



JOINT DEVELOPMENT CONTROL COMMITTEE: CAMBRIDGE FRINGES

Membership

Cambridge Council: Cllrs Nimmo-Smith (Vice-Chair), Blencowe, Dryden, Smart and Tunnacliffe, Alternates: Herbert and Pippas

Cambridgeshire County Council: Cllrs Kenney, Orgee, Pegram and Shepherd, Alternates: Brooks-Gordon and Reynolds

South Cambridgeshire District Council: Cllrs Bard (Chair), Harford, Heazell, Nightingale, Shelton and Wotherspoon, Alternates: Smith and Wright

Date: Wednesday, 16 May 2012
Time: 10.00 am
Venue: Committee Room 1 & 2 - Guildhall
Contact: James Goddard **Direct Dial:** 01223 457015

AGENDA

1 APOLOGIES

To receive any apologies for absence.

2 DECLARATIONS OF INTEREST

Members are asked to declare at this stage any interests that they may have in an item shown on this agenda. If any member of the Committee is unsure whether or not they should declare an interest on a particular matter, they should seek advice from the Head of Legal Services **before** the meeting.

3 MINUTES (*Pages 1 - 6*)

To confirm the minutes of the meeting held on 18 April 2012 as a correct record.

4 DESIGN CODES FOR STRATEGIC DEVELOPMENT SITES WITHIN THE CAMBRIDGE FRINGE AREAS- INFORMAL GUIDANCE NOTE
(*Pages 7 - 26*)

5 JOINT DEVELOPMENT COMMITTEE - MEMBER DEVELOPMENT PROGRAMME (*Pages 27 - 32*)

Voting Rights of Members and Quorum for This Item/Application:

All members of the Joint Development Control Committee are entitled to vote on these items/applications. The quorum for the Committee comprises 3 members of Cambridge City Council, 3 members of South Cambridgeshire District Council and 2 members of Cambridgeshire County Council.

Speaking at the Committee by Other Members of the Councils

A member of any of the councils who is not a member of the committee or a member of a parish council (in respect of applications relating to sites in their own parish) may speak at a meeting of the committee at the request or with the permission of that committee or of its Chair made or obtained before the meeting. Such request or permission shall specify the matters in respect of which the member shall be permitted to speak.

Information for the Public

Location The meeting is in the Guildhall on the Market Square (CB2 3QJ).

Between 9 a.m. and 5 p.m. the building is accessible via Peas Hill, Guildhall Street and the Market Square entrances.

After 5 p.m. access is via the Peas Hill entrance.

All the meeting rooms (Committee Room 1, Committee 2 and the Council Chamber) are on the first floor, and are accessible via lifts or stairs.

Public Participation Some meetings may have parts, which will be closed to the public, but the reasons for excluding the press and public will be given.

Members of the public who want to speak about an application on the agenda for this meeting may do so, if they have submitted a written representation within the consultation period relating to the application and notified the Committee Manager that they wish to speak by **12.00**

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noon on the day before the meeting.

Public speakers will not be allowed to circulate any additional written information to their speaking notes or any other drawings or other visual material in support of their case that has not been verified by officers and that is not already on public file.

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<http://www.cambridge.gov.uk/public/docs/Having%20your%20say%20at%20meetings.pdf>

The Chair will adopt the principles of the public speaking scheme regarding planning applications for general items, enforcement items and tree items.

Cambridge City Council would value your assistance in improving the public speaking process of committee meetings.

You are invited to complete a feedback form available in the committee room or on-line using the following hyperlink:

<http://www.surveymonkey.com/s/Y9Y6MV8>

Representations on Planning Applications

Public representations on a planning application should be made in writing (by e-mail or letter, in both cases stating your full postal address), within the deadline set for comments on that application. You are therefore strongly urged to submit your representations within this deadline.

The submission of late information after the officer's report has been published is to be avoided.

