

PLANNING PERFORMANCE AGREEMENT

BETWEEN

**CAMBRIDGESHIRE COUNTY COUNCIL AND GREATER
CAMBRIDGE SHARED PLANNING SERVICE**

And

**CAMBRIDGESHIRE COUNTY COUNCIL (GREATER CAMBRIDGE
PARTNERSHIP)**

DATED 2 MARCH 2020

PROJECT PLAN

GREATER CAMBRIDGE PARTNERSHIP DEVELOPMENTS:

**CAMBOURNE TO CAMBRIDGE RAPID TRANSPORT ROUTE
SOUTH- WEST TRAVEL HUB
CAMBRIDGE SOUTH EAST RAPID TRANSPORT ROUTE
FOXTON TRAVEL HUB**

**TO PROVIDE FOR THE TIMELY CONSIDERATION OF SCHEME
DEVELOPMENT INPUTS**

**TO PROVIDE ADVICE AS PART OF THE FORMAL PRE-APPLICATION
AND THE PLANNING/ REGULATORY PROCESS AND TO INFORM
ENVIRONMENTAL ASSESSMENT REPORTS**

1.0. VISION & PROJECTS

- 1.1. The Greater Cambridge Partnership's (GCP) vision is to make it easier to travel in, out and around Cambridge and South Cambridgeshire by public transport and to reduce and maintain lower traffic levels and to ease congestion.
- 1.2 This Planning Performance agreement, relates to four scheme developments (see Appendix A for the site location plans) being promoted by the GCP as follows:

1. Cambourne to Cambridge Rapid Transport Route

The proposed development is to provide a new Rapid Transport Route between Cambourne and Cambridge, to include a proposed park and ride site at either Madingley or Scotland Farm and cycle and walking paths. This agreement covers both Phases 1 & 2 of the project. The development will be submitted to the Secretary of State under the Transport for Works Act.

2. Cambridge South-West Travel Hub

The proposed development is to provide a new park and ride, adjacent to the M11/A10 junction. The proposals also include provision for additional road capacity at the A10/M11 junction into Cambridge, a segregated off-road route for buses and cycleway improvements. The Travel Hub will be a Regulation 3 planning application.

3. Cambridge South East Rapid Transport Route

The proposed development is to provide a new rapid transport route from Addenbrookes to Haverhill. The proposals also include a new park and ride site and cycling and walking paths. This agreement covers both phase 1 and phase 2. The development will be submitted to the Secretary of State under the Transport for Works Act.

4. Foxton Travel Hub

The proposed development is to provide a new park & rail facility near to Foxton Train station. The development will be a Regulation 3 planning application.

2.0 OBJECTIVES OF THE PLANNING PERFORMANCE AGREEMENT

- 2.1 The first objective of this planning performance agreement (PPA) is to ensure that the proposed development is adequately resourced, there is positive key stakeholder engagement throughout the process and to ensure that the development of the proposals can proceed in a timely manner that keep to programme.
- 2.2 The second objective of the PPA is to ensure clear and transparent communications and good co-ordination is maintained between all parties.

3.0 GENERAL COMMON PRINCIPLES

The partners commit to:

1. working together in good faith;
2. having respect for each other's interests, due processes and confidentiality;
3. providing information in a prompt and proactive way, to support and manage the associated processes;
4. working in a transparent and consistent manner, in order that outcomes can be anticipated, defined and understood;
5. agreeing on defined 'milestones', which will remain fixed unless otherwise agreed by all parties involved.

4.0 GENERAL ARRANGEMENTS

- 4.1 For the lead officers and personnel responsible for overseeing the projects and the implementation of this PPA see Appendix C
- 4.2 Cambridge City Council and South Cambridgeshire District Council have come together to create a shared planning service - the Greater Cambridge Shared Planning Service (GCSPS). Officers from the GCSPS will be part of the project team. Corporate services within both district councils that are not part of GCSPS including Environmental Health Teams and drainage officers will still need to be involved. The lead DM project officer for GCSPS will coordinate the inputs required from district council corporate services outside the GCSPS. South Cambridgeshire District Council is the employing authority for the GCSPS and will be responsible for administration of invoicing and charging on

behalf of the GCSPS. Internal recharging will take place by the CCC project team.

