

Arbury Park Scrutiny Review



Final Report October 2008

South Cambridgeshire District Council

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Arbury Park task & finish group members:

Cllrs Jonathan Chatfield, Neil Davies, Roger Hall (from May 2008), Liz Heazell, Tony Orgee, Mike Mason; and Impington parish councillor Denis Payne.

All papers were sent to the relevant Cabinet members: Cllr David Bard, New Communities Portfolio; and Cllr Nick Wright, Planning Portfolio, who attended when available.

Foreword

It was during a visit by the Scrutiny & Overview Committee in January 2008 to the Meadows Community Centre, to the north of Cambridge that residents raised a number of questions about the nearby Arbury Park development.

We decided to carry out a review of the development, to examine those questions and make recommendations for improvement there and at future developments within the District.

We are grateful to the residents who raised the issue and later completed our survey, to Nick Warren of the residents' association and to the many partners and colleagues listed in this report who participated so openly and constructively.

We published a well-received interim report in May, which has already contributed to achievements such as improved information packs for new residents and acceleration of the parish review.

This final report is not the end of our work at Arbury Park. We will monitor the outcomes of our recommendations over the coming months and years. And one recommendation has already led to the formation of a forum through which local councillors will monitor and progress ongoing operational issues.

Finally, whilst this work naturally focuses on the areas where the Council and other organisations could make improvements in the future, it is important to state that Arbury Park itself is emerging as a strong community and a good place to live. The majority of the respondents to our survey expressed overall satisfaction with Arbury Park, the quality of their homes, and services such as play areas and community events. And we must voice our admiration and thanks for the work of Impington Parish Council in supporting the emerging community.

Councillors Liz Heazell and Tony Orgee
Chairmen of Arbury Park Task and Finish Group



Councillor Tony Orgee
Chairman of Arbury Park
Task and Finish Group
February – May 2008



Councillor Mrs Liz
Heazell, Chairman of
Arbury Park Task and
Finish Group May -
October 2008

Arbury Park Review – Executive Summary

On 17 January 2008 South Cambridgeshire District Council's Scrutiny and Overview Committee held one of its regular 'off-site' meetings, designed to discover local people's concerns. The meeting, at the Meadows Community Centre, was attended by residents of Arbury Park and nearby Impington. The committee received several questions regarding the new housing development at Arbury Park, which falls within the parish of Impington.

They decided that, to give due attention to the issues, they would set up a task and finish group, to "examine the development of Arbury Park and to recommend learning points for use in the ongoing development and at the Cambridge fringes and Northstowe developments".

The group, consisting originally of five district councillors and the chairman of Impington Parish Council, held the first meeting on 12 February 2008 and agreed the scoping document at Appendix A.

In the following six months the group met seventeen times and interviewed developers, builders, social landlords, health partners, a representative of the residents' association and officers and councillors from the City, County and District councils. They also visited Huntingdonshire District Council to compare experiences on new developments. Interviewees, consultees and others who have helped are listed at Appendix B and meeting notes are available on request.

The meetings were cordial and constructive, allowing all present to share their experiences, and the learning to be gained for future development projects. Indeed, the master developer, Gallagher, Chris Howlett of the landlords' consortium, and City Cllr Sian Reid paid unsolicited tribute to the Council's commitment and increasing readiness to engage openly in this way.

The group identified learning points for future developments, as well as many achievements of which to be proud: an excellent, wide ranging Section 106 (planning gain) settlement; a rapid build of affordable housing, more than anywhere in the region; tireless and dedicated support from Impington Parish Council, far more than they or anyone could have predicted, and a majority of satisfied residents.

This report will now go forward to the Cabinet with a recommendation for approval and action. The findings and recommendations are directed to partners as well as within the Council. It will generate an action plan and be used to inform future large developments.

Findings and Recommendations

1. Design Guide

Many of those interviewed during the review identified that a key lesson from Arbury Park was the need for timely formal agreement of a Design Guide with the master developer. Resourcing this at an early stage leads to clearer and more efficient processes later on, benefiting the Council as well as the developers, partners and ultimately residents.

