

Orchard Park Action Plan – November 2009

Recommendations as agreed by Scrutiny Committee in December 2008. Additional columns reflect current position and status of completion.

	Scrutiny Recommendation	Progress to date	Completion/ Target dates April 09	Completion/ Target dates Nov 09
1	Design Guide			
1a	The master developer or the council should produce a Design Guide, before the first planning applications are made; this should be formally adopted and then enforced when evaluating applications	The joint urban design team are taking forward the design guide and codes for the growth sites in partnership with the New Communities Team. The design guide for Trumpington Meadows will be adopted early in 2010 and will include details on phasing, materials, design and layout etc... Arrangements are being made for Members to receive guidance/training on what design codes mean and how they work.	Dec 08	Implemented
1b	The Design Guide should set out an agreed programme for phasing the development, aiming for whole sections to be completed before moving to the next phase.		March 09	Implemented
1c	The Design Guide should spell out the approach to crime and safety design issues, encouraging joint working with police and the council's arts, sports and community development teams.	Workshops have been held in 2009 with the Police and the counter terrorism unit to ensure new developments are designed and built in accordance with their safety design principles. Such learning opportunities will continue to be taken advantage of where applicable.	Dec 09	Implemented
1d	The County and District councils should specify road and footpath materials that are attractive as well as durable and fit for purpose. Planning permission should require the developer to provide and maintain paths and roads to an adoptable standard where houses are occupied.	The County and District Councils are all working in accordance with the jointly produced "Cambridgeshire Design Guide" to ensure road and footpath materials are consistent throughout the county. SCDC and County are working together to speed up adoption times whilst requiring the developer to compete surfaces outside occupied homes. This is working in Orchard Park with special arrangements being put in place for less mobile residents to aid movement around the development.	Jan 09	Implemented
1e	Design aspects not covered in the main Design Guide should be the subject of subsequent design codes.	Design codes are being produced for all the growth sites. Those for Trumpington Meadows will be approved by the JDCC early in 2010.	Dec 08	Implemented
1f	The Council should develop and use a scoring system such as at Huntingdonshire District Council, to assess large developments and inform the district-wide Design Guide	The "Building for life" checklist has been implemented for all major developments with an assessor appointed to take forward training with other staff on its requirements.	Oct 09	Implemented
2	Urban Design & Enforcement			
2a	Urban design expertise should be retained and used throughout the pre-planning, planning and construction	Joint Urban Design team in place from January 2009 now helping to take forward the major growth sites.	Jan 09	Implemented

	stages at Arbury Park and future large developments			
2b	The urban designer and planning enforcement officer should closely monitor the development at every stage, as resources allow.	SCDC does not have resources for monitoring developments. Trumpington Meadows is the first growth site to secure monies through the S106 to fund monitoring of the development. It is hoped this will be replicated on the other sites as they come forward.	Oct 09	Implemented
3	Standard of Planning Applications			
3a	SCDC should develop a stronger reputation via pre-application meetings that if proposals are not acceptable they will be refused without negotiation.	A Pre-Application advice protocol has been developed and is being publicised through the Agents Forum and via the Council's website.	Feb 09	Implemented
4	S106 Agreement			
4a	S106 officers should provide a communication hub and actively ensure that work progresses in all aspects and in compliance with agreed trigger points.	New post of S106 Implementation officer recruited to monitor S106 triggers and payments, act as central point of information for S106 issues and compliance.	Jan 09	Implemented
4b	The counting of occupations should be done (at least monthly) by only one party – preferably the planning authority, to avoid duplication – and then shared with parish, city, district and county council colleagues.	S106 Implementation officer monitors occupations and shares information with relevant council services to avoid duplication of effort.	Dec 08	Implemented
4c	S106 negotiations should invite timely input from all local stakeholders, whilst retaining probity and confidentiality of negotiations.	New post of S106 officer recruited to work with the Parishes and other stakeholders to ensure requirements/obligations are fed into S106 agreements. Working on many agreements across the district not just the growth sites e.g. Gamlingay, Thriplow and Waterbeach.	Dec 08	Implemented
5	Phased Construction			
5a	Large developments should be built according to a phasing plan, starting at one or two points, as appropriate for the size of development, then building outwards. The aim should be for residential streets and areas to be completed in phases so that new residents suffer minimum disturbance by ongoing building works. However, it should also be noted that phasing could have the effect of slowing down the rate at which affordable homes are built.	A phasing plan will be approved for the Trumpington Meadows development by the Joint Development Control Committee (JDCC). It will ensure development starts at the northern end of the site adjacent the existing community of Trumpington and then works South towards the M11. This should minimise the impact on new residents as the building moves southward completing infrastructure and planting as it goes. Discussions are ongoing with regard phasing of the other growth sites but it is hoped Trumpington will set the standard.	April 09	Implemented

