

HEMINGFORD GREY PARISH COUNCIL

I hereby give notice that the Meeting of the Parish Council will be held
on Monday 10 February 2025 at 7pm in the Reading Room, High Street, Hemingford Grey

The order of business may be varied at the Chairman's discretion.

The Public, Press and County & District Councillors are invited to be present and are welcome to attend and may speak under the Open Public Session only to make representation to the Council on items for consideration on the agenda.

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

Ben Stoehr, Clerk 03/02/2025

AGENDA

A report by HemingfordHub's Transport committee to update the Parish Council, via a Powerpoint presentation, on progress achieved so far with the village Hoppa Bus project.

Comments and observations on agenda items from members of the public and reports from the County & District Councillors

- 1. To receive apologies for absence and declarations of interests from councillors on items on the agenda**
- 2. To approve the minutes of the last meeting and the confidential minutes**
- 3. To consider planning applications, decision notices and tree works applications or pre-application approaches received***
 - 3.1 Planning applications received – to be considered
 - 3.1.1 [25/00098/FUL](#) – Long Lane House, Long Lane – Conversion and extension of existing outbuilding granted prior approval (change of use) through previous application 24/01777/PMBPA
 - 3.1.2 [25/80004/COND](#) – Play area, Hemingford Sports Pavilion, Manor Road – Discharge of condition 4 (Tree protection plan) of 24/01331/FUL
 - 3.1.3 [25/00186/CLPD](#) - 23 Margetts - Proposed garage conversion and roof alterations
 - 3.2 Planning applications for which a response has been made between meetings using delegated powers – to be noted
 - 3.3 Decision notices, appeals notices, enforcement notices and planning correspondence for information only
 - 3.4 Tree works applications
 - 3.4.1 [25/00115/TREE](#) – 2 Mill Close
 - 3.4.1 [25/00154/TRCA](#) - ATM Hemingford Service Station London Road
 - 3.5 CCC response about PR1074 Proposed Shared-Use Paths - Low Road and London Road, St Ives
- 4. To consider matters arising from the last or a previous meeting**
- 5. Finance, procedure and risk assessment**
 - 5.1 To receive the financial report and approve the payment of bills
 - 5.2 Clerk report on any actions taken using delegated powers or because of risk/health & safety
 - 5.3 To consider any matter that is urgent because of risk or health and safety
- 6. To receive reports and items from committees, working groups and members for decision**
 - 6.1 Environment Working Group (EWG) report and proposals ^(AM)
 - 6.1.1 To note that Dr Roger Mitchell has joined EWG as a full member
 - 6.1.2 To note that a Litter Pick will be held on March 29th at 11am. Cllr Flint is co-ordinating the event.
 - 6.1.3 Council is asked to approve £50 for the colour printing of an Information sheet 'Small Trees for Gardens' which is currently being developed by members and supporters of EWG
 - 6.1.4 To note that a community event for snowdrop and aconite planting will take place in late February or early March

- 6.1.5 Council is asked to approve a quote for weed suppressing membrane for the allotments as currently 8 half plots are vacant. (if received in time)
- 6.1.6 Council is asked to approve a quote for gate repairs at the allotments. (if received in time)
- 6.2 Call for Sites Task and Finish Group ^(AM)
 - 6.1 Proposal that the council approves the submission to HDC of the supplementary information that has been drafted to support the proposals we submitted as part of the Call for Sites. The Clerk in conjunction with Councillors Allen and Meredith and Dr Graham Tucker is delegated to make minor amendments to the submission documents. ^(RA)
- 6.3 Marsh Lane Boundary with the Fishing Lake - Proposal that the Clerk writes to Tarmac raising the council's concerns over the number of trees that have recently fallen and obstructed or partially obstructed Marsh Lane, and requests that preventative maintenance is undertaken to limit further obstructions. ^(AM)
- 6.4 Proposal that the Clerk writes to HDC Operations to ask for our compliments to be passed on to the member of staff who recently carefully cleaned the village's road gullies. ^(AM)
- 6.5 Proposal that the Parish Council considers a quotation for cutting and removing arisings at the Jubilee Orchard (if received) prior to the commencement of the grass cutting contract ^(AM)
- 6.6 Flood Group Report ^(RW/TJ)
- 6.7 Proposal to install Cemetery Noticeboard ^(RA)

7. To consider correspondence/communications received

- 7.1 Resident – request for Parish Council to litter pick Limes Park estate
- 7.2 Resident – request to raise concerns about Petrol Station 24hr alcohol licence with HDC and Police
- 7.3 CCC – Request to attach speed survey tubes to streetlights in Glebe Road (LC145) and St Ives Road (LC119).
- 7.4 CCC Planning Local Validation List consultation (deadline 10 March)
- 7.5 Resident - Village Postman
- 7.6 Request to hold Easter Fair Saturday 19th April on Vicarage Fields
- 7.7 B Obese-Jecty MP - Invitation to Parish Council Roundtable in Parliament

8. Closure of meeting

CLERK REPORT TO HEMINGFORD GREY PARISH COUNCIL MEETING 10 FEBRUARY 2025

Where I have info to support an agenda item this is below.

Please note that this meeting will take place at the Reading Room, High Street, commencing at 7.30 pm and will incorporate planning applications.

1. **To receive apologies for absence and declarations of interests from councillors on items on the agenda**
Apologies and reasons for absence received will be reported to the meeting.
2. **To approve the minutes of the last meeting**
Attached.
3. **To consider planning applications, decision notices and tree works applications or pre-application approaches received**
 - 3.1 Planning applications received – to be considered
 - 3.1.1 [25/00098/FUL](#) – Long Lane House, Long Lane – Conversion and extension of existing outbuilding granted prior approval (change of use) through previous application 24/01777/PMBPA
 - 3.1.2 [25/80004/COND](#) – Play area, Hemingford Sports Pavilion, Manor Road – Discharge of condition 4 (Tree protection plan) of 24/01331/FUL
 - 3.1.3 [25/00186/CLPD](#) - 23 Margetts - Proposed garage conversion and roof alterations
 - 3.2 Planning applications for which a response has been made between meetings using delegated powers – to be noted
None.
 - 3.3 Decision notices, appeals notices, enforcement notices and planning correspondence for information only
None at the time of writing.
 - 3.4 Tree works applications
 - 3.4.1 [25/00115/TREE](#) – 2 Mill Close
 - 3.4.1 [25/00154/TRCA](#) - ATM Hemingford Service Station London Road
 - 3.5 **CCC response about PR1074 Proposed Shared-Use Paths - Low Road and London Road, St Ives**

Dear all,

I refer to your e-mailed response to this proposal and thank you for your input.

I would stress that this is not a County Council promoted scheme. We are carrying out the required statutory process at the request of the developer of the adjacent residential development, so your comments have been passed to them.

I have also forwarded your comments to and discussed this with the Council's Highways Development Management team who are responsible for dealing with the highway implications of planning applications. They work with developers and give technical approval for associated highway works. They have advised me that the shared path scheme has been approved in principle via the planning process, so at this stage there is limited scope to make significant changes. However, they are still working with the applicants on modifications to reduce risks as far as reasonably practicable.

I hope this this explains the situation and thank you again for your comments.

Regards

Gary Baldwin

Policy and Regulation

Transport & Connectivity

4. Matters Arising

5. Finance, procedure and risk assessment

5.1 To receive the financial report and approve the payment of bills

Attached.

5.2 Clerk report on any actions taken using delegated powers or because of risk or health and safety None at the time of writing.

5.3 To consider any matter that is urgent because of risk or health and safety

None at the time of writing.

6. To receive reports and items from committees, working groups and members for decision

6.1 Environment Working Group (EWG) report and proposals ^(AM)

6.1.5 Council is asked to approve a quote for weed suppressing membrane for the allotments as currently 8 half plots are vacant. (if received in time)

6.1.6 Council is asked to approve a quote for gate repairs at the allotments. (if received in time)

Quotations have been requested and will be brought to the meeting if received.

6.2 Call for Sites Task and Finish Group ^(AM)

Proposal that the council approves the submission to HDC of the supplementary information that has been drafted to support the proposals we submitted as part of the Call for Sites. The Clerk, Councillor Richard Allen and Dr Graham Tucker are delegated to make minor amendments to the submission documents. ^(RA)

Cllr Meredith writes:

“Council is asked to note that it is the intention to submit additional information for both sites, thereby leaving options open. However the provision of a new cemetery is a priority.”

6.5 Proposal that the Parish Council considers a quotation for cutting and removing arisings at the Jubilee Orchard (if received) prior to the commencement of the grass cutting contract ^(AM)

A quotation has been requested for cutting and taking away the arisings at the Jubilee Orchard and will be brought to the meeting if received.

Cllr Meredith writes:

“The area that abuts the tree line on the western boundary should have been cut and cleared at the end of the summer and it wasn't. So we need to get it done before the mowing contract starts. Hopefully it won't be too much and EWG will accept in and then council in Feb can approve the expenditure. The area needs cutting back by the end of Feb.”

6.7 Proposal to install Cemetery Noticeboard ^(RA)

<https://www.greenbarnes.co.uk/shop/external-noticeboards/man-made-timber-noticeboards/4-x-a4-man-made-timber-noticeboard-ref-psn/>

4 x A4 Man-made Timber noticeboard (Ref: PSN)

£886.21 exc VAT for noticeboard, legs and fittings. A header may cost more.

7. To consider correspondence/communications received

7.1 Resident – Yes Estate fence

A resident has raised the issue of the fence between the Yes Estate and the adjacent estate.

“Criminal damage has taken place to the fence and the area is now used as a gathering place for drinking. Used beer cans litter the area.”

The Clerk has explained the procedure for reporting anti-social behavior and criminal damage to the Police.

The resident has replied:

“I think to clarify the drinking is taking place on our estate by I assume residents of the YES estate coming through the fence. I think it's a fair assumption. This is on what I think might be private property and I'll ask the management company to clarify.

So the questions I have are;

1. Will you ask your litter pick to remove the litter on our estate created by the YES estate? At the moment there's ironically a handy gap in the fence.

2. Can you as a parish council state your concerns on a 24 hour alcohol licence to HDC and police? It's clearly causing a problem. Apart from the behaviour it's a reason why litter picks take place. Surely better cure the cause not the symptom.

I do appreciate people work nights but I'm really uncertain why anybody needs 24 hour access to alcoholic drinks.

If you would get back to me on those questions please."

The Clerk has explained that the Parish Council doesn't have any powers to stop people from the YES estate accessing private land, and that it is up to the landowner(s) to suitably secure their land.

7.3 CCC – Request to attach speed survey tubes to streetlights in Glebe Road (LC145) and St Ives Road (LC119).

I was wondering if I could get the Parish councils' written consent to attach speed survey tubes to 2no. lighting columns that are parish owned. The lamp columns in question are located on Glebe Road (LC ref. 145) and St Ives Rd (LC ref. 119) as shown in the attached. I look forward to hearing from you.

7.4 CCC Planning Local Validation List consultation (deadline 10 March)

"We're undertaking a consultation on our draft Local Validation List which will be updated this year. Please find attached a consultation letter with more information about the consultation, along with a copy of the draft Local Validation List Requirements.

The consultation closes on the 10 March 2025."

Consultation letter and Draft Validation List requirements attached

7.5 Resident - Village Postman

"I have lived in the Village of Hemingford Grey since 2006 and would like to raise a point with you in the hope the you and the Parish Council will support our request of Royal Mail that they do not move Mick the Postie from Hemingford Grey.

Mick has been a friendly and helpful, trusted face around the village for approx. 9 years and in that time has added so much more to the village than that of a Postman.

He is trusted and supportive of everyone, but also a friendly voice and support to many of the elderly in the village who he might be the only person they speak to in a day

My ask is that the Parish Council add this to the next meeting agenda and if agreeable provide a letter of support that can be shared with the Royal Mail.

If you wish to discuss further or would like any more details please call me on my mobile on Friday, I am unavailable tomorrow.

Many thanks in advance"

7.6 Request to hold Easter Fair Saturday 19th April on Vicarage Fields

I hope you are well. I am writing to you as we would once again like to hold our Easter Fair event on Vicarage Fields. Please let me know if this is possible and as always happy to answer any questions and complete necessary paperwork.