The master developer had drafted a Design Guide in consultation with the Council, but it had not been formally adopted and therefore was not being applied.

On a fact-finding visit to Huntingdonshire District Council the group learned of a scoring system used there, based on the national Building for Life scheme, to assess large housing developments and inform the district-wide Design Guide.

The task & finish group is pleased to note that the Design Guide has now been consulted upon and will be considered by the portfolio holder on 6 October 2008. And it is now being used to determine planning applications at Arbury Park.

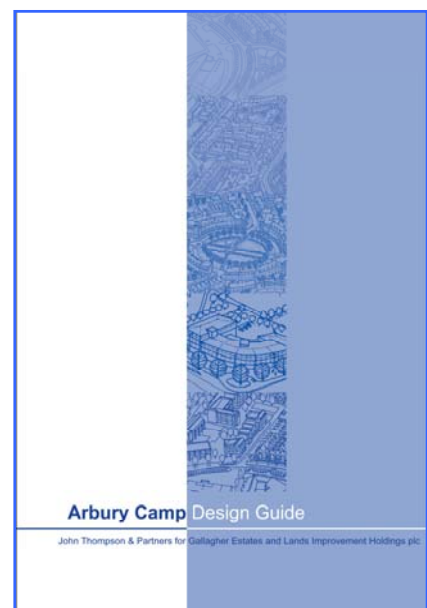
Recommendations:

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.

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.

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.

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.

1e. Design aspects not covered in the main Design Guide should be the subject of subsequent design codes.

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.

2. Urban Design and Enforcement

The review identified the need to engage the specific skills of an urban designer. There was evidence that the lack of an urban designer for Arbury Park had reduced the design quality.

The group welcomed the establishment of a joint urban design team with Cambridge City Council early in 2008. They agreed that these skills are needed not just at the initial stages but throughout the development, overseeing strategic as well as detailed building decisions, where planning enforcement was also needed.



The interim report recommended that the Council should prioritise enforcement regarding planning breaches at Arbury Park, such as satellite dishes and this is now underway. There may be some scope in future for S106 negotiations to include centralised aerial or cable communications.

Recommendations:

2a. Urban design expertise should be retained and used throughout the pre-planning, planning and construction 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.

3. Standard of Planning Applications

The group expressed concerns about the quality of planning applications registered. However, since April 2008, a new requirement has been introduced nationally, called 1App. This will ensure that the same information is requested for comparable applications by every planning authority.

Nevertheless, it is important that the Council continues to refuse incomplete applications, and encourages pre-application negotiations.

Recommendation

3a. SCDC should develop a stronger reputation via pre-application meetings that if proposals are not acceptable they will be refused without negotiation.

4. S106 Agreement

The S106 Agreement appears to have been negotiated very thoroughly and builds on expertise gained at Cambourne, which was itself regarded as a model for its time.

The Arbury Park S106 Agreement also out-performed a S106 agreement at a neighbouring authority where a larger contribution might have been negotiated towards community facilities.

The Council is clearly developing expertise in this area. However, the task & finish group found that the S106 agreement had not been adequately monitored or enforced, and this had contributed to delays by the developer in delivery of S106 facilities. For example, the new community centre was expected before the 2008 school summer holiday but was not completed by then.

In preparation for its hand-over to the parish council, the Council commissioned consultants to report on the Community Centre's conformity to S106 requirements. Specific 'fit-for-purpose' issues will include the height of internal ceilings and other concerns observed by the task & finish group.



The task & finish group was pleased to find that the Council is about to recruit to two new posts; a S106 negotiator and a S106 monitoring officer whose role will be to ensure compliance.

Future S106 negotiations will benefit from more input from local ward Member(s) and other local stakeholders including parish councils, and the group welcomed the portfolio holder's endorsement of this on 28 July 2008. Timely consultation of all stakeholders was needed.

Advice for the future from the parish council was to "expect the unexpected, and prepare for it."

