions for Lifetime Homes and / or wheelchair homes will not be required from care / nursing homes or student accommodation, where occupation is restricted by planning conditions or legal agreements. Contributions for Lifetime Homes and / or wheelchair homes will be required from sheltered and supported housing schemes, recognising the requirement to meet the housing needs of all sections of our communities.

8.5 Provision Requirements and Indicative Costs

8.5.1 Lifetime Homes should be built to the Lifetime Homes Standards (revised standards of July 2010). Currently all homes built to level 6 of the Code for Sustainable Homes will be

built to meet the Lifetime Homes criteria. The additional costs of meeting the wheelchair homes standards in new build homes is in the region of £650 per 'wheelchair home'

- 8.5.2 'Wheelchair homes' should be designed and built in accordance with the Housing Corporation Scheme Development Standards, 2003 or The Wheelchair Housing Design Guide (WHDG), by Habinteg, 2006. The additional costs of meeting the Lifetime Homes Standards in new build homes is in the region of £550 per Lifetime Home.

On a scheme of 15 dwellings, 20% (3) of the dwellings will be required to be built to **Lifetime Homes Standards** adding a total of $£550 \times 3 = £1,650$ across a total of 15 dwellings. This is equivalent of **£110 per dwelling** built on-site.

On a scheme of 50 dwellings, 2% (1) of the dwellings will be required to be built to a **wheelchair home standard** adding a total of $£650 \times 1 = £650$ across a total of 50 dwellings. This is equivalent of **£13 per dwelling** built on-site.

9 Primary Health Care

9.1 Introduction

9.1.1 The [Peterborough Local Commissioning Group](#)¹³ (LCG) provides a network of primary care facilities and services throughout the city. The council recognises the social benefits of the provision of excellent primary healthcare facilities to the community. New residential developments put pressure on existing health facilities and cumulatively create the need for additional facilities and services. In order to cope with pressures arising from the growth of the city, new investment will be needed in a number of primary care facilities.

9.1.2 Core Strategy policy CS5 (Urban Extensions) recognises the need to make provision for an appropriate amount of (amongst other things) health facilities to meet local needs without having unacceptable impact on the vitality and viability of existing centres.

9.2 Types of facilities that may be required

9.2.1 An indicative range of primary health care services and facilities that may be required, includes:-

- Primary Care: GP services
- Intermediate Care: Day places and beds
- Acute facilities: elective, non-elective and day care beds
- Mental Health Services

9.2.2 Primary health care provision is constantly changing in terms of commissioning and delivery, and with it a changing range and scale of facility needs. For this reason, the list above is at best indicative. The LCG, or any successor NHS body will assess the impact of the development and indicate the service or facility requirements.

CIL funding of Primary Health Care projects

The impact of new development on primary health care infrastructure leads to pressures on the capacity of existing facilities and cumulatively creates the need for additional facilities and services or the expansion of existing facilities.

Following the adoption of the CIL, all residential developments less than 500 dwellings will contribute to the provision of 'off-site' strategic primary health care infrastructure by way of CIL, not planning obligations.

9.3 When will S106 planning obligations be sought?

9.3.1 Planning obligations will only be sought in relation to new residential developments located on strategic sites, of 500 dwellings or more, where;

¹³ <http://www.cambridgeshireandpeterboroughccg.nhs.uk/Peterborough>

- New premises/facilities are required as a result of the increased needs arising from the development.
- Current facilities are inadequate for the additional users, in terms of their quality or accessibility for users (based on accepted NHS standards) and therefore need to be improved or extended in order to meet the needs of the development.
- Inadequate alternative funding is available to provide the additional facilities or services required as a result of the development.

9.4 What S106 planning obligations might be sought?

9.4.1 The city council and health care partners will take into account existing spare capacity, planned expansions or losses, ease of access and adequacy of near-by facilities; and other planned residential development. The following are options where obligations might be sought:

- Free, serviced land contributions or a financial contribution to purchase the land will be required as a minimum for the erection of appropriate primary health care facilities.
- As a first principle, the city council expects developers to provide a financial contribution towards the delivery of the required infrastructure. If appropriate, consideration of the developer building the required infrastructure to an agreed specification will be considered on a case-by-case basis in consultation with appropriate partners.
- The financial contribution towards the delivery of healthcare facilities will take into account the availability of mainstream NHS funding and any time lag between that funding stream availability and the 'on the ground' provision of the facility to support the development proposal.
- In certain circumstances it may be more appropriate to have the facility at an alternative location off site. In such circumstances, where more than 50% of need for infrastructure is generated by the proposal, a proportionate financial contribution to purchase the land or provision of the land as an in-kind payment will be required.

9.5 Provision Requirements and Costs

9.5.1 Contributions will vary with each development. The need for on-site development is dependent on the viability, proximity and capacity of other health infrastructure. This assessment will be made by the LCG, or any successor NHS body. Strategic planning of health services and infrastructure may identify a particular development site as a preferred location for a health facility to serve the development alone or including a wider area than the development itself.

9.5.2 It is likely that health service provision will involve a range of services that can be delivered most cost efficiently and effectively from a shared facility, enabling build cost savings to be made too.

9.5.3 It is recognised that facilities and needs will vary greatly and costs will therefore vary accordingly. For this reason contributions will be negotiated case by case, but the two examples below provide a useful indicative cost per dwelling basis as a guide.

Example,

9.5.4 Using national provision guidelines of 1GP per 1,800 population, a new development of approximately 750 dwellings is likely to require a GP. On that basis a 2GP practice (335m²) would cost in the region of £0.74m.

9.5.5 Each GP may have up to 1800 patients registered to them. Indicative cost per person for a 2GP practice = £740,000 / (1800 + 1800) = £205 per person, or using the average household size for Peterborough £205 x 2.46 = **£505 per dwelling**.

9.5.6 Evidence from NHS Cambridgeshire provides indicative costs of c. £2,200/m² for healthcare facilities, costs which are comparable to those used elsewhere. Based on a health provision standard of 500m² per 6,000 people, average household size and the capital cost of £2,200/m², have been used to generate an average cost per dwelling of £451 can be calculated.

10 Crematorium and Burial Grounds

10.1 Introduction

10.1.1 To address the long-term burial needs of the city's population, the council has identified that the capacity of the existing burial grounds will be exceeded by 2023, ie before the end of the plan period.

10.1.2 The council is currently seeking a new site of approximately 10ha to accommodate and make provision for the long-term needs, with a capacity of 15,000 burial spaces and associated facilities to accommodate the different expectations and requirements of a diverse community. The cost of providing the 15,000 grave facility is estimated at £1.158m. By 2026, it is calculated that a second chapel at the city crematorium will also be required to provide sufficient capacity, and is estimated to cost in the region of £2.62m.

10.2 When will S106 planning obligations be sought?

10.2.1 Following the adoption of the CIL, all residential development will contribute to the provision of crematoria / burial grounds by way of CIL, not planning obligations.

11 Site Drainage & Flood Risk Management

11.1 Introduction

- 11.1.1 Peterborough city lies just a few metres above sea-level and part of the rural areas of the district lies below sea-level, making the area particularly vulnerable to the effects of flooding. The key challenges relate to potential development in flood risk areas, and surface water runoff caused by development or in times of heavy rainfall, by already saturated soils. Surface water drainage is a particular issue, for example, in the Padholme area of Peterborough where a strategic flood protection strategy has been put in place, which development in the area has made contributions to.
- 11.1.2 Core Strategy policy CS22 Flood Risk states that development site proposals need to be informed by an upfront sequential test; an exception test where required; and an appropriately detailed site specific flood risk assessment.
- 11.1.3 Detailed guidance is made available in the [Flood and Water Management SPD](#)¹⁴ which supports Core Strategy policies CS12 and CS22; and Planning Policies PP16 and PP20 .

11.2 Types of facilities that may be required

- 11.2.1 Measures identified by a flood risk assessment as being needed to enable development and mitigate or manage existing flood risk are likely to be site specific and most likely secured by planning condition.
- 11.2.2 Surface water flood risk on site should be managed using sustainable drainage systems such as swales, filter drains, detention basins and green roofs. Subject to national implementation of new regulations. From 2014 developments will require approval for their site drainage strategy as a separate approval to planning consent. The cost of construction will be borne by the developer as part of drainage and landscaping design, but the cost of maintenance is to be reclaimed from the households using the drainage system. As a result, neither planning obligations or CIL is likely to be collected for this purpose.
- 11.2.3 However, if the legislation is not brought in, or in the period prior to such legislation, sustainable drainage systems built on site to address flood risk and drainage will require a commuted sum to support if the council is to adopt and maintain the system.
- 11.2.4 Features related to water supply such as rainwater harvesting provide additional benefit to development sites and are encouraged from a water efficiency perspective. However, such features cannot be considered to be part of the sustainable drainage systems that will be adopted by the council. This is because they are temporary in nature, and often integral to the design of building(s) on site, which will not be adopted as part of the SuDS.

¹⁴ <http://www.peterborough.gov.uk/pdf/env-wm-FWMSPD%20adopted%20Dec12.pdf>

11.2.5 Currently there are not many examples of strategic flood protection projects in Peterborough which developer contributions can be justifiably sought on the basis of cumulative impact. However, such projects have been established in the past as a means of enabling land development (Padholme Strategic Flood Management Scheme) and others may arise in the future. For example, within the city centre it may be necessary to develop a strategic level flood protection scheme to enable the development potential of a number of city centre sites (identified within the emerging Peterborough City Centre DPD) to be unlocked. For such off-site strategic flood and water management projects CIL could be used to fund them in whole or in part.

11.2.6 It should be noted that all flood or drainage schemes being led or supported by the council or other Peterborough water management partners are likely to be managed as integrated water management schemes providing multiple benefits e.g. to flood risk, biodiversity and amenity. Resultantly, CIL could beneficially contribute towards the simultaneous delivery or improvement of both green and blue infrastructure. (see Section 13)

11.3 When will S106 planning obligations be sought?

11.3.1 S106 planning obligations will only be sought in relation to the development, where;

- Flood and water management schemes are required both on-site and off-site as a direct result of the proposed development.
- On site schemes will generally be secured by planning condition. For situations where planning conditions alone are insufficient to secure the required infrastructure or scheme, it may be necessary to utilise a S106 planning obligation.

11.4 What S106 planning obligations might be sought?

11.4.1 As a first principle, for off –site schemes, the city council expects developers to provide a financial contribution towards the delivery of the required infrastructure. If appropriate, consideration of the developer building the required infrastructure to an agreed specification will be considered on a case-by-case basis in consultation with appropriate partners.

11.4.2 An obligation might also be sought to secure the necessary maintenance regime to preserve the effectiveness of the Scheme, where this involves the council in some way e.g. the council has agreed to adopt the Scheme on completion and approval of its functionality and specification standards.

12 On-Site Open Space

12.1 Introduction

12.1.1 Core Strategy policy CS19 Open Space and Green Infrastructure makes it clear that “all new residential development will make appropriate provision for, or improvements to, public green space, indoor and outdoor sports facilities and play facilities” and “Where the scale of a proposed development would be too small to make the provision of open space on-site feasible, the council will seek contributions towards the provision of open space elsewhere or to the improvement of existing open spaces, in accordance with Developer Contributions policy CS13”.

12.1.2 The [Peterborough Open Space Study](#)¹⁵ 2011 Update takes account of the planned growth of the city to 2026, together with the current shortfall of open space provision by type, across the district, and identifies target areas for future provision or improvements.

12.1.3

12.2 Types of facilities that may be required and thresholds

12.2.1 Planning Policies DPD policy PP14 and Appendix B of that document set out the open space standards for different types of open space to be secured.

12.2.2 A new housing development would not be expected to provide all categories of open space on site. To understand when Planning Obligations or CIL will be used to secure open space provision it is important to distinguish between on-site open space and strategic open space requirements. The open spaces types have been categorised as follows:

Table 12 Open Space Requirements

Non-Strategic Open Space types for which on-site provision may be required (via S106)	Strategic* Open Space types for which off-site provision / contributions will be required (* also known to as ‘city-wide’)
Doorstep outdoor play space (or LAP’s –Local Areas of Play)	Country Parks
Junior outdoor play (or LEAP’s)	Synthetic Turf Pitches
Youth outdoor play space (NEAP’s)	Family Play Spaces
Neighbourhood Parks	Strategic Green Infrastructure
Allotments	
Natural greenspace	
Playing pitches / outdoor sports	
Amenity greenspace	

A glossary of the above open space types is provided at Appendix F

¹⁵ <http://consult.peterborough.gov.uk/file/2159584>

12.2.3 This section of the SPD focusses on developer contributions towards on site open space provision. Section 13 looks at the strategic element to be funded by CIL.

12.3 Contributions towards the provision of non-strategic open space types.

12.3.1 The introduction of CIL provides the opportunity to roll back the use of planning obligations for relatively small developer contributions. Notably where small off-site contributions may be sought, the pooling of such small contributions can improve the quality of facility/provision delivered, and deliver efficiency benefits during the planning application process. The council has recognised these benefits and will utilise the CIL in respect of non-strategic open space provision, as follows.

Table 13 Open Space when CIL and Planning Obligations will be used

Non-Strategic Open Space types for which on-site provision or financial contributions may be required	Threshold & Mechanism		On-Site and Off- Site Threshold Provision Guide*			
	1-14 dwellings	15 or more	1 to 14 dwellings	15 to 499 dwellings	500 to 899 dwellings	900+
Doorstep outdoor play space / LAP's –Local Areas of Play [Min.50-100m ²]	CIL	S106	N/a	On-site	On-site	On-site
Junior outdoor play (or LEAP's) [Min.650m ²]	CIL	S106	N/a	Off-site	On-site	On-site
Youth outdoor play space (NEAP's) [Min.1000m ²]	CIL	S106	N/a	Off-site	Off-site	On-site
Neighbourhood parks [Min. 1ha]	CIL	S106	N/a	Off-site	On-site	On-site
Allotments [Min.5,000m ²]	CIL	S106	N/a	Off-site	Off-site	On-site
Natural greenspace [Min.400m ²]	CIL	S106	N/a	On-site	On-site	On-site
Playing pitches / outdoor sports [Min 800m ²]	CIL	S106	N/a	Off-site	Off-site	On-site
Amenity greenspace [Min.50-100m ²]	CIL	S106	N/a	On-site	On-site	On-site

* Where the above table indicates 'off-site' this should be treated as a guide only. Ultimately, it will be a matter for negotiation and if the developer chooses to provide such a facility on site (rather than an off-site financial contribution) or there is a particular need

for such a facility in the local area with no prospect of provision off locally then the council may seek provision on site.

