

**COUNCILLORS' BULLETIN
1 DECEMBER 2004**

CONTENTS



**South
Cambridgeshire
District Council**

INFORMATION ITEMS

1. Forthcoming Committee Meetings
2. Performance Indicator Management and Monitoring System (PIMMS)
3. Buildings of Special Architectural or Historic Interest
4. S/2379/2001/O – **Impington** – Update from the Development Services Director

DECISIONS MADE BY OFFICERS AND REPORTED FOR INFORMATION

1. **Conservation Manager**
 - (a) Wildlife Enhancement Scheme: Mr C Brown, **Landbeach**
 - (b) Grant money returned to the Historic Building Grants Fund
2. **Sports Development Officer / Arts Development Officer**
 - (a) Sports Development and Arts Project Funding: Green Hedges School, **Stapleford**
 - (b) Sports Development and Arts Project Funding: The Windmill School, **Fulbourn**

MINUTES AND AGENDAS

1. Information and Customer Services Portfolio Holder 10 November 2004

**COMMITTEE MEETINGS FROM:
6 December 2004 to 10 December 2004**

Monday 6 Dec 2004	10 am	Development and Conservation Control (Direct Action) Sub-Committee	Council Chamber
Tuesday 7 Dec 2004	2 pm	Windmill Estates Project Steering Group - CANCELLED	
Wednesday 8 Dec 2004	10 am	Conservation Advisory Group	Swansley Room*
		Information and Customer Services Portfolio Holder	Finance and Resources Director's Office
		Environmental Health Portfolio Holder – CANCELLED	
	2 pm	Conservation, Sustainability and Community Planning Portfolio Holder	Swansley Room*
Thursday 9 Dec 2004	9 am	Waste Management Advisory Group	Council Chamber
	10 am	Cabinet	Council Chamber
Friday 10 Dec 2004	9.30 am	Housing Options Working Group	Swansley Room*

*Swansley Room – named for Swansley Wood Farm, now the site of Lower Cambourne, thus the Lower (Ground Floor) Meeting Room

Monkfield Room – named for Monkfield Farm, now the site of Great and Upper Cambourne, thus the Upper (First Floor) Meeting Room

INFORMATION ITEMS

Performance Indicator Management And Monitoring System (PIMMS)

PIMMS is an electronic database, which has been developed internally, at low cost, to enable Members and officers to view South Cambs DC's performance for every National and many Local performance indicators (PI's). At present it is not possible for Members to access this facility from their home computers, but it is available from the computers in the Members' rooms in South Cambs Hall.

This facility will enable all Members to find up-to-date and historic information on how we are doing on performance indicators. Where the PI has been identified as being "corporately important", in the 2004 Performance Plan, then three monthly updates are provided.

Performance Indicators enable Members to keep themselves informed about how efficiently the Council is providing services and are a valuable way of monitoring the level of service that users are receiving.

A guidance sheet, which shows how to gain access to PIMMS, was recently placed in each Members pigeonhole. These same guidance notes are available in the Portfolio holders' office.

The Policy & Performance Team will be pleased to provide a short familiarisation session for individual Members at any time. Please call Ian Salter (01954 713018) or Kirsty Simmons (01954 713297) to arrange this.

Buildings of Special Architectural or Historic Interest

The Conservation Section have been notified by the Department of Culture Media & Sport that the following buildings and structures have been added to the statutory list – all at Grade II:

- K6 Telephone Kiosk, Station Road, **Impington** - added 28th September 2004
- Histon Baptist Chapel and Sunday School, Station Road/Poplar Road, **Histon** - added 19th October 2004

- Control Tower Bassingbourn Barracks (former RAF **Bassingbourn**) - added 19th November 2004

S/2379/2001/O – Impington – Update for Information

Development Comprising Residential, Employment, Retail, Leisure, Social / Community Uses, Open Space, Educational Facilities Associated Transport Infrastructure. Land at Arbury Camp Kings Hedges Road, Cambridge for Gallagher Estates Ltd and Land Improvements Holdings Plc.

At a meeting of the Development and Conservation Control Committee on 2nd July 2003 Members considered five applications for the development of a residentially led, mixed-use urban extension within Cambridge Northern Fringe (West) at Arbury Camp, located north of Kings Hedges Road and immediately south of the A14. Members were minded to approve the principal outline application (S/2379/01/O) subject to the prior signing of a Section 106 Agreement covering a wide range of matters. This S106 Agreement is due to be completed and signed in December 2004 and conditional outline planning consent issued shortly thereafter. In parallel with the S106 work officers have worked with Gallaghers who have prepared a number of documents that are required by the draft conditions of the outline planning consent and will guide the development throughout its procurement. Four principal documents which are nearing completion are:

1. Arbury Camp, Design Guide revised 18/7/03, 21/5/04 and 27/07/04.
2. Arbury Camp Play Sport and Recreation Facilities Strategy Revised January (C), (D), August (E), September (F).
3. Arbury Camp, Noise Attenuation Scheme. Revised 1st April, 16th September 2004.
4. Arbury Camp. Sustainability Action Plan, 20th October 2004.

1. Design Guide

This document follows other national design guides that support the aspiration for sustainable urban quality including, Better Places to Live – A Companion Guide to PPG3, DTLR and CABE (2001), By Design: Urban Design and the Planning System – Towards Better Practice, DETR and CABLE (2000), The Urban Design Compendium, EP (2000) Design Review, CABE and Places Streets and Movement, Compliance Guide to DB32 DETR (1998). The Arbury Camp document provides the vision for this Urban Development with the creation of an ordering principal of boulevard, streets and mews. Special attention is given to the Kings Hedges Road Frontage, Arbury Park (at the western end where the primary school is proposed) and the public open spaces (see 2 below.)