Recommendations:

- 4a. S106 officers should provide a communication hub and actively ensure that work progresses in all aspects and in compliance with agreed trigger points.**
- 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.**
- 4c. S106 negotiations should invite timely input from all local stakeholders, whilst retaining probity and confidentiality of negotiations.**

5. Phased construction

A recurrent message was the need to phase the building work. At Arbury Park it was necessary to complete the complex infrastructure first; this led to a commercial time-pressure on developers when they eventually came on site.

Therefore the site was crowded, with pockets of housing spread across the area; and isolated streets reached via a busy, muddy building site, albeit with a completed recreation ground at Topper Street.



Residents also spoke of the social infrastructure; communities were developing in pockets, rather than as one cohesive settlement, growing outwards from a core. And some community facilities were not available soon enough.

All these issues can contribute to 'new town blues' and a lack of community identity.

Recommendations:

- 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.**
- 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.**
- 5c. These should be funded and put in place at the earliest stage, and then reimbursed via the S106 agreement.**

6. Community Development

The review group interviewed representatives of the consortium of registered social landlords (RSLs) and the Council's community development team.

Officers in this small team were at times working without a corporate manager but it was clear that they had maintained a strong commitment to serving the residents of Arbury Park, and the other 101 parishes in the District.

The group identified the following recommendations for improving future community development work at Arbury Park and elsewhere.

Recommendations:

- 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.**
- 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.**
- 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.**
- 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.**
- 6e. All the information should also be available electronically.**

7. Environmental Health

An Air Quality Management Area (AQMA) has been declared beside the A14 encompassing most of Arbury Park. The pollutants of concern are nitrogen dioxide and PM10 (fine particles), both resulting from vehicle emissions. Air quality was considered within the health impact assessment prior to planning consent being granted, but any actual impact to health would be long term and may not be quantifiable. An extensive monitoring process has been established and results will be published on the Council’s website.

Monitoring is already arranged for Northstowe. The existence of an AQMA can be queried in a house-buyer’s search, although in practice lawyers do not always do so.

A barrier has been constructed alongside the A14 to protect Arbury Park residents from traffic noise until the commercial premises are built. However, residents on the opposite side of the A14 now report an increase in reflected traffic noise.

Noise reflected to a nearby community is considered within planning guidance PPG24 and a noise impact assessment was carried out within Arbury Park and to the north of the A14. This monitoring is ongoing.



The master developer engaged an expert who did not find an increase in noise. The Council engaged the same expert to verify the findings. The Council and Highways Agency have discussed all noise issues, including reflected noise, from any proposed barriers associated with the A14 Ellington to Fen Ditton Improvements.

The construction of commercial premises as a barrier has been delayed, following a downturn in the demand for such units.

With regard to the upgrading of the A14 and associated land works, the group heard there had been insufficient consultation and communication between the developers, Highways Agency, the parish and district councils and other stakeholders.

Recommendations:

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.

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.

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.

8. Governance

Arbury Park falls within the boundary of Impington Parish Council. The chairman and members of Impington Parish Council have worked closely and effectively with South Cambridgeshire District Council to support the emerging community. They received revenue funding via negotiation with the developers through the S106 process and this is desirable in order to protect existing residents from the financial impact of supporting a new community.

However, at another fringe site the Council was unable to secure such a contribution to the relevant parish council through the S106 process; and so the group would like officers to explore every means of securing 'governance' funding for future developments.

In accordance with the S106 agreement, the Council's Electoral Arrangements Committee has resolved to create a new parish, to be called Orchard Park at the suggestion of residents. The new parish council would be called Orchard Park Community Council. This is subject to the agreement of the full Council on 25 September 2008.

At Northstowe the Council is investigating trust options.

On a fact-finding visit to a development in Huntingdonshire the task & finish group found that resolution of governance arrangements is not always given early priority.

Recommendations

- 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.**
- 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.**

9. Delays in moving in

Some residents have been unable to move in on time as their homes were built about 450mm nearer than planned to the Cambridgeshire

Guided Busway (CGB). The CGB team spotted the encroachment at the 'pegging-out' stage and called it to the attention of Inspace, but nothing changed. The CGB team had been unaware that the District Council's planning process could have been used to resolve the matter.