12.4 Contributions from smaller residential developments of 14 or less dwellings

12.4.1 For all residential development of 14 or less dwellings the scope for on-site provision of open space is relatively limited. In such cases, developer contributions will be sought in the form of the CIL payment.

12.5 When will S106 planning obligations be sought?

12.5.1 S106 planning obligations may be sought in relation to non-strategic open space provision on residential development of 15 or more dwellings, where;

- Open space provision is to be provided on-site and/or financial contributions are sought for off-site as a direct result of the proposed development.

12.6 What S106 planning obligations might be sought?

- As a first principle, the city council expects developers to provide non-strategic open space on-site in accordance with the Local Plan policy and the size thresholds outlined in Table 13. The land and any equipment will be provided by the developer and must be in appropriate condition for the intended purpose.
- In certain circumstances it may be more appropriate to make provision at an alternative location off site. In such circumstances, a proportionate financial contribution to purchase land or provision of the land as an in-kind payment will be required, together with contributions to make the land and any equipment in a condition for its intended purpose.
- Off-site provision may be in the form of an appropriate enhancement or expansion of an existing open space facility(s), within a reasonable proximity of the development. In such circumstances, a proportionate financial contribution towards the provision will be required.
- Where only partial provision can be met on-site, the developer will be expected to make a proportionate financial contribution towards the delivery of provision off-site open space to make redress the on-site shortfall.
- An obligation is likely to also secure the necessary future maintenance of the open space - where this involves the council in some way. For example, where the council has agreed to adopt the open space on completion, and approval of its functionality and specification standards.

12.7 Provision Requirements and Indicative Costs

12.7.1 Policy PP14 Open Space Standards and Appendix B of the Planning Policies DPD sets out the quantitative standards for the types of open space identified as non-strategic open space. These can be converted to indicative costs as follows:

Table 14 Open Space Costs (excluding land and maintenance)

Non-Strategic Open Space types for which on-site provision may be required	Ha per 1,000 persons	M ² per person	M ² Per Dwelling*	Cost of Provision £/M ²	£ Per Dwelling*
Doorstep outdoor play space (or LAP's –Local Areas of Play)	No standard	No standard	No standard	No standard	No standard
Junior outdoor play (or LEAP's)	0.031	0.31	0.8	£62.95	£48.39
Youth outdoor play space (NEAP's)	0.0117	0.117	0.3	£62.95	£18.16
Neighbourhood parks	1.49	14.9	36.7	£42.29	£1550.10
Allotments	0.28	2.8	6.9	£30.78	£212.01
Natural greenspace	1.0	10	24.6	£15.65	£384.99
Playing pitches / outdoor sports	1.0	10	24.6	£46.01	£1131.85
Amenity greenspace	No standard	No standard	No standard	No standard	No standard
Total	3.81	38.13	93.9		£3,345.5
Minus 15% discount	3.24	32.4	79.8		£2,843.7

Based on average household size of 2.46

- 12.7.2 The open space standards repeatedly point out that the standards should not be simply added together to generate a total requirement for open space. This is because it can be possible to provide some open space types within the boundary of another. For example, a neighbourhood park may contain one or a number of the other open space types such as a LEAP, NEAP, allotments and amenity greenspace. This is reflected in the above table as a '15% discount'.
- 12.7.3 In recognition of this and in order to provide some guidance, the city council will apply a 15% discount to the requirement values. In cases where it can be demonstrated through an on-site scheme that the requirement can be met more effectively and efficiently, the council may accept a lower land take.
- 12.7.4 The city council will take into account existing open space provision, capacity, accessibility and condition within the area, along with other planned provision for the area, when interpreting the open space standards and requirements. Ideally, pre application discussion or negotiation as part of the planning application process can be beneficial to all in order to provide the most appropriate open space provision for the development and the wider community. The council recognises that each development brings a proportionate pressure to bear on existing provision. Any contributions towards open space provision, whether it is delivered on or off-site should only be fair in scale and not seek to provide more than this in order to redress existing deficiencies.

- 12.7.5 When considering the open space standards, requirements and existing provision within the area, the city council will apply the standards in a flexible manner in order to achieve the best outcome for the development, locality and city. Application of the standards in a rigid way is unlikely to be beneficial for any party, though the financial value of what is provided should remain broadly consistent with that calculated when determining the open space requirement in relation to the proposal.
- 12.7.6 When considering existing provision regard must be given to the open space standards 'accessibility guidelines' which provide an indication of what is considered to be an acceptable distance persons might travel to use such facilities. The accessibility guidelines are set out below. If accessible provision of one type of open space already exists, the council may seek to vary the composition of the open space it seeks to secure.

Table 15 Open Space Accessibility Guidelines

Non-Strategic Open Space types	Accessibility Guidelines
Doorstep outdoor play space (or LAP's – Local Areas of Play)	No standard
Junior outdoor play (or LEAP's)	450m radius
Youth outdoor play space (NEAP's)	800m radius
Neighbourhood parks	560m radius
Allotments	560m radius
Natural greenspace	300m to natural greenspace of at least 2ha
Playing pitches / outdoor sports	260m/480m radius to informal/formal outdoor sports provision respectively
Amenity greenspace	No standard

- 12.7.7 New development can bring new opportunities, and where appropriate, it may be beneficial for all to enhance or expand existing facilities, but it is essential that such decisions comply with the planning obligations tests.
- 12.7.8 For development proposals where it is agreed that it is not possible to provide the open space requirement on-site, i.e. the provision has only been met in part, or not at all the balance will be required in the form of an off-site contribution.

12.8 Calculating the contributions (off-site commuted sums)

12.8.1 Whilst the council's preferred approach is the provision of open space on-site, off-site contributions for open space provision may need to be calculated in some instances.

- Land purchase –land purchase cost will be charged at £6/m².
Plus
- Provision Costs - will be charged pro-rata in accordance with Table 14 costs of provision, £ per m².
Plus
- Maintenance Costs

12.9 Maintenance Costs (for both on-site and off-site provision)

- 12.9.1 The council is normally prepared to adopt and maintain properly laid out green space, play space or playing pitches that are intended for wider public use, where these amenities are provided by the developer on-site as part of a development, and meet agreed standards.
- 12.9.2 This will be subject to a payment towards the future costs of maintenance by the council. This commuted sum is normally calculated for a 15 year period as a negotiated element of the Section 106 agreement, calculated on the basis of costs set out in Table 16 Schedule of Landscape Maintenance Rates.
- 12.9.3 The Schedule of Landscape Maintenance Rates does not provide an exact match to all open space types identified in the open space standards. For example, it can be seen that the maintenance rate (15year period) for a Junior Outdoor Play Area (LEAP – 5 items) is specified, but a neighbourhood park isn't. The reason for this, is that the neighbourhood park may constitute a wide range of the items set out in the Landscape Maintenance Schedule.
- 12.9.4 For adoption purposes, each area of open space will be assessed on a case by case basis. The actual calculation will be dependent on the composition of the open space to be assessed.
- 12.9.5 If the developer does not intend to offer areas for adoption, then the Council needs to be assured that satisfactory alternative arrangements are in place for maintenance in the future.

Table 16 Schedule of Landscape Maintenance Rates

Open Space / Equipment type	Rate for 15 year period (per hectare unless otherwise specified)
Balancing Area (mainly dry pond)	£35,843.00
Balancing Area (mainly wet pond)	£31,360.00
BMX Track	£26,700.00 each
Concrete Skate Park	£81,900.00 each
Ditches - Digging	£9.54 per linear metre
Ditches - Flailing	£4.23 per linear metre
Footpaths - Hoggin	£3.26 per m ²
Footpaths - Tarmac	£21.11 per m ²
Formal Shrubbery	£48.93 per m ²
French drain - Jetting/inspection	£5.30 per linear metre
French drain - Manhole emptying	£158.00 each
Hedges	£3,060.00 per 1000m ² of hedge face
MUGA	£35,050.00 each
MUGA Floodlit	£45,050.00 each
Open Space (conservation)	£33,599.00
Open Space (formal)	£43,681.00
Play Area LAP (3 items)	£18,600.00 each
Play Area LAP (5 items)	£38,700.00 each
Play Area LAP (8 items)	£44,450.00 each
Sports Pitch	£105,993.00
Stilling Ponds - Emptying	£95,013.00 per pond
Stilling Ponds - Hardstanding	£3.26 per m ²
Stilling Ponds - Inspection/repair	£21,114.00 per pond
Swales	£87,358.00
Swales with shrubbery	£49.00 per m ²
Village Pond/Open Water (over 0.05ha)	£44,798.00
Village Pond/Open Water (up to 0.05ha)	£34,720.00 per site
Woodland (existing mature)	£31,360.00
Woodland (new buffer/copse)	£27,999.00

(To be reviewed annually)

13 Strategic Open Space & Green Infrastructure

13.1 Introduction

- 13.1.1 This section sets out how strategic or city wide open space requirements identified in Table 13, will be funded through CIL.
- 13.1.2 As discussed in section 12 several policies within the Local Plan highlight the importance of integrated green and blue infrastructure. Core Strategy policy CS21 Biodiversity and Geological Conservation promotes the management of biodiversity in light of the threats and opportunities arising from climate change. This will include, for example, the provision of wildlife corridors and stepping stones which will be essential for the migration, dispersal and exchange of wild species, all contributing to the creation and effective functional green grid across Peterborough.
- 13.1.3 This is further enforced by the Planning Policies DPD, notably policies PP15 Nene Valley, PP16 The Landscaping and Biodiversity Implications of Development and The Flood and Water Management Supplementary Planning Document.
- 13.1.4 The [Peterborough Green Grid Strategy](#)¹⁶ sets out a proposed range of strategic level initiatives, projects and opportunities which helpfully illustrates the *'what, when and where'* of multifunctional green infrastructure locally.
- 13.1.5 The Peterborough Open Space Study 2011 Update takes account of the planned growth of the city to 2026 and the current shortfall of open space provision by type across the district, and identifies target areas for future provision. The study has informed the open space standards.

13.2 Types of facilities that may be required

- 13.2.1 Strategic space includes country parks, synthetic turf playing pitches and family play areas (all of which are identified as elements of the Planning Policies Open Space Standards). Each type is described below:-
- **Country Parks** –The identified areas for country park provision are Hampton /Haddon and North/North East of Peterborough urban area. The Hampton/Haddon area already has an area of land identified and referred to as the Crown Lakes country park, though its qualitative credentials do not yet align with the Natural England Country Parks Accreditation Scheme (NECPAS) criteria. Developer contributions obtained through future obligations or the CIL, could be used to enhance this existing provision to meet NECPAS criteria, in the south of the city and to purchase land or seek long-term land stewardship agreements to secure provision in the north/north east of the city.

¹⁶ <http://consult.peterborough.gov.uk/file/2159612>

- **Synthetic Turf Pitches** – the study calculated a need for two facilities, with target areas being Hampton /Haddon and Stanground College or Orton Bushfield area. As part of ongoing regeneration activity at Orton District Centre / Bushfield a 3G synthetic turf pitch facility has been delivered. Future CIL contributions could be used to fund the delivery of a second facility in the Hampton / Haddon area, or Stanground depending upon the opportunities that arise.
- **Family Play Space** – the study identified a shortfall of seven family play spaces across the district, if the policy standards were to be met. The proposed levels of growth will be insufficient to deliver this quantity through developer contributions. However, the study identifies areas in which there are shortfalls, these are Hampton /Haddon, south east, east, central, Bretton/Ravensthorpe and the rural area. Family play space can be delivered within other types of open space such as a country parks, neighbourhood parks and natural green space. Future CIL contributions could be used to fund the delivery of additional family play spaces, in whole or in part, within the areas identified.
- **Strategic green infrastructure** - is different to ‘on-site habitat creation or enhancement’, and relates to wider strategic level projects which aim to establish or enhance habitat corridors or connectivity, sometimes across districts and counties, to redress or balance the cumulative impacts of growth on existing habitats (loss, damage or erosion over time). It should be noted that green infrastructure should provide where possible multifunctional uses, i.e. wildlife, recreational and cultural experiences, as well as delivering ecological services, such as flood protection and microclimate control (see Section 11).

13.2.2 Following the adoption of the CIL, all development will contribute to the provision of strategic open space and ‘off-site’ strategic green infrastructure by way of CIL, not planning obligations.

13.3 Use of planning conditions

13.3.1 Ecological mitigation including avoidance, mitigation and compensation will be secured through planning condition to reinforce the policy requirements.

13.4 When will S106 planning obligations be sought?

13.4.1 Following the adoption of CIL, the council will only seek to secure S106 contributions for on-site open space as set out in Section 12. Planning obligations will not be used for the creation or expansion of strategic outdoor open space and off-site green infrastructure.

14 Indoor Sports Facilities

14.1 Introduction

14.1.1 The council does not have a specific planning policy standard for indoor sports facilities. Nevertheless the Peterborough Sports Strategy 2009-2014 identified a number of priority areas to be addressed in terms of indoor sports facility provision and the Core Strategy policy requires appropriate infrastructure in general terms is relevant. The priority needs are set out below.

14.2 Types of facilities that may be required

14.2.1 **Swimming pools** - Peterborough residents have less access to swimming pools than residents in the nearest neighbouring authorities. The level of accessible swimming pool provision is also below the industry standard.

14.2.2 The deficit is calculated to be in the order of 858m² of water space, which is equivalent to two 25m x 12.5m six lane swimming pools plus learner pool 8m x 12.5m each providing 412.5m² of water space **or** one 50m x 17m eight lane swimming pool providing 850m² of water space. Future provision of a 50m pool located in the city centre is the preferred option.

