

Bassingbourn-cum-Kneesworth Parish Council Planning Committee

Dear Councillor

I hereby give you notice that a meeting of the Planning Committee will be held virtually on **Tuesday 6th October 2020 approximately 8.10 pm following the Finance Committee Meeting.**

Zoom meeting ID:86249753062 to follow (with the Finance Committee Agenda.

Passcode: 273728

All members of the Committee are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.

The Council welcomes members of the public to their meetings. At the beginning of the meeting, for no longer than 15 minutes, members of the public may contribute their views and comments to the Parish Council.

Dated the 29th September 2020

Val Tookey

Clerk to the Parish Council

1	Apologies for absence	
2	Declarations of Interests relating to items on the agenda and dispensations	A
3	Minutes of Meeting held 1st September 2020 (previously circulated) to be approved.	A
4	SCDC applications for consideration, agreement of response and to record: 4.1 <u>Midsummer House, Old North Road</u> - re-rendering, erection new porch and replacement windows and doors. Demolition of existing glass conservatory and re-built with a solid wall and roof construction. (all councillors had previously had this information) https://applications.greatercambridgeplanning.org/online-applications/PLAN/20/03799/HFUL 4.2 <u>20/02231/FUL</u> Installation of external wall insulation to increase the thermal comfort of 36 Service family homes <u>109-144 Edinburgh Square</u> Bassingbourn Cum Kneesworth SG8 5LH	A

<https://applications.greatercambridgeplanning.org/online-applications/applicationDetails.do?activeTab=summary&keyVal=Q9NR9JDXHTM00>

4.3 Received For information only : S/4468/17/NMA1 Non-material amendment to change surfacing of the footpath in the NW corner from tarmac to bark chippings. Land to West of Cemetery i.e. Robinson Gardens.

(Council will recall that there has been several meetings with CALA homes regarding the installation of this footpath link to Elbourn Way play area. This change to surfacing is as agreed by PC with CALA)

4.4 SCDC Decisions to record:

20/03376/FUL: Installation of concrete hard standing and associated fencing for external plant enclosure associated with the auditorium building previously approved under permission S/3422/18/FL, Bassingbourn Barracks. (all councillors will have previously had this information)

4.5 Delegation meeting re 75 High Street

To record that following a Delegation Meeting SCDC has decided that the application should be a delegated decision.

(all councillors will have previously had this information)

5 Planning for the Future MCHG

Consultation – Finalising response for recommendation to Full Council

<https://www.gov.uk/government/consultations/planning-for-the-future>

6 Letter from Planning Director S.C.D.C. (attached)

To receive letter

Please note that in order to comply with the tight deadlines imposed on determination of planning applications, the Parish Council may consider other recently-notified planning applications. Details are available on the Greater Cambridge Shared Planning monthly list of validated applications at <https://applications.greatercambridgeplanning.org/online-applications/search.do?action=monthlyList>

The agenda may differ at the discretion of the chairman.

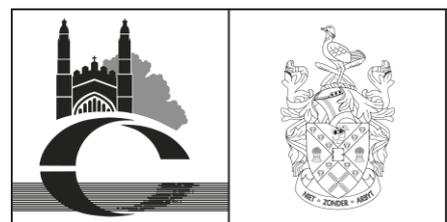
Date of Next Meetings: – 2020

Finance : Planning:- 2020 - 3rd November; 1st December.

Main Council:- 20th October; 17th November; 15th December.

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GREATER CAMBRIDGE
SHARED PLANNING

SENT BY EMAIL

To All Parish Councils

Service Area: : Planning
Contact: Stephen Kelly
Email:

Stephen.Kelly@greatercambridgeplanning.org

23 09 2020

Mobile: 07711 918993

Dear Clerk,

PLANNING COMMITTEE NOTIFICATIONS

You may be aware that from a recent planning committee meeting, there is an issue with our software which means that notifying Parish Councils individually, of specific items on planning committee meetings in SCDC results in the online planning pages being updated to suggest, incorrectly, that the consultation period for that application remains “open.” Having investigated the reasons why this process changes the website dates and considered options for resolving this issue, I am therefore writing to you to advise of our need to have to change the mechanism for notifying Parish Councils of forthcoming Committee items.

