

RECOMMENDATIONS FROM THE 2007 SCRUTINY TASK AND FINISH GROUP	2015 REVIEW COMMENTS			
	MET	PARTIAL	UNMET	
<b>1. Design Guide:</b>				
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 evaluation applications.	✓			A district-wide design guide exists. Through the planning process each major development is required to have a design code. Design coding is secured by way of a condition and runs concurrently with the determination of outline planning application.
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.	✓			The parameter plan sets out the phasing rather than the design guide.  A phasing strategy is now required through a condition.
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 teams.	✓			This is included in the design code. All partners mentioned are also consulted on the planning application and comments taken into consideration.

<p>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.</p>	<p>✓</p>			<p>Adoption strategies are now requested on some sites e.g. Northstowe. Roads on new developments will only be adopted if they are built to an adoptable standard and where they are no longer used as a haul road (well designed and good quality haul roads help with this).</p> <p><b>Recommendation 7: Further clarification should be sought from the County Council on their guidance to developers regarding materials so that conflict at the point of road adoption is avoided.</b></p>
<p>1e. Design aspects not covered in the main Design Guide should be the subject of subsequent design codes.</p>	<p>✓</p>			<p>Phasing addresses this. Lessons have been learned from experience with the Design Guide for Trumpington Meadows which was seen to be somewhat restrictive despite the fact that this was a development of only 1,200 dwellings. Northstowe Phases 1 and 2 will have their own Design Codes.</p> <p><b>Recommendation 8: Despite individual phases having their own design code, consideration needs to be given to including a review mechanism so that lessons can be incorporated as required particularly in developments with long build out rates.</b></p>

<p>1f. The Council should develop and use a scoring system such as at Huntingdonshire District Council to assess large development and inform the district-wide Design Guide.</p>		✓		<p>The Working Group was unable to find information regarding the scoring system referred to in the recommendation. It is believed to have been an informal document relating to urban design that is no longer in use.</p> <p>SCDC complies with 'Building for Life', a national scoring system. Any scheme with more than ten houses has an assessment done by officers which is reported through the Annual Monitoring Survey. This measures quality. Recent amendments to the scoring system ensure its relevance to developments of all sizes. There is, however, no formal monitoring system of the resultant dwellings currently in place.</p> <p><b>Recommendation 9: Consideration be given to strengthening the current monitoring process and increasing the proportion of developments scoring highly in connection with 'Building for Life'.</b></p>
<p><b>2. Urban Design:</b></p>				
<p>2a. Urban design expertise should be retained and used throughout the pre-planning, planning and construction stages at Arbury Park and future large developments.</p>	✓			<p>Urban design expertise has been retained and is used at SCDC. The SCDC Design and Enabling Panel and Cambridgeshire Quality Panel have also been found to be useful and are generally viewed positively by developers, so long as they don't delay the planning process.</p>
<p>2b. The urban designer and planning enforcement officer should closely monitor the development at every stage, as resources allow.</p>	✓			<p>Monitoring is proportionate to the level of developer performance. Monitoring contributions are secured via the S106 Agreement.</p>

<b>3. Standard of Planning Applications:</b>				
3a. SCDC should develop a stronger reputation via pre-application meetings that if proposals are not acceptable they will be refused without negotiation.	✓			Both South Cambridgeshire District and Cambridge City Councils now have structured pre-application advice processes in place and feedback from applicants/agents is positive. The working group did, however, identify that Cambridge City's process includes a step that may act as a deterrent to applicants proceeding to formal application prior to all required work being completed at pre-application stage. Using a traffic light system planning officers are able to identify where such work has not been completed [shows as red] and they charge for officer time for this work when it subsequently has to be done at the formal application stage.
<b>4. S106 Agreement</b>				
4a. S106 Officers should provide a communication hub and actively ensure that work progresses in all aspects and in compliance with agreed trigger points.	✓			<p>SCDC S106 Officer and S106 Monitoring Officer employed in response to the original review.</p> <p>Regular project meetings are now held during the continuing period of build out of most developments. Cambourne is a very good example of this but the situation may be somewhat unique as the parish council is able to pay for the services of an experienced clerk who acts as its representative at these meetings. When development is nearing completion these meetings may be discontinued but there is evidence that a senior planner can provide a point of contact for a parish or community council as with Orchard Park.</p> <p><b>See Recommendation 12.</b></p>