Sports Halls - currently there are sufficient sports halls in the city to meet the needs of the population however demand is not being met because much provision is not accessible to the public because they are located on school sites. Improving community access to existing school sports facilities (primarily through dual-use agreements) and ensuring such agreements are put in place for future such facilities is the short term strategy for sports halls. The schools building programme (Building Schools for the Future) provides an opportunity to achieve this.

General - Maintain, modernise, redevelop or replace existing sports facilities to meet outstanding and future needs before considering the development of new facilities. Explore the feasibility of a flagship city centre sports facility as part of a wider review of potential facilities on the Riverside North Policy Areas as set out in the City Centre Plan.

14.2.3 Following the adoption of the CIL, all residential development below 500 homes will contribute to the provision of 'off site' strategic indoor sports facilities by way of CIL. For strategic sites of 500 or more 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.

14.3 When will S106 planning obligations be sought?

14.3.1 Planning contributions will only be sought in the form of S106 planning obligations on strategic sites of more than 500 dwellings where site specific opportunity / impact is arises, and the obligation accords with the three statutory tests.

15 Community Buildings

15.1 Introduction

- 15.1.1 Community buildings are multipurpose buildings for the community to use. Community halls are important to both rural areas and residential neighbourhoods and meet a local need in an ever changing society.
- 15.1.2 Community buildings can come in many forms and are increasingly multi-functional spaces that can be a hub for the local community. These spaces need to provide easy and open access for the community, for a range of local activities and increasingly for community services, such as social activities, sports and recreation activities, arts activities, local democratic engagement and educational activities.
- 15.1.3 Demand for community buildings generated by new development should be catered for within easy reach of the new homes, by requiring developers to contribute towards the improvement of an existing building or the provision of a new one.

15.2 Types of facilities that may be required and thresholds

- 15.2.1 Community buildings can come in a range of forms and styles. Provision of 50-100m² for a community room within a building may be appropriate in some cases. However, as a basic guide, a multi-purpose community building will minimally comprise of a main hall with toilets and kitchen. The main hall will provide a space of at least 7m (H) x 9m (W) x 16.4m (L), plus toilets and kitchen – approx. floorspace 200m².
- 15.2.2 Where new developments consist of more than 1,000 dwellings, consideration of the need and opportunity to provide additional space for a separate meeting/activity room(s) would be appropriate.
- 15.2.3 The city council will consider the needs derived from the development, taking into account the existing capacity, proximity and quality of near-by facilities.
- 15.2.4 Following the adoption of the CIL, all residential developments of less than 500 dwellings will contribute to the provision of 'off-site' community buildings infrastructure by way of CIL, not planning obligations.

15.3 When will planning obligations be sought?

- 15.3.1 Planning contributions will only be sought in the form of S106 planning obligations in relation to new residential developments of 500 or more dwellings, where;
- New community buildings are required as a result of the need arising from the development.

- Current facilities are inadequate for the additional users, in terms of their quality or accessibility for users (in accordance with provision requirements below) and therefore need to be improved or extended in order to meet the needs of the development.
- Inadequate alternative funding is available to provide the additional facilities or services required as a result of the development.

15.4 What S106 planning obligations will be sought?

15.4.1 Contributions will be required in a number of forms as outlined below, taking into account specific site requirements.

- Free, serviced land or a financial contribution to purchase land will be required as a minimum for the erection of appropriate facilities.
- The city council, with appropriate partners, will negotiate with prospective developers with a view to securing the necessary community buildings and fit-out needs for the development.
- As a first principle, the city council expects developers to provide a financial contribution towards the delivery of the required infrastructure. If appropriate, consideration of the developer building the required infrastructure to an agreed specification will be considered on a case-by-case basis in consultation with appropriate partners.

15.5 Provision Requirements and Indicative Costs

15.5.1 Contributions will vary with each development, based on design issues and the existing capacity, proximity and quality of near-by facilities. The council will negotiate an appropriate contribution

16 Libraries, Museums and Life Long Learning

16.1 Introduction

16.1.1 New residential developments put pressure on existing library, museum and life-long learning services. It is reasonable to expect developers to contribute towards the costs of such infrastructure where the need arises directly from the development. Indeed, to cope with pressures arising from the growth of the city, further investment will be needed in existing libraries and potential additional library provision.

16.1.2 The council and Vivacaity (the organisation responsible for managing many of Peterborough's cultural and leisure facilities, such as libraries, on behalf of the council) seek to provide a network of well stocked local libraries throughout the city, with the Central Library at the hub and two mobile library vehicles providing an outreach option.

16.2 Types of facilities that may be required

16.2.1 The provision of library and museum services may require the provision of a fitted out building, or suitable mobile transportation vehicle. Such services could be provided within a building used for other community uses, in a co-located fashion, providing a suitable and appropriate environment can be created for each of the uses. This would be considered on a case by case basis.

16.3 When will S106 planning obligations be sought?

16.3.1 Following the adoption of the CIL, all developments of less than 500 dwellings will contribute to the provision of new or expanded libraries, museum, and life-long learning infrastructure solely by way of CIL, not S106 planning obligations. S106 planning obligations will only be sought in relation to new residential developments of strategic sites of 500 dwellings or more, where;

- New premises/facilities are required as a result of the increased needs arising from the development.
- Current facilities are inadequate for the additional users, in terms of their quality or accessibility for users (based on accepted PCC standards) and therefore need to be improved or extended in order to meet the needs of the development.
- Inadequate alternative funding is available to provide the additional facilities or services required as a result of the development.

16.4 What S106 planning obligations might be sought?

16.4.1 The council, with appropriate partners, will negotiate with prospective developers with a view to securing the necessary library and life-long learning facility and fit-out needs for the development. Contributions will be required in a number of forms as outlined below, taking into account specific site requirements.

- Free, serviced land or a financial contribution to purchase land will be required as a minimum for the erection of appropriate facilities.

- As a first principle, the city council expects developers to provide a financial contribution towards the delivery of the required infrastructure. If appropriate, consideration of the developer building the required infrastructure to an agreed specification will be considered on a case-by-case basis in consultation with appropriate partners.

16.5 Provision Requirements

16.5.1 Contributions will vary with each development. The costs can be broken into 3 distinct parts: land purchase, construction costs and fixtures / furnishings.

16.5.2 In cost terms the investment figure is derived from recent local work and in line with the Museums Library and Archives (MLA) Council Standard Charge approach to the provision of library facilities for new developments.

16.5.3 The two main parameters of a standard charge for public libraries are:

- A **space standard**; the MLA recommends a figure of 30 square metres per 1,000 population as a benchmark for local authorities.
- A **construction and initial fit out cost**; these can vary by site and area; taking the RICS (Royal Institution of Chartered surveyors) Building Cost Information Service data, this can be from £3,233 per square metre to £3,929 per square metre. A recommended current benchmark figure for East Anglia is £3,233 per square metre.

16.5.4 A calculation using the benchmark figure above gives a cost of £96,990 (30 x £3,233) per 1,000 people, or £97 per person in new housing; or or £238 per dwelling for new build provision (based on average household size of 2.46, Figures exclusive of land purchase costs).

16.5.5 Where a contribution is required not for a new build facility, but to make necessary enhancements and/ or expansions to existing provision, in order to meet the additional demands which will be placed on that provision by the increase in population, then the contribution required will draw on the Museums Library and Archives Council (MLA) Standard Charge approach:

- In relation to fit-out, IT and bookstock by applying the MLA figure to the projected population growth.
- In relation to the building costs by using a multiplier based on 35% of the MLA construction figure. This is on the basis that what will be needed is not a complete new building or extension to existing buildings but changes to the internal configuration and layout. This equates to £83 per dwelling.

16.5.6 For strategic sites where library, museum and life-long learning facilities are delivered, in the first instance such facilities must be offered to the city council or vivacity (and/or contracted partner) for adoption. In the event of the council being unable to be run by consider adoption, this requirement will revert to the parish council. Should the city council not be in a position to agree to the adoption, developers must submit a proposal to the

council detailing how a Trust shall be set up for the new community to ensure appropriate future maintenance measures are put in place.

17 Public Realm

17.1 Introduction

17.1.1 An objective of the City Centre Plan is to create a vibrant, mixed-use centre that is alive during the day and at night and supports growth elsewhere in Peterborough. This will incorporate, amongst other things, improvements to the public realm and establishment of the Cathedral Square as a community hub and meeting point.

17.1.2 Some of the planned public realm works have been implemented by 2013, enhancing the city centre for all users. Further works, identified in the Peterborough Public Realm Strategy are programmed for the future in Long Causeway, Westgate, Riverside, Midgate, Queensgate & North Westgate and the Station Quarter areas of the city centre.

17.1.3 Contributions towards the provision of public realm projects in the city centre and district centres will be required from new dwellings on a proportionate basis.

17.2 Types of facilities that may be required

17.2.1 Delivery of public realm projects is mainly about improvement works such as surfacing and street layouts, street lighting and street furniture, public art and hard and soft landscaping works. There will also be occasion where public realm master planning is required.

17.3 What S106 planning obligations might be sought?

17.3.1 Following the adoption of CIL, the council will not seek to secure contributions towards public realm infrastructure projects, via S106 planning obligations. All CIL liable developments will contribute to the provision of public realm infrastructure projects.

18 Waste Management

18.1 Introduction

18.1.1 Both the Waste Management Plan for England (2013) and the Cambridgeshire and Peterborough Minerals and Waste Core Strategy (Adopted July 2011) include policies encouraging all forms of new development to be designed and constructed in such a way as to minimise the production of waste, maximise the re-use of materials, and maximise the use of recycled materials; and to facilitate, by provision of adequate space and facilities, the ongoing recycling and recovery of waste as may arise from the completed development proposal. This includes the design and construction of single buildings through to whole communities in the form of urban extensions and new villages.

18.1.2 The Cambridgeshire and Peterborough Minerals and Waste Core Strategy policies CS16 Household Recycling Centres and CS28 Waste Minimisation, Re-Use and Resource Recovery provide the policy basis for seeking contributions towards the provision of household recycling centres, bring sites and residential waste storage containers.

18.1.3 New developments should make provision for waste storage, collection and recycling in accordance with [RECAP Waste Management Guide SPD](#)¹⁷ (adopted February 2012). The document provides guidance on the design and provision of waste management infrastructure within a development's design, a toolkit to facilitate self –assessment of needs against standards. Many of these matters will be addressed as part of the design and dealt with by planning condition where necessary. The RECAP SPD also sets out a basis for planning conditions and /or planning obligations.

18.2 Types of facilities that may be required

18.2.1 The three main waste management infrastructure types sought through the above policy and guidance are:-

- Residential waste storage containers
- Bring Sites
- Household Recycling Centres

18.2.2 Other forms of waste management infrastructure may also be required to support the growth of the city in a more sustainable way. These may include city-wide facilities such as materials recovery facilities (mechanical or biological), composting facilities, and energy from waste facilities where these are operated by or on behalf of the city council.

18.3 When will S106 planning obligations be sought?

18.3.1 Following the adoption of the CIL, all developments of less than 500 dwellings will contribute to the provision of new waste management infrastructure solely by way of CIL, not S106 planning obligations. Planning contributions will only be sought in the form of

¹⁷ <http://www.peterborough.gov.uk/pdf/RECAP%20SPD%20web.pdf>

S106 planning obligations for strategic sites of 500 dwellings or more. However, it should be remembered that relevant planning conditions may be imposed on all development schemes of any size.

18.4 What S106 planning obligations might be sought?

18.4.1 The city council will seek to negotiate an area of land / areas of land provided by the developer (at no cost to the Local Planning Authority / Waste Planning Authority), or conditions towards acquiring such land, sufficient in size to allow the creation and operation of new facilities, for

- Household Recycling Centres, (c 2.5ha) and
- Bring Sites

19 Environment Capital (Carbon emissions reduction)

19.1 Introduction

19.1.1 Peterborough's ambition is to be the UK's Environment Capital. This includes putting in place the relevant infrastructure to support this ambition.

19.1.2 Another important aspect for such a rapidly growing city is to ensure growth is sustainable in all senses of the word. Core Strategy policy CS10 Environment Capital provides the means to encourage and deliver in this respect by requiring,

"All development proposals of one dwelling or more, and other non-dwelling proposals concerning 100 square metres or more, should explicitly demonstrate what contribution the development will make to the Environment Capital agenda over and above that which would be required by the Building Regulations in force at the time, other development plan policies or any other consents as required through regional and national legislation."

19.2 Types of contributions that may be required

19.2.1 Core Strategy policy CS10 Environment Capital provides a number of examples of how developments may contribute to the Environment Capital agenda. Three of these are highlighted below in order to provide an indication of what is sought: -

- *Achieving a greater reduction in carbon dioxide emissions than that required by national Building Regulations in force at the time, especially through the use of energy efficiency measures;*
- *The use of innovative resource efficiency measures, which aim to minimise demand for water, energy or other natural resources beyond that which would normally be required or expected;*
- *Creation of areas of high biodiversity or other green infrastructure, beyond that which would normally be expected or required via other policies in the development plan;*

19.2.2 Developer contributions will be sought towards Peterborough's Environment Capital ambition. In line with Core Strategy policy CS10 Environment Capital for all development proposals of one or more dwellings and other non-dwelling proposals concerning 100m² or more the council will seek to secure contributions via planning condition. If planning conditions don't provide a satisfactory means of securing contributions, it may be necessary to secure them via a S106 obligation.

19.2.3 CIL will not be used to deliver Environment Capital infrastructure.

19.3 When will S106 planning obligations be sought?

19.3.1 Planning contributions will only be sought in the form of S106 planning obligations on residential developments and non-residential developments (involving 100m² net change in floorspace) towards the development of Peterborough's Environment Capital ambition, when:-

- Securing the contribution can't satisfactorily be achieved by use of a planning condition(s)
- Where technical feasibility issues preclude any on-site delivery,

19.4 What S106 planning obligations might be sought?

19.4.1 If it has been deemed appropriate to utilise a S106 planning obligation to secure an Environment Capital contribution it is most likely that this will involve

- a financial contribution towards a suitable off-site project or
- resource management measures or initiatives at off-site locations

19.5 Provision Requirements and Indicative Costs

19.5.1 It has not been possible to identify a formula for calculating a unit cost to development for site specific Environmental Capital contributions. A contribution will therefore be negotiated.