5b	Commercial and community facilities should be included in the first phase, with an information centre and community development officer being on-site as soon as properties are occupied, perhaps initially located in a dual-use community house.	Resources have been secured via the S106 for Trumpington Meadows for community development workers. Community facilities are being planned in conjunction with the primary school and will be in place on occupation of the 100 th resident. Plans for interim arrangements are currently being discussed with the City Council and Cambridge Partnerships Ltd (CPL).	May 09	Implemented
		Consultation is taking place with businesses in South Cambs to help us understand the requirements for commercial land and space. It is hoped this will result in commercial land being developed earlier within the new developments.	As sites develop	Jan 10
5c	These should be funded and put in place at the earliest stage and then reimbursed via the S106 agreement.	Discussions ongoing with City and CPL to provide interim facilities from day one ahead of the purpose built facility.	As sites develop	March 10
6	Community Development			
6a	A community development plan should be produced in consultation with stakeholders, at a very early stage for each new development. It should be clear who has responsibility for delivery, monitoring and regular updating of the plan.	The City in consultation with SCDC is preparing a joint Community Development plan for the Trumpington Meadows development. It will be agreed and in place ahead of the first residents to ensure roles and responsibilities are understood and taken forward.	Oct 09	Autumn 2010
6b	The work of arms-length community development staff should be agreed and managed via a partnership agreement. This should be reviewed quarterly as the number of residents grows.	Discussions are ongoing on joint arrangements with the City Council. Further review may take place with the Trumpington Meadows Community working group.	June 09	Ongoing
6c	An early priority should be to arrange regular and varied community activities, bringing residents together in small and larger numbers until networks develop and become self-sustaining	All activities and work with the community will be outlined in the community development plan. Residents will review the plan when appropriate to ensure it is up to date. A review of the existing CD plan is currently underway at Cambourne.	Dec 08	Autumn 2010
6d	Another key service is the initial 'Information Pack', which should be supplied to new residents on moving in; inclusion of a current map should be a priority. A fuller 'Welcome Pack' should be supplied, preferably in person, within three weeks. These packs should provide information that is: timely*, concise, self-explanatory, accurate; and signposting any further sources of help. *For example information about local surgeries may be needed on day one.	Welcome and information packs are in place at Cambourne and Orchard Park. They have already been revised once since their roll out and continue to have their information reviewed. Surveys sent out with them indicate that they are well received and contain all the information residents require. The template for these packs will now be discussed with partners for use at the other growth sites as they come forward.	Dec 08	Implemented
6e	All the information should also be available electronically	Packs are available on the Council's website.	March 09	Implemented