Many thanks

7.7 B Obese-Jecty MP - Invitation to Parish Council Roundtable in Parliament

Good Afternoon,

Ben would very much like to meet with the Parish Councils to hear about the issues you are facing and he has asked me to extend an invitation to your council to a roundtable meeting for the parishes in Parliament at 11:00 on Monday, 31st of March 2025.

Unfortunately we are limited, by meeting room size, to one representative per parish for this meeting. I would be grateful if you could let me know if a representative from your council is able to attend.

Best regards,

Mary Stamp

**Chief of Staff | Ben Obese-Jecty MP
Huntingdon**

8. Closure of meeting

HEMINGFORD GREY PARISH COUNCIL
Meeting of Hemingford Grey Parish Council held on Monday 13 January 2025
in the Reading Room, High Street at 7.00 pm

Present: Cllrs: Richard Allen (Chairman) Tony Jackson
 Maria Di Gaetano Anne Meredith
 Riva Elliott Robin Waters
 Janice Flint Stephen Wright
 Nick Irish

In attendance: 1 member of the public and Mr Ben Stoehr (Clerk).

Comments and observations from members of the public and from the County and District Councillor

The Chairman welcomed everyone to the meeting and wished all a Happy New Year.

A resident reported an overgrown hedge blocking the pavement two-thirds of the way down towards The Grey House. The Chairman reported that the Parish Council and the County Council were aware of this and it was understood that it was in the correct location despite appearances.

It was also reported that the road sweeper had missed out Braggs Lane and most of High Street, and that there were overgrown hedges on the road leading out of Marsh Lane. The Chairman reported on the procedure for reporting issues to HDC and CCC.

The resident also spoke to the request for a bench on Manor Road.

District Cllr Keane's written report was noted.

1. To receive apologies for absence and declarations of interest from councillors on items on the agenda

Apologies were received from Cllr Jakes (personal reasons).

Cllr Meredith declared a pecuniary interest in item 5.1 due to an expenses claim for approval.

2. To approve the minutes of the last Parish Council meeting on 11 November

RESOLVED that the minutes of the meeting on 11 November be approved and signed by the Chairman as a true record, after an amendment under item 6.6.2 to read "sessions at the Town and Parish Council Forum." (Prop RA, 2nd SW, carried with 8 in favour and 1 abstention)

RESOLVED that the confidential minutes of 11 November be approved and signed by the Chairman. (Prop RA, 2nd RW, carried with 8 in favour and 1 abstention)

The Chairman reported that the Yes Estate transfers had been completed.

On a proposition by the Chairman, the order of business was varied in order to take item 7.5 next.

7.5 Resident request to install bench at the bus stop on Manor Road

RESOLVED to purchase a Phoenix bench and install it at a cost of up to £850.00, taking the funds from the Asset Maintenance budget. (Prop RA, 2nd RW, unanimous)

3. To consider planning applications, decision notices and tree works applications or pre-application approaches received

3.1 Planning applications received – to be considered

3.1.1 24/02356/HHFUL – 12 Gunnings Way – Erection of single storey extension

The site visit was conducted by Cllrs Allen and Di Gaetano.

RESOLVED to support the application. (Prop MdG, 2nd RA, unanimous)

3.1.2 24/02333/HHFUL – 5 The Brambles, St Ives – Proposed porch to front of property

The site visit was conducted by Cllrs Flint and Irish.

RESOLVED to support to the application. (Prop JF, 2nd NI, carried with 8 in favour and 1 against)

3.1.3 24/80444/COND – 58 High Street – Discharge of condition 4 (Window Survey) of 24/00441/LBC

Noted.

3.2 Planning applications for which a response has been made between meetings using delegated powers – to be noted

3.2.1 24/01504/HHFUL – 3 Pembroke Close, St Ives – Single storey rear extension to the garage – The Parish Council supported the application with the following comments:

“Hemingford Grey Parish Council supports the application with the proviso that the two windows facing next door neighbours front garden are frosted. The drawings have been amended in this application as the original drawings were incorrect as noted by the Council.”

3.2.2 PR1074 Mixed use path on South and West corners of roundabout London, Hemingford and Low Roads – The Parish Council responded with the following comments:

“This proposal for a new mixed use path to cater for 'active' travel to and from the Vindis development is just a slightly more detailed version of the original plans proposed a couple of years ago. The junction is often very busy, has limited site lines for drivers, is surrounded on 3 sides by dense tree cover and has no speed limit. The northern and eastern sides already have a joint use path which is very narrow and faces a hazardous crossing of Harrison Way. Placing a high density 'affordable' 94 unit housing development on the most isolated corner of this roundabout was always folly. The junction is either very busy or often has very fast approaching cars/HGVs from London Rd or Harrison Way and low sun angles are a real problem for those coming out of Hemingford in the winter months.

However, given that it is a fait accompli, we should be doing our best to alleviate the situation which will require pedestrians, cyclists and drivers to exercise exceptional tolerance and courtesy aided by suitable engineering. The Parish Council's suggestions, after reluctantly accepting the basic layout are:

- 1. Put a blanket 30mph limit on all roads into and out of the roundabout. This requires new signs on Harrison Way and a change along the A1096 London Rd from the existing 40 limit which inexplicably ends just short of the roundabout at present. Both Low Rd and Hemingford Rd have existing 30 limits ending just short of the roundabout, so 6 existing limit signs can be replaced with just two on Harrison Way.*
- 2. Ensure that vegetation on the roundabout is cut to such a level that car drivers can see vehicles entering the opposite side of the roundabout.*
- 3. Clear the road gully on the eastern corner of the roundabout (between Harrison Way and the Low Rd) that is continually blocked and causes a large puddle whenever it rains.*
- 4. Make the planned pedestrian refuges on London Rd and Low Rd big enough to accommodate staggered railings to prevent pedestrians and cyclists trying to cross both lanes at once.*
- 5. Erect safety railings on both footpaths to prevent children inadvertently stepping into the road*
- 6. Clear offending vegetation (trees and bushes) well back from existing and new footpaths to improve site lines and ensure all footpaths are well lit.*
- 7. Ideally perhaps there would be traffic lights or a compulsory school minibus?*

The Council urges you to put in the railings at minimum.”

- 3.3 Decision notices, appeals notices, enforcement notices and planning correspondence for information only
- 3.3.1 24/01836/HHFUL – 23 Weir Road – Single storey rear and side extension joining garage to main house. Loft conversion and rear utility demolition – Permission granted by HDC.
- 3.3.2 24/01777/PMBPC – Long Lane House, Long Lane – Change of use of former agricultural barn, The Milking Shed into 1 bedroom dwelling with external parking and amenity space – Permission granted by HDC.
- 3.3.3 24/01653/CLPD – 23 Margetts – Lawful development certificate for proposed garage conversion and roof alterations – Permission granted by HDC.
- 3.3.4 24/01504/HHFUL – 3 Pembroke Close – Single storey rear extension to the garage. Juliet balcony and first floor window to the rear – Permission granted by HDC.
- 3.3.5 24/01331/FUL – Play area, Hemingford Sports Pavilion , Manor Road – Replacement of existing children’s play park – Permission granted by HDC
- 3.3.6 21/01192/LBC – 33 Limes Park, St Ives – CCTV cameras 2” x 3” on 50 mm x 75 mm 1 small screw in each (Retrospective) – Permission granted by HDC
- 3.4 Tree works applications
- 3.4.1 24/01796/TRCA – 58 High Street.
The Tree Wardens had been through the tree applications but wished this application to be considered by the Parish Council.
RESOLVED that the application be circulated to Councillors for comment.

4. To consider matters arising from the last or a previous meeting

- 4.1 (5.4) Grass cutting contract – to consider tenders received
RESOLVED, having considered four quotations, to accept the quotation from MC Garden Maintenance. (Prop RA, 2nd AM, unanimous)
RESOLVED to check when they are planning to commence works and offer a walk around with Cllr Meredith.
- 4.2 (7.4) East West Rail – Non-statutory consultation (deadline 24 January 2025) – to consider response
RESOLVED to note that Cllr Meredith had attended an online presentation, and that there were no comments to feed back at this point.

5. Finance, procedure and risk assessment

- 5.1 To receive the financial report and approve the payment of bills
RESOLVED to note the finance report and that the payments listed, below, should be paid, plus MC Garden Maintenance (Grass cutting) £1,116.00, St James’s Church (Room Hire) £40.00, Anne Meredith (Expenses) £73.02, K&M Lighting Services (December maintenance charge) £107.18, Black Pine (Tree work) £474.00, K&M Lighting Services (January maintenance charge) £107.18, Stocksigns (MVAS) £2,898.00. (Prop RA, 2nd MdG, carried with 8 in favour and 1 abstention)
- | | |
|---|----------|
| Salaries and pensions | £1645.64 |
| Hemingford Handyman (Dunnock Way dog signage) | £192.00 |
| Leeds Day (London Road transfer) | £786.60 |
| LGS Services (Admin support November) | £2590.55 |
| LGS Services (Admin support December) | £2532.75 |
- 5.2 Clerk report on any action taken using delegated powers or because of risk or health and safety
RESOLVED to note that the Clerk, in conjunction with the Chairman, has accepted a quote from MessageMaker for a SID SAM MVAS unit for £2,415 +VAT with delivery to K&M for installation.

- 5.3 To consider any matter that is urgent because of risk or health and safety
None.
6. **To receive reports and items from Committees, working groups and members for information only unless stated**
- 6.1 Call for Sites Task and Finish Group
- 6.1.1 To note that Dr Roger Mitchell has been co-opted onto the Call for Sites Task and Finish Group.
Noted.
- 6.2 Proposal that the Parish Council considers a resident's suggestion that it participates in the Green Dog Walkers Pledge Project including the purchase of a licence at a cost of £500
RESOLVED to defer this item until more information is received from HDC or CCC.
- 6.3 Litter at the YES Estate
Cllr Irish reported on an issue with litter at the Yes estate, and suggested obtaining some pink bags and looking into the process for having the pink bags collected. Cllr Flint reported on the process for collection for the litter pick and to provide some bags.
RESOLVED to note that Cllr Irish will collect litter at the Yes estate as a volunteer for the Parish Council.
7. **To consider correspondence/communications received**
- 7.1 Resident responses regarding suggested ALM area at Sadlers Way
RESOLVED, having noted the responses, to withdraw the nomination and that the Clerk and Cllr Meredith should notify the nearby properties and that Cllr Meredith should inform HDC. (Prop AM, 2nd JF, carried with 8 in favour and 1 abstention)
- 7.2 Resident complaint about fallen leaves in Vicarage Fields
RESOLVED to note the complaint and that the Chairman had spoken to the resident. The grass had not been cut around the time of the leaf drop which would have minimised the issue, but that this should not be an issue in the coming years due to the appointment of a new contractor.
- 7.3 Environment Agency response regarding flood gate at rear of Church Lane
RESOLVED to respond to the Environment Agency stating that the gate was not on a right of way and was on private land, leaving it closed would save the Environment Agency travelling back and forth. Many residents see an open gate at periods of high river levels or rainfall and this causes concern in the village.
- 7.4 To consider cemetery plot 110A – Application for a memorial containing kerbing
RESOLVED to note the request. The current regulations state that in a lawn cemetery, though kerbs are not explicitly banned, the Cemetery Working Group had recommended that there should be no new kerbed graves in the cemetery.
RESOLVED to decline the request for kerbing and to add a clause to the regulations. (Prop JF, 2nd RE, unanimous)
- 7.5 Resident request to install bench at the bus stop on Manor Road
Taken earlier.
8. **Closure of Meeting**
There being no further business, the Chairman declared the meeting closed at 8.00 pm.