- 4.3 The Programme will seek to deliver the two key outputs:
- Agree the surveys and information required to inform an Environmental Assessment Report (where required) in relation to the 4 proposed schemes.
 - Provide planning advice and other specialist advice in relation to key planning policy and other technical considerations having regard to the different options, to inform the decision on the preferred schemes and in terms of any inputs required through the regulatory process for the individual projects. The Project Team required to implement the Project Programme is shown at Appendix C. This is split into two separate stages; scheme development and regulatory processes.
- 4.4 For the projects to be submitted to the Secretary of State under the Transport for Works Order, the role of officers will be the same as for a planning application process when the schemes are at pre-application stage. The role of GCSPS and the County Planning Team will be as a consultee on the TWA, once the order has been made to the Secretary of State.
- 4.5 For projects subject to a planning application process, the Project Team, co-ordinated by the applicant team at scheme development stage and the County Planning Team for the regulatory processes stage will meet as required, with key meetings to be identified in the Project Programme. The Project Team will communicate, share information and provide regular updates on key issues required to meet the Project Programme and to monitor progress against the Programme and resolve issues. The Project Team will be the key body on matters relating to this agreement and determining any recommendations on key issues arising from the pre-application and environmental assessment report processes.
- 4.6 For projects subject to a TWA, the process will be the same as set out in paragraph 4.5, however at the regulatory stage the project team will be co-ordinated by the applicant team, rather than the Cambridgeshire County Council Development Management Team.
- 4.7 The project management arrangements will be different at the two stages to reflect the need to keep the regulatory processes independent. At the point that a preferred option is decided by the GCP Board, is the stage that the proposals will switch from scheme development to the regulatory stage.
- 4.8 In the event that key programme milestones are not being kept to, resolution will be sought between the following chief officers:-

- [REDACTED] [REDACTED] - Chief Executive Greater Cambridge Partnership or [REDACTED] [REDACTED] Technical Director Greater Cambridge Partnership;
- [REDACTED] [REDACTED] - Joint Director of Planning and Economic Development for Greater Cambridge Shared Planning Service; and
- [REDACTED] [REDACTED] – Executive Director, Place and Economy, Cambridgeshire County Council.

5.0 PROCEDURAL ISSUES

- 5.1 Design development and regulatory work streams and meetings will be kept separate. See Appendix C for relevant project team arrangements.
- 5.2 A meetings log will be maintained by the applicant's Planning Agent including any topic specific meetings e.g. transport and Environmental Impact Assessment (EIA) related. Key issues arising from such meetings will be integrated into the Strategic issues Log (see paragraph 7.2).
- 5.3 In terms of regulatory processes, all Council Officers will use their best endeavours to secure and maintain the timely response of external consultees during the pre- application process, but ultimately cannot be held responsible for any failure on their part to undertake prompt consideration of material.
- 5.4 Any disagreement between the parties arising out of, or connected with, this PPA shall be referred firstly to the Senior Representatives listed in Appendix C. The Senior Representatives shall hold discussions to attempt to resolve the dispute amicably on a full and final basis within 5 working days of receiving notice from either of the parties. Should this not resolve the issues in question to the satisfaction of all parties, outstanding matters will be referred to the chief officers listed in 4.8 for final resolution.

6.0 PLANNING POLICY

- 6.1 The adopted Development Plans that are of relevance to the 4 schemes include the following documents:
- South Cambridgeshire Local Plan adopted 2018;
 - Cambridge City Council Local Plan adopted 2018;
 - Cambridgeshire Minerals and Waste Core Strategy (2011);
 - Cambridgeshire & Peterborough Minerals and Waste Site Specific Proposals Plan (2012); and
 - NW Cambridge Area Action Plan.

- 6.2 Cambridgeshire County Council and Peterborough City Council are due to submit their emerging Minerals and Waste Local Plan in March 2020 for independent Examination. Consideration will need to be given to this emerging document, and once adopted it should be noted that the Minerals and Waste Local Plan will supersede the Core Strategy and Site Specific Proposals documents listed in paragraph 6.1 above.
- 6.3 A large number of policies of the development plan as set out in paragraph 6.1 are of relevance to the GCP schemes. In addition, a number of Supplementary Planning Documents have been adopted that are also of relevance to the 4 schemes.
- 6.4 Cambridgeshire County Council has also adopted the Local Transport Plan for Cambridge and South Cambridgeshire (LTP3) (2015), which is of particular relevance. The LTP3 sets out the overarching issues and strategy upon which the local transport strategies and policies are based.

National Planning Policy Considerations

- 6.5 At a national level, the key planning policy document is the National Planning Policy Framework (NPPF), which is a key expression of national policy for the consideration of these 4 schemes. There are several paragraphs within the NPPF which are of direct relevance to the four schemes.
- 6.6 In addition the National Planning Practice Guidance, which is a web based resource, brings together all planning guidance into one place and is also a relevant consideration.