7	Environmental Health			
7a	Landscaping features, such as earth mounds, should be used where possible as a noise barrier; this eliminates the uncertainty about the location, timing and nature of buildings used as a barrier	At Trumpington Meadows an earth bund is proposed alongside the M11. Some earth has already been deposited here from the River Cam Enhancement Project, with additional earth from the construction of the balancing ponds to also be deposited here. Further noise surveys will take place when applications are received for houses on the southern boundary to check the effectiveness of the bund. Work is ongoing between HA and SCDC with regard the design of a new fence alongside the A14 at Orchard Park.	As sites develop	Implemented
7b	Noise readings should be taken before and after a barrier is erected, and on both sides of the road. Any expert hired by the council to verify the findings should be independent of the developer.	Noise surveys have taken place at Orchard Park with further surveys planned to link in with the A14 improvements.	Oct 09	July 2010
7c	The Highways Agency and developer should communicate and consult fully with the parish and district councils regarding any proposals to alter major roads adjacent to new developments.	Consultation on A14 draft orders is currently taking place. Orchard Park Community Council have copies of the consultation documents and will be responding to the Highways Agency.	Jan 09	Jan 2010
8	Governance			
8a	The Council should explore every means of securing funding for parish councils to protect them from the financial impact of supporting large new developments. Existing parish residents must not suffer long-term costs because large-scale development has chanced to fall within their boundary.	The Councils S106 officer is working with Parish Councils to explore alternative funding. Cambridgeshire Horizons have put forward funding to Haslingfield PC for their role in Trumpington Meadows and this funding is available for other Parishes assisting with growth in the areas/on boarders.	Jan 09	Implemented
8b	Governance arrangements for new developments should be settled as early as possible to enable early community facilities to be properly managed and to provide existing and new residents with a sense of a community identity.	Informal discussions have taken place with residents at Northstowe over a boundary review based on the current planning application. Discussions will become more formal when the planning application is further advanced. Lessons have been learnt from governance at Orchard Park and steps are being taken to avoid this in the future.	March 09	Implemented
9	Delays in Moving in			
9a	The S106 agreement should agree a process for accurately setting out building locations.	This is currently being discussed with City and County colleagues in relation to enforcement and monitoring arrangements for Trumpington Meadows.	Oct 09	Implemented
9b	The Cambridgeshire Bus Team and other County Council colleagues should work closely with the planning authority	Lesson learnt and officers now working with the CGB team and Gallagher's to ensure the guided bus	Dec 08	Implemented

	to ensure the location of boundaries are agreed and observed.	boundaries are finished off in accordance with the plans.		
10	Need a single point of Contact, Communication & Control			
10a	The council and the master developer should ensure that a mechanism is established from the outset to provide a regular forum for all stakeholders to raise and resolve concerns.	The Community Engagement Strategy will detail how and what forums may be established. Other groups such as the Trumpington Meadows Community working group will inform this.	March 09	March 2010
10b	This forum could be led by a local Member who would be regarded as the champion for the new development, ensuring that cooperation and communication between all stakeholders was maintained. Such member champions should be considered for all new developments.	This issue is to be taken forward with partners/stakeholders in discussions over engagement on growth sites.	May 09	Ongoing
11	Affordable Housing			
11a	Future developments should emulate the practice used at Arbury Park of involving a consortium of RSLs in planning and negotiations from the outset.	Cambridgeshire Partnerships Limited (CPL) is the current affordable housing provider delivering 3300 homes across the growth sites. This is an innovative consortium partnership. The process of selecting a future provider is under discussion with the joint strategic housing board.	Dec 08	Implemented
12	Building Site Environment			
12a	The Council should negotiate via the S106 process that developers will register the site(s) on a considerate constructors scheme.	This is being dealt with by planning condition on Trumpington Meadows.	March 09	Implemented
12b	The master developer, or consortium should appoint an officer to monitor and oversee the development and be a point of contact for the consortium.	Funds have been secured within the S106 for enforcement and monitoring. A joint protocol to agree how and what the approach will be taken is currently being discussed between city, SCDC and county.	As sites develop	Implemented
12c	Officers should explore means of ensuring that street trees are planted at an early stage, rather than at the end of the development.	Each reserved matters application for Trumpington Meadows will detail the timing of street tree planting.	March 09	Implemented
13	Maps and Road Signs			
13a	The successful road-naming process at Arbury Park should be used at future developments.	A joint protocol with the City is being developed for Trumpington Meadows.	Dec 08	March 2010
13b	Officers should urgently explore methods for ensuring that road nameplates and current road maps are available for the first residents of a new development. These may include contractually requiring the master developer to <ul style="list-style-type: none"> provide road nameplates and locate them as guided by the County's Highways service provide simple, timely street maps 	Officers are working on a joint protocol with the City for street naming and this may include a side agreement with developers to agree street nameplate responsibilities. Primarily it is a district council function and it has not been possible to include funding with S106 agreements.	As sites develop	March 2010

