

## Arbury/Orchard Park Action Plan – In response to Task & Finish Group’s Recommendations

	Recommendation	Action	Who	When	Progress
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	Agreed and in hand for all future growth sites. In the future no planning applications will be approved before design guides/codes are in place.	Jane G/Glen R	Already in place	✓
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.	Noted and subject of current discussions on future growth sites. A phasing scheme will be secured via planning condition. However in reality a phase will not be fully completed prior to next phase commencing, as it is a rolling programme.	Jane G/Glen R	Being implemented on all future growth sites	😊
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.	Agreed and will action as part of future design guides/codes including any other organisations delivering services on behalf of the council.	Jane G/Glen R/Jane T	Being implemented on all future growth sites	😊
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.	County to review materials that it will consider for adoption.	Cambridgeshire County Council/Jane G/Glen R	Further discussion needed	
		Planning permissions to secure appropriate finish by condition.		Being implemented on all future growth sites	😊
		Adoption is not something that can be required, but encouraged.		Being implemented on all future growth sites	😊
1e	Design aspects not covered in the main Design Guide should be the subject of subsequent design codes.	Agreed refer to City and SCDC Guidance on Design Codes, issued October 2007	Jane G/Glen R	Completed	✓
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	A new national indicator H6 requires councils to show the level of quality in new housing development according to building for life assessment criteria. We are looking into how we fulfill the requirements of this indicator and will put in place actions to address.	Glen R	April 2009	😊
2	Urban Design & Enforcement				
2a	Urban design expertise should be retained and	A new joint urban design team has been put in	Glen R	December	😊

	used throughout the pre-planning, planning and construction stages at Arbury Park and future large developments	place with three full time officers normally based at SCDG from December.		2008	
2b	The urban designer and planning enforcement officer should closely monitor the development at every stage, as resources allow.	Once the DevCon2 software extends to monitoring conditions it will be easier to pick up on the issues at each development and whether they are being followed. Current resources will not allow for close monitoring of all development issues. It may be necessary as at Cambourne to employ a full time monitoring officer negotiated through future S106 agreements in order to offer the monitoring needed.	Gareth J/David R/ Peter S	June 2008	☺
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 protocol for pre-application advice is to be developed including making applicants aware through the agents forum and advice notes on the website. The approach to be adopted on each application will vary depending on the particular circumstances.	Gareth J/Peter S/David R	January 2009	☺
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.	An S106 implementation officer is being recruited to monitor all S106 agreements and trigger points. Currently at advertising stage.	Dave R	In post by January 2009	☺
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.	Currently undertaken by an officer within New Communities and shared with a wider audience than recommendation suggests. Will need to be monitored closely in case demand for the service exceeds the resources available.	Jane G	Being implemented on all future growth sites	✓
4c	S106 negotiations should invite timely input from all local stakeholders, whilst retaining probity and confidentiality of negotiations.	A new S106 officer has been appointed to work closely with the parishes and other stakeholders to develop S106 requirements. Proposals will then be shared as appropriate through relevant stakeholder groups.	Tom B	Starting December 2008	✓
5	Phased Construction				
5a	Large developments should be built according to a phasing plan, starting at one or two points,	Agreed as a general principle and will be taken forward in discussions with developers.	Peter S/Gareth J/Jane G	Being implemented	☺

	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.	However each scheme will be addressed on its own merits and all relevant factors taken in to account in reaching agreement on phasing plans.		on all future growth sites	
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.	All major schemes will have a community facilities strategy (including if necessary interim facilities) to inform S106 agreement negotiations including protocol for production of community development plan.	Jane T	Being implemented on all future growth sites	😊
		Commercial facilities are market driven and SCDC has no control over the speed at which they come forward.	Jane G	No action	✓
5c	These should be funded and put in place at the earliest stage and then reimbursed via the S106 agreement.	This would require SCDC and partners to make necessary resources available to forward fund. Options for funding to be discussed with Cambridgeshire Horizons.	Jane T/ Tom B/ Peter S	Ongoing	😊
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.	Agreed and being taken forward. Community Development Plan for Northstowe currently being drafted. Plans for other growth sites being discussed including timetables for production.	Jane T/ Susannah H/ Heidi W	Being implemented on all future growth sites	😊
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.	Service Level Agreements in place to ensure compliance with conditions and partnership objectives. Flexibility and transparent monitoring is built in to agreements.	Jane T	Already in place	✓
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	Community development and other colleagues e.g. arts and sports are taking this forward. It is being monitored through partnership agreement/SLA on quarterly basis with ability for steering committee/trust to guide delivery of	Susannah H	Already in place	✓

		community development in response to residents needs			
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.	This process is being piloted at Cambourne and will be rolled out in Arbury by the end of October. It will be a template for future developments. Final template to be used as foundation for packs to be compiled by on-site community development workers to deliver local relevant information for residents.	Susannah H	October 2008	✓
6e	All the information should also be available electronically	Agreed and also on relevant websites e.g. parish councils and resident associations.	Susannah H	Being implemented on all future growth sites	😊
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	Earth mounds are only possible where space permits. Greater consideration to be given to noise aspects at site allocation stage as is happening with 'NIAB extra'	Brian H	Being implemented on all future growth sites	😊
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.	Agreed in principle however PPG24 does not recognise reflective noise or require an assessment of noise on existing communities, only the effects on the new development.	Brian H	Being implemented on all future growth sites	😊
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.	SCDC is not the determining body on major road applications. We are usually consulted but we will write to the Highways Agency to request early involvement in all major road applications consultation.	Gareth J	November 2008	😊
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	Funding may be secured by way of the S.106 agreement, if the request meets the terms of the 05/05 circular, and may be negotiated when set against all other priorities for funding.	Tom B	On-going as S106 negotiations continue	😊