20 Other Potential Development Specific Requirements

20.1 What may be required via planning obligations?

20.1.1 Sections 4 to 19 may not represent all possible planning obligations requirements that may be applicable to any individual development. The precise circumstances of each development will be different and there therefore may be additional development specific requirements, such as mitigation measures, that may be needed to address the impact of individual developments. Such requirements by reason of their nature will need to be assessed on a site by site basis. The list below sets out some additional potential planning obligations that may be applicable, depending on the individual circumstances and constraints of the development site and the nature of the proposed development.

20.1.2 This list is not exhaustive, but provides examples.

- Emergency services
- Impacts on the historic environment
- Nature conservation mitigation measures
- Pollution/air quality mitigation measures
- CCTV

Appendices

Appendix A

S106 Planning Obligations : Basic Questions and Answers

What is a S106 Planning Agreement?

A planning agreement is a legal agreement entered into by the planning authority **and** the developer or applicant which outlines the details of a planning obligation. This may include details of new community facilities or the amount and type of open space that would be required in a new housing scheme. Planning Agreements run with the land so will bind successive owners. If the applicant does not own the land the landowner will need to be party to the agreement.

What is a Unilateral Undertaking?

This is an undertaking made by the applicant **to** the planning authority to cover any planning issues before the granting of planning permission and may be offered at any point in the application process – but normally where agreement has not been reached. The undertaking does not require any agreement by the local planning authority and may therefore have no legal input into the drafting of such agreements. However, local authorities do not have to accept unilateral undertakings offered by the developers if they do not feel they deal with all the issues in granting planning permission. An applicant may offer a unilateral undertaking at a planning appeal against refusal to overcome the local authority's objections. It will then be for the Inspector to decide its suitability or otherwise.

Do I need a solicitor to complete the S106 Agreement?

You do not necessarily need a solicitor but it may be advisable because legal agreements and undertakings can restrict the use of the property in the future. Alternatively, some applicants may choose to use their agent or planning consultant. However a Solicitor will be required to confirm title to the land concerned.

Can a legal agreement cover more than one obligation?

A legal agreement may contain any number of planning obligations depending on the complexity and scale of the development and what would be necessary in order to grant planning permission. Where an obligation is very straightforward it may be contained in an undertaking which tends to be a short and simple document.

How long will it take to complete a legal agreement or undertaking?

This will depend on a number of issues including the complexity and size of the proposed development, the negotiations between the parties and progress made before the application is submitted or goes before the Environmental Protection and Planning Committee. It is the council's aim to carry out as much as possible of this work prior to consideration by Committee.

Straightforward agreements on noncomplex sites should normally be completed shortly after a favourable resolution. The council will look to commence negotiations with the applicant as soon as it is apparent that an agreement will be sought.

When does infrastructure or financial contributions need to be paid?

In order that the needs and impacts arising from new developments are addressed as soon as possible the council will generally aim to achieve the provision of infrastructure or payment of financial contributions on the commencement of development. In the case of outline planning permission and major phased developments, contributions may be paid in instalments on the commencement of each phase. The phasing of payments will be set out in the S106 agreement agreed by the applicant and the council.

Why are financial contributions Index Linked?

In order to maintain the value of contributions from the date of the planning consent until the time development is commenced, they will be index linked to reflect changes in, for example, the RICS Index or Retail Price Index. Delayed payment of financial contributions will incur interest at a rate 5% above Base Rate. This is to ensure that the projects and works for which the contributions are earmarked are not unduly delayed or if delay occurs there is a contingency which may help negate the costs associated with delay.

How do I make payments to the council?

It is the applicant's responsibility to be aware of when payments are due and to ensure that they are made on time. Payments can be made by cheque, made payable to

"Peterborough City Council"
and sent to the Council Offices at:

Peterborough City Council
Stuart House East Wing, St John's Street
Peterborough
PE1 5DD

Payments must specify the S106 reference number and site address in order to identify the relevant legal agreement and site.

What will happen to the payments?

When payments are received they will be recorded and noted against the relevant agreement and included in the council's Capital Programme for spending. Progress with particular obligations and expenditure in general will be reported regularly as part of the Planning Service Annual Monitoring Report.

How long will a S106 obligation run for?

Some requirements of a S106 obligation are of an ongoing nature, for example the maintenance of a facility or the community use of a building and so the obligation will continue for so long as development implemented under the associated planning permission continues. S106A of the Town and Country Planning Act 1990 also provides a procedure by which an applicant can apply for the formal modification or discharge of planning obligations.

Appendix B

Approach for S106 Agreements / Unilateral Undertaking's

1. Introduction

- 1.1** Where it is agreed that it will be necessary to secure Developer Contributions via a S106 Planning Obligation (in the form of a S106 Agreement or Unilateral Undertaking) then a draft 'Heads of Terms' must be submitted with a planning application. Prior to submitting a Draft Heads of Terms, developers will need to consider a range of factors that influence contributions. The city council's Local Plan and supporting documentation is the primary source of information setting out the requirements of new development in Peterborough. The process for agreeing Developer Contributions involves a series of steps, set out in Table below, that are designed to ensure that the process is as swift and transparent as possible.

2. Legal and Monitoring Processes

- 2.1** S106 Agreements and UUs will normally be drafted by the city council's Legal Services Team; a service paid for by applicants. Title has to be deduced to the city council and all persons with an interest in the land must be party to the agreement. The city council carries out searches to make sure there have been no new owners or mortgages in the period before completion. Agreements and UUs are registered as local land charges and their provisions bind future purchasers/tenants of the site. Both draft and completed s106 Agreements and UUs may be viewed by members of the public and are in no sense confidential documents.
- 2.2** If contributions are being sought for a range of items, they will usually be addressed in a single document; however, some infrastructure is provided by outside agencies, for example, electricity and water. Their requirements may occasionally be set out in separate documents, but to save time and costs a combined s106 Deed is usually entered into.
- 2.3** It should be understood that each Agreement or UU has to be entered into before any planning permission is granted. In non-appeal cases the city council seeks to issue the planning permission within one working day of completion of the Agreement or UU. In appeal cases the Agreement or UU needs to be completed before the appeal is determined by the Planning Inspectorate.
- 2.4** The council will track compliance with each provision contained in a legal agreement as a development proceeds to ensure that payment of financial contributions and completion of non-financial obligations is in accordance with the terms in the agreements. The council will require a monitoring fee charged at the rate of 2% for the first £3 million and 1% thereafter on the total sum of all S106 contributions. Late payment of contributions will incur additional interest charges at the rates set out in the Agreement.

2.5 The council will require a payment for the preparation of the legal agreement. The current minimum charge is £550.

2.6 Details regarding planning obligations and CIL payments will be recorded on a database. This will include what payments are due, triggers, and where/on what the funds are to be spent. Reports on the holding balances, and how the funds have been used will be made available annually within the planning authority's Annual Monitoring Report or equivalent.

3. Late Interest Payments

3.1 In the event of any delay in making any payment required under a s106 Agreement, (regardless of whether or not any formal demand for payment has been made by the Council) interest shall be added to such contribution until payment is made on a daily basis at the rate of 5% per annum above the standard rate of Barclays Bank plc.

4. Triggers for Planning Obligations

4.1 Planning Obligations are normally triggered on commencement of development i.e. the date on which works to begin the development start, as defined by the carrying out of a material operation (Section 56 of the 1990 Town and Country Planning Act), but may be earlier or later e.g. upon first occupation.

5. Timing of Developer Contributions Payments

5.1 The timescale for payment of planning contributions will be set out in the Agreement. This will normally be due on commencement of development, but maybe prior to completion or first occupation. In the case of significant major development, payments may be phased to assist development viability.

6. Inflation

6.1 Unless otherwise stated to the contrary all contributions (sums payable) by the owner will be subject to increase by application of the principles of indexation. For the purpose of applying indexation the index will mean the Building Cost Information Service All-in Tender Price Index (TPI) (SE England excl. London) of the Royal Institution of Chartered Surveyors.

6.2 For the purposes of Affordable Housing Contribution and Public Transport separate indices are used.

6.3 Indexation will commence on the date planning permission is issued and will end on the date(s) the Contributions or sums are actually paid in full.

6.4 Further detail on the above matters are set out in the S106 agreement documentation and via the council's Legal Service.

7. Use of s106 Financial Contributions

- 7.1** When a financial contribution is secured, the use of the funds will be stipulated in the s106 Agreement.

- 7.2** Time limits, usually ten years from the date that the contribution is paid in full (but potentially longer), for the expenditure of financial contributions will be included within the planning obligation agreements. After the agreed time limit, any unused contributions are returned to the developer with any accrued interest.

Appendix C

Approach to CIL Charging

Introduction

Note: This section is intended to be helpful to the reader but it does not replace or override the formal Acts and Regulations. The city council accepts no liability should any of the information in this SPD contradicts or is contrary to these Acts and Regulations.

The CIL will apply to most development, although some uses will have a zero charge. The levy rates will be set out in the CIL Charging Schedule once adopted by the council. Development involving less than 100m² floorspace of new build is exempt, *unless* one or more dwellings is created (in which case the exemption does not apply). If more than 100m² of floorspace is developed then CIL is liable on the whole amount.

Once adopted, CIL is chargeable on the “gross internal area” of the “development for which planning permission is granted” (Regulations 40 and 9 of the Community Infrastructure Levy Regulations 2010 (as amended)). This includes circulation and service space such as corridors, storage, toilets, lifts, etc. though there are some exemptions.

‘s73 applications’

(Section 73 Town and Country Planning Act 1990) are not exempt from CIL liability. Determination of the chargeable development is clarified in the regulations as:

- Where the S73 is to change a condition subject to which a previous CIL liable permission was granted so that the amount of CIL payable would not change, then the chargeable development is the development for which planning permission was granted by the previous permission as if that development was commenced.
- Where the S73 is to change a condition subject to which a previous CIL liable permission was granted so that the amount of CIL payable would change e.g. due to change in gross internal area, the chargeable development is the most recently commenced or recommenced chargeable development.

Development commenced under general consent is liable to pay CIL. 'General consent' includes permitted development rights granted under the General Permitted Development Order 1995. Such cases will be required to submit a Notice of Chargeable Development prior to commencement of development to the Council in all cases unless the development is exempt from CIL under the minor exemption stated in Regulation 42 in the CIL Regulations or where the chargeable amount calculated under Regulation 40 is zero.

Other contributions may also be required for development specific matters, such as through a Section 106 Town and Country Planning Act 1990 Legal Agreement and / or a Unilateral Undertaking.

Who is liable to pay the levy?

Responsibility to pay the levy runs with the ownership of the land and the levy is registered as a local land charge. Liability to pay the levy may be assumed by the land owner or another party or parties, unless an application for social housing relief has been made (see note 3 below), by completing and submitting an Assumption of Liability (Form 1), which will be made available to download from the council's website.

The liability must be assumed by submission of a completed form before the development commences. Failure to submit prior to commencement of the development will result in the liable party/land owner losing any right to pay the levy in instalments, as set out in the council's Instalment Policy, and may incur a surcharge.

Liability may be transferred at any time before commencement of the development, unless an application for social housing relief has been made, by submitting the relevant forms 'Assumption of Liability Form', 'Withdrawal of Liability Form' and a Transfer of Liability Form as appropriate. If the council is unable to recover CIL from a party that has assumed liability, the liability defaults to the owner/s of the land. The CIL Liability Notice will be issued to the party/s that has assumed liability and/or to the landowner as well as to the planning applicant. CIL does not need to be paid until after the development has commenced.

Are there any exemptions from paying a levy?

An owner of land is exempt from liability to pay CIL if that owner is a **charitable institution** and the chargeable development will be used wholly, or mainly, for charitable purposes. However, this does not apply where:

- that part of the chargeable development to be used for charitable purposes will not be occupied or under the control of the charitable institution;
- where the material interest is owned by the charitable institution jointly with a person who is not a charitable institution;
- where exemption of the owner from liability to pay CIL would constitute State aid.

The CIL Regulations also provide 100% relief from the levy on those parts of a chargeable development which are intended to be used as **social housing**.

Any person wishing to benefit from social housing relief must be an owner of the relevant land, assume liability to pay CIL, submit a claim in accordance with regulations to the Council and receive approval of the claim **all** before commencing development.

Appendix D

Viability

1. Principles

- 1.1** The costs incurred in delivering a workable, high quality development commensurate with local standards and expectations are to be expected and should have been reflected in the price paid for the land, and will not normally reduce the ability of a site to provide necessary developer contributions. Expected costs include affordable housing, site clearance and remediation, good quality design measures, landscaping, noise and other environmental attenuation measures, and appropriate infrastructure provision (which may include highway and public transport measures). Price paid for land may not be a determining factor if too much has been paid or historic land values or developer profit margins are being protected at the expense of necessary contributions.
- 1.2** The city council has tested the viability of development in Peterborough as part of the development of the CIL, on the basis of current conditions and taking into account the provision of 30% affordable housing with no grant provision, in line with current policy requirements.
- 1.3** Viability and deliverability issues are a reoccurring theme throughout the Core Strategy and supporting/associated documents. There is a balance to be struck between meeting all policy requirements considered necessary for achieving sustainable development and financial viability at the macro-scale.

2. The city council's approach to viability

- 2.1** A developer can easily calculate their likely CIL charge and can make a reasonable estimation for s106 planning obligations to address site specific impacts.
- 2.2** If developers wish to raise the viability of their development as an issue for its deliverability they will be expected to set it out in a formal submission to the city council prior to the submission of a planning application; including:
- Whether viability considerations mean that they are not able to provide the full policy requirements deemed to be necessary to be secured through a s106 (e.g. affordable housing) and the statutory CIL charges.
 - Why they consider not meeting the policy requirements should be found acceptable.