Signed _____ (Chairman) _____(Date)

HEMINGFORD GREY PARISH COUNCIL FINANCIAL STATEMENT

£

Feb-25

Balance B/Forward	348184.64
--------------------------	------------------

ADJ'S + Chq's Approved at Previous Meeting/Between Meetings		
Adjustments		
Payments		
HDC	DAINTREE GREEN RENT	-56.25
UNITY TRUST	SERVICE CHARGE	-7.50
SALARIES	DECEMBER 2024	-50.76
LEEDS DAY	TRANSFER LONDON ROAD LEGAL FEES	-205.00
Receipts		
ALLOTMENT RENTS		79.19
SANTANDER	BANK INTEREST	36.99
SANTANDER	BANK INTEREST	38.19
<i>Total Fund movement</i>		-165.14
Balance revised after adjustments		348,019.50

Bank Reconciliation			
Item	Funds	Statement	Outstanding
Unity Trust Current Acc	24,016.38	31,918.90	-7,902.52
Unity Savings Acc	222,492.13	222,492.13	
Santander Current Acc	58,283.84	58,283.84	
Santander Deposit Acc	43,227.15	43,227.15	
Total	348,019.50	355,922.02	-7,902.52

Expenditure for month	Amount (£)
SALARIES & PENSION	
ALLOTMENT PLOT 9B	REFUND OVERPAYMENT 19.79
BOSTON BULB COMPANY	BULBS 193.00
SSE	STREETLIGHTING ENERGY 717.75
K&M LIGHTING	STREETLIGHTING MAINTENANCE 107.18
LGS SERVICES	ADMIN SUPPORT JAN 25 2590.40
VICTOIRE PRESS	NEWSLETTER PRINTING 575
Total Expenditure	4,203.12

Balance c/f	343,816.38
--------------------	-------------------

Notes:

Late invoices will be brought to the meeting.

My ref: LVL Review 2025
Date: 27/01/2025
Email: planningdc@cambridgeshire.gov.uk



Letter sent to all: applicants, agents,
consultees, Local Members and Parish
Councils involved with Cambridgeshire County
Council planning matters

**Place & Sustainability
County Planning, Minerals and Waste
ALC2613
New Shire Hall
Enterprise Campus, Emery Crescent
Alconbury Weald
PE28 4YE**

By email only

Dear Sir/Madam,

Consultation on the proposed 2025 revision of the Local Validation List for planning applications for the County Council's own development and for waste development

Local validation lists set out the information that needs to be included with planning applications submitted to Cambridgeshire County Council for its own development and waste development, to enable the planning authority to validate and register the applications.

Local planning authorities are required to review their existing local validation lists at least every two years. Local validation lists are in addition to the national requirements, which require, for example: completion of an application form, certificates and a site location plan. The listing of the supplementary information in the guidance assists consultees and other interested parties to understand and assess the proposal and is intended to provide clarity for applicants and agents.

The Local Validation List and relevant guidance notes are reviewed every two years and the last review was in 2023. We have carried out an initial review of the list and updated the guidance notes for 2025. We propose to make minor revisions to update references to legislation and Local Plan policies that have changed.

We are consulting applicants and their agents, statutory consultees, local members and parish councils on the proposed draft revised guidance document (which provides the full validation requirements and guidance) and the Validation Checklist will be updated following the consultation period, taking into account the comments that have been received.

The draft revised Local Validation List Guidance note is attached, and the consultation period will run for 6 weeks from 27 January 2025 until 10 March 2025.

You can view the existing Local Validation List June 2023 and accompanying Local Validation Guidance List, which are available on the County Council's website.

[Submitting a planning application | Cambridgeshire County Council](#)

How can I comment?

Please send any comments that you have on the guidance notes to:

planningdc@cambridgeshire.gov.uk

Alternatively, you can write to:

County Planning, Minerals and Waste, Box No ALC2613, New Shire Hall, Enterprise Campus,
Emery Crescent, Alconbury Weald, PE28 4YE

Please ensure that your comments arrive by 10 March 2025.

What happens next?

All comments received by 10 March 2025 will be taken into consideration, summarised and reported together with the proposed finalised Local Validation Checklist and Guidance notes to the Council's Planning Committee.

Please let us know if you would like to be notified of the date that the Planning Committee will be asked to approve the new Local Validation List and Guidance notes. The report detailing the comments received in response to the consultation and how they have been taken into account in the final draft of the 2025 documents that members will be asked to approve will be available on the Committee pages of the Council's website.

Yours faithfully,



Deborah Jeakins
Business Manager, County Planning Minerals and Waste

Our Local Validation List Requirements (June 2025)

NOTE: - This guidance will be updated when there are significant changes to planning policy documents and will be reviewed and republished at least every 2 years.

Purpose

This document sets out the information that must be submitted to Cambridgeshire County Council with a planning application (for waste or County Council development) to enable it to be accepted and processed and the circumstances in which you will need to submit information. Not all the items listed will apply in every case and you are strongly advised to seek pre-application advice to find out what information is required, before submitting your application. Failure to consider all necessary points will mean that the application will be invalid and an invalid application cannot be registered. The submission of poor quality or conflicting information is likely to delay or prevent the processing of an application.

Pre-application advice

Applicants are encouraged to take advantage of the pre-application services that we offer in accordance with Paragraph 40 of the National Planning Policy Framework (December 2024).

Our planning advice

As noted above, we offer a planning pre-application service for County Planning, Mineral and Waste planning applications. More information about planning pre-application advice can be found by scrolling down the following page on our website. [Submitting a planning application](#). In addition to giving planning policy advice, we can advise: which documents will need to be submitted to meet the requirements of the validation checklist; on the appropriate level of community engagement; and encourage engagement with the relevant statutory and non-statutory bodies at an early stage.

Our other specialist advice

Cambridgeshire County Council also offers separate specialist pre-application advice for:

- Ecology and Biodiversity
- Transport and Highways
- Sustainable travel and smart travel measures including advice on best practice travel plans
- Public Rights of Way and Highway Records
- Archaeology and Historic Environment
- Surface Water Drainage and sustainable drainage schemes (Cambridgeshire County Council is the Lead Local Flood Authority).

More information on our specialist advice

More information about Cambridgeshire County Council's specialist advice services, including the separate application forms fee information, can be found on [Cambridgeshire County Council's Developing New Communities web page](#). In addition, Cambridgeshire County Council's Ecology Team can be contacted by emailing Ecology@cambridgeshire.gov.uk and Cambridgeshire County Council's Historic Environment Team can be contacted by emailing ArchaeologyDC@cambridgeshire.gov.uk.

Pre-application advice from others

Most other government organisations and statutory bodies also offer chargeable pre-application advice. For example, the District and City Councils, Natural England, Sport England, Historic England, Highways England, the Environment Agency, and Middle Level Commissioners, more information can be obtained directly through accessing their websites. Applicants are encouraged to engage with the local community and statutory and non-statutory bodies prior to submitting a planning application.

Submitting a planning application

Planning applications for the County Council's own development and for waste development can be submitted by visiting [The Planning Portal](#).

For County Council development

Cambridgeshire County Council must be the applicant (or a joint applicant) given in answer to question 1 on the application form. The name of a council officer should not be included. A full stop can be placed in the name box of the planning portal's electronic form to allow an application to be submitted.

Mineral development

Please note that neither the Standard Planning Application Form nor the Local Validation List currently applies to applications for mineral development. Application forms for new mineral development can be downloaded from [Submitting a planning application webpage](#) on the County Council's website <https://www.cambridgeshire.gov.uk/business/planning-and-development/planning-applications/submitting-a-planning-application>. Prior to submitting a planning application for mineral development please contact the County Planning, Minerals and Waste Team to check what information should accompany the application by submitting a request for planning pre-application advice.

National validation requirements

In addition to our local validation list requirements, national validation requirements also need to be met. National legislation can be found on the website legislation.gov.uk and the national validation requirements are set out in Article 7 of [The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#). Guidance on the National requirements can be found by visiting [Planning practice guidance](#).

The national validation requirements include the payment of the correct fee. A guide to the fees for planning applications in England can be found on [Planning Portal fees page](#). An additional processing fee is charged by the Planning Portal for an application submitted through the planning portal. There are additional requirements for

Environmental Impact Assessment development, which are set out in [The Town and Country Planning \(Environmental Impact Assessment\) Regulations 2017](#).

Our local validation list requirements

The following sections describe each of the Local Validation List requirements, indicating in which circumstances each should be provided. They also give the development plan policy behind the requirement (policy drivers) and advise where you can find further information. Some items will require advice from a technical specialist. Applicants are advised to seek early advice on the scope and methodology to help inform their submission, which will take account of the scale and type of development.

1. Planning Statement

Policy Drivers

- Section 38(6) of the Planning and Compulsory Purchase Act 2004 requires that all applications for planning permission be determined in accordance with the development plan unless other material considerations indicate otherwise.
- South Cambridgeshire Local Plan (September 2018) policy HQ/2 Public Art and New Development.

Types of applications that require this information

All, except those for very minor developments where there are no policy implications.

Information required

A planning statement should identify the context and need, where appropriate, for a proposed development and include an assessment of how it accords with relevant national and development plan policies. Where the proposal does not accord with a planning policy or policies this should be acknowledged and reasons given why the planning authority should grant permission. The statement should also consider the likely impacts of climate change.

For South Cambridgeshire District Council's area:

Where relevant for developments of proposed new floor space of 1,000 square metres or more, consideration of integrating public art into the design of the development are encouraged, so a statement addressing the consideration of this policy requirement should be included to demonstrate policy consideration.

Where to look for further assistance

National planning policy documents can be found by visiting [Gov.uk](#).

For example: - [The National Planning Policy Framework \(December 2024\)](#); [The National Planning Policy for Waste \(October 2014\)](#); [The Planning Practice Guidance](#).

The Cambridgeshire and Peterborough Minerals and Waste Local Plan

The Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) can be found on our [Adopted Minerals Plan](#) web page. Additionally, the following minerals and

waste supplementary planning documents [RECAP Waste Management Design Guide Supplementary Planning Document \[February 2012\]](#) can also be viewed for further information.

District and City Council Planning Policies

The District and City planning authorities' planning policy front pages within Cambridgeshire can be accessed by visiting the following websites [Cambridge City Council](#); [East Cambridgeshire District Council](#); [Fenland District Council](#); [Huntingdonshire District Council](#); and [Greater Cambridge Planning](#) for Cambridge City Council and South Cambridgeshire District Council. It is also necessary to have regard to adopted Neighbourhood Plans. Details of these can be found on the relevant planning policy pages of the appropriate District or City Council's website. Emerging local policy is also a material consideration to be given appropriate weight dependent upon the stage it has reached. Where there are emerging policies, information can be found on the policy pages of the relevant Council's website.

Material Considerations

[South Cambridgeshire District Council's Public Art Supplementary Planning Document \(January 2009\)](#)

[Cambridge City Council's Public Art Supplementary Planning Document Council's Public Art Supplementary Planning Document \(March 2010\)](#)

2. Local Authority Development Letter

Policy Drivers

- Regulation 3 of The Town and Country Planning General Regulations 1992 (Statutory Instrument 1992 No 1492) (as amended) states that where a planning authority proposes to develop land then the application shall be made to and determined by the authority itself. Examples are new schools, extensions to schools; libraries; roads, bridges, and other transport infrastructure; and household recycling centres.

Types of applications that require this information

All applications submitted under Regulation 3 of the 1992 Regulations.

Information required

A letter from the commissioning officer of the applicant department who must be prepared to take responsibility for compliance with planning conditions if permission is granted.

Where to look for further assistance

See the following regulations The Town and Country Planning General Regulations 1992 and The Town and Country Planning General (Amendment) (England) Regulations 2018 which can both be found on the government's website legislation.gov.uk.

3. Statement of Community Involvement

Policy Drivers

- See The Cambridgeshire Statement of Community Involvement (January 2019) on our website [Cambridgeshire Statement of Community Involvement \(January 2019\)](#).

Types of applications that require this information

Category A development as defined in Section 3 of the Cambridgeshire Statement of Community Involvement (January 2019).

Information required

A statement demonstrating how the applicant has complied with the requirements for pre-application consultation set out in the County Council's Statement of Community Involvement including how the views of the local community have been sought and considered in the formulation of development proposals.

Where to look for further assistance

See [the Cambridgeshire Statement of Community Involvement \(January 2019\)](#) on our website for more information.