Consultation

The latest version of the document has been shared with our partners in Cambridge City Council, The Parish Council, Cambridge County Highways, Cambridgeshire Police, (RSL) the leading Housing Associations and with Local Members.

Officers have had constructive meetings with Gallaghers to use the responses received so far to add to the Guidance. The responses have generally been very supportive but do indicate a need to provide some additional information. Further consultation with local resident groups is expected following receipt of a further revision to the document.

Members' attention is drawn to the inclusion of the following statement which it is intended to include in the forward of this Design Guide

“This Design Guide has been produced by Gallagher Estates with consultation with Planning Officers of South Cambridgeshire Council. Together with a number of other documents listed below it supports the promotion of a sustainable and innovative development. The Design Guide seeks to promote a distinctive character and quality development. In particular the Council will be looking to promote best practice in new housing design. Innovative ideas will be encouraged within the

character promoted by the design guide. Whilst this document has not been produced by South Cambridgeshire District Council, Members have endorsed the principals contained within it.”

2. Play Sport and Recreation Facilities Strategy

This document concentrates on providing the strategy for the use of seven principal areas of public open space identified by the outline planning application and the Development Framework Plan. It follows the advice given in PPG 17 (July 2002) which requires authorities to move away from a strict adherence to the NPFA 6 acre standard and undertake robust assessments of existing and future needs. In line with this a Community Facilities Audit for the Arbury area was undertaken and reported on 13th May 2003.

The strategy provides for the full range of age groups by the provision of equipped and unequipped areas. NEAPS (Neighbourhood Equipped Areas of Play), LEAPS (Local Equipped Areas of Play), LAPS (Local Areas of Play) and super LEAPS which provide equipment that is not provided on the smaller LAPS. The LAPs are to be identified within each parcel of land by each house builder. The commuted sum for the maintenance of all these spaces is provided by Gallaghers to the Parish Council.

This document has been provided alongside the work undertaken with the S106 Agreement and Schedule 3 Annex 8 of the agreement provides a full list of specification and trigger points for delivery.

Consultation

This document and the relevant schedules of the S106 Agreement have been produced in full consultation with the Parish Council.

Gallaghers are committed to further consultation with local children and young people in order to embrace and incorporate their views on the design and possible themes for these play areas.

3. Noise Attenuation Scheme

This document looks principally at the noise levels generated by the A14 now and in the future. The Local Plan and the applicant's own submitted Development Framework Plan have acknowledged the noise generated by the A14 and promoted a commercial buffer zone along a good proportion of the A14 boundary as an acoustic barrier. With an uncertainty as to when the commercial area can be provided and the need to provide some affordable housing on site by March 2006 (Housing Cooperation funding requirements), Gallaghers are proposing an acoustic fence along the whole of the A14 boundary. Officers will be seeking a review process to ensure that sections of the fence are removed as soon as possible, as visually a fence along the whole of this important approach to and edge of Cambridge is not an appropriate long-term solution. The review process will require the developers to provide information on the marketing of the commercial sites so an understanding of any difficulty in providing commercial buildings as a long-term buffer can be understood.

Consultations

The report received is largely a technical exercise and close consultation has been undertaken with the Council's Environmental Health Officer. The Parish Council previously expressed concern that any structures alongside the A14 should not cause a reflective noise problem to residents of Impington. The report reassures that the fence will make an imperceptible difference. The Environmental Health Officer has a clear preference for buildings which would be of a more substantial mass and hence absorb more sound energy.

No wider consultation has been undertaken on this matter.

4. Sustainability Action Plan

This document uses the BRE (Building Research Environment) ECO Homes Assessment to provide figures on the existing sustainability of the site and seek to require all housing schemes to provide a minimum ECO homes level of 'good'.

An innovation fund has been proposed by way of the S106 Agreement and this will be used to promote greater achievement of energy efficient buildings.

The technical report has been produced with the full involvement of the Council's Strategic Development Officer.

Planning Conditions

For Members' information, a copy of the current draft conditions of approval for the outline planning consent is attached below.

Contact Officer: John Pym, New Village Senior Planning Officer, 01954 713166.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL
CAMBRIDGESHIRE

Form 4
Ref. S/2379/01/O

TOWN AND COUNTRY PLANNING ACT 1990

PLANNING PERMISSION
SUBJECT TO CONDITIONS

FINAL DRAFT 19/11/04

TO: Wood Frampton
Aylesford House
70-72 Clarendon Street
Leamington Spa
CV32 4PE

The Council hereby grants permission for a mixed use development comprising 900 dwellings (on up to 16.48 hectares), up to 18,000m² B1 gross floorspace (on up to 3.32 hectares), up to 1.21 hectares of education facilities, 4.86 hectares of open space, up to 0.56 hectares of local centre facilities (A1, A2, A3 and D1 uses), up to 2.07 hectares public transport infrastructure corridor and mixed uses on up to 2.87 hectares in five areas to include B1, C1, C2, C3, D1, D2 uses and car showroom.

at Land at Arbury Camp, Kings Hedges Road, Cambridge
(for Gallagher Estates Ltd and Land Improvement Holdings plc)

in accordance with the following documents ("application documents") :- your application dated 17th December 2001 (as amended by Development Framework Plan No. JJG025/011 Rev F) and accompanying documents, which comprise the Strategic Design and Landscape Statement and Concept Statement date stamped 7th February 2003, the Sustainability strategy date stamped 17th December 2001, the Environmental Statement dated December 2001 and plans and drawings which form part of the application, subject to conditions set out below.