2.3 The assessment of this information will be considered on a case by case basis. It will involve weighing the additional benefits of a scheme (over and above for example the delivery of a development per se) compared with the degree of harm resulting from potential under-provision or delayed provision of infrastructure (including affordable housing). This will assist the city council in reaching a decision on whether or not the benefits of the scheme outweighs the general principle that planning permission should be refused unless policy requirements are met.

3. Viability Assessments

3.1 If the principle that a reduction or deferral of contributions (including affordable housing) may be appropriate and has been discussed with the city council, then the developer will need to submit a viability assessment.

3.2 An evidential approach to viability and benefits is required and the city council will not consider possible policy compromises simply on the basis of generalised arguments about the economy at large. What matters is the specific development economics of the scheme and an informed view as to what policy requirements can and cannot be reasonably and fairly afforded and the benefits of progressing on that basis. This allows for a fair and even-handed approach.

3.3 The following additional guidance on viability assessments should be adhered to:

- Provision of financial information about the scheme will be on an “open book” basis;
- Developers should provide the following as part of their viability assessment:
 - Electronic version of the viability assessment in the form of the Homes and Communities Agency supported Development Appraisal Toolkit (DAT). Where appropriate other viability approaches may be acceptable subject to agreement with the city council;
 - Full Build Cost Plan;
 - Market Evidence for Sales Rates – set out in a sales and marketing report, including comparables;
 - Market evidence to support Gross Development Value and the assumptions on yield and financing costs. ;
 - Market Evidence for Site Value and/or legal evidence of land purchase price;
 - Development and Sales Programme;
 - Likely CIL charge including showing payments in line with the adopted Instalments Policy.
- The basis of the valuation will be on current values and costs, including current land values, rather than historic values or the price originally paid for the land. Larger schemes with longer development periods, phasing or with later implementation timeframes are likely to require a review of costs and values part way through the development.
- Any analysis will be based on land values as set by the application of planning policy in determining the permissible scope of development, rather than on the price actually paid for the land. For this reason valuations will be done on a residual basis where the value of land is an output of the process. Arguably no allowance should

be made for the original cost of purchasing the land or for payments that are contracted to be made to the landowner or third party under an existing option, conditional land sale agreement, profit share (overage) or clawback arrangement. If it is suggested that the viability of the development is comprised as a result of an allowance for these items then it will be at the discretion of the city council as to what extent, if any, obligations are amended in recognition of them.

- A Development Appraisal will follow the principle as set out below:

$$\text{Gross Development Value} - \text{Total Build Costs} - \text{Developer's Profit} = \text{Residual Land Value.}$$

- The city council may seek independent valuation advice to review the viability assessment – the cost of that advice will be met by the developer.
- Any concerns regarding viability of the development must be highlighted by the developer at pre-application stage.
- Viability assessments should also be provided at the late/final pre-application stage, just before submission of the planning application, and certainly no later than when the planning application is submitted otherwise the application will not be validated.

3.4 If the proposal involves affordable housing, the valuation assessment must assess the scheme on the basis of no grant for affordable housing. Written confirmation is also required to demonstrate grant funding is not available. Where the scheme delivers significant social benefits, special account may be taken of this in assessing the appropriate level of contribution.

3.5 The Residual Value i.e. the payment to the landowner is a variable to take into account, assuming that sufficient positive land value is required for implementation of a permission. The Residual Land Value should exceed the Existing Use Value (EUV) and any Alternative Use Value (AUV) based on an extant planning permission for that use.

3.6 The key variables to be considered include:

Value of residential sales

Independent evidence and evaluation will be required to justify the values used.

Value of affordable housing

The Council will require a statement setting out the assumptions made in terms of tenure, including where appropriate rents, yields, management costs and likely/agreed levels of Social Housing Grant if any.

Commercial values

Independent evidence and evaluation will be required to justify the values used, including rents, capital values and investment yields

Build Costs

A professional build cost plan will be required, including justification from a recognised quantity surveyor. Build costs must set out the quality of construction to be adopted including, if applicable, adopting building sustainability performance measures such as the Code for Sustainable Homes or Building Research Establishment Environmental Assessment Method. Any abnormal or exceptional costs that are identified must be explained and supporting evidence provided, including quotes for the identified works.

Planning obligations

Planning obligations in line with this SPD should be provided for, including affordable housing in compliance with the city council's adopted policy.

Finance Costs

Including borrowing rate and period of borrowing.

Developer's Profit

The appraisal must demonstrate the percentage profit that the scheme will deliver.

Existing Use Value or Alternative Use Value

A formal valuation in compliance with the requirements of the RICS Valuation Standards (the Red Book) will be required in support of the Existing Use Value and/or Alternative Use Value.

4. Potential actions if “benefits” are identified

- 4.1** If the city council considers that there are benefits of approving a non-policy compliant scheme, a number of potential courses of action will be considered to both enable the development to proceed but to also ensure the early delivery of the scheme and/or to capture any enhanced value arising from improved market conditions during the course of the development. These are as follows:
- 4.2** Deferred timing of planning obligations: This option will generally be explored first before considering reducing the quantum of contributions. Options that may be considered if justified include:
- Provision of site-specific infrastructure in phases with some on commencement of development and some at a later date, related to a specified trigger point.
 - Deferral of financial payments due under a planning obligation to a later stage of the development – however the city council will be cautious of this as it could lead to difficulties in securing the funds at a later stage in the development.
- 4.3** The city council will expect appropriate mechanisms to be included in the s106 agreement to provide maximum security/minimum risk to the city council in relation to securing these contributions.
- 4.4** Reduce quantum of contributions through s106 and use CIL funds to deliver what has been reduced from the s106 Agreement: Where viability issues still remain after investigating opportunities to defer the timing of obligations, it may be possible to reach an agreement with the city council whereby it will use a portion (minimal possible) of the compulsory CIL funds payable to deliver elements of the site specific infrastructure that

would normally be secured through a s106 Agreement. If agreed, this will be set out in the R123 list and in the programmes of spend put forward on an annual basis by service providers (the IDS). Note: This process does not apply to Affordable Housing Provision.

Example – it is necessary for a development to undertake works to provide traffic management measures on the highway network because of the unacceptable impact on the highway network which is heavily congested at peak times. This would normally be secured by way of a s278 Agreement as part of a wider planning obligation agreement. If viability issues are demonstrated, that have not been addressed by other steps, then the city council and/or the Highway Authority could agree to waive the requirement to secure, via a planning obligation, some of these works

- 4.5** Reduce quantum of planning obligations including affordable housing: For this option to be used, the following principles apply:
- Reductions will be the minimum necessary to make the scheme viable.
 - A judgment will be made by the city council in terms of the scale of reduction required relative to the benefits of the scheme.
- 4.6** CIL 'Exceptional Circumstances' Relief: In addition to the mechanisms set out in this SPD to introduce as much flexibility into the system as is reasonably possible without compromising the ability to secure sustainable development in Peterborough, there is specific exceptional relief offered as part of the CIL. This is a last resort option and must be in line with the regulations permitting such relief
- 4.7** Mechanisms to secure early delivery: Where changes to the timing or quantum of contributions are agreed the city council will likely seek the early delivery of the scheme. These may include:
- Granting of a short life planning permission – e.g. maximum of 12 months.
 - Securing commitments to commence development within a specified period of time after the granting of planning permission.
 - Specifying time limits on the time allowed to complete the scheme, and/or specific phases or elements of a scheme.

4.8 Securing additional funding: To help assist with the delivery of infrastructure and affordable housing, particularly where contributions have been reduced or the timing of infrastructure delayed as a result of viability considerations, the city council will expect developers and their partners to bid for funding streams where available. The city council will be able to offer information in relation to this on request.

4.9 Mechanisms to capture any uplift in the market: Where the city council has accepted reductions in the level of contributions/affordable housing based on the current viability situation, it will expect mechanisms to be put in place that allow additional contributions to be provided later in the scheme if and when viability has improved. This is likely to take the form of overage or clawback clauses in the s106 agreement. The city council will expect any such clauses to be based on the following principles:

- Any calculations of clawback should be based on the uplift in net profit of the scheme (not gross development value);
- The “clawback” should constitute a substantial element of the additional net profit, secured as additional financial contributions and/or affordable housing;
- Clawback/overage clauses will require a re-assessment of costs and values (and validation) of the scheme near to the end of the development, at around the time that 90% of the development has been completed;
- The re-valuation will require independent assessment (such as by the District Valuer) with the cost of this independent assessment to be met by the developer;
- Any enhanced value/profit identified from the scheme should not include any input from any grant secured – such grant should be used in full for delivering the infrastructure/affordable housing that it was provided for;
- Clawback may be accepted in the form of affordable housing units rather than financial contributions;
- The amount of clawback secured will be limited to the full policy requirement for the scheme.

Appendix E – Draft CIL Regulation 123 List

Draft CIL Regulation 123 List

Peterborough City Council Community Infrastructure Levy

(To accompany the Community Infrastructure Levy Draft Charging Schedule consultation)

The infrastructure listed below has been divided into infrastructure types in Peterborough that are eligible for CIL funding and those that are not.

The Draft Regulation 123 list, as set out below, defines which projects and/or types/sections of infrastructure that the council will fund through CIL revenues. It will take effect upon the implementation of the Council's CIL Charging Schedule. The list is not definitive, and in no order of priority, as no formal decisions have yet been taken to confirm how CIL funds will be allocated amongst the listed infrastructure types/projects. It lists infrastructure types/projects that CIL could be used to fund, and by default, what S106 planning obligations contributions can't.

Infrastructure types and/or projects that will, or may, be funded in whole or in part by CIL:

Development Specific infrastructure (Non-CIL funded)	Remaining Infrastructure (CIL funded in whole or part)
Local site-related road / transport requirements	Remaining Roads and other Transport facilities
Site specific education provision contributions for sites of 500 dwellings or more	Remaining Educational facilities
Site specific health provision contributions for sites of 500 dwellings or more	Remaining Health facilities
Site specific indoor sports and recreational facilities contributions for sites of 500 dwellings or more	Remaining Indoor Sports and Recreational facilities
Site specific community buildings contributions for sites of 500 dwellings or more	Remaining Community buildings
Site specific library, museum, and life-long learning provision contributions for sites of 500 dwellings or more	Remaining library, museum, and life-long learning facilities
Site-specific waste management provision contributions	Remaining Waste Management infrastructure
Site specific emergency services contributions for sites of 500 dwellings or more	Remaining Emergency services
Local site-related utility requirements	Remaining Utilities
Local site-related flood risk management solutions/ requirements	Remaining Flood risk management schemes
Site specific public realm contributions for sites of 500 dwellings or more	Remaining Public Realm infrastructure
Site specific strategic outdoor open space contributions for sites of 500 dwellings or more	Remaining strategic outdoor open space infrastructure
Site specific non-strategic open space provision contributions for sites over 14 dwellings	Remaining non- strategic outdoor open space infrastructure
	Crematorium and Burial Grounds infrastructure
	Strategic Green infrastructure

Appendix F – Open Space Glossary

Doorstep Outdoor Play Space - DOPS (accompanied children up to 7 years of age - replacing LAPs)

These represent the base level of facility provision. The aim is to make them very accessible and therefore within easy reach of accompanied young children.

Because of the basic requirements, these facilities might be located on a wide range of open spaces that also serve other purposes. Parks and many existing green spaces will meet this requirement for a very local area for young children, and provision of playspace for the very young should therefore be considered in the context of the wider Open Space Strategy.

However, there are parts of the City not within easy reach of a park or green space, and there may be a need in such locations to consider LAP's.

DOPs should be within easy walking distance (5 minutes walking time from home). Wherever possible they should be located to coincide with routes and destinations for other regular trips (school, shops, parks etc). They may also be located on open space shared for other compatible recreation (such as in parks, playing fields, or general amenity space). They need to accommodate, for example, low-key games and exercise, imaginative/social play, and play with small toys. The emphasis is on encouraging younger children to be accompanied and regularly visiting whilst the parent/carer is on route to (say) school or local shops.

No minimum space specification is appropriate, subject to provision of sufficient space to allow for creative play taking into account surrounding physical constraints.

The funding and maintenance of such areas are addressed elsewhere in this Supplementary Planning Document.

Local Areas of Play (LAPs)

As above but inclusive of at least three pieces of play equipment and small low key games area with play features on approximately 50-100m².

Junior Outdoor Play Space (JOPS) (replacing NPFA LEAPs.)

These are aimed primarily at junior school children (although there should be consideration to the needs of younger accompanied children for equipped playspace). The following specification reflects evidence that most parents and many children prefer to walk further to get to better-equipped playspace as well as providing for ball and wheeled play and preferences for well-designed and landscaped play space.

Provision per population	1:2,000 people
Location	10 minutes walking time from home – straight line distance 450 m.
Target age group	Accompanied and unaccompanied seven to eleven-year-olds. Consideration should also be given to accompanied younger children (segregated area).
Purpose	A Junior Play Area should cater for a large range of play activity, including an area for informal ball games and/or low key wheeled sports.
Equipment/Landscaping	<p>Play area designed as per good practice guidelines and include minimum 6 differing items of traditional play equipment.</p> <p>They should also contain 'low key' casual ball play and/or wheeled sports facilities. For example:</p> <ul style="list-style-type: none"> • An informal Wheel Play facility (Max height 1m approx); • A single ended 'multi use ball games area' comprising Goal mouth; Basket/netball hoop; Cricket Stumps; rear (ball retention) wall (3m high) on a tarmac playing surface. <p>Some form of Shelter (Meeting Place) should also be provided to give some protection from rain & wind.</p> <p>For the younger users equipment included should be small-scale and appropriate for young children.</p> <p>Also to include seating for adults.</p> <p>Landscaping to maximise play value.</p>
Area	<p>Activity zone minimum of 625 sq m.</p> <p>Buffer zone 30 m between the edge of the activity zone and residential property. The buffer zone should include footpaths and planted areas. Buffer zone landscaping to include child-friendly</p>

	planting (e.g. natural scent, colour and texture).
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Youth Outdoor Play Space (YOPS) (replacing NPFA NEAPS)

Designed specifically to meet the needs of older children and young people, reflecting their greater mobility and willingness to walk further than younger children.