4. Biodiversity survey and report

Policy Drivers

- National Planning Policy Framework (December 2024), particularly Section 15: Conserving and enhancing the natural environment.
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 19 Restoration and Aftercare, and Policy 20 Biodiversity and Geodiversity.
- Cambridge City Local Plan (October 2018) policies 57(h.): Designing new buildings, 58(a.): Altering and extending existing buildings, 59: Designing landscape and the public realm, 69: Protection of sites of biodiversity and geodiversity importance, and 70: Protection of priority species and habitats.
- East Cambridgeshire Local Plan (April 2015, as amended 2023) policy ENV 7: Biodiversity and geology.
- East Cambridgeshire Natural Environment Supplementary Planning Document (September 2020) policies SPD:NE1 to SPD:NE11
- Fenland Local Plan (May 2014) policies LP16: Delivering and Protecting High Quality Environments across the District, and LP19: The Natural Environment.
- Huntingdonshire Local Plan to 2036 (May 2019) policies LP 3: Green infrastructure, LP 11: Design Context, LP 12: Design Implementation, LP 30: Biodiversity and Geodiversity, and LP 31: Trees, Woodland, Hedges and Hedgerows.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1.b. & m.): Design Principles, NH/4: Biodiversity, and NH/5: Sites of Biodiversity or Geological Importance.
- Greater Cambridge Shared Planning Biodiversity Supplementary Planning Document (July 2022) biodiversity issues B1 to B10
- Area Action Plans and Neighbourhood Plans that identify specific biodiversity / biodiversity net gain targets

Types of applications that require this information

See the Standard Application Form, the Biodiversity Checklist, and accompanying guidance which have been placed alongside this document on our website page, [submitting a planning application](#).

Information required

See the Biodiversity Checklist and accompanying guidance notes and the Natural Cambridgeshire Developing with Nature Toolkit.

Where to look for further assistance

See on the relevant websites:

- [Planning Practice Guidance Natural Environment](#)
- [Natural Cambridgeshire Developing with Nature Toolkit \(October 2018\)](#)
- [British Standard BS 42020:2013 Biodiversity. Code of practice for planning and development](#)
- [Cambridgeshire Biodiversity Checklist and guidance notes](#)
- [Cambridgeshire Green Infrastructure Strategy \(June 2011\)](#)
- [East Cambridgeshire District Council Natural Environment SPD \(September 2020\)](#)
- [East Cambridgeshire District County Wildlife Site SPD \(September 2010\)](#)
- [East Cambridgeshire District Council Hedgehog Recovery Design Guidance SPD \(2024\)](#)
- [Delivering and Protecting High Quality Environments in Fenland SPD \(July 2014\)](#)
- [GCSP Supplementary Planning Documents and Guidance](#)
- [Greater Cambridge Shared Planning Biodiversity Supplementary Planning Document \(February 2022\)](#)
- [The Huntingdonshire Landscape & Townscape Assessment Supplementary Planning Document \(March 2022\)](#)

4a. Biodiversity Net Gain (BNG)

Policy Drivers

- Mandatory Biodiversity Net Gain (BNG) - Schedule 7A of the Town and Country Planning Act 1990 (inserted by the Environment Act 2021) and Biodiversity Net Gain (BNG) Planning Policy Guidance.
- National Planning Policy Framework (December 2024), particularly Section 15: Conserving and enhancing the natural environment.
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 19 Restoration and Aftercare, and Policy 20 Biodiversity and Geodiversity.
- Cambridge City Local Plan (October 2018) policies 57(h.): Designing new buildings, 58(a.): Altering and extending existing buildings, 59: Designing landscape and the public realm, 69: Protection of sites of biodiversity and geodiversity importance, and 70: Protection of priority species and habitats.
- East Cambridgeshire Local Plan (April 2015, as amended 2023) policy ENV 7: Biodiversity and geology.
- East Cambridgeshire District Council - Natural Environment Supplementary Planning Document (September 2020) policy SPD.NE6: BNG

- Fenland Local Plan (May 2014) policies LP16: Delivering and Protecting High Quality Environments across the District, and LP19: The Natural Environment.
- Huntingdonshire Local Plan to 2036 (May 2019) policies LP 3: Green infrastructure, LP 11: Design Context, LP 12: Design Implementation, LP 30: Biodiversity and Geodiversity, and LP 31: Trees, Woodland, Hedges and Hedgerows.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1.b. & m.): Design Principles, NH/4: Biodiversity, and NH/5: Sites of Biodiversity or Geological Importance.
- Greater Cambridge Shared Planning Biodiversity Supplementary Planning Document (February 2022) issue B7
- Area Action Plans and Neighbourhood Plans that identify specific biodiversity net gain targets

Types of applications that require this information

Required for all applications except for [BNG exempt developments](#). Further information can be within the Planning Practice Guidance: [Biodiversity Net Gain](#).

Information required

- a draft Biodiversity Net Gain Plan using the statutory template supplied by DEFRA and is available at [Biodiversity Gain Plan](#)
- a draft full completed metric using the statutory template supplied by DEFRA and is available at: [Calculate biodiversity value with the statutory biodiversity metric - GOV.UK](#)

Further information can be found within paragraph 11 of the PPG on BNG: [Biodiversity Net Gain](#)

The council may request further information relating to biodiversity net gain as part of the planning application, such as:

- a draft Habitat Management and Monitoring Plan (HMMP) for significant on-site BNG sites, or any proposed off-site BNG sites, to span a minimum of 30 years
- a draft Landscape Environmental Management Plan (LEMP) for non-significant sites to span up to 30 years

Providing more information at the initial submission will minimise delays in validation and assessment of the application.

Where to look for further assistance

See on the relevant websites:

- [Biodiversity Net Gain \(gov.uk\)](#)
- [BNG Online - PAS / Future Homes Hub \(BNG requirements and planning process\)](#)
- [CIEEM Biodiversity Net Gain Guidance](#)
- British Standard [BS 8683: Process for designing and implementing biodiversity net gain – Specification](#)
- East Cambridgeshire District Council - [Natural Environment SPD](#) (September 2020)
- [East Cambridgeshire - BNG](#), including East Cambs Nature Recovery Network
- [GCSP Biodiversity Supplementary Planning Document \(February 2022\)](#)
- [GCSP Supplementary Planning Documents and Guidance](#)
- [Fenland District Council – BNG](#), including Nature Recovery Network

- [Delivering and Protecting High Quality Environments in Fenland SPD \(July 2014\)](#)
- [Cambridgeshire County Council Biodiversity and Greenspaces](#)
- [Cambridgeshire and Peterborough Local Nature Recovery Strategy](#)

5. Statement of sustainable design and construction

Policy Drivers

- National Planning Policy Framework (December 2024).
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 1 Sustainable Development and Climate Change and 17 Design.
- Cambridge City Local Plan (October 2018) policies 1: The presumption in favour of sustainable development, 28: Carbon reduction, community energy networks, sustainable design and construction, and water use, and 57 (c. and e.): Designing New Buildings.
- East Cambridgeshire Local Plan (April 2015, as amended 2023) policies GROWTH 5: Presumption in favour of Sustainable Development; ENV 2: Design; ENV 4: Energy and water efficiency and renewable energy in construction; ENV 5: Carbon offsetting, and ENV 6: Renewable energy development.
- Fenland Local Plan (May 2014) policy LP14: Responding to Climate Change and Managing the Risk of Flooding in Fenland.
- Huntingdon Local Plan to 2036 (May 2019) policy LP 12: Design Implementation.
- South Cambridgeshire Local Plan (September 2018) policies S/3: Presumption in Favour of Sustainable Development, CC/1: Mitigation and Adaption to Climate Change, CC/3: Renewable and Low Carbon Energy in New Developments, CC/4: Water Efficiency, CC/7: Water Quality, and HQ/1: Design Principles.

Types of applications that require this information

Within South Cambridgeshire District Council's area:

- For all applications.

Within all other districts and Cambridge City Council:

- For New schools and all developments creating more than 1,000m² of floor space.

Information required

Within all districts except Cambridge City, a Statement of Sustainable Design and Construction will be required in which climate change will need to be considered. The County Council declared a climate change emergency in May 2019 and is seeking to reduce the Council's carbon footprint in line with the Council's Climate Change and Environment Strategy. The current buildings already used by the County Council (excluding schools run by Academies) will need to account for their energy usage in the Council's carbon footprint work. This is being undertaken by the Council's Climate Change and Energy Service, outside of the planning regime. The County Council's buildings will be subject to Building Regulations requirements which already seek to ensure energy efficiency measures for non-residential properties under the Nearly Zero Energy Buildings (NZEB) regulation. For new development they will be expected to meet Very Good overall and to achieve Excellent BREEAM credits in both Energy and Water.

Within Cambridge City Council's area:

A completed Sustainable Development Checklist (Section 4 of Sustainable Design and

Construction SPD) will need to be submitted.

Within South Cambridgeshire District Council's area:

- A Water Conservation Strategy is to be submitted for all non-residential development, unless demonstrated not practicable e.g., for operational buildings that do not contain water supply or welfare facilities.

Where to look for further assistance

More information can be found in the following documents and on the relevant websites:

- [Greater Cambridge Sustainable Design and Construction Supplementary Planning Document \(SPD\)](#), January 2020.
- [Greater Cambridge Shared Planning Supplementary Planning Documents and Guidance](#)
- [BRE Environmental assessment Method, BREEAM](#)
- [Huntingdonshire Design Guide SPD \(2017\)](#)
- [Cambridgeshire County Council's Climate Change, Energy and Environment website pages. Net Zero Cambridgeshire 2045](#)
- [East Cambridgeshire Climate Change SPD \(2021\)](#)
- [East Cambridgeshire District Council Design Guide SPD \(2012\)](#)

5A. Health Impact Assessment

Policy Drivers

- National Planning Policy Framework (December 2024) Section 8 and the Planning Practice Guidance on promoting healthy and safe communities.
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 1 Sustainable Development and Climate Change and Policy 18 Amenity Considerations.
- Fenland Local Plan (May 2014) policy LP2: Facilitating Health and Wellbeing of Fenland Residents.
- Huntingdon Local Plan to 2036 (May 2019) Policy LP 29 Health Impact Assessment.
- South Cambridgeshire Local Plan (September 2018) policy SC/2: Health Impact Assessment.

Types of applications that require this information

All new developments within South Cambridgeshire, Huntingdonshire and Fenland that trigger the minimum floor space and site areas for that district.

Information required

Within South Cambridgeshire, Huntingdonshire and Fenland, Health Impact Assessments are required as set out below:

Within South Cambridgeshire District Council's area:

- An extended screening/rapid Health Impact Assessment is to be submitted for developments of 1,000-5,000m² of floor space and a full impact assessment for

those over 5,000m².

Within Huntingdonshire District Council's area:

- Demonstration that the design of the scheme has been informed by a rapid Health Impact Assessment for large scale developments in excess of 2,500 square metres or where the site area exceeds 2 hectares.
- Demonstration that the design of the development has been informed by a full Health Impact Assessment for large scale major developments where the new proposed floorspace would be 10,000 square metres or where the site exceeds 2 hectares.

Within Fenland District Council's area:

- For Major development, a Health Impact Assessment is required.

Where to look for further assistance

More information can be found in the following documents and on the relevant websites:

- [South Cambridgeshire Health Impact Assessment Supplementary Planning Document \(March 2011\) This is a material consideration.](#)
- [Public Health England's Health Impact Assessment in spatial planning document \(October 2020\)](#)
- [London Healthy Urban Development Unit Rapid Health Impact Assessment Tool](#)
- [Evidence to inform both rapid and full HIAs can be found in Cambridgeshire Joint Strategic Needs Assessments, and in related health and wellbeing data available from Cambridgeshire Insight](#)

6. Tree survey / arboricultural report

Policy Drivers

- National Planning Policy Framework (December 2024).
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 17 Design, Policy 19 Restoration and Aftercare, and Policy 20 Biodiversity and Geodiversity.
- Cambridge City Local Plan (October 2018) policy 71: Trees.
- East Cambridgeshire Local Plan (April 2015, as amended 2023) policies ENV 1: Landscape and settlement character; ENV 2: Design and ENV 7: Biodiversity and geology.
- Fenland Local Plan (May 2014) policies LP16: Delivering and Protecting High Quality Environments across the District, and LP19: The Natural Environment.
- Huntingdonshire Local Plan to 2036 (May 2019) policies LP 30: Biodiversity and Geodiversity and LP 31: Trees, Woodland, Hedges and Hedgerows.
- South Cambridgeshire Local Plan (September 2018) policy HQ/1 (1.b. & m.): Design Principles.