Earlier this year, as you may know, SCDC moved from its former software provider to a new “Idox enterprise” solution. Idox are the largest provider to Councils of planning solutions in the Country and had already been providing the City Council planning service with its ICT solution for a number of years. The Idox software that we have introduced has a range of new

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capabilities, some of which you may have been able to see in the training sessions with Parish Councils earlier this year. These include a user configurable search capability that can provide updates on progress with applications, as well as the ability to hold searches and send out emails to the user when circumstances change within those search parameters.

The issues that emerged from the recent committee relate however to the way in which the system treats Parish Councils as “consultees.” This requires a manual “overwrite” to be performed for each letter to remove the “default” response date from the system when it generates the notification to you. Otherwise, the system views what was a notification of committee meeting as a consultation letter – which it is not. We have explored whether this process can be re-designed within the current system capabilities and have been advised that this is not possible. As a result, and in the interests of avoiding a repeat of the recent need to defer items, the service must now implement a new process.

The Greater Cambridge Shared Planning Service is a strategic partnership between Cambridge City Council and South Cambridgeshire District Council. Therefore, from next month, instead of a specific notification letter for each application, each Parish Council will receive an emailed list of all applications appearing on the agenda for the Committee meeting, alongside details of how to register your interests to speak. The notification will be generated automatically upon conclusion of the publication of the agenda. The report will be sent to all Parish Councils automatically. In due course, I hope to be able to review the report generation process to see whether we can manage to focus reports to be sent solely to the specific Parish wherein the application lies. The change in the notification process, will not affect the ability of the Parish to “appear at the Planning Committee meeting where requested, to comment upon an application being heard.

Alongside the move to automated emails of committee items, the service will also be introducing a Parish Specific report, that can be sent on a weekly basis identifying new applications submitted and material changes to the status of “live” applications. The report will also detail all decisions issued the previous week, with a link to view the application and documents on our online system Public Access. In providing this information in this format we will be stopping the case by case emailing of Decision Notices. The new report format will, we hope, assist Parish Clerks in sharing with Parish Councillors, the latest position on applications in their area and we hope, will be easier for Parish Councils and clerks in the task of keeping up to date with live proposals and applications.

Finally, as we seek to support the ongoing aspiration for more information and following feedback from Parishes on the use of the “public access”

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facilities in IDOX, alongside work to capture some of your feedback so far, we intend to re-run training sessions for Parish's (and put more material online) to assist you in using the online capabilities now available. Cat Quy and her colleagues will therefore be sending out invitations to further online training events targeted at helping Clerks to register with and fully utilise the capabilities of the public access suite.

We do recognise that, at this time particularly, making changes to patterns of working can be more disruptive. The changes that we propose to make to the Parish Council

Committee notification process more assured, nevertheless seek to address a recognised weakness in the current system that has created uncertainty for Parish Councils and applicants alike. We are basing these changes on the SCDC Parish Contact List held at <https://www.scambs.gov.uk/your-council-and-democracy/parish-councils/parish-councilguidance-and-information/> for Parishes so please also let us know if this database is out of date. I hope that these new measures for notification, alongside the new weekly "notifications" report and further support for use of the public access software will nevertheless help you to conveniently access our information on planning matters. Please however let me and my team know if you have any other suggestions as to how we can assist you and your Councillors further – or if you have any comments on the communications that we will begin sending to you from 28th September.

Yours Sincerely

Stephen Kelly



Joint Director of Planning and Economic Development

The Greater Cambridge Shared Planning Service is a strategic partnership between
Cambridge City Council and South Cambridgeshire District Council