In determining this Planning Application the Council has taken into consideration the environmental information including the environmental statement dated December 2001 in accordance with regulations 3(2) of the Town and Country Planning (Environmental Impact Assessment (England and Wales) Regulations 1999.

ADDITIONAL CONDITIONS

DEVELOPMENT FRAMEWORK PLAN

- 1. No development authorised by this permission shall take place other than in accordance with the Development Framework Plan (or approved revisions thereof).**
(Reason - To ensure that the approved development framework for the total development provides the planning framework for the total development of the mixed-use development).
- 2. Any approval by the Local Planning Authority of details of any reserved matter or any other matter reserved for approval which would be inconsistent with the Development Framework**

Plan shall operate to revise the Development Framework Plan accordingly without separate application or approval but not so as to prejudice any development already lawfully carried out.

(Reason - To ensure consistency and avoid doubt).

PHASING

3. a) **No development shall commence until an overall geographical phasing plan for the site has been submitted to and approved in writing by the Local Planning Authority; the Phase detail for each Phase shall indicate the following matters:**
- i. **The type of development.**
 - ii. **If residential, the number of Market Dwellings and the number of Affordable Dwellings, proposed density range and indicative dwelling size (by number of bedrooms) within each housing area.**
 - iii. **The extent and location of open space.**
- b) **Areas of the site may be geographically sub-phased so far as may be requisite for the purposes of conditions 13,15, 16,17, 22 and 23.**
(Reason - To clarify how the site is to be phased to assist with the determination of subsequent Reserved Matter applications).

4. **No development shall commence until a scheme is submitted to and approved in writing by the Local Planning Authority for the provision of the following major infrastructure and the timing of provision of each element thereof by reference to any date, the commencement or completion of development of any Phase, the provision of any other element or to any other trigger point -**

All accesses to the Site and roads and principal infrastructure within the Site, including main foul and surface water drains and control structures, water, electricity and telecommunications mains and control structures.

(Reason - To ensure the timely provision of necessary infrastructure relative to the element of the site it is due to serve.)

TIME LIMITS

5. **Applications for approval of the reserved matters shall be made to the Local Planning Authority before the expiration of 3 years from the date of this permission.**

The development hereby permitted shall be begun by whichever is the later of the following dates:

The expiration of 5 years from the date of this permission, or the expiration of a period of 2 years commencing upon the date of approval of the last of the reserved matters to be approved, whichever is the later.

(Reason - To ensure that consideration of any future application for development in the area will not be prejudiced by permissions for development which have not been acted upon.)

RESERVED MATTERS

6. i) **Approval of the details of the siting, design and external appearance of all buildings, the means of access thereto and the landscaping of the site (the 'reserved matters') shall be obtained from the Local Planning Authority. The details of the same**

contained in the application shall be in accordance with the Development Framework Plan, or approved revisions thereof, the application documents, the Phase Plan required by Condition 3, the commercial and mixed use requirements set out in Conditions 28 and 30 and The Design Guide relating to the site, unless otherwise agreed by the Local Planning Authority.

- ii) 'Landscaping' shall include the structural landscaping and planting (defined in condition 7i) and other landscaping on the site other than structural landscaping and planting which is referred to as 'area landscaping schemes'.
(Reason - The application is for outline permission only and gives insufficient details of the proposed development and to ensure consistency.)

APPROVALS REQUIRED PRIOR TO THE COMMENCEMENT OF DEVELOPMENT

LANDSCAPE STRATEGY

7. i) Consistent with the Development Framework Plan or approved revisions thereof, an overall landscaping scheme for the site (*structural landscaping and planting scheme*) shall be submitted for the approval of the Local Planning Authority prior to the commencement of any development and shall include details of the following:
- (a) The treatment of the edge or perimeter of the site.
 - (b) The landscaping of principal roads from Kings Hedges Road and spine roads within the site.
 - (c) A specification for the establishment of trees within hard landscaped areas including details of space standards, tree pit details and species.
 - (d) A strategy for providing visual and pedestrian links from the site to the eastern nature reserve (shown on the Development Framework Plan as 'City Wildlife Site')
 - (e) A landscaping strategy that facilitates developing ecological and biodiversity interests.
 - (f) The planting and establishment of structural landscaping to be provided in advance of all or specified parts of the site as appropriate.
- ii) In respect of the *structural landscaping and planting scheme* and all *area landscaping schemes* (which shall be submitted as part of approvals of reserved matters), the following details shall be included:
- (a) All existing trees, hedgerows and any other features of nature conservation value including, watercourses on the site including any to be retained, together with measures for their protection in the course of development.
 - (b) The management of existing trees, and hedgerows.
 - (c) A phased scheme for restoration/maintenance and replacement of existing trees and hedgerows.
 - (d) The species, size of stock and density of planting.
- iii) All planting, seeding, turfing and landscaping comprised in the approved details of the structural landscaping and planting scheme shall be carried out in the first planting and seeding seasons following the commencement of development, and all other planting, turfing and seeding comprised in the approved details of the area landscaping schemes shall be carried out in the first planting and seeding seasons following occupation of half of the buildings on the site to which the relevant area landscaping scheme relates, unless otherwise agreed in writing with the Local Planning Authority.