Types of applications that require this information

- When there are trees or hedges on the development site that are likely to be or could be impacted by the development.

And/or

- When there are trees or hedges on land adjacent to the development site that could influence the development or might be important as part of the local landscape. See

Information required

- Details of the species, size, canopy extent, condition and future management and the projected future life of trees on or adjacent to the development site.
- Which trees are to be retained or lost?
- Details of tree protection measures during development.

Where to look for further assistance

More information can be found in the following documents and on the relevant websites:

- British Standard BS5837: Trees in relation to construction.
- [South Cambridgeshire District Council's Trees and Development Sites Supplementary Planning Document \(January 2009\)](#)
- [Huntingdonshire District Council's A Tree Strategy for Huntingdonshire \(February 2015\)](#) Including Section 10 Landscape Proposals.
- [Delivering and Protecting High Quality Environments in Fenland SPD \(July 2014\)](#)

7. Flood Risk Assessment

Policy Drivers

- National Planning Policy Framework (December 2024), particularly Section 14 Meeting the challenge of climate change, flooding, and coastal change.
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 1 Sustainable Development and Climate Change, and Policy 22 Flood and Water Management.
- Cambridge City Local Plan (October 2018) policies 31: Integrated water management and the water cycle and 32: Flood Risk.
- East Cambridgeshire Local Plan (April 2015, as amended 2023) policies ENV 2: Design and ENV 8: Flood risk.
- Fenland Local Plan (May 2014) policy LP14: Responding to Climate Change and Managing the Risk of Flooding in Fenland.
- Huntingdonshire Local Plan to 2036 (May 2019) policies LP 5: Flood Risk, LP 6: Waste Water Management and LP: 15 Surface Water.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1 (1.m.): Design Principles, CC/1: Mitigation and Adaption to Climate Change, CC/8: Sustainable Drainage Systems and CC/9 Managing Flood Risk.

Types of applications that require this information

When the application site is:

- In flood zone 2 or 3, including minor development (as defined by the Environment Agency) and change of use for all development likely to have any impact upon flood risk. For more information see The Environment Agency's guidance on Flood Risk and Coastal Change;
- More than 1 hectare in flood zone 1 for all development likely to have any impact upon flood risk.
- Less than 1 ha in flood zone 1, including a change of use in development type to a more vulnerable class (e.g. from a commercial to a residential use), or where they could be affected by sources of flooding other than rivers and the sea (e.g. surface water drains,

reservoirs).

- Less than 1 ha in Flood zone 1 if there are proposed changes to hard standing likely to affect the level of flood risk.
- Less than 1 hectare within flood zone 1 which has critical drainage problems as notified by the Environment Agency.

Information required

The scope of the flood risk assessment is dependent on the nature, scale, and location of the development. It should consider any relevant significant impacts upon local infrastructure. The Environment Agency's advice should be followed, more information on this can be found here: [Flood risk assessments for planning applications](#).

Where to look for further assistance

More information can be found in the following documents and on the relevant websites:

- [National Planning Policy Framework \(December 2024\)](#)
- [Planning Practice Guidance - Flood Risk and Coastal Change Section](#)
- [The Environment Agency's Flood risk assessment for planning applications](#)
- [The Middle Level Commissioners' Planning Advice and Consent Documents](#)
- [Cambridgeshire County Council's Flood and Water Supplementary Planning Document \(July 2016\)](#). This document was approved by Cambridgeshire County Council as the policy of the Lead Local Flood Authority on 14 July 2016.
- [Cambridgeshire County Council's Surface Water Guidance \(April 2024\)](#)
- [Cambridgeshire County Council's Surface water management plans](#)
- [Cambridgeshire County Council's Watercourse Management guidance](#)
- [Sustainable drainage systems: non-statutory technical standards \(March 2015\)](#)
- [Cambridge City Council's and South Cambridgeshire District Council's Phase One Water Cycle Strategy \(2008\)](#)
- [Cambridge City Council's and South Cambridgeshire District Council's Phase Two Water Cycle Strategy \(2011\)](#)
- [Cambridge and South Cambridgeshire Level 1 Strategic Flood Risk Assessment \(September 2010\)](#)
- [East Cambridgeshire District Council Level 1 and Level 2 Strategic Flood Risk Assessment \(October 2017\)](#)
- [Fenland District Council Strategic Flood Risk Assessment \(July 2011\)](#)
- [Huntingdonshire District Council Level 1 and 2 Strategic Flood Risk Assessment \(June 2017\)](#)
- [Cambridge City Council's Sustainable Drainage Design and Adoption Guide](#)
- [Greater Cambridge Shared Planning Supplementary Planning Documents and Guidance](#)

7A. Surface water drainage strategy and foul drainage strategy

Policy drivers

- National Planning Policy Framework (December 2024), particularly Section 14 Meeting the challenge of climate change, flooding and coastal change.

- Written Ministerial Statement (18 December 2014 Secretary of State, Communities and Local Government).
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 1 Sustainable Development and Climate Change and Policy 22 Flood and Water Management
- Cambridge City Local Plan (October 2018) policies 28: Carbon reduction, community energy networks, sustainable design and construction, and water use, 31: Integrated water management and the water cycle, 32: Flood Risk and 59 (e.): Designing landscape and the public realm.
- East Cambridgeshire Local Plan (April 2015, as amended 2023) policies ENV 2: Design and ENV 8: Floodrisk.
- Fenland Local Plan (May 2014) policy LP14: Responding to Climate Change and Managing the Risk of Flooding in Fenland.
- Huntingdonshire Local Plan to 2036 (May 2019) policies LP 5: Flood Risk, LP 6: Waste Water Management and LP 15 Surface Water.
- South Cambridgeshire Local Plan (September 2018) CC/1: Mitigation and Adaption to Climate Change, CC/7: Water Quality, CC/8: Sustainable Drainage Systems and HQ/1(1.m.): Design Principles.

Types of applications that require surface water drainage strategy information

- Major development as set out in Article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015.
- The provision of a building or buildings where the floorspace to be created by the development is 1,000 square metres or more, or
- Development carried out on a site having an area of 1 hectare or more in all flood zones.
- Waste planning applications.

Information required

The scope of surface water drainage and foul drainage strategies is dependent on the nature, scale and location of the development and should include considering any relevant significant impacts on local infrastructure. The incorporation of Sustainable Drainage Systems (SuDS) should be achieved, whenever feasible, to address the risk of surface water and sewer flooding and provide wider environmental benefits, including biodiversity net gain and water quality. The County Council's Flood and Water Team's advice should be followed in developing SuDS. Visit our website for more [Flood and Water information](#).

Foul drainage strategy

A foul drainage strategy that is proportionate to the proposed development should be submitted when assessing the design implications of any new development, including when the development is being designed to connect to a public sewer as a means of disposing of treated effluent.

The foul drainage strategy should include, but not be limited to: -

- the location of connection points
- means of conveyance (gravity/pumped),
- discharge rates
- details of any pre-application discussions undertaken with the relevant provider.

Dry Weather Flows

An appropriate assessment of dry weather flows is needed to avoid the risk of increased

flooding elsewhere, when relevant, because of additional flows into the receiving watercourse, unless in instances when development is being proposed to connect to the public foul sewer, it can be demonstrated that this is unnecessary for example if it is adequately controlled through a separate permitting regime e.g. Water Recycling Centre development.

Note: -Applicants can seek confirmation from Anglian Water as to whether there is capacity available within the public sewerage network and at the receiving Water Recycling Centre to serve the development as part of their pre-application service.

Where to look for further assistance

See item 7 above.

8. Heritage Statement

Policy Drivers

- National Planning Policy Framework (December 2024), particularly Section 16 Conserving and enhancing the historic environment.
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 21: The Historic Environment
- Cambridge City Local Plan (October 2018) policies 55: Responding to context, 58(a.): Altering and extending existing buildings, 60: Tall buildings and the skyline in Cambridge, 61: Conservation and enhancement of Cambridge's historic environment; 62: Local heritage assets.
- East Cambridgeshire Local Plan (April 2015, as amended 2023) policies ENV 11: Conservation Areas; ENV 12: Listed Buildings; ENV 13: Local Register of Buildings and Structures; ENV 14: Sites of archaeological interest; ENV 15: Historic parks and gardens; ENV 16: Enabling development associated with heritage assets.
- Fenland District Local Plan (2014) policies LP16: Delivering and Protecting High Quality Environments across the District; LP18: The Historic Environment.
- Huntingdonshire Local Plan to 2036 (2019) Policies LP 11: Design Context, LP 12: Design Implementation and LP 34: Heritage Assets and their Settings.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1.b.): Design Principles and NH/14: Heritage Assets.

Types of applications that require this information

- Where the ground will be disturbed within an area of archaeological potential or for major development proposals where archaeological remains may survive.
- Which affect a scheduled monument or battlefield or its setting.
- Which affect a listed building or its setting.
- Within or which will affect a conservation area.
- Which will affect a registered park or garden or its setting.

Information required

- A written Statement of Heritage Significance is required as part of or to accompany all planning applications which may affect Heritage Assets, including archaeology. This should include consideration of listed buildings and structures, historic parks and gardens, historic battlefields, scheduled monuments, including potential impacts upon their settings, and archaeology.
- All Heritage Statements should assess the significance of all potential impacts of the

proposed development upon all heritage assets that might be affected and their settings. If appropriate, it should include measures to avoid, mitigate and/or compensate. A specialist assessment of existing and proposed information may need to be commissioned and submitted as part of the application. The need for and cost of this work, including any archaeological investigation work that may need to be carried out prior to submission or before development begins, should be taken into consideration at an early stage. This could have implications for project timescales and viability.

- For all applications within or adjacent to a historic conservation area, an assessment of the impact of the development upon the character and appearance of the area.
- For major development, significant infrastructure works, and for all applications involving ground disturbance within an area of potential archaeological significance, an assessment of existing archaeological information, and a programme of fieldwork may be required. When appropriate, early consultation with the specialist national and local advisors is recommended to scope the extent of the work required.

Where to look for further assistance

More information can be found in the following documents and on the relevant websites:

- [Planning Practice Guidance Historic Environment](#)
- [Cambridgeshire Historic Environment Record \(CHER\)](#)
- [Historic England's Charter for Historic England Advisory Services \(27 July 2017\)](#)
Attention is drawn to in particular to sections 11 and 12.
- [Historic England's Statements of Heritage Significance Advice Note 12 \(21 October 2019\)](#)
- [Cambridge City Council's Design and Conservation Documents](#)
- [Greater Cambridge Shared Planning information about Conservation Areas](#)
- [Greater Cambridge Shared Planning Supplementary Planning Documents and Guidance](#)
- [East Cambridgeshire District Council Built Heritage](#)
- [Fenland District Council's Heritage Statements](#)
- [Delivering and Protecting High Quality Environments in Fenland SPD \(July 2014\)](#)
- [Huntingdonshire District Council's information on Conservation Areas](#)
- [The Huntingdonshire Landscape & Townscape Assessment Supplementary Planning Document \(March 2022\)](#)
- [South Cambridgeshire District Council's Listed Buildings Supplementary Planning Document \(July 2009\)](#)
- [South Cambridgeshire District Council's Heritage Information to be submitted with Planning, and Listed Building Consent Applications](#)
- [Cambridgeshire County Council Archaeological advice for planning developments](#)

9. Landscape impact assessment

Policy Driver

- National Planning Policy Framework (December 2024)
- Planning Practice Guidance
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 17 Design, Policy 16 Restoration and Aftercare, and Policy 20 Biodiversity and Geodiversity.
- Cambridge City Local Plan (October 2018) policies 8: Setting of the city, 55:

Responding to context, 56(a.): Creating successful places, 57(a.): Designing new buildings; and 60: Tall buildings and the skyline in Cambridge.