A written representation submitted to the Environment Department by a member of the public after publication of the officer's report will only be considered if it is from someone who has already made written representations in time for inclusion within the officer's report. Any public representation received by the Department after 12 noon two business days before the relevant Committee meeting (e.g by 12.00 noon on Monday before a Wednesday meeting; by 12.00 noon on Tuesday before a Thursday meeting) will not be considered.

The same deadline will also apply to the receipt by the Department of additional information submitted by an applicant or an agent in connection with the relevant item on the Committee agenda (including letters, e-mails, reports, drawings and all other visual material), unless specifically requested by planning officers to help decision-making.

Fire Alarm In the event of the fire alarm sounding please follow the instructions of Cambridge City Council staff.

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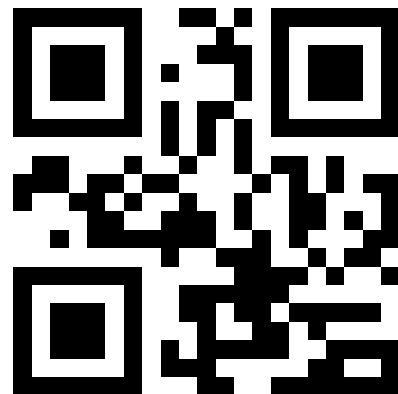
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JOINT DEVELOPMENT CONTROL COMMITTEE: CAMBRIDGE FRINGES

18 April 2012

10.30 am - 12.30 pm

Present: Councillors Bard (Chair), Nimmo-Smith (Vice-Chair), Blencowe, Dryden, Smart, Tunnacliffe, Znajek, Kenney, Orgee, Reynolds, Shepherd, Harford, Nightingale and Shelton

Officers Present:

Sharon Brown (New Neighbourhoods Development Manager – City), Kirsty Carmichael (Principal Planner (New Neighbourhoods) - City), Helen Durrant (Senior Planner (New Neighbourhoods - City), Patsy Dell (Head of Planning Services – City), James Goddard (Committee Manager – City), Penny Jewkes (Legal Advisor - City) and Elizabeth Rolph (Principal Planner (New Neighbourhoods - City)

Developer Representatives:

Harriet Bourne (Architect), Jonathan Gimbett (Director – Countryside Properties) and Mike Jameson (Architect).

FOR THE INFORMATION OF THE COUNCIL

12/17/JDCC Apologies

Apologies were received from Councillors Heazell and Pegram.

The Committee thanked Councillors Heazell, Nimmo-Smith and Znajek for their service and contributions.

12/18/JDCC Declarations of Interest

None.

12/19/JDCC Minutes

The minutes of the 21 March 2012 meeting were approved and signed as a correct record subject to the following amendment:

P3 12/15/JDCC Guidance Note For Marketing Signage For Cambridge Fringe Sites "Any site which crosses the city / district boundaries is to be discussed at an early stage by both Street Naming and Numbering (SNN) officers. A list of street names for each single development site ~~will be then compiled~~ will then be compiled from suggestions made by local Resident's Associations or Parish Council's. The combined list will then be forwarded to Royal Mail and Cambridgeshire Fire and Rescue Service for consultation. A final list of suitable names will then be compiled and issued to ward councillors for approval".

12/20/JDCC 11/0698/REM: Parcels 19 and 20, Clay Farm, Cambridge

Councillor Nimmo-Smith took the Chair for this item.

The Principal Planner (New Neighbourhoods) introduced the report and tabled an amendment to the recommendation in Section 2.1 (a) of the report as follows:

Delete "Agree to the discharge of the condition..." and insert instead: "Raise no objections to the proposals on the basis of the information submitted."

The reason for this being that development has already commenced on site, so the condition cannot be formally discharged

The Committee received a letter from Mr Harper objecting to the application which was read aloud and in full.