- iv) **Any trees or plants comprised within the structural landscaping and planting scheme which within a period of ten years from the completion of the structural landscaping die, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species, unless the Local Planning Authority gives written consent to any variation.**
- v) **Any trees or plants comprised within the area landscaping schemes which within a period of five years from the completion of the development on the site to which the relevant area landscaping schemes relates die, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species, unless the Local Planning Authority gives written consent to any variation.**
(Reason - To define the details of, and to differentiate between the ***structural landscaping and planting scheme*** which will assimilate this development on this important approach into Cambridge and incorporate details of the treatment of principal open areas and ***area landscaping schemes*** which will define landscaping works necessary within each Phase or sub-Phase. The condition also requires the early implementation of structural landscaping and planting and its maintenance over a ten year period to ensure that such landscaping is afforded the maximum period of time to mature.)

DRAINAGE SCHEME

- 8. **No development shall commence until a scheme for the provision and implementation of surface water drainage, together with details of the continued maintenance thereof, shall be submitted and agreed in writing with the Local Planning Authority. The works/scheme shall be constructed and completed in accordance with the approved plans**
(Reason - To ensure a satisfactory method of surface water drainage.)
- 9. **No development shall commence until details of foul drainage for the site shall be submitted to and approved in writing by the Local Planning Authority. The drainage works shall be constructed in accordance with the approved plans.**
(Reason - To prevent the increased risk of pollution to the water environment.)

NOISE

- 10. **Before development commences on any dwellings or school/educational building, a noise attenuation scheme for phased attenuation measures shall be submitted to and approved by the Local Planning Authority in order to demonstrate that no such development will be affected by a daytime (0700-2300) outdoor noise level in excess of 63dB L aeq (16 hours), or a night- time (2300-0700) outdoor noise level in excess of 57dB L aeq (8 hours); Any phased measures that form part of the noise attenuation scheme shall be completed prior to the occupation of any proposed residential or other noise sensitive development that requires protection by the requirements of this condition.**
(Reason - To ensure no phase of the development or surrounding area suffers undue noise.)

ECOLOGY

- 11. **No development shall take place until an Ecological Management Plan (EMP) has been submitted to and approved in writing by the Local Planning Authority. The EMP shall include the following:**
 - (a) **An appropriate scale plan showing the boundaries of the areas covered by the EMP and the locations for undertaking its prescriptions;**

- (b) A strategy that ensures that welfare of species protected by law, during construction, along with appropriate timing restrictions for works. At the site the two relevant fauna groups are known to be the common lizard and nesting birds;
- (c) Details of habitat protective measures required during construction;
- (d) Definition of areas of the site available for habitat creation and enhancement, the setting of nature conservation objectives for these areas, and details of the specific long-term management prescriptions necessary to achieve these objectives, consistent with the Cambridgeshire Biodiversity Action Plan (BAP);
- (e) A summary work schedule table, confirming the relevant dates or periods that the prescriptions and protection commitments must be undertaken or implemented within;
- (f) A strategy for monitoring the effective implementation of the EMP and a periodic review of the objectives and prescriptions;
- (g) Confirmation of suitably qualified personnel responsible for over-seeing implementation of the EMP commitments.

All species and habitat protection measures and nature conservation enhancement measures shall be carried out in accordance with the approved details of the EMP, unless otherwise approved in writing by the Local Planning Authority.

(Reason - To protect and enhance features and species of recognized nature conservation importance.)

ARCHAEOLOGY

- 12. No development shall take place on the application site until the implementation of a programme of archaeological work has been secured in accordance with a written scheme of investigation which has been submitted to and approved in writing by the Local Planning Authority.**

(Reason - To secure the provision of archaeological excavation and the subsequent recording of the remains.)

SERVICE/INFRASTRUCTURE PROVISION

- 13. Development shall not commence on any Phase or Sub-Phase until a scheme for the provision and location of fire hydrants to serve that Phase or Sub-Phase of the site, to a standard recommended by the Cambridgeshire Fire and Rescue Service, has been submitted to and approved by the Local Planning Authority. No development shall take place otherwise than in accordance with the approved scheme.**

(Reason - To ensure adequate water supply is available for emergency use.)

- 14. No building or community facility shall be brought into use until the road and footway linking that building/facility to the public highway network has been completed to base course level and mains services shall have been installed and available for connection thereto for the said building/facility.**

(Reason - In the interest of highway safety.)

- 15. Within each Phase or Sub-Phase, no development shall commence until details of finished floor levels of the buildings and roads in relation to ground levels (also by reference to the road levels of the adjoining B1049, Kings Hedges Road and A14) for that Phase or Sub-Phase have been submitted to and approved in writing by the Local Planning Authority; the development shall be carried out in accordance with the approved details.**

(Reason - To ensure that the height of the buildings is well related to ground levels and is not obtrusive.)