<p>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.</p>	✓			<p>This is generally carried out by the S106 Monitoring Officer. Potential duplication is picked up during the S106 process if not already addressed.</p> <p>Information is not routinely shared with parishes on a monthly basis, however, they are informed as appropriate when key triggers relating to them are approaching and the information could be provided monthly if desired. We believe this is sufficient.</p>
<p>4c. S106 negotiations should invite timely input from local stakeholders, whilst retaining probity and confidentiality of negotiations.</p>	✓			<p>This happens through working groups and parish forums.</p>
<p><b>5. Phased Construction:</b></p>				
<p>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.</p>	✓			<p>Normally required by condition and attention given to existing communities as evidenced at Northstowe (Rampton Drift). There is now much more emphasis on controlling the location of clusters of affordable housing. This is controlled through 'approved drawings' when planning permission is given. However, it should be noted that the main cause of the problem at Orchard Park was the economic situation and, with the size of some of the developments coming forward and the consequent length of the build out, this could possibly raise issues in the future.</p>

<p>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 in a dual-use community house.</p>	<p>✓</p>			<p>The commercial element is to a certain extent commercially-led. Phasing of community facilities take into consideration local supply/demand and temporary provision is built in where necessary before permanent facilities become viable. Community development officers are regularly on site prior to properties being occupied as well as once they are occupied.</p> <p>The use of forums seems to work well, but developers and community officers have expressed a view that drop-ins work better than formal meetings with presentations. The provision of primary schools to coincide with first occupations (e.g. Northstowe) offers the opportunity to use unoccupied space for community activities.</p>
<p>5c. These should be funded and put in place at the earliest stage and then reimbursed via the S106 Agreement.</p>	<p>✓</p>			<p>Forward funding is considered and provided where appropriate e.g. at Northstowe Community Engagement Worker.</p>
<p><b>6. Community Development:</b></p>				
<p>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.</p>	<p>✓</p>			<p>These are developed and monitored by the public services working group or equivalent e.g. fringe sites and Northstowe.</p> <p>The group acknowledges the work being done currently by the County Council. However, for the most effective use to be made of ever-dwindling financial resources, there must be a commitment to engaging with all stakeholders including the NHS and police who, in the long term will achieve large cost savings.</p>

				<b>Recommendation 10: Care should be taken to ensure community development work continues to focus on building resilient empowered communities rather than dependent communities. This should be done together with other key agencies.</b>
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 grow.	✓			E.g. fringe sites arrangement with Cambridge City Council, including monitoring. The Council may need to take particular care in developing arrangements with third parties who are not regular partners. There is evidence of good working relationships between registered providers and council officers in this respect.
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.	✓			Developed and monitored via community development plan. There is evidence that quarterly community forums such as those held at the Southern Fringe sites serve this purpose very well.
6d. Another key service is the initial 'Welcome Pack' which should be supplied to new residents on moving in; inclusion of a current map should be a priority. A fuller 'Information 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.	✓			Small quantities produced so that these can be updated regularly throughout a build. Good feedback from residents at the Southern Fringe Community Forum.

6e. All the information should also be available electronically.	✓			E.g. <a href="http://www.trumpingtonmeadows.com">www.trumpingtonmeadows.com</a> The Northstowe website has already been used to engage residents of neighbouring villages before construction has started. It is anticipated that its use will continue and will include such information as this.
<b>7. Environmental Health:</b>				
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.	✓			This is included in the emerging local plan e.g. Darwin Green policy preference for mounds over hard barriers and likely also for Cambourne West.
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 development.			✓	This has not been routinely adopted, however, the circumstances at Orchard Park were possibly unique. <b>Recommendation 11: Appropriate noise readings should be considered on any future development where a noise barrier is proposed and where there are residential developments on both sides.</b>
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.	✓			The Council is a statutory consultee of the Highways England (formally Highways Agency), however, not all alterations require consultation. The District Council and parish councils have been well consulted regarding the A14. Developers routinely communicate with parishes and the Council prior to carrying out works on major roads.