Provision per population	1:8,000 people
Location	Within 20 minutes walking time from home – straight line distance 800m
Target age group	Primarily for unaccompanied and unsupervised 12-16 year-olds (some provision for younger children)
Purpose	Provides challenging and stimulating play opportunities and youth facilities
Equipment/Landscaping	<p>Play area designed as per good practice guidelines and include 2 separate Areas as below:</p> <ol style="list-style-type: none"> 1. A range of challenging and stimulating play facilities. At least 8 items (could be variously linked in multi-play units) with at least 4 items to encourage more adventurous climbing, swinging or gliding (e.g. aerial runway). 2. Hard surface floodlit Multi-Use Games Area of at least 465 sq m. and/or wheeled play facilities. <p>Landscaping to maximise play value.</p> <p>Also to include:</p> <ul style="list-style-type: none"> • Seating for adults. • Youth shelter/seating/meeting area for teenagers (well lit). <p>The site may also include additional/alternative youth facilities in line with consultation with local young people.</p>
Area	<p>Total Activity zone minimum of 1000 sq m.</p> <p>Buffer zone at least 35m from activity zone to nearest residential property (50m if formal skateboarding facilities included).</p>

Family Outdoor Play Space (FOPS)

Within the city access to Family Play Facilities is an objective of the open space standards. These cater for all age groups (young accompanied children to youth). When planning new facilities consideration must be given to accessibility from the rural areas too.

Provision per population	1:35,000 people
Location	Within 20 minutes cycle-time (3 to 4 mile straight line distance) on safe routes, links to public transport, and normally linked to a popular city wide park destination.
Target age group	Families - Unaccompanied and accompanied under 19 year-olds.
Purpose	To provide challenging and stimulating play opportunities for all age groups. Family visits.
Equipment/Landscaping	<p>Play area designed as per good practice guidelines to include 3 separate Areas as below:</p> <ol style="list-style-type: none"> 1. <i>Toddler area (under 7s)</i> - small-scale and appropriate for the age; at least 3 types of equipment; seating and dog fencing. Landscaping to maximise play value. 2. <i>Junior area (7-11s)</i> - minimum 6 differing items of traditional play equipment. <ul style="list-style-type: none"> Containing 'low key' casual ball play and/or wheeled sports facilities. For example: <ul style="list-style-type: none"> • An informal Wheel Play facility (Max height 1m approx); • A single ended 'multi use ball games area' comprising Goal mouth; Basket/netball hoop; Cricket Stumps; rear (ball retention) wall (3m high) on a tarmac playing surface. 3. <i>Over 12s area</i> - Hard surface Multi-Use Games Area of at least 465 sq m. and/or formal wheeled play facilities. <p>Landscaping to maximise play value.</p> <p>Also to include:</p> <ul style="list-style-type: none"> • Seating for adults. • Youth shelter/seating/meeting area for teenagers. • Nearby toilets and facilities for refreshments <p>The site may also include additional/alternative youth facilities in line</p>

	with consultation with local young people.
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Family Outdoor Play Space (FOPS) cont'd

Area	<p>Activity zone minimum of 1500m².</p> <p>Buffer zone 30 m between the edge of the activity zone and residential property. The buffer zone should include footpaths and planted areas. Buffer zone landscaping to include child-friendly planting (e.g. natural scent, colour and texture).</p>
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Allotments

Provision per population	0.28ha per 1,000
Location	Within 15 minutes walking time from home – straight line distance 560m.
Target age group	Families - Unaccompanied and accompanied under 19 year-olds. Independent adults of all ages
Purpose	For allotment gardening / community farming
Equipment/Landscaping	Fencing, road/pathways and water supply to plots.
Area	Min size approx. 0.5ha

Neighbourhood Parks

Neighbourhood Parks cater for all age groups (young accompanied children to youth).

Provision per population	1:2,500 people
Location	Within 15 minutes walking time from home – straight line distance 560m.
Target age group	Families - Unaccompanied and accompanied under 19 year-olds. Independent adults of all ages
Purpose	Formal and informal recreational pursuits for all age groups, including sitting out and walking.
Equipment/Landscaping	Landscaped area with formal and informal planting, providing a range of activities that may include outdoor sports facilities and playing fields, children's play for different age groups.
Area	Between 1-6ha.

Appendix G

Indicative Thresholds for Transport Assessments

Thresholds based on size or scale of land use						
	Land Use	Use/ description of development	Size	No Assessment	Transport Statement	Transport Assessment / Travel Plan
1	Food retail (A1)	Retail sale of food goods to the public – food superstores, supermarkets, convenience food stores.	GFA	<250 sq. m	>250 <800 sq.m	>800 sq. m
2	Non-food retail (A1)	Retail sale of non-food goods to the public; but includes sandwich bars – sandwiches or other cold food purchased and consumed off the premises, internet cafés.	GFA	<800 sq. m	>800 <1500 sq.m	>1500 sq. m
3	A2 Financial and professional services	Financial services – banks, building societies and bureaux de change, professional services (other than health or medical services) – estate agents and employment agencies, other services – betting shops, principally where services are provided to visiting members of the public.	GFA	<1000 sq. m	>1000 <2500 sq. m	>2500 sq. m
4	A3 Restaurants and cafés	Restaurants and cafés – use for the sale of food for consumption on the premises, excludes internet cafés (now A1).	GFA	<300 sq. m	>300 <2500 sq.m	>2500 sq. m
5	A4 Drinking establishments	Use as a public house, wine-bar or other drinking establishment.	GFA	<300 sq. m	>300 <600 sq.m	>600 sq. m
6	A5 Hot food takeaway	Use for the sale of hot food for consumption on or off the premises.	GFA	<250 sq. m	>250 <500 sq.m	>500 sq. m
7	B1 Business	(a) Offices other than in use within Class A2 (financial and professional services) (b) research and development – laboratories, studios (c) light industry	GFA	<1500 sq. m	>1500 <2500sq.m	>2,500 sq. m
8	B2 General industrial	General industry (other than classified as in B1), The former 'special industrial' use classes,	GFA	<2500 sq. m	>2500 <4000 sq. m	>4000 sq. m

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		B3 – B7, are now all encompassed in the B2 use class.				
9	B8 Storage or distribution	Storage or distribution centres – wholesale warehouses, distribution centres and repositories.	GFA	<3000 sq. m	>3000 <5000 sq. m	>5000 sq. m
10	C1 Hotels	Hotels, boarding houses and guest houses, development falls within this class if ‘no significant element of care is provided’.	Bedroom	<75 bedrooms	>75 <100 bedrooms	>100 bedrooms
11	C2 Residential institutions - hospitals, nursing homes	Used for the provision of residential accommodation and care to people in need of care.	Beds	<30 beds	>30 <50 beds	>50 beds
12	C2 Residential institutions – residential Education	Boarding schools and training centres.	Student	<50 students	>50 <150 students	>150 students
13	C2 Residential institutions – institutional hostels	Homeless shelters, accommodation for people with learning difficulties and people on probation.	Resident	<250 residents	>250 <400 residents	>400 residents
14	C3 Dwelling houses	Dwellings for individuals, families or not more than six people living together as a single household. Not more than six people living together includes – students or young people sharing a dwelling and small group homes for disabled or handicapped people living together in the community.	Dwelling Unit	<10 units	>9 <80 units	>80 units
15	D1 Non-residential Institutions	Medical and health services – clinics and health centres, crèches, day nurseries, day centres and consulting rooms (not attached to the consultant’s or doctor’s house), museums, public libraries, art galleries, exhibition halls, non-residential education and training centres, places of worship, religious instruction and church halls.	GFA	<500 sq. m	>500 <1000 sq.m	>1000 sq. m
16	D2 Assembly and leisure	Cinemas, dance and concert halls, sports halls, swimming baths, skating rinks, gymnasiums, bingo halls and casinos. other indoor and outdoor sports and	GFA	<500 sq. m	>500<1500 sq.m	>1500 sq. m

Peterborough Draft Developer Contributions SPD - June 2014

		leisure uses not involving motorised vehicles or firearms.				
17	Others	For example: stadium, retail warehouse clubs, amusement arcades, laundrettes, petrol filling stations, taxi businesses, car/vehicle hire businesses and the selling and displaying of motor vehicles, nightclubs, theatres, hostels, builders' yards, garden centres, POs, travel and ticket agencies, hairdressers, funeral directors, hire shops, dry cleaners.	TBD	Discuss with appropriate highway authority	Discuss with appropriate highway authority	Discuss with appropriate highway authority

Thresholds based on other considerations				
	Other considerations	TS	TA	TA/TP
1	Any development that is not in conformity with the adopted development plan.			✓
2	Any development generating 30 or more two-way vehicle movements in any hour.		✓	
3	Any development generating 100 or more two-way vehicle movements per day.		✓	
4	Any development proposing 100 or more parking spaces.		✓	
5	Any development that is likely to increase accidents or conflicts among motorised users and non-motorised users, particularly vulnerable road users such as children, disabled and elderly people.			✓
6	Any development generating significant freight or HGV movements per day, or significant abnormal loads per year.		✓	
7	Any development proposed in a location where the local transport infrastructure is inadequate. – for example, substandard roads, poor pedestrian/cyclist facilities and inadequate public transport provisions.		✓	
8	Any development proposed in a location within or adjacent to an Air Quality Management Area (AQMA).		✓	

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SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE	Agenda Item No. 8
17 JULY 2014	Public Report

Report of the Director of Governance

Contact Officer – Paulina Ford, Senior Governance Officer, Scrutiny
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REVIEW OF 2013/2014 AND WORK PROGRAMME FOR 2014/15

1. PURPOSE

- 1.1 To provide the Committee with a review of the work undertaken during 2013/14 by the Sustainable Growth and Environment Capital Scrutiny Committee. To approve the draft work programme for 2014/15 for the Sustainable Growth and Environment Capital Scrutiny Committee.

2. RECOMMENDATIONS

- 2.1 That the Committee considers the 2013/2014 year in review and makes recommendations on the future monitoring of these items where necessary.
- 2.2 That the Committee determines its priorities, and approves the work programme for the forthcoming year.

3. REVIEW OF 2013/14

- 3.1 The Sustainable Growth and Environment Capital Scrutiny Committee was established by Council at its annual meeting on 23 May 2012. During the year 2013/2014, the Committee considered the following issues:

Information / Update

- Review of 2012/13 and Future Work Programme
- Overview of Environment Capital Programmes/Projects

Monitoring / Calling to Account

- Establishment of a Scrutiny Task and Finish Group to Investigate the Benefits of extending 20mph Speed Limits across Residential Areas of Peterborough
- Energy Performance Contract (EnPC)
- Enterprise Peterborough Partnership Performance Progress Report
- Peterborough – Serco Strategic Partnership Performance Report Annual Report
- Energy from Waste Update
- Human Resources Monitoring Report – Six Monthly Progress Report
- Growth Strategy – Report on Progress
- Scrutiny in a Day: Understanding and Managing the Impacts of Welfare Reform on Communities in Peterborough
- Management of Agricultural Estate and Future Proposals
- Blue Sky Update report
- Opportunity Peterborough – Report on Progress
- 20MPH Speed Limit - Scrutiny Task and Finish Group Final Report
- Annual Human Resources Monitoring Report
- Corporate Complaints Annual Monitoring Report 2012/2013
- Growth Delivery Arrangements

Policy / Plans / Consultation

- Household Recycling Centre
- Amey Partnership (formerly Enterprise) KPI's
- Peterborough City Centre Development Plan Document
- Environment Capital Action Plan
- Carbon Emissions Management Action Plan - Annual Update
- 2014/15 Local Transport Plan Capital Programme of Works (CPW)
- Budget 2014/15 and Medium Term Financial Plan

Two Call-In Meetings were held to consider the call-in of the following decisions:

- Call-In of Executive Decision – Passenger Transport – Subsidised Service Provision – JUL13/CAB/059 – July 2013. Outcome – **Called-In and referred back to Cabinet.**
- Call-In of Executive Decision - Update on Proposed Ground Mounted and Wind Developments at Newborough, Morris Fen and America Farm – FEB14/CAB/16 – February 2014. Outcome – **Called in and referred back to Cabinet.**

The following Task and Finish Groups were formed during 2013-2014.

- 20mph Task and Finish Group formed in June 2013, completed review in January 2014
- Task and Finish Group to Review and Develop a Strategy for the Councils Farms Estate – Formed in April 2014

The Committee took part in a Joint Scrutiny in a Day focussing on the Impact of Welfare Reform which was held on 17 January 2014

3.2 For the information of the Committee, copies of the recommendations made during the year by the Committee are attached at Appendix 1.

4. WORK PROGRAMME 2014/15

4.1 In accordance with the Constitution, the Committee is responsible for setting its own work programme in line with the Council's key priorities and the Committee's remit.

4.2 The Committee's remit is:

1.	To review and scrutinise the delivery of the Sustainable Community Strategy priority of creating opportunities, tackling inequalities. This will include reviewing and scrutinising the performance of other public bodies in their activities and performance in the delivery of the Single Delivery Plan.
2.	Hold the Executive to account for the discharge of functions in the following ways: <ul style="list-style-type: none">• by exercising the right to call-in, for reconsideration, decisions made but not yet implemented by the Executive or key decisions which have been delegated to an officer.• by scrutinising Key Decisions which the Executive is planning to take, as set out in the Forward Plan• by scrutinising Executive decisions after they have been implemented, as part of a wider policy review.
3.	To review and scrutinise the planning, decisions, policy development, service provision and performance relating to the following service areas: <ul style="list-style-type: none">• Adult Learning and Skills• Children's Services

	<ul style="list-style-type: none"> • Education • Safeguarding Children
4.	To assist and advise the Council and the Executive in the development of its budget and policy framework by in-depth analysis of policy issues in relation to the terms of reference of the committee.
5.	Make recommendations to the Executive and/or Council arising from overview and scrutiny activity.
6.	Establish ad-hoc Task and Finish Groups to investigate specific topics on a time-limited basis.
7.	To consider any appeals from petition organisers who are not satisfied with the outcome of the Council's consideration of their petition.