- 16. Within each Phase or Sub-Phase, no development shall commence until details of a lighting scheme for that Phase or Sub-Phase have been submitted to and approved in writing by the Local Planning Authority. The development shall be carried out in accordance with the approved details prior to the occupation of any buildings within that Phase or sub Phase.**
(Reason – to ensure a coordinated approach to lighting provision, and its early installation in the interests of safety and amenity.)
- 17. Within each Phase or Sub-Phase, no development shall commence until details of the treatment of the site boundaries and the boundaries between plots for that Phase or Sub-Phase have been submitted to and approved in writing by the Local Planning Authority. The boundary treatments shall be erected in accordance with the approved details before the buildings to which they relate are first occupied or the development is completed, whichever is the sooner.**
(Reason - To ensure a coordinated approach to boundary treatment to enhance the character of the area, and its early construction in the interests of amenity).
- 18. No development shall commence until a play, sport and recreation strategy has been submitted to and approved by the Local Planning Authority; no development shall take place other than in accordance with the approved strategy.**
(Reason - To ensure that play, sport and recreational facilities are provided in a phased and co-ordinated manner with other development on the site.)
- 19. No development shall commence until a detailed scheme for the provision of a facility for recycling materials within the development has been submitted to and approved in writing by the Local Planning Authority. The facility shall be provided in accordance with such approved scheme.**
(Reason To ensure the provision of collection point for recycling facilities within this development)
- 20. Save with the written consent of the Local Planning Authority all pipes, meter boxes, fibres wires, and cables required by statutory undertakers and all other appropriate bodies including cable TV operators shall be placed underground or in suitably concealed locations where this would not damage areas of ecological or archaeological importance or be visually prominent).**
(Reason - To avoid a clutter of equipment required by statutory undertakers and other appropriate bodies intruding into the quality of this new urban environment.)
- 21. No development shall commence until a scheme for a site investigation to establish the nature and extent of any contamination of the site, together with details of any necessary remedial works have been submitted to and approved in writing to the Local Planning Authority. The development shall be carried out in accordance with the approved details.**
(Reason – to ensure a proper investigation of the site in the interests of public safety)
- 22. Within each Phase or Sub-Phase, no building shall be occupied until a scheme for the location, specification and erection of street name (and street numbering) plates for that Phase or Sub-Phase has been submitted to and approved in writing by the Local Planning Authority. Development shall not take place other than in accordance with the approved scheme.**
(Reason – To ensure satisfactory directional signage, particularly for emergency vehicles and in the interests of highway safety.)
- 23. No development shall commence until a phased scheme for the provision of public accesses and cycleways to link each Phase (or Sub-Phase) of the development and to link the site as a whole with the existing network of footpaths and cycleways in the vicinity, including details for links for the safe crossing of Kings Hedges Road, has been submitted to and approved in**

writing by the Local Planning Authority. Development shall not take place other than in accordance with the approved scheme.

(Reason – To ensure appropriate and necessary links between phases and between this development and existing communities and facilities to the south and east.)

PLANNING RESTRICTIONS

- 24. The existing hedges along the southern edge of the site shall be retained except at the points of access as approved under planning permissions S/1956/02/F & S/0352/03/F, unless otherwise agreed in writing with the Local Planning Authority and any trees or shrubs within the hedge which, within a period of ten years from the completion of the development, die are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of a similar size and species, unless the Local Planning Authority gives written consent to any variation.**

(Reason – To protect the hedge which is of sufficient quality to warrant its retention and maintain a significant feature which contributes to the character of the area.)

- 25. For a period of ten years from the date of the first occupation of each of the B1 business units, as defined by Class B1 of the Schedule to the Town and Country Planning (Use Classes) Order 1987 (or in any provision equivalent to that class in any statutory instrument revoking and re-enacting that order), those units shall only be occupied by a person, firm, company or other organisation which meet the following criteria:**

- (a) Offices over 300 sq metres shall be limited to the provision of a local or sub-regional service or administrative facility principally for persons resident or organisations situated in the Cambridge Area excluding national or regional headquarters offices;**
- (b) There shall be no amalgamation of offices of less than 300 sq metres;**
- (c) Research and development to those firms which can show a special need to be closely related to the universities or other research facilities established in the Cambridge Area is essential, in order to share staff, equipment or data, or to undertake joint collaborative projects with such organisations necessary for the investigation, design, and development of an idea, concept, instrument, product or process, up to and including production for testing, but excluding manufacture;**
- (d) Light industrial units shall be limited to a maximum size of 1,850 sq metres with no amalgamation between units.**

The first occupier of each unit shall notify the Local Planning Authority of its presence, to enable this requirement to be monitored.

(Reason – To safeguard the policies of the Cambridgeshire Structure Plan and to accord with Policy EM3 of the South Cambridgeshire Local Plan 2004 which limit employment development in the Cambridge area to uses that need to be located close to Cambridge.)

- 26. No development shall commence unless and until the following full design and construction details of improvements to the A14 junction with the B1049 as shown in outline on the drawing specified in Table 1 incorporating the notes referred to therein have been submitted to and approved in writing by the Local Planning Authority, in consultation with the highway authorities.**

- i. How the scheme interfaces with the existing highway alignment, carriageway markings and lane destinations.**
- ii. Full details of westbound off slip road carriageway widening of the A14 along with construction of the improvement and signalisation of the junction of the B1049 and Kings Hedges Road.**
- iii. Full signing and lighting details.**

- iv. Confirmation of full compliance with Departmental Standards (DMRB) and Policies (or approved relaxations/departures from standards).
- v. An independent Stage 2 Road Safety Audit (taking account of any Stage 1 Road Safety Audit recommendations) carried out in accordance with Departmental Standards (DMRB) and Advice Notes, and
- vi. New approach to Appraisal (NATA)/Project Appraisal Report (PAR) assessment.