Such a deviation might not normally have much impact, but at Arbury Park the loss of 450mm from the CGB land meant that the busway had to be redesigned, a supplementary land sale had to be completed and homes needed retrospective planning permission.



The Cambridgeshire Guided Busway is under construction at Arbury Park

Another set of delays, affecting more than fifty homes, related to a problem in installing a gas supply.

A re-examination of the fire precautions caused a delay at another block of affordable homes. This was necessary following the failure of a door closer which resulted in recommendations from the fire officer to provide added protection for occupants should this problem recur. The Council and fire service are currently reviewing the policy on door closers and looking into Building Regulation requirements to see if lessons can be learned.

The anxiety caused to would-be residents by sometimes months of delay was compounded by not knowing whom to ask for reliable information – see below regarding the need for a single point of contact.

The group heard of only one case where financial compensation was made.

Recommendations:

9a. The S106 agreement should agree a process for accurately setting out building locations.

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.

10. Need for a single point of contact, communication and control

The group agreed that residents and parish and district councillors should be regularly involved and briefed on the progress of new developments in their wards. There was such a forum for Arbury Park at the outset, and the task & finish group suggested its revival. In September the Orchard Park Action Group was established.

This communication focus will be enhanced when the corporate manager for new communities takes up her post in November 2008.

Recommendations:

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.

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.

See also Recommendation 4a above and 12b below.

11. Affordable Housing

Another area identified in the original scope of the review, at Appendix A, was affordable housing. The review group heard that the Council had appointed one officer to oversee the affordable housing negotiations and the RSLs had formed a 'ground-breaking' consortium. This consortium was involved right from the start and was included in S106 negotiations.

Both these factors led to a strong and co-ordinated approach to the provision of affordable homes, and contributed to a record 398 affordable homes being built in South Cambridgeshire in 2007/08.

However, the task & finish group was concerned that the cost of this achievement was that the affordable homes were built in large clusters rather than mixed into the development. The Local Development Framework is now stronger in detailing how affordable homes should be distributed within new developments. It should also be noted that phasing

(see section 5 above) would have the effect of slowing down the rate at which affordable homes are built.

Recommendation:

11a. Future developments should emulate the practice used at Arbury Park of involving a consortium of RSLs in planning and negotiations from the outset.

12. Building site environment

At the time of concluding the review, Arbury Park is still a building site. There are some completed pockets of housing among properties under construction, undeveloped areas, building debris and spoil heaps. There is also some fly-tipping. Roads and footpaths are unfinished; there are no dropped kerbs, trees or road-markings.



The 'gateway' site beside the primary school stands empty. It was originally earmarked as the site for a heritage centre but the County Council later decided against this. The master developer has indicated that a new proposal for the site can be expected by the end of 2008.

The County Council does not adopt roads and footpaths until invited to by the developer, and only then when they meet required standards. On a large development, this can be some years after the first resident moved in.

The task & finish group observed a similar situation on a fact finding visit to Huntingdonshire although there did seem to be a little more orderliness about that site.

The Council is working with developers to clear up the site, so that in the event of building delays due to a market downturn, the site will be left tidy and safe.

Recommendations:

12a. The Council should negotiate via the S106 process that developers will register the site(s) on a considerate constructors scheme.

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.

12c. Officers should explore means of ensuring that street trees are planted at an early stage, rather than at the end of the development.

13. Maps and Road Nameplates

A common problem for the first residents of any new development is the delay in installing road nameplates and providing a road map. Early residents give hand-drawn maps to their removal firm or visitors, although these are of limited use without road nameplates.

The emergency services would also benefit from the early erection of road nameplates.

Maps were eventually supplied at Arbury Park through the voluntary efforts of contributors to Openstreetmap.org but this is not a sustainable solution. Towards the end of the review, the master developer did provide a street map.