4.3 A draft work programme which shows the items which are currently scheduled along with items carried over from last year is attached at Appendix 2.

5. BACKGROUND DOCUMENTS

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

5.1 Minutes of the Sustainable Growth and Environment Capital Scrutiny Committee held on 12 June, 11 July, 5 September, 15 October, 7 November, and 17 January, 20 January, 10 February, 12 March, 7 April 2014.

6. Appendices

6.1 Appendix 1 - Responses to recommendations made during 2013/2014
Appendix 2 – Draft Work Programme 2014/15

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SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE
RECOMMENDATIONS MADE DURING 2013-2014

APPENDIX 1

ITEM / MEETING	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
11 July 2013	<p>Call-In of Decision made by Cabinet on 1 July 2013, Passenger Transport - Subsidised Service Provision -</p> <p>Committee agreed to call-in the decision and recommends that Cabinet:</p> <ol style="list-style-type: none"> 1. Reconsiders the results of the consultation undertaken with regard to the decision to discontinue Passenger Transport Subsidised Services; And in doing this: 2. Undertakes further consultation to fully assess and understand the impact of discontinuing these services on vulnerable members of the public in particular with relation to the Local Link service before making the decision. 	<p>Cabinet</p>	<p>There were a number of members of the public who attended the Cabinet meeting who asked if they could speak at the cross party advisory group.</p> <p>The Cabinet agreed and the cross party advisory group listened to their submissions.</p> <p>Having heard the views of the public it was decided that a reduced timetabled service would be introduced and that officers would monitor the situation carefully and report to the Sustainable Growth and Environment Capital Scrutiny Committee in due course. A report on the Impact of Subsidised Bus Services Cuts will be submitted to the Committee in January 2015.</p> <p>All other recommendations in the Cabinet report were agreed.</p>

**SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE
RECOMMENDATIONS MADE DURING 2013-2014**

APPENDIX 1

ITEM / MEETING	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
5 September 2013			
Human Resources Monitoring Report	The Committee recommended that the Interim Head of HR investigate ways of rewarding employees who have recorded 100% attendance levels. Progress on this to be reported back to the Committee in the annual report April 2014.	Mike Kealey	<p>HR are looking at a few areas of possible reward, they include:</p> <ul style="list-style-type: none"> • Tea in the Mayors Parlour • Gift from the Mayor • Take home one of our electric cars for the weekend (this should perhaps be if an employee is not off for a good length of time i.e. 3 years. Also investigation needs making as to the effect on insurance as it will not be used for work purposes over the weekend and any tax implications) • A Saturday course at the City College • Weekend membership of Vivacity • Free hire of the reception room or one of the other meeting rooms for a party in the evening or at the weekend (perhaps with a limit of up to 4 hours use) <p>At the moment no approach has been made to the partners to get their buy in.</p> <p>It is hoped that these recommendations will be firmed up by the end of August.</p>
Environment Capital Update	The Committee recommends that the Climate Change Team Manager investigate Green Leasing with a view to the council adopting it as a policy and reports back to the Committee.	Charlotte Palmer	<p>Research has been undertaken into Green Leases and their uptake in other Local Authorities across the UK. Further work is now underway to evaluate various implementation options with the relevant council departments in order to formulate recommendations which will be presented in a report to Scrutiny in September 2014.</p>
Community Asset Transfer Strategy	The Committee endorsed the Community Asset Transfer Strategy and recommended the Strategy to Cabinet for	Cabinet	<p>Cabinet considered the report and RESOLVED to: Approve and adopt the Community Asset Transfer Strategy at its meeting on 23 September 2013.</p>

**SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE
RECOMMENDATIONS MADE DURING 2013-2014**

APPENDIX 1

ITEM / MEETING	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
15 October 2013			
Peterborough City Centre Development Plan Document	<p>1. The Committee endorsed the Peterborough City Centre Development Plan and recommends it to Cabinet for approval.</p> <p>2. The Committee also recommends that the following amendments be made to the Plan prior to submission to Cabinet:</p> <p>a) The reference to the Greenback Yard as a 'Community Allotment' should be changed to the wording 'Community Asset'.</p> <p>b) The reference to the Council consulting with 'DIAL' regarding accessibility should be changed to consult with the 'Disability Forum'.</p>	Gemma Wildman	<p>The City Centre Plan and recommendation proposed by the committee were approved by Full Council in December 2013. Public consultation was carried out in January to March 2014 and the document was submitted to Government in April 2014.</p> <p>A public examination is due to take place between 22 to 24 July 2014. Final adoption of the document is proposed for December 2014.</p>
20 January 2014			
20MPH Speed Limit – Scrutiny Task and Finish Group Final Report	The Committee noted and endorsed the report for submission to Cabinet	Cabinet	The Task and Finish Group Report will be presented to the Cabinet on 28 July 2014.

**SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE
RECOMMENDATIONS MADE DURING 2013-2014**

APPENDIX 1

ITEM / MEETING	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
12 March 2014	<p>Call-In of Decision made by Cabinet on 24 February 2014 in respect of the Update on Proposed Ground Mounted and Wind Developments at new Borough, Morris Fen and America Farm - FEB/14/CAB/16</p>	<p>Wind & Solar Working Group / Cabinet</p>	<p>The working group have met and their report and recommendations will be presented at the next meeting of this Committee on 17 July 2014 for comment.</p>
	<p>The request for Call-in of the decision made by you on 24 February 2014, regarding the Update on Proposed Ground Mounted and Wind Developments at Newborough, Morris Fen and America Farm was considered by the Sustainable Growth and Environment Capital Scrutiny Committee. Following discussion and questions raised on the reasons stated on the request for call-in, the Committee agreed to call-in the decision and to refer it back to Cabinet to re-consider within ten working days, by 26 March 2014 .</p> <p>The decision is to be referred back to the Cabinet with the following recommendation:</p> <ol style="list-style-type: none"> 1. That the Wind and Solar Member Working Group consider the Cabinet's decision when it meets on the 18th March 2014 and shall report on that decision and the issues raised by the Call-In and discussed at this meeting of the Scrutiny Committee, including alternative options; and 2. That the Cabinet shall not act on the 		

**SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE
RECOMMENDATIONS MADE DURING 2013-2014**

APPENDIX 1

ITEM / MEETING	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
	<p>decision made by it on 24th February 2014 until it has received and considered the report of the Wind and Solar Member Working Group and the comments of the Sustainable Growth and Environment Capital Scrutiny Committee on that report.</p> <p>3. There will be an extraordinary meeting of the Committee, if necessary, so as to receive the Working Groups report as soon as is reasonably practicable.</p>		

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APPENDIX 2

SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE
DRAFT WORK PROGRAMME 2014/15

Updated: 7 July 2014

Meeting Date	Item	Progress
17 July 2014 <i>Draft Report 30 June</i> <i>Final Report 7 July</i>	Wind and Solar Farm Working Group Report Contact Officer: Mike Rowan Serco Annual Monitoring Report	
	Contact Officer: Paul Richards / Dominic Hudson The Draft Developer Contributions Supplementary Planning Document	
	Contact Officer: Gemma Wildman Review of 2011/12 and Future Work Programme	
	To review the work undertaken during 2011/12 and to consider the future work programme of the Committee. Contact Officer: Paulina Ford	
4 September 2014 <i>Draft Report 15 Aug</i> <i>Final Report 22 Aug</i>	Opportunity Peterborough Draft Economic Action Plan	
	Contact Officer: Steve Bowyer Amey Annual Monitoring Report	
	Contact Officer: Martin Raper / Dominic Hudson	

APPENDIX 2

Meeting Date	Item	Progress
	<p>Affordable Housing Capital Funding Policy</p> <p>Contact Officer: Anne Keogh</p>	
	<p>Local Flood Risk Management Draft Strategy</p> <p>Contact Officer: Julia Chatterton</p>	
	<p>Green Leasing</p> <p>Contact Officer: Charlotte Palmer</p>	
	<p>Council Farms Estate Strategy Task and Finish Group Terms of Reference</p> <p>Contact Officer: Jonathan Lewis</p>	
<p>16 October 2014 <i>Draft Report 29 Sept</i> <i>Final Report 6 Oct</i></p>	<p>Asset Disposal</p> <p>Contact Officer: Jonathan Lewis</p>	
	<p>Joint Venture Progress Report</p> <p>Contact Officer: Simon Machen</p>	

APPENDIX 2

Meeting Date	Item	Progress
<p>6 November 2014 <i>Draft Report 20 Oct</i> <i>Final Report 27 Oct</i></p>	<p>Opportunity Peterborough Draft Economic Action Plan Contact Officer: Steve Bowyer</p> <p>Council Farms Estate Strategy – Report of Task and Finish Group Contact Officer: Jonathan Lewis</p> <p>Community Assets Rationalisation Programme Contact Officer: Jonathan Lewis / Adrian Chapman</p>	
<p>13 January 2015 <i>Draft Report 24 Dec</i> <i>Final Report 31 Dec</i></p>	<p>2015/16 Local Transport Plan Capital Programme of Works (CPW) To consider the Local Transport Plan Capital Programme of Works for 2015/2016. Contact Officer: Mark Speed</p> <p>Report on the Impact of Subsidised Bus Services Cuts Contact Officer: Mark Speed</p>	

APPENDIX 2

Meeting Date	Item	Progress
	<p>Opportunity Peterborough Annual Progress Report</p> <p>Contact Officer: Steve Bowyer</p>	
	<p>Brown Bins Review</p> <p>Contact Officer: Ricky Fuller</p>	
	<p>Skanska Annual Monitoring Report</p> <p>Contact Officer: Andy Tatt / Andrew Denman</p>	
<p>February 2015 (Joint Meeting of the Scrutiny Committees and Commissions) T.B.C.</p>	<p>Budget 2015/16 and Medium Term Financial Plan To scrutinise the Executive's proposals for the Budget 2012/13 and Medium Term Financial Plan. Contact Officer: John Harrison/Steven Pilsworth</p>	
<p>17 March 2015 <i>Draft Report 26 Feb</i> <i>Final Report 5 March</i></p>	<p>Annual Human Resources Monitoring Report To scrutinise the Annual HR Monitoring Report. Contact Officer: Mike Kealey</p>	

APPENDIX 2

Meeting Date	Item	Progress
	<p>Corporate Complaints Annual Monitoring Report 2013/2014 To scrutinise the complaints monitoring report 2013/14 and identify any areas of concern. Contact Officer: Mark Sandhu/Belinda Evans</p> <p>Opportunity Business Plan Contact Officer: Steve Bowyer</p>	

TO BE PROGRAMMED 2014/2015

Item	Comments
PCC Biodiversity Strategy 2013/14 Annual Report - Contact Officer: James Fisher	

TO BE PROGRAMMED 2015/2016

Item	Comments
Environment Capital Action Plan Progress Report	

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SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE	Agenda Item No. 9
7 APRIL 2014	Public Report

Report of the Director of Governance

Report Author – Paulina Ford, Senior Governance Officer, Scrutiny

Contact Details – 01733 452508 or email paulina.ford@peterborough.gov.uk

FORWARD PLAN OF KEY DECISIONS

1. PURPOSE

- 1.1 This is a regular report to the Sustainable Growth and Environment Capital Scrutiny Committee outlining the content of the Forward Plan of Key Decisions.

2. RECOMMENDATIONS

- 2.1 That the Committee identifies any relevant items for inclusion within their work programme.

3. BACKGROUND

- 3.1 The latest version of the Forward Plan of Key Decisions is attached at Appendix 1. The Forward Plan contains those key 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 25 July 2014.
- 3.2 The information in the Forward Plan of Key Decisions provides the Committee with the opportunity of considering whether it wishes to seek to influence any of these key decisions, or to request further information.
- 3.3 If the Committee wished to examine any of the key decisions, consideration would need to be given as to how this could be accommodated within the work programme.
- 3.4 As the Forward Plan is published fortnightly any version of the Forward Plan published after dispatch of this agenda will be tabled at the meeting.

4. CONSULTATION

- 4.1 Details of any consultation on individual decisions are contained within the Forward Plan of Key Decisions.

5. BACKGROUND DOCUMENTS

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

None

6. APPENDICES

Appendix 1 – Forward Plan of Key Decisions

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PETERBOROUGH CITY COUNCIL'S FORWARD PLAN OF KEY DECISIONS

PUBLISHED: 27 JUNE 2014

FORWARD PLAN OF KEY DECISIONS

In the period commencing 28 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. 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, it's members are as listed below:

Cllr Cereste (Leader); Cllr Elsey; Cllr Fitzgerald; Cllr Holdich (Deputy Leader); Cllr North; Cllr Seaton; Cllr Scott; 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. Each new Plan supersedes the previous Plan and items may be carried over into forthcoming Plans. Any questions on specific issues included on the Plan should be included on the form which appears at the back of the Plan and submitted to Gemma George, Senior Governance Officer, Chief Executive's Department, Town Hall, Bridge Street, PE1 1HG (fax 08702 388039). Alternatively, you can submit your views via e-mail to gemma.george@peterborough.gov.uk or by telephone on 01733 452268.

Whilst the majority of the Executive's business at the 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 this is indicated in the list below. A formal notice of the intention to hold the meeting, or part of it, in private, will 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).

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 Alex Daynes, Senior Governance Officer, Chief Executive's Department, Town Hall, Bridge Street, PE1 1HG (fax 08702 388039), e-mail to gemma.george@peterborough.gov.uk or by telephone on 01733 452268. For each decision a public report will be available from the Governance Team one week before the decision is taken.

All decisions will be posted on the Council's website: www.peterborough.gov.uk/executivedecisions. If you wish to make comments or representations regarding the 'key decisions' outlined in this Plan, please submit them to the Governance Support Officer using the form attached. For your information, the contact details for the Council's various service departments are incorporated within this Plan.