TABLE 1

Location	Drawing submitted by	Title	Drawing No	Revision	Dated
A14 Histon interchange and Kings Hedges Road/Histon Road junction	WSP Intec 4, Wade Road Basingstoke Hants RG24 8NE	Proposed improvements at A14 Histon Interchange and Kings Hedges Road Junction	390/DEV/029	E	16/04/03

Unless otherwise agreed in writing with the Local Planning Authority, no part of the development shall be brought into its intended use unless and until all these highway improvements have been implemented to the satisfaction of the Local Planning Authority in consultation with the Secretary of State for Transport.

(Reason – To ensure that the A14 trunk road will continue to fulfil its purpose as part of a national system of routes for through traffic in accordance with Section 10 (2) of the Highways Act 1980 and for the safety of traffic on the road.)

- 27. **Development on this site shall not exceed the maximum area of land, numbers of dwellings or gross floor space, for buildings within the specified use class, of the Town and Country Planning (Use Classes) Order, 1987 shown in Table 2 below:**

TABLE 2

Land Use	Area/Number
Class C3 Dwelling Houses	900 Dwellings across the site as a whole
Class B1 Business Use	18,000m ² Gross Floor Space across the site as a whole
Education Facilities	1.21 ha
Local Centre Classes A1, A2, A3 and D1	0.56 ha
Mixed Uses Areas falling within the following classes B1, C1, C2, C3, D1, D2 and car showroom	2.87 ha in total with any car showroom not to exceed 1.14ha and any hotel (C1) not to exceed 1.73Ha. B1 and C3 Not to exceed totals detailed above.

(Reason – To ensure that the A14 trunk road will continue to fulfil its purpose as part of a national system of routes for through traffic in accordance with Section 10 (2) of the Highways Act 1980 and for the safety of traffic on the road.)

- 28. **No development shall commence until the precise location of the local centre has been submitted and approved in writing by the Local Planning Authority. Within 6 months of development commencing on any part of the site, the following details shall be submitted to and approved in writing by the Local Planning Authority:**

- i. The size of units by reference to maximum internal gross floor area;
- ii. The mix of uses to be provided by reference to the Use Class Order;
- iii. The timing of provision by reference to development upon the site adjoining or the development of the site as a whole.

No development shall take place in the local centre other than in accordance with the approved details, unless otherwise agreed in writing by the Local Planning Authority.

(Reason The Development Framework Plan is not sufficiently clear about the size and extent of facilities to be provided with the Local Centre. It will be important to phase the delivery of these facilities with the occupations of this establishing community.)

29. No amalgamation of the units, which comprise the local centre shall be permitted unless otherwise agreed in writing by the Local Planning Authority.

(Reason – To ensure that the size of units is appropriate to its function as a local centre.)

30. Within 6 months of development commencing on the site, and in any event prior to any development taking place on the areas shown on the Development Framework Plan as ‘Mixed Uses’ (‘the mixed use areas’), the following details shall be submitted to and approved in writing by the Local Planning Authority:

- i. The proportion on each of the mixed uses areas of each use, by reference to maximum internal gross floor area and/or number of dwellings.**
- ii. The timing of development of the mixed area by reference to development upon the site adjoining or adjacent to each mixed use area and the development of the site as a whole.**

No development shall take place on the mixed use areas other than in accordance with the approved details, unless otherwise agreed in writing by the Local Planning Authority.

For the purpose of this condition and condition 27, ‘Mixed Uses’ means one or more of the following planning land uses by reference to the Use Classes Order: B1, C1, C2, C3, D1, D2 and car showroom, but subject in all cases to the dwelling, floorspace and areas respective limits set out in table 2 of condition 27.

(Reason- This information is required to provide context for the determination of subsequent Reserved Matter applications. It is important to ensure these a variety of uses are provided to create a balanced mixed use sustainable community.)

31. Details of the location and type of any power driven plant or equipment, including equipment for heating, ventilation and for the control or extraction of any odour, dust or fumes from non- residential building(s) but excluding office equipment and vehicles and the location of the outlet from those building(s) of such plant or equipment, shall be submitted to and approved, in writing, by the Local Planning Authority before such plant or equipment is installed; the said plant or equipment shall be installed in accordance with the approved details and with any agreed noise restrictions.

(Reason - In order to protect the residential amenities of neighbouring properties.)

CONSTRUCTION

32. No development shall take place until details of a scheme of access to the site for construction purposes and haul routes within the site have been submitted to and approved by the Local Planning Authority. The scheme shall include means of control of mud and dirt .No access shall be obtained to the site or routes within the site for construction purposes other than in accordance with such an approved scheme.

(Reason – In the interests of highway safety and to safeguard the amenities of existing and future residents.)

33. Within each Phase or Sub-Phase no development shall commence, until a plan specifying the area and siting of land to be provided within that Phase for the parking, turning, loading and unloading of all vehicles visiting the site and the siting of the contractor’s compound during the period of construction has been submitted to and approved in writing by the

Local Planning Authority; such space shall be maintained for that purpose during the period of construction.

(Reason – In the interests of highway safety.)

34. No development shall commence until a strategy for the disposal of spoil within and off site has been submitted to and approved in writing by the Local Planning Authority.

Development shall not take place other than in accordance with the approved scheme.

(Reason - To ensure a coordinated and sustainable approach to disposal of spoil, given the scale of the proposed development.)

35. During the period of construction no power operated machinery shall be operated on the premises before 07.30 hours on weekdays and 08.00 hours on Saturdays nor after 18.00 hours on weekdays and 13.00 hours on Saturdays (nor at any time on Sundays or Bank Holidays) unless otherwise previously agreed in writing with the Local Planning Authority in accordance with any agreed noise restrictions.