Temporary road nameplates were created through a very popular community art project. Residents enjoyed this activity although the signs were later criticised in a national journal, *Inside Housing*. This criticism was felt to be unfair. Officers will need to consider carefully whether and how to run such a project at future large developments.



The street naming process itself was efficiently managed with timely input from the parish council who suggested themed road names well in advance.

Recommendations:

13.a The successful road-naming process at Arbury Park should be used at future developments.

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

- **provide road nameplates and locate them as guided by the County's Highways service**
- **provide simple, timely street maps**
- **deposit electronic plans with Section 38 agreements**

14. Primary School

The school is spacious and attractive, built in primary colours and modern materials. The area around the school is not fully developed and some of the adjacent premises to be built may be commercial. So, it is premature to judge how well the school will fit with its surroundings.

The main learning point was the location of the school – on the very edge of Arbury Park. The site was chosen to include a heritage centre and to incorporate ancient land features.



The school head and chair of governors said that it should have been at the centre of the community, physically and socially. The County Council confirmed that schools will be centrally located at future developments; however, the task & finish group would like to formally recommend this.

The school has a roomy feel but at 1541m² the head teacher fears that running and maintenance costs will place an excessive burden on the per capita income for 120 pupils. Conversely, she feels that there is insufficient outdoor space for playing and learning. The site totals 1.2 hectares (2-3 football pitches) for 210 pupils eventually.

The County's Education Property Officer said that the current building was appropriate for 120 pupils and the offices, hall, kitchen and external areas would suit 210 pupils in future. He also said it was designed with energy efficient features above minimum standards. The orientation took advantage of daylight and ventilation without a need for mechanical extraction, thus saving energy.

By the end of the first academic year, the school was not full but the reception class was. School starters from out-catchment areas had taken up places before in-catchment starters had arrived. A learning point from this was that County should in future restrict the intake size to match in-catchment demand.

Finally, the County Council aims to have primary schools open in time for the first residents. This can only be achieved if it is supported in the phasing plan for the whole development.

Recommendations:

- 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.**
- 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.**
- 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.**
- 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.**

15. Health Facilities

The Head of Planning & New Communities for Cambridgeshire Primary Care Trust (PCT) described the PCT's work with nearby established GP surgeries in preparing for residents arriving at Arbury Park. However, the review group heard that residents might not necessarily choose those nearby surgeries if the welcome pack information had not arrived in time, or if others were more accessible by bus.

The option of siting a surgery in the Arbury Park community centre had not been pursued as the PCT did not expect to be able to afford it. A purpose built consulting suite was built at the school but stands unoccupied. However, the PCT is now pursuing funding that could enable the Child and Family Nursing team to use it.

The PCT now has a member of staff whose role is to monitor all new planning applications, and consider the impact on health services and whether to apply for revenue or capital funding via the planning gain process (S106).

Recommendation:

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.

16. Utilities

A meeting with a regional energy supplier revealed that regional planners had not consulted them early enough in the planning of Arbury Park, nor other developments in the region. They stressed the long lead-time required to successfully develop sufficient capacity for growth areas.

The risk is that developments can be completed before the necessary capacity is available. This has so far been avoided at Arbury Park but needs to be borne in mind for the future.



Recommendation:

16a. Utilities providers should be fully consulted at regional spatial strategy planning stage; not just regarding costs but also feasibility and timescales.

17. Foul and Surface Water Drainage

In the long term, Anglian Water will be responsible for Arbury Park's foul and surface water drainage systems. The infrastructure is installed by the developers' contractors and then adopted by Anglian Water, if and when they are able to approve the standard of the installations. However, Anglian Water is unable to resource ongoing inspections during the construction and so installation errors are not spotted early on. This can lead to unnecessarily long delays at the adoption stage, during which time residents are unsure where to direct any problems. Since the Council plans to increase its monitoring service, there is an opportunity here for partnership working.

Recommendations:

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.

***It must be clear that Anglian Water retains responsibility for monitoring and adoption.**

17b. Where drainage adoption is delayed, the Council should keep residents informed as to who is responsible for dealing with any concerns.