- East Cambridgeshire Local Plan (April 2015, as amended 2023) policies ENV 1: Landscape and settlement character; and ENV 2: Design
- Fenland Local Plan (May 2014) policy LP16: Delivering and Protecting High Quality Environments across the District
- Huntingdonshire Local Plan to 2036 (May 2019) policies LP 3: Green Infrastructure, LP 10: The Countryside, LP 11: Design Context and LP 12: Design Implementation.
- South Cambridgeshire Local Plan (September 2018) policies CC/1: Mitigation and Adaption to Climate Change, HQ/1(1.a. & d.): Design Principles and NH/2: Protecting and Enhancing the Landscape Character.

Types of applications that require this information

For large buildings and other tall structures e.g. anaerobic digestion tanks and emission stacks on sites in open locations outside the settlement development boundary, as defined in the relevant City/District council local plan or development plan document.

Information required

- A proportionate methodological appraisal of the landscape and visual impacts of the proposed development carried out by someone who is appropriately trained and experienced.
- For Environmental Impact Assessment development requiring a landscape visual impact assessment, this should include consideration of significant effects. Otherwise, a Landscape Visual Assessment may be appropriate.

Where to look for further assistance

More information can be found in the following documents and on the relevant websites:

- [Planning Practice Guidance - Natural Environment](#)
- [Cambridgeshire Landscape Document 1991](#)
- [Cambridgeshire Green Infrastructure Strategy 2011 \(June 2011\)](#)
- [Delivering and Protecting High Quality Environments in Fenland SPD \(July 2014\)](#)
- [Huntingdonshire Tree Strategy 2020-2030 \(November 2020\)](#) [The Huntingdonshire Landscape & Townscape Assessment Supplementary Planning Document \(March 2022\)](#)
- [East of England Landscape Typology](#)
- [South Cambridgeshire District Council's Design Guide Supplementary Planning Document \(March 2010\)](#)
- [Greater Cambridge Biodiversity Supplementary Planning Document \(February 2022\)](#)
- [Greater Cambridge Shared Planning Supplementary Planning Documents and Guidance](#)
- [The Landscape Institutes Guide to Reviewing Landscape Visual Impact Assessments \(LVIAs\) and Landscape and Visual Appraisals \(LVAs\) \(January 2020\)](#)

10. Landscape proposals

Policy Driver

- National Planning Policy Framework (December 2024)
- Planning Practice Guidance
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 1 Sustainable Development and Climate Change and Policy17: Design
- Cambridge City Local Plan (October 2018) policies 8: Setting of the city, 55: Responding to context, 56(i.): Creating successful places, 57: Designing New Buildings (a.), 59: Designing landscape and the public realm; and 71: Trees.
- East Cambridgeshire Local Plan (April 2015, as amended 2023) policies ENV 1: Landscape and settlement character; and ENV 2: Design.
- Fenland Local Plan (May 2014) policy LP16: Delivering and Protecting High Quality Environments across the District.
- Huntingdonshire Local Plan to 2036 (May 2019) Policies LP 3: Green Infrastructure, LP 11: Design Context, LP 12: Design Implementation, LP 30: Biodiversity and Geodiversity and LP 31: Trees, Woodland, Hedges and Hedgerows.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1.a. & m.): Design Principles and NH/4: Biodiversity.
- Neighbourhood Plan Policy

Types of applications that require this information

- Where trees or hedgerow will be removed because of the development compensatory planting will be required.
- For development that will have a visual impact that could be mitigated by landscape planting.

Information required

- Appropriate hard and soft landscape details, including details of existing and proposed levels, paving treatments, and materials.
- Details of the method of planting and long-term maintenance and management should also be addressed (see item 11 below). If appropriate, reference should be made to detailed landscape proposals arising from the design concept in the Design and Access Statement.
- Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development (see item 6 above).
- Plans and drawings at an appropriate scale should be accompanied by schedules of details as appropriate to include details of planting species, densities and size and form of specimens at planting and an implementation programme.

Where to look for further assistance

- [Planning Practice Guidance - Natural Environment](#)
- [Cambridgeshire Landscape Document 1991](#)
- [Cambridgeshire Green Infrastructure Strategy 2011](#)
- [East Cambridgeshire District Council Design Guide SPD \(2012\)](#)
- [Delivering and Protecting High Quality Environments in Fenland SPD \(July 2014\)](#)
- [Huntingdonshire Tree Strategy 2020-2030 \(November 2020\)](#)

- [The Huntingdonshire Landscape & Townscape Assessment Supplementary Planning Document \(March 2022\)](#)
- [South Cambridgeshire District Council's Design Guide Supplementary Planning Document \(March 2010\)](#)
- [Greater Cambridge Shared Planning Supplementary Planning Documents and Guidance](#) (includes site and village design guides)
- [Greater Cambridge Biodiversity Supplementary Planning Document \(February 2022\)](#)
- [Neighbourhood Plans | East Cambridgeshire District Council](#)
- [Neighbourhood Planning - Fenland District Council](#)
- [Neighbourhood Planning - Huntingdonshire.gov.uk](#)
- [Neighbourhood plans - Cambridge City Council](#)
- [Neighbourhood Plans - South Cambs District Council](#)

11. Landscape and biodiversity enhancement management scheme

Policy Drivers

- National Planning Policy Framework (December 2024)
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 17 Design, Policy 19 Restoration and Aftercare, and Policy 20 Biodiversity and Geodiversity.
- Cambridge City Local Plan (October 2018) policies 56(i): Creating successful places, 59: Designing landscape and the public realm, and 70: Protection of priority species and habitats.
- Huntingdonshire Local Plan to 2036 (May 2019) Policies LP 3: Green Infrastructure, LP 11: Design Context, LP 12: Design Implementation, LP 30: Biodiversity and Geodiversity and LP: 31 Trees, Woodland, Hedges and Hedgerows.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1. m.): Design Principles, and NH/4: Biodiversity.
- Neighbourhood Plan Policy

Types of applications that require this information

- Where soft landscape or biodiversity enhancement measures are proposed (see items 4 and 10 above).
- Applications for new landfill sites or their extension will require aftercare of the restored land.

Information required

- A programme of landscape management and biodiversity enhancement works for existing and proposed habitats and soft landscape features for a period of at least 5 years from the completion of development.
- For schools this should be in a format that the person responsible for grounds maintenance can understand.
- Information to set out the proposed restoration, after-use and aftercare arrangements for all waste management proposals which are likely to be temporary in nature (and secured if necessary, by a legal agreement). The County Council will seek to ensure that the restoration of waste sites is done progressively to ensure that restoration can be achieved at the earliest opportunity. Agreement of the after use of restored temporary waste management sites will be undertaken on a case by case basis, as should the aftercare arrangements (with such aftercare potentially extending to 10 years or more).

Where to look for further assistance

- [Planning Practice Guidance](#)

See items 4, 6 and 10 above.

12. Transport Assessment or Statement

Policy Drivers

- National Planning Policy Framework (December 2024), particularly Section 9 Promoting sustainable transport.
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 23 Traffic, Highways and Rights of Way.
- Cambridge City Local Plan (October 2018) policies 80: Supporting sustainable access to development, 81: Mitigating the transport impact of development and Policy 82 Parking Management.
- East Cambridgeshire Local Plan (April 2015, as amended 2023) policy COM 7: Transport impact.
- Fenland Local Plan (May 2014) policy LP15: Facilitating the Creation of a More Sustainable Transport Network in Fenland.
- Huntingdonshire Local Plan to 2036 (May 2019) policies LP 12: Design Implementation, LP 16: Sustainable Travel and LP 17: Parking Provision and Vehicle Movement.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1. f., h. & i.): Design Principles, SC/12 Air Quality, TI/2: Planning for Sustainable Travel, and TI/3: Parking Provision.
- Neighbourhood Plan Policy

Types of applications that require this information

- Transport Assessment – where the proposed development has significant transport implications including new schools.
- Transport Statement – schemes where the proposed development has some transport implications.

Scope of the transport information:

Applicants should agree the scope of the transport information that is necessary with Cambridgeshire County Council's transport officers at the pre-application stage. There will be some cases, dependent on the location and nature of the development, where information less than a professionally produced transport statement will suffice.

However, it is essential that the applicant provides accurate information at both the pre-application stage and in the documents that are submitted in support of an application.

Information required

All applications which, if permitted, would lead to an increase in traffic, or a change in the type of traffic using the access should be accompanied by the following information:

- A layout plan of the existing access onto the public highway.
- A layout plan to show access width, junction radii (if appropriate) and visibility splays at existing and/or proposed access.
- The existing daily traffic movements (and type of vehicle/s) to the site. Where more than one business uses the same access onto the public highway the total number of vehicle movements must be provided.

- The proposed daily traffic movements (and type of vehicle/s) to the site.
- For sites that will generate Heavy Commercial Vehicle movements, swept path diagrams (for the largest vehicle to be generated) in support of the geometry of the access proposed.
- For sites that will generate heavy commercial vehicle movements, details of the route which they will follow to access the strategic routes shown on the Cambridgeshire Advisory Freight Map.

Transport Assessment

A Transport Assessment should be appropriate to the scale of the development and the extent of the transport implications of the proposal. It should consider any relevant significant impacts on local transport infrastructure. It should also consider accessibility to the site by all modes of transport and the modal split of journeys made to and from the site by different forms of transport and on foot when applicable.

Transport Statement

A Transport Statement should outline the transport aspects of the application and any proposed measures to maximise access by public transport, walking and cycling; to reduce the need for parking associated with the proposal; and to mitigate transport impacts.

Within South Cambridgeshire District Council

South Cambridgeshire District Council also requires that where a Transport Assessment / Statement or Travel Plan is required, a Low Emissions Strategy statement should be integrated (See policies SC/12 and TI/2). This should include justification for the level and type of parking proposed; and consideration of the provision of electric charging points for applications that include proposed provision (policy TI/3).

Within Cambridge City Council

Cambridge City Local Plan (October 2018) policy 82: Parking Management. Requires consideration of electric vehicle charging points or the infrastructure to ensure their future provision should be provided within a development where reasonable and proportionate, and where it is viable to do so especially in relation to major new development.

Where to look for further assistance

- [Travel Plans, Transport Assessments and Statements - GOV.UK](#)
- [Cambridgeshire County Council Transport Assessment Guidelines](#)
- [Cambridgeshire Advisory Freight Map](#)
- [Greater Cambridge Shared Planning Supplementary Planning Documents and Guidance](#)
- [Neighbourhood Plans | East Cambridgeshire District Council](#)
- [Neighbourhood Planning - Fenland District Council](#)
- [Neighbourhood Planning - Huntingdonshire.gov.uk](#)
- [Neighbourhood plans - Cambridge City Council](#)
- [Neighbourhood Plans - South Cambs District Council](#)

13. Parking and access arrangements

Policy Drivers

- National Planning Policy Framework (December 2024)
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 17 Design.

- Cambridge City Local Plan (October 2018) policies 57(b.): Designing New Buildings, 80: Supporting sustainable access to development, 81: Mitigating the transport impact of development, and 82: Parking Management.
- East Cambridgeshire Local Plan (April 2015, as amended 2023) policy COM 8: Parking provision.
- Fenland Local Plan (May 2014) policy LP15: Facilitating the Creation of a More Sustainable Transport Network in Fenland.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1. h. & i): Design Principles, TI/2: Planning for Sustainable Travel, and TI/3: Parking Provision.
- Movement Huntingdonshire Local Plan to 2036 (May 2019) policies LP 12: Design Implementation, LP 16: Sustainable Travel and LP 17: Parking Provision and Vehicle.

Types of applications that require this information

- Applications involving a new access (vehicular or pedestrian) to/from the public highway or changes to an existing access.
- Applications that require temporary access during the period of construction.
- Applications proposing changes to parking arrangements.
- Applications that will affect the requirement for car and cycle parking by introducing more users or floor space to a site such as a new classroom.
- Applications, which if permitted, would lead to an increase in traffic, including an increase in capacity/floorspace which could potentially lead to an increase in traffic.
- A change in the type of traffic using the access should be accompanied by a layout plan of the existing access.