(Reason - In order to protect the residential amenities of neighbouring properties.)

36. Should driven pile foundations be proposed, then before those works commence, a statement of the method for construction of these foundations shall be submitted to and agreed by the Local Planning Authority so that noise and vibration can be controlled.

(Reason - In order to protect the residential amenities of neighbouring properties.)

THIS DECISION NOTICE IS SUBJECT TO AN AGREEMENT UNDER SECTION 106 OF THE TOWN AND COUNTRY PLANNING ACT 1990 DATED THIS AGREEMENT PROVIDES ADDITIONAL TRIGGER POINTS FOR THE PHASED DELIVERY OF PUBLIC SERVICES AND INFRASTRUCTURE ESSENTIAL TO THE SATISFACTORY FUNCTION OF THIS DEVELOPMENT. THIS INCLUDES:

- (a) Educational services.
- (b) Affordable housing.
- (c) Transport infrastructure.
- (d) Provision and future maintenance of public open space, recreational facilities and community services.
- (e) A sustainability innovation fund and measures to promote sustainable development.
- (f) A design guide which provides information on housing densities, car parking standard, design standards cycle and pedestrian routes etc

Informatives

1. All new buildings that are to be used by the public must, where reasonable and practicable, be accessible to disabled persons and provide facilities for them.

The applicant's attention is therefore drawn to the requirements of the Building Regulations 2000 (as amended) with respect to access for disabled people.

2. The applicant's attention is drawn to the requirements of the Party Wall etc. Act 1996 if works are proposed to a party wall.
3. The applicant's attention is drawn to the importance of the site allocated for mixed uses in the south west corner of the site, careful consideration of the design of which is required to ensure that development of this site maintains the important open aspect of the site, and provides a landmark building worthy of its gateway location on a principal road entering Cambridge.
4. Surface water run-off should wherever possible be attenuated in balancing ponds and other water features designed to compliment nature conservation and contribute to the site's overall biodiversity enhancement.

5. When considering the potential for habitat creation the applicant is advised to consider the potential provided by houses and gardens, particularly to Biodiversity Action Plan species such as the song thrush and pipistrelle bat.
6. The comments of the Environment Agency are attached and are drawn to the applicants' attention.
7. Surface water run off from impermeable vehicle parking areas of 20 spaces or more shall be passed through an approved petrol/oil bypass interception facility before being discharged to any surface water sewer.
8. For the purposes of Condition 25, The South Cambridgeshire Local Plan provides a number of definitions which for the sake of clarity are repeated below:
 - i. Cambridge Sub-Region: The Cambridge Area and the surrounding ring of market towns - Huntingdon, St Ives, Ely, Newmarket, Haverhill, Saffron Walden, Royston, St. Neots.
 - ii. Local and sub-regional services: A service with the majority of its business based in the Cambridge Sub-Region. Services might include banking, finance, management and business services, property services, legal and accounting services, educational, housing and recruitment services, medical and other professional scientific service and patent agents.
 - iii. Research and Development is defined as the investigation, design and development of an idea, concept, material, component, instrument, machine, product or process, up to and including production for testing (but excluding mass production) where the work routine requires daily discussion and action on the part of the laboratory and design staff.
 - iv. Cambridge Area: The area covered by Cambridge City Council and South Cambridgeshire District Council as defined in the Cambridgeshire Structure Plan 1995.
 - v. Planning Policy Guidance Note No. 4 - "Industrial and Commercial Development and Small Firms" advises that small offices of less than 300 square metres will primarily be occupied by local firms and therefore specific user restrictions are not necessary. A condition or agreement under Section 106 of the Town and Country Planning Act 1990 will however be necessary to prevent such offices being combined or multiple units let to a single office user who does not comply with the provisions of Policy EM3(1).
 - vi. Administrative facility: offices providing managerial, financial recruitment, and other services to a business or research facility.

The employment policies of the Structure Plan 1995 seek to plan for the selective growth of jobs in the Cambridge Area sufficient to meet the needs of the workforce, but not to encourage a substantial influx of manufacturing, warehousing, high technology and office firms which could equally well locate elsewhere in the County. Structure Plan 1995 policies SP5/4 and SP18/4 resist those high technology firms which do not need close proximity to the City. Policy SP18/5 restricts office development to those uses which provide a local or sub-regional service. The policy reinforces Structure Plan 1995 Policy SP5/1 restraining future permissions or allocations of land having regard to the existing high level of commitments.

Dated: *

South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB3 6EA.
Development Services Director

THIS PERMISSION DOES NOT CONSTITUTE APPROVAL UNDER BUILDING REGULATIONS AND IS NOT A LISTED BUILDING CONSENT OR CONSERVATION AREA CONSENT. IT DOES NOT CONVEY ANY APPROVAL OR CONSENT WHICH MAY BE REQUIRED UNDER ANY ENACTMENT, BYE-LAW, ORDER OR REGULATION OTHER THAN SECTION 57 OF THE TOWN AND COUNTRY PLANNING ACT 1990.

DECISIONS MADE BY OFFICERS AND REPORTED FOR INFORMATION

Conservation Manager:

Applicant	Decision and Reasons
Mr Clive Brown, Landbeach	Awarded a £100 grant from the Wildlife Enhancement Scheme to contribute towards the planting of 27 walnut trees to compliment a traditional orchard planted last year with grant assistance.

Applicant	Note
G/2/02 – The Cotton Hall, Cambridge Road, Girton	£490 (balance of grant) returned to the Historic Buildings Grant fund.