Achievements during the review

Inevitably the review of Arbury Park focussed attention on issues arising at the development, which then prompted action such as chasing overdue Section 106 targets and official road signs.

The April 2008 interim report set out the group's early recommendations and this again led to action such as progress on the Design Guide. More achievements are listed below.

The group suggested that the Council should appoint an officer and a Member or portfolio holder with responsibility for new communities. From May 2008 the Cabinet was restructured to create a portfolio for New Communities. Additionally, there was an officer restructure which brought together for the first time, officers covering planning, community development and economic development, headed by a corporate manager for new communities.

The information pack has now been refined and divided into an 'essential information' pack, delivered with the keys on moving in; and a 'welcome' pack delivered within three weeks. The residents' survey showed that delivery is mostly well-timed, although a third of respondents did not recall receiving the pack.

The meeting with the head teacher, chair of governors and County Council staff provided a forum in which two families' applications were resolved and a way forward agreed regarding incidents of over-subscription in future.

The review provided a forum for parish and district councillors to collaborate. At the group's suggestion a forum for local Members has now been set up along similar lines to the one that existed at the planning stage of Arbury Park.

The group also enabled discussions to progress regarding a safer route for cyclists at the nearby A14 interchange.

An issue regarding refuse bin stores was raised via the residents' survey and this has now been resolved.

SCRUTINY ENQUIRY SCOPING DOCUMENT

Parent Scrutiny Committee	Scrutiny & Overview Committee
Enquiry name	Arbury Park
Terms of reference	To examine the development of Arbury Park and to recommend learning points for use in the ongoing development and at the fringes and Northstowe developments
Summary of enquiry	<ul style="list-style-type: none"> • Seek answers to the questions raised at the scrutiny meeting of 17 January 2008 • examine the S106 process, affordable housing process and master planning/design processes; build quality and resourcing; governance and community development • Identify any learning points • Present findings and recommendations to the Cabinet
Reason for enquiry	Request by residents and parish council Council desire to learn from experience and continually improve
Potential outcome/s	Improved processes for use with the Northstowe development and growth agenda
What will not be included:	Individual planning matters
Relevant corporate and/or community strategy/ies	<ul style="list-style-type: none"> • High quality, accessible, value for money services • Successful, sustainable new communities at Northstowe and other major new settlements
Portfolio holder(s)	Cllrs Bard and Wright
Members of the task & finish group	Cllrs Chatfield, Davies, Hall, Heazell, Orgee & Mason Parish councillor Denis Payne
Key stakeholders	Residents, parish council, City Council, County Council
Potential evidence givers:	see list of witnesses
Officer involvement	Lead officer: Gareth Jones
Start date	12 Feb 2008
Proposed completion date	31 March 2008 – likely to be revised
Report date(s) to	<ul style="list-style-type: none"> • Scrutiny & Overview Committee 17 April • Cabinet 8 May tentative