7.0 KEY ISSUES TO BE RESOLVED

- 7.1 This process will apply to the EIA and any other formal planning processes involved in the schemes.
- 7.2 The key issues identified and to be resolved will be tracked through the pre-application process through a Strategic Issues Log (Appendix D) which will be kept updated by the Planning Agent, in liaison with the County, City and SCDC DM lead officers with inputs from other SCDC, City and County officers and the developer team as appropriate.
- 7.3 The need for any outstanding information or amendments will be highlighted where applicable.
- 7.4 Should the need for amendments / substantive additional information be highlighted as part of any formal planning submissions, these should be submitted by the applicant team as a single package, to avoid the need for multiple consultations, which may otherwise result in delays. The

additional information package shall clearly identify any superseded documents to help signpost consultees.

8.0 PRE-APPLICATION ADVICE, ARRANGEMENTS AND PAYMENTS IN RELATION TO THE PROJECTS

- 8.1 Financial arrangements for provision of formal planning advice from County, City and SCDC officers, including specialists will be based on hourly rate charges as set out in the Greater Cambridge Shared Planning Service published pre-application charging scheme or any other SCDC charging scheme as shall supersede this during the project process.
- 8.2 To facilitate the streamlining of the pre-application process, the Greater Cambridge Shared Planning Service (GCSPS) will invoice on a quarterly basis from the date of signing of this PPA, based on officer hours incurred. The County Council will invoice / charge separately on an hourly basis based on officer hours incurred.
- 8.3 Invoices will be based on the amount of time recorded by officers for advice provided. All officers' hourly rates for GCSPS will be charged at the following rates:-

██████████	Officers
██████████	Senior Officers
██████████	Principal Officers
██████████	for Managers
██████████	Assistant Director/Director

Any consultants/contractors will be charged at their individual hourly rates which will be confirmed in advance).
(Some charges may apply for specific technical work/services. The applicant will be informed of these charges in advance, and work will commence upon the applicant's agreement).

- 8.4 Internal CCC recharges will be based on the amount of time recorded by officers for advice provided and processing / consideration of the schemes. All CCC officer hourly rates provided through this PPA will be set at a flat hourly rate of ██████████
- 8.5 All pre-application charges may be subject to change during the lifetime of the 4 scheme developments prior to submission of a formal application.
- 8.6 A programme of meetings for both the 4 scheme developments and regulatory processes will be agreed between the parties. This will be updated regularly. Regulatory process meetings will be split between formal LPA/applicant meetings and internal/Greater Cambridge Shared Planning Service coordination meetings.

9.0 SUPPORTING DOCUMENTATION AND INFORMATION REQUIRED



- 9.1 For proposals subject to a planning application, a schedule of required documentation and information for the EIA and other planning processes will be prepared and maintained by the County Planning Team, with inputs from City and SCDC officers as required. This will be kept under regular review. If a Regulation 3 application is to be submitted this shall be required to meet both the requirements of Cambridgeshire County Council's Local Validation List and the requirements of the Joint Development Control Committee (as amended).





10.0 COMMUNITY ENGAGEMENT

- 10.1 The form of consultation to be undertaken, for the EIA and any other formal planning process will include all statutory consultations together with such other non-statutory consultation as deemed necessary. The applicant team will be responsible for consultation requirements under the Localism Act but in a format agreed all parties, and in accordance with the Greater Cambridgeshire Partnerships Communications Policy.
- 10.2 Formal community engagement should take place through the public consultation and/or other mechanisms as shall be agreed with the senior representatives listed in Appendix C.
- 10.3 Timing of residents association, community group, parish council and JDCC member briefings, design panel (if applicable) will be agreed at least four weeks in advance of proposed dates with relevant County, City and SCDC lead officers.

11.0 ACCEPTANCE OF THE PLANNING PERFORMANCE AGREEMENT (PPA)

- 11.1 The PPA is formally agreed between the parties. It will form the basis for the submission and determination of the 4 scheme applications. All parties are committed to the principle of collaborative working, to using reasonable endeavours to undertake the necessary tasks as outlined in this document according to the timetable established unless otherwise agreed subsequently between the parties (but for the avoidance of doubt this agreement is not intended to be legally binding).
- 11.2 The PPA may be extended or amended only with the written consent of all parties.

Signed	
Print name	
On behalf of:	Greater Cambridge Shared Planning Service
PPA dated	2 March 2020

Signed	
Print name	
On behalf of:	Cambridgeshire County Council
PPA dated	10 March 2020
Signed	
Print name	
On behalf of:	Greater Cambridge Partnership
PPA dated	12 March 2020

LIST OF APPENDICES

The majority of these are “live” documents and will be kept under review updated regularly via project team meetings as the project moves forward.