<b>8. Governance:</b>				
<p>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.</p>	✓			<p>S106 provision is always sought for this purpose. SCDC has also funded additional work by Clerks.</p> <p><b>Recommendation 12: Consideration should be given to providing advice/guidance to clerks of parishes affected by large scale developments and clerks should be included as officers in officer working groups.</b></p>
<p>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 community identity.</p>	✓			<p>There is a balance required to ensure that a review is carried out at such a time that, should a new parish be agreed, there would be a sufficient number of electors to form a parish council. The Council has carried out informal consultation in advance of a formal review on Trumpington Meadows, for example.</p> <p>Investigations found that the boundary with the City Council on the fringe sites can cause difficulties in creating communities that 'reflect the identities and interests of the community in that area'.</p> <p><b>Recommendation 13: The Council should develop some local principles for carrying out Community Governance Reviews, making it clear how and when a review will be considered in major growth areas.</b></p>

<b>9. Delays in moving in:</b>				
9a. The S106 agreement should agree a process for accurately setting out building locations.			✓	It is acknowledged that a condition for significant infrastructure to be marked out prior to build can be added to strategic growth site permissions. Whilst we believe the original recommendation came from an exceptional circumstance, it should still be borne in mind. The development of technology should mean that issues relating to building accuracy are now less likely. Generally this would be covered by the list of 'approved drawings' attached to a permission.
9b. The Cambridgeshire Bus Team and other County Council colleagues should work closely with the planning authority to ensure the location of boundaries are agreed and observed.	✓			See above. There is now much closer working between Cambridgeshire County Council and the local planning authority.
<b>10. Need for a single point of contact, communication and control</b>				
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.	✓			<p>Community forums are now established as good practice. Other forums are also established where appropriate e.g. project meetings in Cambourne and the Parish Forum for Northstowe.</p> <p><b>Recommendation 14a: Replicate on other developments the good practice at Northstowe where close communication between the site manager and local residents has been established to address local concerns effectively and promptly.</b></p> <p><b>Recommendation 14b: A communications protocol</b></p>

				<b>should be established at the start of each development to be used by the local authorities, master developers, house builders etc.</b>
10b. This forum could be led by a local Member who would be regarded as the champion for the new development, ensuring that co-operation and communication between all stakeholders was maintained. Such member champions should be considered for all new developments.	✓			E.g. Northstowe Community Forum chaired by Cllr Wotherspoon, Portfolio Holder for Northstowe.  We agree that the Council should continue to consider member champions for all new developments. This could be the Portfolio Holder of local member.
<b>11. Affordable Housing:</b>				
11a. Future developments should emulate the practice used at Arbury Park of involving a consortium of RSLs in planning and negotiations from the outset.	✓			The Cambridge Challenge competition 2007 (run by the Housing Corporation, English Partnerships and local authorities) included sites at Southern Fringe, North West Cambridge and Northstowe. Cambridgeshire Partnerships Ltd (consisting BPHA, Aldwyck Housing Association Ltd, King Street Housing Society Ltd, The Papworth Trust and Hundred Houses Society Ltd) were named as the strategic development partner.
<b>12. Building site environment:</b>				
12a. The Council should negotiate, via the S106 process, that developers will register the site(s) on a considerate constructors scheme.		✓		A Construction Environmental Management Plan (CEMP) is secured through condition for all sites. The Council does not always negotiate that developers register the site(s) on a considerate constructors' scheme, however, the CEMP covers most aspects of schemes. There is evidence that many developers now register under this scheme although

				some aspects of it are inappropriate for rural developments. There is also pride in achieving 5* builder status and in the achievement by individual site managers of 'Pride in the Job' awards.
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.	✓			Not all developments are led by a consortium. Whilst there is evidence that the master developer maintains contact with the parcel developers this is not always as supportive as it might be particularly in relation to the discharge of conditions attached to the outline planning permission.  <b>Recommendation 15: Permissions and S106 Agreements should always recognise the possibility that a master developer may not remain on site for the complete duration of the build out.</b>
12c. Officers should explore means of ensuring that street trees are planted at an early stage, rather than at the end of the development.	✓			New technology now mitigates against this. Although not within the scope of this review, discussion with developers indicated that the County Council may be challenged by keeping pace with new technologies e.g. infrastructure materials and street trees.
<b>13. Maps and Road Nameplates:</b>				
13a. The successful road-naming process at Arbury Park should be used at future developments.	✓			The local community is always involved in the naming of roads.