List of interviewees, consultees and others who have helped

Gary Parsons	Anglian Water
Nick Warren	Arbury Park Residents Assn and Impington Parish Council
Chris Howlett	Bedford Pilgrims Housing Association
David Keeling	Bedford Pilgrims Housing Association
Julia Holmes	Bedford Pilgrims Housing Association
Cllr Sian Reid	Cambridge City Councillor
Graham Tweed	Cambridgeshire County Council
	Education Capital and Buildings Officer
Hazel Belchamber	Cambridgeshire County Council
	Head of Infrastructure, Children and Young People's Services
Ian Dyer	Cambridgeshire County Council
	Highway Development Control Engineer
Sue Reynolds	Cambridgeshire County Council
	Highway Development Control Manager
Joseph Whelan	Cambridgeshire County Council, Head of New Communities
County Cllr David Jenkins	Cambridgeshire County Councillor
Bob Menzies	Cambridgeshire Guided Bus Team
Ian Burns	Cambridgeshire PCT Head of Planning & New Communities
Jim Whiteley	EDF Energy
Andrew McClaren	Gallagher Group
Greg Mitchell	Gallagher Group
Steve Riley	Gallagher Group
Dan Smith	Huntingdonshire District Council, Community Dev Manager
Chris Surfleet	Huntingdonshire District Council, Consultant
Jennie Parsons	Huntingdonshire District Council, Dev Control Team Leader
Richard Probyn	Huntingdonshire District Council, Dev Plans Implementation
Steve Ingram	Huntingdonshire District Council, Head of Planning Services
Chris Thompson	Huntingdonshire District Council, Landscape Officer
Claire Burton	Huntingdonshire District Council, Partnership & Regeneration
Steve Cockram	Inspace
John Matuszewski	Martin Grant Homes
Cam City Cllr Clare Blair	Orchard Park Chair of Governors
Jenny Russon	Orchard Park School Head Teacher
Daryl Kirkland	Persimmon Homes
Richard Tear	Places for People
Rod Denis	Places for People
Steve Heywood	Places for People
Tim Machin	Places for People
Andy Beyer	SCDC Building Control
Greg Harlock	SCDC Chief Executive
Tricia Pope	SCDC Community Development Manager
Susannah Harris	SCDC Community Development Officer
Gareth Jones	SCDC Corporate Manager
Simon McIntosh	SCDC Corporate Manager
Suzanne McBride	SCDC Corporate Manager
Kirsty Human	SCDC Corporate Project Officer
Jane Thompson	SCDC Cultural Services Manager
Brian Heffernan	SCDC Environmental Health Officer
Iain Green	SCDC Environmental Health Officer, Public Health Specialist
Peter Studdert	SCDC Growth Director
Cllr Ray Manning	SCDC Leader
Jane Green	SCDC Major Developments Manager
John Pym	SCDC New Village Senior Planning Officer
Sarah Lyons	SCDC Partnership Projects Officer
Paul Grainger	SCDC Planning & GIS Manager
Cllr David Bard	SCDC portfolio holder New Communities
Cllr Nicolas Wright	SCDC portfolio holder Planning
Wayne Campbell	SCDC Principal Planning Officer
Catriona Dunnett	SCDC Principal Solicitor
Jackie Sayers	SCDC Scrutiny Development Officer
Ian Fieldhouse	Wimpey

Glossary of Terms

Affordable housing	A wide variety of types and tenures of housing where the common feature is that it is subsidised in some way to make it affordable to those who cannot afford a home on the open market.
AQMA	Air Quality Management Area.
Cambridgeshire Design Guide	Cambridgeshire County Council, supported by Cambridge Horizons and the City and District Councils, has developed a design guide to promote the highest possible standards in all new developments, large and small.
Community Trust	Community trusts are community owned and led. They work on a not-for-profit basis with any profits being fed back into the community.
Design and Access Statements.	<p>These have been compulsory since August 2006 for most applications that involve building works.</p> <p>The statement must explain the design principles and concepts that have been applied to the proposal. These should focus on the amount, layout, scale, landscaping and appearance of the development. Access statements should state what consultations have taken place, the outcomes of these and explain why certain access points have been chosen. The statement is meant to form a link between the outline planning application and any future application for reserved matters.</p>
Design Code	Usually required as a condition of an outline planning permission to inform subsequent reserved matter applications. Design codes would deal not only with design principles but set out specific mandatory as well as discretionary design requirements against which reserved matter applications will be assessed.
Design Guide	Identifies the particular character of an area and sets out the general principles for good design.
Design Quality Charter	Sets out core principles of the level of quality to be expected in new developments in the Cambridge sub-region.
Framework Plans	<p>Framework plans sit above masterplans, design codes and site briefs.</p> <p>A framework sets out the key principles, allowing flexibility for subsequent masterplans to develop ideas in three-dimensional form and greater precision.</p>
GP	General Practitioner i.e. doctor
Highways Agency	Executive agency of the Department of Transport responsible for motorways and trunk roads.; in this context the A14.
Local Development Framework	A Local Development Framework comprises a number of local development plan documents that set out policies and proposals for the development and use of land within a given district. It replaces Local Plans.