A Site location plans

B Project Milestone Programmes

C Project Teams

D Strategic Issues Log

APPENDIX A

Site location plans

See attached plans of relevant City Deal schemes

Appendix B Project Milestones Programmes
(To be kept under review and updated every three months)

APPENDIX C
PROJECT TEAM

Appendix C Project Team

Scheme Development	
Applicant Team	
Name	Position and Role
██████████	Planning Consultant, ██████████ ██████████ - Overview, issues resolution and case officer lead for the Applicant
██████████	Cambridgeshire County Council Major Transport Infrastructure, Technical Director - Overview and Issues resolution
██████████	Cambridgeshire County Council Major Transport Infrastructure, Project Manager, - Overview and Issues resolution
██████████	Cambridgeshire County Council Major Transport Infrastructure, Project Manager, - Overview and Issues Resolution
██████████	Cambridgeshire County Council, Major Transport Infrastructure, Project Manager- Overview and Issues Resolution
██████████████████	██████████████████, Environmental Co- Ordinator -overview and issues resolution
██████████████████	██████████████████ - Senior Environmental Co- Ordinator Day to Day Environmental Co- ordination
Greater Cambridge Shared Planning Service Team	
██████████	Assistant Director Delivery - programme overview, use of resources and issue resolution
██████████	Strategic Sites Delivery Manager - day to day operational overview /resource management in relation to timelines, coordination with other services and teams, invoicing and payments
██	Principal Planning Policy Officer, Planning Policy lead
██████████████████	Principal Landscape Officer, – provision of inputs and advice in

	relation to landscape and visual impacts; green belt issues
██████████	Senior Conservation officer, – coordination of heritage inputs and advice
██████████	Drainage officer, –provision of inputs and advice on drainage and flooding issues
██████████	Ecology officer–provision of inputs and advice on ecology and biodiversity issues
████████████████████	Environmental Health Officers , Greater Cambridge Shared Planning Service –provision of inputs and advice on noise and other Environmental Health issues
██████████	Environmental Health Officer - provision of inputs and advice on air quality issues
County Council transport and highways/other	
████████████████████	Highways and Transport advice
██████████	Cambridgeshire County Council Development Management as required (but only attending in a regulatory capacity).

Regulatory Processes including EIA	
Applicant Team	
Name	Position and Role
██████████	Planning Consultant, ██████████ ██████████ - Overview, issues resolution and case officer lead for the Applicant
██████████	Cambridgeshire County Council Major Transport Infrastructure, Technical Director - Overview and Issues resolution
██████████	Cambridgeshire County Council Major Transport Infrastructure, Project Manager, - Overview and Issues resolution
██████████	Cambridgeshire County Council Major Transport Infrastructure, Project Manager, - Overview and Issues Resolution
████████████████████	██████████, Environmental Co- Ordinator, overview and issues resolution

██████████	██████████, Senior Environmental Consultant
██████████	██████████, Senior Landscape Architect- provision of input on landscape matters
County DM Team	
██████████	Joint Interim Assistant Director, Environment and Commercial, Cambridgeshire County Council Development Management – overview and management lead for regulatory processes
██████████	Development Management project lead, Cambridgeshire County Council – management and coordination of regulatory processes
Greater Cambridge Shared Planning Service Team	
██████████	Overview joint management lead/lead officer for any Joint Development Control Committee associated processes, programme overview, issue resolution
██████████	Strategic Sites Delivery Manager, operational lead, overview of regulatory process, management of resources to meet deadlines
██████████	Senior Planner- provision of inputs and advice /coordination of GCSPS inputs into regulatory processes
██	Principal Policy Planning Officer/Policy lead
██████████	Conservation officer, Greater Cambridge Shared Planning Service –coordination of heritage inputs and advice
██████████	Landscape Consultant, –provision of inputs and advice in relation to landscape and visual impacts; green belt issues
Drainage consultant -to be identified	Drainage consultant -provision of inputs and advice on drainage and flooding issues
██████████	Ecology officer, Greater Cambridge Shared Planning Service -provision of inputs and advice on ecology and biodiversity issues

██████████ ██████████	Provision of inputs and advice on noise and other Environmental Health issues
██████████	Air quality -provision of inputs and advice
County Council transport and highways/other	
████████████████████	Archaeology
██████████	Highways
██████████	Transport Assessment
██████████	Flood and Water

APPENDIX D
Strategic Issues Log