<p>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</p> <ul style="list-style-type: none"> <li>• Provide road nameplates and locate them as guided by the County's Highways service.</li> <li>• Provide simple, timely street maps</li> <li>• Deposit electronic plans with Section 38 agreements</li> </ul>	✓			<p>Simple, timely street maps are included in welcome packs.</p> <p>There is an established process whereby local residents and community groups are involved in identifying appropriate names before construction starts. The developer is advised of the names for all streets once the first footings are in and are instructed as to the location of signs. Late changes in design can present issues, e.g. Stanley Avenue/Central Drive, Orchard Park. Pepper-potting of affordable housing previously caused problems when the surrounding market housing was not built due to the downturn. The developer is responsible for applying to Royal Mail for postcodes and late application can cause problems for new residents re utilities. The use of a 'Welcome Suite' serving the whole development can act as an information point and eradicate some of these problems.</p> <p><b>Recommendation 16: Master developers should be asked to consider facilitating with parcel developers a central information point.</b></p>
<p><b>14. Primary School:</b></p>				
<p>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.</p>	✓			<p>Consideration is given as to what is appropriate for each development.</p>
<p>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.</p>		✓		<p>This happens where possible and appropriate to do so e.g. Northstowe primary school will be ready for first occupants. This is agreed with the County Council, but is not always</p>

				appropriate, and usually requires forward funding.
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 a learning out of doors.	✓			This is in policy, national requirements and Design Guide.
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.	✓			This happens as appropriate for the development e.g. Trumpington Meadows, new Cambourne primary school and Northstowe.
<b>15. Health Facilities:</b>				
15a. The PCT 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.		✓		<p>This has been achieved on themFringe Sites and through the plan for Northstowe Phase 1. It is more complex where a new surgery is required.</p> <p>Complexities in NHS commissioning (i.e. primary care, optometry, dentistry and pharmacy) is currently creating difficulties: buildings and facilities are the responsibility of NHS Property Services, GPs commissioned by NHS England, enhanced services commissioned by the Clinical</p>

				<p>Commissioning Group (CCG) and health visitors and school nurses by Public Health at the County Council. Liaison between the District Council, NHS Property Services, Public Health and the CCG is good, however, the relationship with NHS England is patchy and they are slow to come to the table.</p> <p><b>Recommendation 17: Ensure that all health partners are consulted on planning applications and take on board the findings of the New Communities Joint Strategic Needs Assessment which will outline a mechanism for health partners to come together. In addition, health partners should come together at the earliest opportunity to discuss needs at strategic sites.</b></p>
<b>16. Utilities:</b>				
16a. Utilities providers should be fully consulted at regional spatial strategy planning stage; not just regarding costs but also feasibility and timescales.	✓			The Regional Spatial Strategy no longer exists, however, utilities companies are consulted during the Local Plan process.
<b>17. Foul and Surface Water Drainage:</b>				
<p>17a. 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>It has been difficult to find evidence to support the implementation of this recommendation. However, concerns are frequently expressed by local people regarding this aspect of a planning application.</p> <p>Developers enter into S104 agreements with Anglian Water who will do their own monitoring and testing prior to adoption.</p>

<p>17b. Where drainage adoption is delayed, the Council should keep residents informed as to who is responsible for dealing with any concerns.</p>	<p>✓</p>			<p>We require developers to put in place proper drainage and management arrangements (including covering ownership and ongoing maintenance) before occupations. Where this responsibility falls to a parish council extra care should be taken with the detail. This is secured by condition.</p> <p>Also, the County Council now has an advisory role as lead local flood authority, working with Planning Authorities, in ensuring that SUDS are appropriate.</p>
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