KEY DECISIONS FROM 25 JULY 2014

KEY DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	MEETING OPEN TO PUBLIC	RELEVANT SCRUTINY COMMITTEE	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER (IF ANY OTHER THAN PUBLIC REPORT)
<p>Peterborough Flood Risk Management Strategy - KEY/25JUL14/01</p> <p>For Cabinet to approve the Draft Peterborough Flood Risk Management Strategy for public consultation.</p>	Cabinet	22 Sep 2014	N/A	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	<p>Julia Chatterton Flood and Water Management Officer Tel: 01733 452620 julia.chatterton@peterborough.gov.uk</p>	It is not anticipated that there will be any further documents.
<p>Joint Venture Implementation - KEY/25JUL14/02</p> <p>To approve the implementation of the Joint Venture.</p>	<p>Councillor Marco Cereste Leader of the Council and Cabinet Member for Growth, Strategic Planning, Housing, Economic Development and Business Engagement</p>	July 2014	N/A	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	<p>Simon Webber Capital Projects Officer Tel: 01733 384545 simon.webber@peterborough.gov.uk</p>	It is not anticipated that there will be any further documents.

PREVIOUSLY ADVERTISED DECISIONS

<p>Delivery of the Council's Capital Receipt Programme through the Sale of Dickens Street Car Park - KEY/03JUL/11 To authorise the Chief Executive, in consultation with the Solicitor to the Council, Executive Director – Strategic Resources, the Corporate Property Officer and the Cabinet Member Resources, to negotiate and conclude the sale of Dickens Street Car Park.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>July 2014</p>	<p>N/A</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Consultation will take place with the Cabinet Member, Ward councillors, relevant internal departments & external stakeholders as appropriate.</p>	<p>Richard Hodgson Head of Strategic Projects Tel: 01733 384535 richard.hodgson@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p>Care and Repair Framework Agreement - KEY/18DEC/12/01 To approve a framework agreement and schedule of rates to deliver disabled facility grant work, specifically providing disabled access to toilet and washing facilities and associated work in domestic properties.</p>	<p>Councillor Nigel North Cabinet Member for Communities and Environment Capital</p>	<p>August 2014</p>	<p>N/A</p>	<p>Strong and Supportive Communities</p>	<p>Relevant Internal Departments.</p>	<p>Russ Carr Care & Repair Manager Tel: 01733 863864 russ.carr@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>

Amendments to the Affordable Housing Capital Funding Policy - KEY/04OCT13/02 To agree the amendments to the Affordable Housing Capital Funding Policy.	Cabinet	28 Jul 2014	Yes	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Richard Kay Policy and Strategy Manager Tel: 01733 863795 richard.kay@peterborough.gov.uk	It is not anticipated that there will be any further documents.
Strategy for People with Dementia and their Carers - KEY/04OCT13/05 To approve the Dementia Strategy.	Cabinet	30 Jun 2014	N/A	Health Issues	Service users, relevant departments and Scrutiny Commission for Health Issues.	Rob Henchy Commissioning Manager Tel: 01733 452429 rob.henchy@peterborough.gov.uk	It is not anticipated that there will be any further documents.
Expansion of Thorpe Primary School - KEY/13JUN14/03 Award of Contract for the construction of a new school buildings and the refurbishment and the remodelling of existing buildings to accommodate the expansion of Thorpe Primary School (1 form entry expansion).	Councillor John Holdich Cabinet Member for Education, Skills and University	July 2014	N/A	Creating Opportunities and Tackling Inequalities	Relevant internal and external stakeholders.	Emma Everitt Project Support Officer Tel: 01733 863660 emma.everitt@peterborough.gov.uk	It is not anticipated that there will be any further documents.

<p>The Vision for Older People - KEY/10JAN14/05 To consult users and carers/ family members on proposals to develop a dementia specific day service.</p>	<p>Cabinet</p>	<p>28 Jul 2014</p>	<p>Yes</p>	<p>Scrutiny Commission for Health Issues</p>	<p>Relevant internal and external stakeholders.</p>	<p>Nick Blake Improvement & Development Manager Tel: 01733 452406 nick.blake@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p>Approval of Community Asset Transfer of Gladstone Park Community Centre - KEY/24JAN14/03 Approval for the Council to enter into a full repairing lease with the recommended provider under the terms of the Community Asset Transfer Strategy.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>July 2014</p>	<p>N/A</p>	<p>Sustainable Growth and Environment Capital Scrutiny Committee</p>	<p>Relevant internal and external stakeholders.</p>	<p>Emma Everitt Project Support Officer Tel: 01733 863660 emma.everitt@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>

<p>Section 75 Agreement with the Clinical Commissioning Group (CCG) for the Provision of a Joint Child Health and Wellbeing Commissioning Unit - KEY/21FEB14/01</p> <p>Authorisation for the entry into a statutory Section 75 Agreement, for an initial two year period, with the CCG for the provision of a borderline and Peterborough joint child health and wellbeing commissioning unit.</p>	<p>Councillor Wayne Fitzgerald Cabinet Member for Adult Social Care</p>	<p>July 2014</p>	<p>N/A</p>	<p>Scrutiny Commission for Health Issues</p>	<p>Relevant internal and external stakeholders.</p>	<p>Oliver Hayward Head of Business Management Tel: 01733 863910 oliver.hayward@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p>Award of Contract for the Extension of Discovery Primary School - KEY/21MAR14/01</p> <p>Award of contract for the extension of the Discovery Primary School to accommodate increased pupil numbers.</p>	<p>Councillor John Holdich Cabinet Member for Education, Skills and University</p>	<p>July 2014</p>	<p>N/A</p>	<p>Creating Opportunities and Tackling Inequalities.</p>	<p>Relevant internal and external stakeholders.</p>	<p>Brian Howard Programme Manager - Secondary Schools Development Tel: 01733 863976 brian.howard@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>

Sale of Greenwood House - KEY/21MAR14/02 Delivery of the Council's Capital Receipt Programme through the sale of Greenwood House, South Parade.	Councillor David Seaton Cabinet Member for Resources	July 2014	N/A	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Simon Webber Capital Projects Officer Tel: 01733 384545 simon.webber@peterborough.gov.uk	It is not anticipated that there will be any further documents.
Sale of the Herlington Centre - KEY/21MAR14/03 Delivery of the Council's capital receipts programme through the sale of the Herlington Centre, Orton Malborne.	Councillor David Seaton Cabinet Member for Resources	July 2014	N/A	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Simon Webber Capital Projects Officer Tel: 01733 384545 simon.webber@peterborough.gov.uk	It is not anticipated that there will be any further documents.
Peterborough City Council Customer Strategy 2014 - KEY/21MAR14/06 To approve the Customer Strategy. The vision is to provide a range of high-quality services whilst maximising customer satisfaction and delivering these services through different channels at the lowest reasonable cost, whilst also reducing or diverting demand.	Cabinet	28 Jul 2014	Yes	Strong and Supportive Scrutiny Committee	Relevant internal and external stakeholders.	Ricky Fuller Head of Strategic Commissioning/Transformation Tel: 01733 452482 ricky.fuller@peterborough.gov.uk	It is not anticipated that there will be any further documents.

Assistive Technology Charging Policy - KEY/04APR14/01 To amend the Council's charging policy.	Councillor Wayne Fitzgerald Cabinet Member for Adult Social Care	July 2014	N/A	Scrutiny Commission for Health Issues	Relevant internal and external stakeholders.	Mark Gedney Adult Social Care Tel: 01733 452335 mark.gedney@peterboroughpct.nhs.uk	It is not anticipated that there will be any further documents.
Formalise Integrated Community Equipment Service Funding and Commissioning Arrangements - KEY/18APR14/01 To formalise integrated community equipment service joint funding arrangements.	Councillor Wayne Fitzgerald Cabinet Member for Adult Social Care	July 2014	N/A	Scrutiny Commission for Health Issues	Relevant internal and external stakeholders.	Nick Blake Improvement & Development Manager Tel: 01733 452406 nick.blake@peterborough.gov.uk	It is not anticipated that there will be any further documents.
Award of Contract for Build of a Waste Transfer Station - KEY/18APR14/02 To award a contract for the build of a waste transfer station.	Councillor Gavin Eisey Cabinet Member for Street Scene, Waste Management and Communications	July 2014	N/A	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Paul Robertson Waste Project Officer Tel: 01733 864740 paul.robertson@peterborough.gov.uk	It is not anticipated that there will be any further documents.
Award of Contract for Build of a Household Recycling Centre - KEY/18APR14/03 To award a contract for the build of a household recycling centre.	Councillor Gavin Eisey Cabinet Member for Street Scene, Waste Management and Communications	July 2014	N/A	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Paul Robertson Waste Project Officer Tel: 01733 864740 paul.robertson@peterborough.gov.uk	It is not anticipated that there will be any further documents.

Future of the Eight Former Play Centres - KEY/02MAY14/01 To approve the recommendations for the eight former play centres.	Councillor Nigel North Cabinet Member for Communities and Environment Capital	July 2014	N/A	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Cate Harding Neighbourhood Manager Tel: 317497 cate.harding@peterborough.gov.uk	It is not anticipated that there will be any further documents.
Contract Award for 16+ Supported Accommodation - KEY/02MAY14/04 To award a contract for 16+ supported accommodation.	Councillor Sheila Scott Cabinet Member for Children's Services	July 2014	N/A	Creating Opportunities and Tackling Inequalities	Relevant internal and external stakeholders.	Oliver Hayward Head of Business Management Tel: 01733 863910 oliver.hayward@peterborough.gov.uk	It is not anticipated that there will be any further documents.
The Expansion of Pheonix School - KEY/02MAY14/05 To award a contract for the expansion of Pheonix School, including the approval of property, legal and financial arrangements for various enabling with third parties.	Councillor David Seaton Cabinet Member for Resources	July 2014	N/A	Creating Opportunities and Tackling Inequalities	Relevant internal and external stakeholders.	Brian Howard Programme Manager - Secondary Schools Development Tel: 01733 863976 brian.howard@peterborough.gov.uk	It is not anticipated that there will be any further documents.
Dogsthorpe Junior School Academy Conversion - KEY/30MAY14/01 Closure of Dogsthorpe Junior School, academy transfer agreement and lease of premises.	Councillor John Holdich Cabinet Member for Education, Skills and University	July 2014	N/A	Creating Opportunities and Tackling Inequalities	Relevant internal and external stakeholders.	Alison Chambers Principal Assets Officer (Schools) Tel: 01733 863975 alison.chambers@peterborough.gov.uk	It is not anticipated that there will be any further documents.

Print Managed Services - KEY/13JUN14/01 To enable Council officers to be able to print, copy and scan.	Councillor David Seaton Cabinet Member for Resources	September 2014	N/A	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Ricky Fuller Head of Strategic Commissioning/Transformation Tel: 01733 452482 ricky.fuller@peterborough.gov.uk	It is not anticipated that there will be any further documents.
Hampton College Conversion - KEY/30JUN14/02 Closure of Hampton College, academy transfer agreement and lease of premises.	Councillor John Holdich Cabinet Member for Education, Skills and University	July 2014	N/A	Creating Opportunities and Tackling Inequalities	Relevant internal and external stakeholders.	Alison Chambers Principal Assets Officer (Schools) Tel: 01733 863975 alison.chambers@peterborough.gov.uk	It is not anticipated that there will be any further documents.
Draft Developer Contributions Supplementary Planning Document - KEY/13JUN14/02 For Cabinet to comment on the draft document.	Cabinet	28 Jul 2014	N/A	Sustainable Growth and Environment Capital.	Relevant internal and external stakeholders.	Richard Kay Policy and Strategy Manager Tel: 01733 863795 richard.kay@peterborough.gov.uk	It is not anticipated that there will be any further documents.
ICT Procurement - KEY/27JUN14/01 Procurement and implementation of software to support the councils transformation programme.	Councillor David Seaton Cabinet Member for Resources	July 2014	N/A	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Richard Godfrey ICT and Transactional Services Partnership Manager Tel: 01733 317989 richard.godfrey@peterborough.gov.uk	It is not anticipated that there will be any further documents.

<p>Provision of MFDs - KEY/11 JUL14/01 To replace the 17 HP Edgelines to enable council officers to be able to print, copy and scan.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>July 2014</p>	<p>N/A</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Ricky Fuller Head of Strategic Commissioning/Transformation Tel: 01733 452482 ricky.fuller@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents</p>
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RESOURCES DEPARTMENT Executive Director's Office at Town Hall, Bridge Street, Peterborough, PE1 1HG

Strategic Finance
Internal Audit
Schools Infrastructure (Assets and School Place Planning)
Corporate Property
Waste and Energy
Strategic Client Services (Enterprise Peterborough / Vivacity / SERCO including Customer Services, ICT and Business Support)

CHILDREN'S SERVICES DEPARTMENT Executive Director's Office at Bayard Place, Broadway, PE1 1FB

Safeguarding Family and Communities
Education
School Improvement
Special Educational Needs / Inclusion and the Pupil Referral Service

ADULT SOCIAL CARE Executive Director's Office at Town Hall, Bridge Street, Peterborough, PE1 1HG

Care Services Delivery (Assessment and Care Management and Integrated Learning Disability Services)
Mental Health
Public Health (including Health Performance Management)

COMMUNITIES DEPARTMENT Director's Office at Bayard Place, Broadway, PE1 1FB

Strategic Commissioning
Safer Peterborough, Cohesion, Social Inclusion and Neighbourhood Management

GOVERNANCE DEPARTMENT Director's Office at Town Hall, Bridge Street, Peterborough, PE1 1HG

Communications
Legal and Governance Services
HR Business Relations (Training and Development, Occupational Health and Reward and Policy)
Strategic Regulatory Services
Performance Management

GROWTH AND REGENERATION DEPARTMENT Director's Office Stuart House, St Johns Street, Peterborough, PE1 5DD

Strategic Growth and Development Services
Strategic Housing
Planning Transport and Engineering (Development Management, Construction and Compliance, Infrastructure Planning and Delivery, Network Management and Passenger Transport)
Commercial Operations (Strategic Parking and Commercial CCTV, City Centre, Markets and Commercial Trading and Tourism)

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