Local Highway Authority.	Within South Cambridgeshire, the Local Highway Authority is Cambridgeshire County Council. Its duties include maintaining all adopted highways; and to regulate the activities of developers in relation to their highways. It provides highway expertise on planning applications and makes recommendations to the Local Planning Authority (SCDC).
Local Delivery Vehicle (LDV)	Cambridgeshire Horizons is the local delivery vehicle; responsible for driving the delivery of 47,500 new homes and £2.2bn of support infrastructure in the Cambridge Sub-region by 2016. Using the Cambridgeshire Structure Plan as a blueprint for the creation of sustainable communities, it brings together local councils and development agencies to ensure a coherent and comprehensive response to the diverse challenges this presents. It's main aims include: <ul style="list-style-type: none"> • To co-ordinate development and infrastructure implementation. • To overcome barriers to development projects. • To secure funding commitments for infrastructure. • To ensure developments employ high quality sustainable design.
Masterplan	A detailed three-dimensional plan, which sets out the intended layout of an area. It presents proposals for buildings, spaces, movement and land use.
Outline planning application.	An outline application is usually made to agree the principle of development. They are typically used where applicants are looking for formal agreement about the amount and nature of development that can take place on a site prior to preparing detailed proposals.
PCT	A Primary Care Trust (PCT) is responsible improving the health of its local community by assessing what local health needs are and providing or developing services that respond to those needs including those provided by GPs, dentists, pharmacists and opticians. NB In July 2008, the local PCT was renamed 'Cambridgeshire NHS'
'Pepper-potting'	Usually used in the context of the distribution of affordable housing; the aim of 'pepper-potting' (scattering it) is to ensure a mix of housing tenures and types across the development.
Planning permission	When a local authority grants consent for a development (such as building operations or the change of use of land) to take place.
PPG/PPS	Planning Policy Guidance Notes and their replacements Planning Policy Statements are prepared by the government to provide guidance to local authorities and others on planning policy and the operation of the planning system.

Reserved matters	Reserved matters applications follow the approval of outline planning permissions and relate only to the matters that were previously reserved, such as access appearance, landscaping etc.
RSL	A Registered Social Landlord is an organisation that is registered by the Housing Corporation to provide and administer affordable housing.
S106 Agreement	Section 106 of the Town and Country Planning Act 1990 is the legal instrument by which planning obligations are created. Such obligations may restrict development or the use of land; require operations or activities to be carried out; or require payments to be made to the authority.
S38 Agreement	Under Section 38 of the Highways Act 1980 an agreement can be made between developers and the Local Highway Authority to create new public highways. Once completed by the developer to the necessary standard, they can be offered to the Local Highway Authority for adoption. If accepted they will be adopted as public highway maintainable at the public expense.
Site Brief	A site brief sets out the requirements for each site within a framework, masterplan or code. The brief can highlight specific opportunities and constraints for the identified site.

Note:

Useful guidance on design and definitions can be found in:

Delivering Quality Places – Urban Design Compendium 2 – English Partnerships and Housing Corporation 2007.

Agendas and notes of Task and Finish Group meetings and visits
Arbury Camp Design Guide March 2008
Arbury Park North Edge Design Brief July 2008
Arbury Park Street Map September 2008
Draft Community Development Plan SCDC July 2008.
Drainage Plan submitted by Anglian Water Services Ltd
Electoral Arrangements Committee and Council minutes July and September 2008
Electoral District Register OA4 Orchard Park, September 2008.
Electricity for Cambridge EDF Energy February 2007
Emails and letters from councillors, officers and members of the public
Information from Huntingdonshire District Council re. Loves Farm
Letter to Developer with table of S106 Trigger Points dated August 2008
List of home occupations
Planning decision notices
Plans submitted by Cambridgeshire Guided Bus Team
Protocol dated 2006 SCDC and Impington Parish Council.
Report from Cllr. Mike Mason
Report from Parish Cllr. Nick Warren
S106 Planning Agreement and Permission dated 14 June 2005
Scrutiny and Overview Committee Minutes