Information required

- A layout plan of the existing access onto the public highway.
- A Layout plan to show access width, junction radii (if appropriate) and visibility splays at existing and/or proposed access.
- The existing daily traffic movements (and type of vehicle/s) to the site. Where more than one business uses the same access onto the public highway the total number of vehicle movements must be provided.
- The proposed daily traffic movements (and type of vehicle/s) to the site.
- For sites that will generate HCV movements, swept path diagrams (for the largest vehicle to be generated) in support of the geometry of the access proposed.
- Details of existing and proposed parking provision on site layout plans, ideally at 1:500 scale making clear where there is specific provision for disabled persons and non-car modes such as cycles, minibuses, and commercial vehicles (see Standard Application Form).
- Within Huntingdonshire District Council's area all development which includes proposals for car parking and cycle provision requires a clear justification of the space for vehicle movements and the level of vehicle and cycle parking proposed including consideration of facilities for charging plug-in and other low and ultra-low emission vehicles.
- Additionally, within Huntingdonshire District Councils area proposals for new non-residential buildings over 2,500 square metres of net internal floorspace need to consider the provision of dedicated changing and showering facilities for cyclists.

Where to look for further assistance

- [Transport Initiatives LLP and Cambridge city Council's Cycle Parking Guide for New Residential Development \(February 2010\)](#)
- [Traffic Advisory Leaflet 5/95: Parking for Disabled People \(1995\)](#)
- [Cambridge Cycle Campaign's Cambridge Cycle Parking Guide](#)
- [Huntingdonshire Design Guide supplementary Planning Document \(2017\)](#)

- [Greater Cambridge Shared Planning Supplementary Planning Documents and Guidance](#)

13A. Construction environmental management and traffic management plans

Policy Drivers

- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 18 Amenity Considerations and Policy 23 Traffic, Highways and Rights of Way.
- Cambridge City Local Plan (October 2018) policies 35: Protection of human health and quality of life from noise and vibration, and 81: Mitigating the transport impact of development.
- East Cambridgeshire Local Plan (April 2015, as amended 2023) policy ENV 9: Pollution.
- Fenland Local Plan (May 2014) policies LP2: Facilitating Health and Wellbeing of Fenland Residents, and LP16: Delivering and Protecting High Quality Environments across the District.
- South Cambridgeshire Local Plan (September 2018) policy CC/6: Construction Methods.
- Huntingdonshire Local Plan to 2036 (May 2019) Policy LP 14: Amenity.

Types of applications that require this information

- Applications, which if permitted, would give rise to HCV construction traffic in locations that may adversely affect highway safety or amenity of the occupiers of nearby properties will require a Traffic Management Plan.
- For proposals, the construction of which would be likely to have impacts for occupiers of nearby properties will require a Construction Environmental Management Plan.

Information required

For construction effects on the environment and surrounding communities:

- A Construction Environmental Management Plan (CEMP) setting out the details of the proposed construction methods, for example construction working hours; details of contractors cabins including their location; plant compounds; control of temporary access during construction (if applicable) and dust mitigation measures etc. to consider impacts arising from on-site impacts.
- In a Traffic Management Plan, information identifying and mitigating construction traffic impact visiting the site upon sensitive receptors e.g., local schools opening / closing times and peak traffic conditions.
- Proposals to reduce the number of vehicles visiting the site during the period of construction.

In addition, for Heavy Commercial Vehicle construction traffic:

- A layout plan of the existing access onto the public highway.
- A layout plan to show access width, junction radii (if appropriate) and visibility splays at existing and/or proposed access, including any temporary access proposals for use during the period of construction.
- The proposed daily construction traffic movements (and type of vehicle/s) to the site.
- Swept path diagrams (for the largest vehicle to be generated) in support of the geometry of the access proposed.
- Details of proposed parking for contractors' and delivery vehicles on site layout plans.
- Hours of deliveries of construction materials and or dispatch of waste etc.
- Vehicle routes.
- Arrangements to divert or protect the use of existing footpaths and cycle ways during construction, and

- Management and enforcement.

Where to look for further assistance

- [Planning Practice Guidance](#)
See items 4, 6, 10, 12, 13, 15 and 16.

14. Travel Plan

Policy Drivers

- National Planning Policy Framework (December 2024)
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 1 Sustainable Development and Climate Change and Policy 23 Traffic, Highways and Rights of Way.
- Cambridge City Local Plan (October 2018) 57 (b. and d.): Designing New Buildings, 80: Supporting sustainable access to development, 81: Mitigating the transport impact of development, and 82: Parking Management.
- East Cambridgeshire Local Plan (April 2015, as amended 2023) policy COM 7: Transport impact
- Fenland Local Plan (May 2014) policy LP15: Facilitating the Creation of a More Sustainable Transport Network in Fenland
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1. g., h. & i.): Design Principles, TI/2: Planning for Sustainable Travel, and TI/3: Parking Provision.
- Huntingdonshire Local Plan to 2036 (May 2019) policies LP 16: Sustainable Travel and LP 17: Parking Provision and Vehicle Movement.

Types of applications that require this information

- All developments including waste developments that are likely to generate a significant increase in vehicle movements (other than for sites which can demonstrate very limited staffing levels and visitor numbers). This includes school development involving a net increase of one or more classrooms, temporary or permanent (30 pupils) or the addition of a facility such as a pre-school. For smaller school applications, for example where there is a one or two classroom increase, the need for a Travel Plan can be dealt with by way of a suitably worded prior to occupation condition.
- Where the school has a Travel Plan, the application should be accompanied by an updated version that considers the school population when developed. Where existing data is not available, for example in relation to modes of transport for new school proposals where there are no children attending the school, outline travel plans may be accepted. These should be linked to a transport assessment or statement.

Information required

- The Travel Plan should outline how transport implications are going to be managed, by whom, and over what timescale to ensure the minimum environmental, social, and economic impacts.
- It should also state how the plan would be promoted, implemented, monitored, and maintained.
- Consideration should be given to how the transport impacts of the development can be minimised by encouraging maximum use of sustainable transport to and from the development.
- For example, a school travel plan should promote safe cycle and walking routes, restrict parking and car access at and around the school, and include on-site changing and cycle storage facilities to promote maximum use of public transport. It should also refer to using the County Council Modeshift Stars and a commitment to its continued use.

Where to look for further assistance

- [Planning Practice Guidance Travel Plans, Transport Assessments and Statements Section](#)
- [Travel for Cambridgeshire's Travel Plan Support Information](#)
- [The Modeshift Stars Organisation - relevant for School Travel Plans](#)

15. Noise and/or Vibration impact assessment

Policy Drivers

- National Planning Policy Framework (December 2024)
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 17 Design and Policy 18 Amenity Considerations
- Cambridge City Local Plan (October 2018) policy 35: Protection of human health and quality of life from noise and vibrations.
- East Cambridgeshire Local Plan (April 2015, as amended 2023) policy ENV 9: Pollution.
- Fenland Local Plan (May 2014) policies LP2: Facilitating Health and Wellbeing of Fenland Residents, and LP16: Delivering and Protecting High Quality Environments across the District.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1. n.): Design Principles, and SC/10: Noise Pollution.
- Huntingdonshire Local Plan to 2036 (May 2019) Policies LP 14: Amenity and LP 29: Health Impact Assessment.

Types of applications that require this information

Development proposals which: -

- would give rise to noise and/or vibration both on and off site which could disturb occupants of nearby buildings (e.g. outdoor sports pitches, waste development); and
- are noise-sensitive themselves and which are close to existing sources of noise and/or vibration.

A noise impact assessment is likely to be required for the following: -

- Potentially noise generating developments (e.g. waste development, outdoor sports pitches) in the vicinity of existing noise sensitive uses such as residential, offices, schools, and hospitals.
- Noise sensitive development / uses in the vicinity of existing noise generating uses e.g., classified roads, railways, or in areas with an existing noisy environment such as the City Centre.
- Mixed use applications comprising both noise generating and noise sensitive uses; and
- Commercial applications including ventilation, extractor, or cooling units / plant / equipment in the vicinity of noise sensitive uses.

Information required

A noise/vibration impact assessment undertaken by person competent in acoustics and noise/vibration impact assessments. The noise/vibration assessment should include appropriate mitigation measures.

Where to look for further assistance

- [Planning Practice Guidance Noise Section.](#)
- [South Cambridgeshire District Council's Design Guide Supplementary Planning Document: High Quality and Sustainable Development \(March 2010\)](#) - Chapter 10

Environmental Health & Appendix 6 Noise.

- [The Noise Policy Statement for England \(March 2010\)](#).

16. Lighting assessment

Policy Drivers

- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 17 Design and Policy 18 Amenity Considerations
- Cambridge City Local Plan (October 2018) policy 34: Light Pollution Control.
- East Cambridgeshire Local Plan (April 2015, as amended 2023) policy ENV 9: Pollution.
- Fenland Local Plan (May 2014) policies LP2: Facilitating Health and Wellbeing of Fenland Residents, and LP16: Delivering and Protecting High Quality Environments across the District.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1. n.): Design Principles, and SC/9: Lighting Proposals.
- Huntingdonshire Local Plan to 2036 (May 2019) policies LP 12: design Implementation, LP 14: Amenity and LP 30: Biodiversity and Geodiversity.

Types of applications that require this information

- Where external lighting would be provided or made necessary by development in the vicinity of residential property, a listed building, conservation area, or in the open countryside. Where lighting could affect local wildlife.
- Regulation 3 applications for floodlit sports pitches will need a comprehensive lighting assessment.
- External security lights on buildings or in car parks should be described in the application documents.

Information required

- A layout plan with beam orientation and light spill.
- Hours of use.
- Schedule of the equipment in the design (luminaire type; mounting height; aiming angles and luminaire profiles); and
- An isolux contour map to show light spill levels down to 1 lux - A lighting assessment may be required including the distribution of horizontal and vertical illuminance and showing neighbouring buildings.

Where to look for further assistance

- [Planning Practice Guidance Light Pollution Section](#).
- [Huntingdonshire Design Guide Supplementary Planning Document \(2017\)](#)
- [Guidance Note 1 for the reduction of obtrusive light 2020 - Institution of Lighting Professionals \(theilp.org.uk\)](#).
- [Artificial light in the environment - GOV.UK \(www.gov.uk\)](#).
- [South Cambridgeshire District Council's Design Guide Supplementary Planning Document: High Quality and Sustainable Development \(March 2010\)](#) - Chapter 10 - Environmental Health & Appendix 7 Light Pollution.
- [Sport England Artificial Sports Lighting Design Guide \(November 2012\)](#)

17. Air quality assessment

Policy Drivers

- National Planning Policy Framework (December 2024).
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 1 Sustainable Development and Climate Change and Policy 18: Amenity Considerations
- Cambridge City Local Plan (October 2018) policies 36: Air quality, odour and dust.
- East Cambridgeshire Local Plan (April 2015, as amended 2023) policy ENV 9: Pollution.
- Fenland Local Plan (May 2014) policies LP2: Facilitating Health and Wellbeing of Fenland Residents, and LP16: Delivering and Protecting High Quality Environments across the District.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1. n.): Design Principles, SC/12: Air Quality, and SC/14: Odour and Other Fugitive Emissions to Air.
- Huntingdonshire Local Plan to 2036 (May 2019) Policies LP 14: Amenity, LP 29: Health Impact Assessment and LP 36: Air quality.

Types of applications that require this information

Where the development: -

- Is proposed within or adjacent to an Air Quality Management Area (AQMA).
- Could itself result in the designation of an AQMA and/or result in a significant worsening of existing air quality within an area.
- Would conflict with or render unworkable elements of a local authority's air quality action plan, or
- Is a waste proposal where there will be emissions to air, including dust, odour and bioaerosols.

Within Huntingdonshire District Council's area Air Quality Assessments are also required for the following proposals: -

- For developments where the floor space to be built is 10,000 square metres or more or where the site area is 2 Hectares or more).
- Or any part of the site is located within 50m of an Air Quality Management Area (AQMA) or a clean air zone (CAZ), or
- A significant proportion of the traffic generated would go through an AQMA or a CAZ.

Or

- Any part of the site is located within 100 metres of a monitoring site where the annual mean level of nitrogen dioxide exceeds $35\mu\text{g}/\text{m}^3$.
- Additionally, A low emissions strategy will be required within Huntingdonshire District Council's Area when an air quality management assessment shows that the proposal would have a significant effect upon air quality; have an adverse effect upon air quality factors; cause a significant increase in the number of people that would be exposed to poor air quality or would lead to a designated nature conservation or protected species that is sensitive to air quality being adversely affected.