	<ul style="list-style-type: none"> • deposit electronic plans with Section 38 agreements 			
14	Primary School			
14a	When a school is built to serve a large housing development it should be located at the centre of the site with safe walking access from all directions and adequate road crossings.	The County Council seeks to site all new schools within major new development at locations central to its catchment area and with good pedestrian and cycle access from all directions. This approach is being pursued for all the growth areas.	Jan 09	Implemented
14b	A phasing plan for the development should provide for the school to be fully ready for use as soon as the first residents move in.	The primary school at Trumpington Meadows is planned to open in September 2012 when the trigger of 100 occupations will be met. Until then places are available within local schools. The trigger of 100 occupations has been negotiated with developers in the S106 and meets county timescales and the developer's viability.	Dec 08	Implemented
14c	Planning considerations for a school should ensure an optimum physical size that meets statutory access requirements and yet will not overburden the school budget. The building design should also fit the architectural context of the location. The outdoor space should provide a stimulating environment for playing and learning out of doors.	A design protocol has been developed in partnership with County, City and SCDC. The primary school at Trumpington Meadows will be designed in partnership with the temporary governing body and other stakeholders to ensure it meets the requirements of all involved. An access agreement for the community spaces at the school is currently being discussed.	March 09	Implemented
14d	The County Council should limit initial reception class intake to new schools and phase increases in admissions in line with forecast in-catchment pupil numbers. This would ensure that new schools grow at the same rate as the development and can accommodate all in-catchment pupils as they arrive. This would aid community cohesion.	The County Council could limit initial reception class intake to new schools and phase increases in admission in line with forecast in-catchment pupil data to ensure that new schools grow at the same rate as the development. However, it is not possible to limit children from outside the development attending the school if there are places available.	Dec 08	Implemented
15	Health Facilities			
15a	The PCT (NHS) should work with relevant surgeries to communicate with incoming residents as soon as a large development begins. Relevant surgeries may not be the nearest, but one more easily reached by public transport.	Working with the NHS and other health providers to agree surgery provision on the growth sites. Locations of surgeries and other facilities are included in welcome packs.	As sites develop	Implemented
16	Utilities			
16a	Utilities providers should be fully consulted at regional spatial strategy planning stage; not just regarding costs but also feasibility and timescales.	Discussions have taken place with colleagues at regional level on this suggestion but this is not something SCDC has control over.	As sites develop	Implemented
17	Foul and Surface Water Drainage			

17a	<p>The District Council's on site planning monitoring officers should alert Anglian Water at an early stage, of any concerns they notice regarding construction of foul and surface water drainage systems*. This would reduce the delay in their adoption later in the process.</p> <p>*It must be clear that Anglian Water retains responsibility for monitoring and adoption.</p>	<p>Within limited resources SCDC officers will advise Anglian Water of any concerns they have in relation to the construction of foul and surface water drainage systems. We cannot monitor the works on behalf of the water authority since this is out of our remit, experience and resources.</p>	<p>As sites develop</p>	<p>Ongoing</p>
17b	<p>Where drainage adoption is delayed, the Council should keep residents informed as to who is responsible for dealing with any concerns.</p>	<p>Information on who to contact for water emergencies is included in the welcome packs delivered to residents.</p>	<p>March 09</p>	<p>Implemented</p>