	residents must not suffer long-term costs because large-scale development has chanced to fall within their boundary.	The costs for parish residents in the short term must also be offset against the ability of the parish to raise precept in the longer-term and any increased access to facilities.			
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.	On the smaller growth sites until there are enough residents to form a parish council or trust the neighbouring parishes are asked for their support. If the development is large enough for example at Northstowe then other options can be explored, such as forming a development trust.	Jane T/Tracey M	On-going as developments come forward	😊
9	Delays in Moving in				
9a	The S106 agreement should agree a process for accurately setting out building locations.	The new S106 officer will set out a protocol and include in all S106 agreements. There is an additional need for building surveyor resources to check the accuracy of these locations on the ground. A service-planning bid has been proposed for an additional building surveyor to help with this process.	Tom B/Gareth J	April 2009	😊
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.	Lesson learnt and planning procedures clarified with County Council team. Issues resolved and with help of action at 9a the problem should not be repeated.	Jane G	Completed	✓
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.	Mechanisms similar to the Orchard Park Action Group will be established for all the fringe sites, subject to agreement with City Council. It is vital to build a consensus on the mechanisms for this with the City Council, as a pre requisite for completing this action. Initial meeting with City & County Council to be held November 2008.	Tom B	April 2009	😊
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	It will be for each group or forum to decide upon their chair. Use of officer time in the management of these groups will be an important point to consider. It may be that this	Tom B	April 2009	😊

	was maintained. Such member champions should be considered for all new developments.	workload be shared with the City and County Councils.			
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.	SCDC & Cambridge City Council have worked in partnership since the consortium selection to deliver affordable housing at Cambourne took place over six years ago. This method was replicated for Arbury Park. The process has evolved further into the Cambridge Challenge for 2007 - run and managed by the Housing Corporation with LA's being involved as partners rather than running the process. The process selected a Strategic Partner to deliver 3300 affordable homes across three major sites', which are Southern Fringe, NIAB and part of Northstowe. We would expect to learn the lessons from the Cambridge Challenge process and take this forward into future selections for other major sites.	Sarah L	Complete	✓
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.	A joint considerate contractors scheme is being currently being investigated. Funding is being requested through the service planning process and if agreed developers will be encouraged to join this scheme via the S106 negotiations.	Kirsty H	April 2009	😊
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.	Agreed, however it is not possible to formally stipulate this. It may be built into planning process agreements used on larger sites or through a CAF system, similar to that used at Cambourne where information was fed to one lead officer.	Tom B	On-going through S106 negotiations	😊
12c	Officers should explore means of ensuring that street trees are planted at an early stage, rather than at the end of the development.	Planting of street trees is agreed with the developer through planning conditions. They are usually planted at a point when they are unlikely to be damaged and within the planting season.	Jane G/Glen R/David H	On-going through planning negotiations	😊
13	Maps and Road Signs				

13a	The successful road-naming process at Arbury Park should be used at future developments.	The process of the Parish Council providing a list of themes and names for use at the discretion of the SNN Officer is supported. This process may need to be modified for Northstowe and follow the Cambourne example but in principle the Arbury approach is supported.	Diane D	Complete	✓
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"> <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>	SCDC does not have resources to provide road nameplates and maps. We are reviewing whether this could be requested through S106 contributions from the developer. We have no resource to provide mapping for new developments. Signs are to be located in accordance with guidelines from the SNN Officer and not the County Council	Diane D/Tom B	April 2009	😊
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.	To be adopted as a guiding principle for future master plan and design code work.	Jane G/Glen R	Being implemented on all future growth sites	😊
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 school was open to serve the very first children on the development and this is the plan for all other developments.	Cambridgeshire County Council	Complete	✓
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.	Cambridgeshire County Council in discussion with Head of Joint Urban Design is developing design protocol for future schools, which will necessitate a design brief for each school site. This will accord with the site-specific design guide/code.	Glen R	On-going via pre-app discussions as school sites are proposed	😊

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.	County are looking into the mechanism for restricting the size of the reception class to match the anticipated demand from the catchment area to ensure that the school grows at the same rate as the development.	Cambridgeshire County Council	Being implemented on all future growth sites	✓
15	<b>Health Facilities</b>				
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.	SCDC will work with the NHS to provide suitable services for new residents, for example by providing an outreach surgery in school or community centre.	Cambridgeshire NHS/Jane T	On-going through S106 negotiations	😊
16	<b>Utilities</b>				
16a	Utilities providers should be fully consulted at regional spatial strategy planning stage; not just regarding costs but also feasibility and timescales.	Discussions to take place with Regional Spatial Strategy colleagues regarding level of consultation with utilities providers.	Keith M/Gareth J	Being implemented on all future growth sites	😊
17	<b>Foul and Surface Water Drainage</b>				
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.	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.	Gareth J/Jane G	Being implemented on all future growth sites	😊
17b	Where drainage adoption is delayed, the Council should keep residents informed as to who is responsible for dealing with any concerns.	The new communities team through community groups will aim to keep the local community abreast of all issues. See action 10a.	Jane T/Tom B/Jane G	Being implemented on all future growth sites	😊

😊 = being taken forward/on schedule    ✓ = complete/in place