Information required

- Such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area.
- Where dust is likely to be an issue a Dust Management Scheme will normally be required which sets out the possible dust sources, sensitive receptors, mitigation measures and monitoring arrangements.
- Where odour is likely to be an issue an Odour Management Scheme will normally be required which sets out the possible odour sources, sensitive receptors, mitigation measures and monitoring arrangements.

- Such schemes should normally be discussed with other relevant regulatory bodies, including the Environment Agency and the City/District Council Environmental Health Officer.
- A bioaerosols risk assessment is required for open air composting facilities within 250m of a residential property.

Where to look for further assistance

- [Practice Guidance Air Quality Section](#).
- [Cambridge City Council's Air Quality in Cambridge- Developers Guide \(September 2008\)](#)
- [Cambridge City Council's Air Quality Action Plan 2018 - 2023 \(January 2018\)](#).
- <https://www.cambridge.gov.uk/air-quality-action-plan> South Cambridgeshire District Council's Design Guide Supplementary Planning Document: High Quality and Sustainable Development (March 2010) Chapter 10 - Environmental Health & Appendix 4 Air Quality Supplementary Design Guide.
- [The Department for Environment Fisheries and Food Low Emissions Strategies: using the planning system to reduce transport emissions](#).
- [The Environmental Protection UK and the Institute of Air Quality Management Land-Use Planning and Development Control: Planning for Air Quality \(January 2017\)](#) For example, Table 6.2 of this document gives indicative criteria for the numbers of vehicle movements that would warrant an Air Quality Assessment.

18. Contaminated land assessment

Policy Drivers

- National Planning Policy Framework (December 2024).
- Cambridge City Local Plan (October 2018) policy 33: Contaminated land.
- East Cambridgeshire Local Plan (April 2015, as amended 2023) policy ENV 9: Pollution.
- Fenland Local Plan (May 2014) policies LP2: Facilitating Health and Wellbeing of Fenland Residents; LP16: Delivering and Protecting High Quality Environments across the District.
- Huntingdonshire Local Plan to 2036 (May 2019) policies LP 14: Amenity and LP 37: Ground contamination and Groundwater Pollution.
- South Cambridgeshire Local Plan (September 2018) policy SC/11 Contaminated Land.

Types of applications that require this information

- Where contamination is known or suspected.
- Where the development site is in the vicinity of contaminated land.
- When the proposed use would be particularly vulnerable or sensitive e.g. residential care homes, schools.

Information required

- Sufficient information to determine the existence or otherwise of contamination; its nature; the risks it may pose; and whether these can be satisfactorily reduced to an acceptable level without undue environmental impact during and following development.
- Where contamination is known or suspected, or the proposed use would be particularly vulnerable, the applicant should provide information necessary to determine whether the proposed development can proceed or not.
- All investigations of land potentially affected by contamination should be carried out in accordance with established procedures (such as BS10175 (as amended) Code of Practice for the Investigation of Potentially Contaminated Sites).
- A preliminary risk assessment that identifies the sources, pathways and receptors will be required to enable validation of an application. A phased or tiered approach is

recommended in the government's Land Contamination Risk Management Advice. Link to the Environment Agency Land Contamination Risk Management Advice

- This initial information is essential to determine whether further, more detailed investigation, will be required.
- The minimum requirement is a land contamination assessment that reports the findings of a desk study and site reconnaissance (walk over).
- Where contamination is found developers will need to demonstrate in the land contamination assessment that any unacceptable risk will be successfully addressed through remediation without undue environmental impact during and following development.

Where to look for further assistance

- [Planning Practice Guidance Land affected by Contamination Section.](#)
- [Cambridge City Council's Contaminated Land in Cambridge - Developers Guide \(April 2009\).](#)
- [East Cambridgeshire District Council's Guidance on submitting planning applications on land that may be contaminated \(January 2015\)](#)
- [South Cambridgeshire District Council's Design Guide Supplementary Planning Document: High Quality and Sustainable Development \(March 2010\): Chapter 10 - Environmental Health & Appendix 5: Development of Potentially Contaminated Sites.](#)
- [Environment Agency's Land contamination: technical guidance.](#)

19. Waste Audit and Management Strategy

Policy Drivers

- National Planning Policy Framework (December 2024).
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 1 Sustainable Development and Climate Change.
- Cambridge City Local Plan (October 2018) policy 28: Carbon reduction, community energy networks, sustainable design and construction, and water use.
- East Cambridgeshire Local Plan (April 2015, as amended 2023) policy ENV 2: Design.
- Fenland Local Plan (May 2014) policy LP16: Delivering and Protecting High Quality Environments across the District.
- South Cambridgeshire Local Plan (September 2018) policy CC/6: Construction Methods.

Types of applications that require this information

Development proposals: -

- That involve demolition of a building or part of a larger building.
- Where the development site is previously used (brownfield) land that may be contaminated.
- That involve significant earthmoving (including greenfield sites).

Information required

See separate document 'Guidance on Waste Audit and Management Strategies for submission in support of a planning application or to fulfil a requirement of a planning condition' Cambridgeshire County Council June 2013 on the [submitting a planning application page](#) of the County Council's website.

Where to look for further assistance

- [Planning Practice Guidance on Waste](#) - Should significant developments include a waste

audit? Paragraph: 049 Reference ID: 28-049-20141016

- [The RECAP Waste Management Design Guide Supplementary Planning Document \(February 2012\)](#)

20. Open Space / Playing Field Assessment

Policy Driver

- National Planning Policy Framework (December 2024), particularly Section 8 Promoting healthy and safe communities.
- Cambridge City Local Plan (October 2018) policies 67: Protection of open space, and 73: Community, sports, and leisure facilities.
- East Cambridgeshire Local Plan (April 2015, as amended 2023) policy COM 3: Retaining community facilities.
- Fenland Local Plan (May 2014) policies LP6: Employment, Tourism, Community Facilities and Retail.
- Huntingdonshire Local Plan to 2036 (May 2019) policies LP 14: Amenity, LP 29: Health Impact Assessment and LP 32: Protection of Open Space.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1.j.): Design Principles, NH/11: Protected Village Amenity Areas, and NH/12: Local Green Space.

Types of applications that require this information

Development within designated open spaces/playing fields/allotments.

Information required

- Plans showing any areas of existing or proposed open space within or adjoining the application site and any access links, equipment, sports pitch size and layout, facilities, landscaping to be provided on open space areas.
- Any application involving the loss of, or provision of, playing fields should be supported by evidence from a district wide Playing Pitch Strategy or an independent needs assessment as referred to above.
- In order to ensure that compensatory measures provide net benefits to the community the proposal should include enhancement of any remaining open space in cases of partial loss, and the enhancement of other existing spaces or new provision that would serve the same community as that being lost.
- New provision for the loss of sports or recreational open space should be in a form that best meets an identified existing need.

Where to look for further assistance

- [Planning Practice Guidance Open space, sports and recreation facilities, public rights of way and local green space section.](#)
- [Sport England Playing Fields Policy and Guidance \(March 2018\)](#)
- [Cambridge City Council's Open Space Recreation Strategy \(October 2011\)](#)
- [Cambridge City Council Open Space Standards \(March 2010\) South Cambridgeshire District Council's Open Space in New Developments Supplementary Planning Document \(January 2009\).](#)

21. Information in support of applications for the storage, treatment, or disposal of waste

Policy Driver

- The Landfill Directive.
- Landfill England and Wales Regulations 2002 (as amended).
- National Planning Policy Framework (December 2024) particularly Section 8 Promoting healthy and safe communities.
- National Planning Policy for Waste (October 2014).
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 1 Sustainable Development and Climate Change, Policy 3 Meeting Waste Management Needs and Policy 4 Providing for Waste Management.
- Cambridge City Local Plan (October 2018) policy 36: Air quality, odour and dust.
- East Cambridgeshire Local Plan (April 2015, as amended 2023) policy ENV 9: Pollution.
- Fenland Local Plan (May 2014) policies LP2: Facilitating Health and Wellbeing of Fenland Residents; LP16: Delivering and Protecting High Quality Environments across the District.
- South Cambridgeshire Local Plan (September 2018) policy HQ/1 (1. n.): Design Principles, and SC/14: Odour and Other Fugitive Emissions to Air.
- Huntingdonshire Local Plan to 2036 (May 2019) Policies LP 29: Health Impact Assessment and LP 36: Air Quality.

Types of applications that require this information

- 1) New landfill sites or extensions to existing landfill sites (including land raising).
- 2) Proposals involving the storage, treatment or disposal of hazardous waste and proposals for the incineration (including advanced thermal technologies) or chemical treatment of non-hazardous waste.

Information required

- For both 1 and 2) Type and source of waste; plans and elevation drawings of buildings and other infrastructure; working hours; access arrangements including wheel cleaning; surface water drainage.
- For 1) A topographical survey of the existing site; scaled plans and cross sections explaining the proposed phases of working; pre-settlement and post-settlement contours; gas and leachate control systems; when relevant means of disposal of treated effluent and assessment of dry weather flows, duration of development; soil handling; restoration, after use and aftercare.
- For proposals for hazardous waste and incineration - a Health impact assessment (HIA) - HIA is a tool to appraise both positive (e.g. creation of new jobs) and negative (e.g. generation of pollution) impacts on the different affected subgroups of the population that might result from the development.

Where to look for further assistance

- It is strongly advised that the assistance of a suitably qualified agent with experience in waste planning is obtained and consideration given to their appointment as agent for the application.
- Waste disposal by landfill and most other waste management facilities will also need an Environmental Permit. For more information visit The Environment Agency's information about environmental permits. You are advised to contact the Environment Agency's at an early stage to ensure that your planning application is consistent with Environment Agency's permitting requirements.
- [Planning Practice Guidance Waste Section](#)

- [The Environmental Permitting \(England and Wales\) Regulations 2016.](#)
- [South Cambridgeshire District Council's Health Impact Assessment Supplementary Planning Document \(March 2011\).](#)
- [Public Health England - Gothenburg Consensus Paper: Health Impact Assessment - Main concepts and suggested approach, European Centre for Health Policy, WHO-Euro, Brussels \(December 1999\).](#)
- [European Commission, Health and Consumer Protection Directorate - General Paper Ensuring a high level of health protection \(17 December 2001\)](#)
- [Public Health England's Health Impact Assessment in spatial planning document \(October 2020\)](#)

22. Plans and Drawings (including cross-sections where required)

Policy Driver

- Article 7(1) (c) of The Town and Country Planning (Development Management Procedure (England) Order 2015.

Types of applications requiring this information

All to which this guidance applies unless otherwise stated below.

What information is required?

- All scale plans and drawings shall be to a recognisable scale and include a scale bar in addition to the national requirement of a North point.
- The red line of the application area should include the means of access to the public highway and all of the proposed development including ancillary parking provision (see paragraph 024 Reference ID: 14-024-20140306 of the Planning Practice Guidance).
- Existing and proposed Block plans of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries and neighbouring properties and clearly outlining the parking and maneuvering areas.
- Existing and proposed elevations (e.g., at a scale of 1:50 or 1:100).
- Existing and proposed floor plans (e.g., at a scale of 1:50 or 1:100).
- Drawings must be sufficient to identify the building within its context.
- Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100).
- Roof plans (e.g. at a scale of 1:50 or 1:100) - required only for complex roof structures. The roof plan should show the shape of the roof at an appropriate scale.
- Adequate cross-sections showing existing and proposed changes of level are necessary for proposals on sloping sites and all applications which include proposed changes in levels.
- It is the responsibility of the applicant/agent to provide accurate and updated plans and drawings within reasonable tolerances. The information should be sufficient to show the proposals in their context, including their relationships with relevant existing on-site and off-site reference points/features.

Where to look for further assistance

- [Planning Practice Guidance Making an application](#) - Validation requirements

NOTES

- Environmental Impact Assessment development is covered by separate regulations, which are mainly outside of the scope of these guidance notes.

- If during the lifetime of this list, policy documents, relevant legislation, and other documents are amended or superseded, the revised or replacement document shall be treated as a substitute for any superseded reference.