Sports Development Officer and Arts Development Officer:

Applicant	Decision and Reasons
Green Hedges School, Stapleford	Awarded a Sports Development Grant (SD10) of £360 and an Arts Project Grant (AP14) of £360 to provide dance and drama sessions for pupils aged 10 – 14 years in curriculum time leading up to a joint Christmas performance with pupils at The Windmill School in December. Pupils with severe learning disabilities will benefit from being involved with the project. The sessions will develop students' confidence and skills in the area of dance and drama.
The Windmill School, Fulbourn	Awarded a Sports Development Grant (SD12) of £360 and an Arts Project Grant (AP15) of £360 to provide dance and drama sessions for pupils aged 10 – 14 years in curriculum time leading up to a joint Christmas performance with pupils at Green Hedges School in December. Pupils with profound and multiple learning disabilities will benefit from being involved with the project. The sessions will develop students' confidence and skills in the area of dance and drama.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of the Information and Customer Services Portfolio
Holder Meeting held on Wednesday, 10 November 2004 at
10.00 a.m.

PRESENT:	JD Batchelor	Mrs DSK Spink MBE
Officers:	Greg Harlock Steve Rayment Susan May Joanne Fowler Ruth Leyshon	Finance and Resources Director Assistant Director of Finance and Resources (ICT) Democratic Services Manager Communications Officer Executive Assistant to Chief Executive

Action

1. APOLOGIES FOR ABSENCE

Received from John Ballantyne and Sally Carroll.

2. MINUTES OF MEETING HELD ON 13 OCTOBER 2004

The Minutes were **CONFIRMED** as a correct record.

3. MATTERS ARISING FROM LAST MEETING

3.1 Signage (Min 3.2)

JF reported that signs had been ordered for the Contact Centre and were being obtained for the Cambridge office. The staff entrance sign at Cambourne was to be replaced shortly.

3.2 Room Naming Competition (Min 3.4)

Some ideas had been received, but were not imaginative.

3.3 Intranet (Min 6.1)

It was confirmed that the Intranet was now available to Members and that passwords had been provided, although JB felt these were still too complicated. The same password would give access to the Intranet and to *modern.gov*.

Phone System (Min 6.4)

3.4 Training on the new phone system was carried forward.

SR

Broadband (Min 7)

3.5 SR confirmed that Trilogy was in the process of providing Broadband to Lower Cambourne.

Three groups dealing with various aspects of electronic service delivery had been amalgamated into one e-government project board on which JB sat. There would not be a need in future for the portfolio holder meetings to consider the detail of e-projects.

4. COMMUNICATIONS UPDATE

4.1 A written summary was circulated. Matters of note included:

- The recent emphasis on Smithy Fen and recycling awards, also benefit cheats

- Design of the next South Cambs Magazine proceeding; South Cambs PCT including an insert
- Sponsorship obtained for The Event winter 04/05
- Kitchen bins displayed in reception and could be collected
- A photography consent form had been devised
- Tim Wetherfield had prepared a draft plan for the way forward for policy and communications staff
- Efforts made to get the Staff Social Club moving again
- JF was leaving in December
- Information on the Language Line to go on the Intranet

SR asked that Dan Horrex should be involved in decisions on the storage of information on children.

JF

DSKS had asked for a transcript of the Judge's summing up at the Smithy Fen hearing in the High Court; JF was asked to pursue this.

JF

DSKS asked if any information was available on Quality Parish Councils.

JF

It was noted that Cllr Mrs Heazell had had a briefing with the CEN and suggested that other portfolio holders might do the same. JF confirmed that CEN coverage of the Council had increased considerably and commented that the media could not be expected to be totally favourable. Nik Shelton was now formally the Local Government Correspondent and it was **AGREED** that JB should meet him.

JF

5. ITNET PERFORMANCE ISSUES

No issues to report.

6. UPDATE ON FINANCIAL ARRANGEMENTS WITH MANNING PUBLICATIONS LTD

A summary of Manning's proposed reconciliation plan was circulated. This did not accord with the timescale of complete payment by June 2005 agreed at a recent meeting with the company. After discussion of the options available it was **AGREED** that the Communications Manager should require a revised payment schedule to accord with the agreement reached, with dates for each payment, and set out action in the event of default.

SC

7. CUSTOMER SERVICES STANDARDS

Proposals for advancing a project to improve customer services had been circulated. Departmental customer service champions had been appointed by Management Team and an initial meeting was to take place on 19 November to plan the project based on standards recommended by the Best Value review. The Contact Centre would be involved in these meetings.

RL advised that there would be a huge culture change as correspondence would be tracked; this would affect Members as the public would expect the same service standards.

JB asked to be involved in the initial meeting.

RL

8. QUARTERLY REPORT ON BUDGET POSITION

A budget monitoring report for the first seven months of 2004/05 was circulated and it was noted that all accounts were on track.

9. FORWARD PROGRAMME - NOV-FEB 2005

Noted that the ESD Statement was now to be presented to Cabinet in December and that Members' allowances recommendations were unlikely to reach Council in November.

10. ANY OTHER BUSINESS

Steve Rayment was congratulated on his appointment as Assistant Director of Finance and Resources (ICT).

11. DATES OF NEXT MEETINGS

8 December 2004 at 10.00 a.m.
11 January 2005 at 10.00 a.m.
8 February 2005 at 10.00 a.m.
8 March 2005 at 10.00 a.m.

The meeting ended at 11.20 a.m.