The letter addressed the following:

- (i) Concerns regarding:
 - a. The consultation process.
 - b. Height, density, scale and massing of the proposed development.
 - c. Overlooking of Mr Harpers property as a result of the configuration and orientation of the balconies.
 - d. A lack of acoustic site planning in relation to the southern elevation resulting in noise pollution. No attempt to reduce noise impact through the introduction of noise buffers and noise shields. The sole concession being a second floor balcony screen. Intrusive noise particularly at night would affect Mr Harpers amenity..

- e. Unacceptable noise associated with the construction process.
- (ii) Mr Harper stated that:
 - a. Balconies proposed in the application were inappropriate and should be removed.
 - b. The arrangement of the first floor and second floor balconies with external stairs from ground to first floor would allow for nearly 50m² of easily accessible first floor and second floor [balcony] space per dwelling. At this time the only attempt at attenuation had been to the second floor with nothing offered at first floor level.

A representation had also been received from Mr Brookes of 149 Shelford Road requesting that the Applicant/developer impose a restrictive covenant to prevent the removal of the 2/F rear glass which the Officer understood the developer was prepared to do.

Mr Wilding (for the Applicant) addressed the committee in support of the application.

A Member commented that there was a clear difference of opinion between Mr Harpers views and those of the Applicant.

To assist the Committee in understanding the points made by Mr Harper and Mr Brookes, and to be fully aware of the distances involved between the objectors properties and the proposed development including the orientation issues, a cross section plan and an aerial photograph was shown to the Committee.

In response to Member's questions the Principal Planner (New Neighbourhoods) confirmed the following:

- (i) Whilst discharges of conditions were not normally reported to Committee, in this instance the two objectors had raised concerns in relation to the proposed balconies at the time of the original Reserved Matters application (approved by the Committee in October 2011). They had therefore been consulted on the detailed balcony design proposals, subject to the condition and had objected. Under the Committee Scheme of Delegation this means that the decision has to be determined by Committee.
- (ii) The orientation of the proposed development and distances between the development and the nearest residential properties should minimise overlooking of neighbours from the proposed balconies. The balconies had also been raised in height since Mr Harper and Mr

- Brookes had made their original objections. Scheme amendments were set out in the Officer's report.
- (iii) Environmental Health Officers had been, and would continue to actively monitor building construction noise. Environmental Health Officers had raised no objections to date, either in relation to potential noise nuisance from the use of the balconies or from construction works.
 - (iv) Trees on site were the joint responsibility of the Applicant and adjoining Caravan Club.

Councillor Nightingale said he would find out from South Cambridgeshire District Council if the trees on the Caravan Club/development site boundary were protected by Tree Protection Orders.

The revised recommendation was noted.

The committee resolved (by 10 votes to 0 - unanimously) to raise no objection to the proposals submitted on the basis of the information provided in relation to Condition 13 in relation to the approved planning permission 11/0698/REM pursuant to the outline 07/0620/OUT.

Reasons for the decision:

The Committee was satisfied that it was appropriate to raise no objections to the proposals submitted and that Mr Harper's concerns in particular had been fully considered both at this meeting and earlier in the process and that Environmental Health Officers would take such action as may be necessary in relation to the construction noise.

The Chair expressed disappointment that the developer had started work on-site before relevant conditions had been discharged.

**12/21/JDCC Clay Farm Development Pre-Submission Briefing -
Parcels 1b, 2 and 5 Land at Long Road, Clay Farm, 231 Dwellings
(Countryside)**

The Head of Planning Services took the Chair for this item.

The Committee received a presentation from Countryside Properties on Parcels 1b, 2 and 5 land at Long Road, Clay Farm.

The meeting ended at 12.30 pm

CHAIR

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JOINT DEVELOPMENT CONTROL COMMITTEE (CAMBRIDGE FRINGE SITES)

Report by: HEAD OF PLANNING
SERVICES

16 May 2012

Parishes/Wards affected: ALL

REPORT TITLE: DESIGN CODES FOR STRATEGIC DEVELOPMENT SITES WITHIN THE CAMBRIDGE FRINGE AREAS– INFORMAL GUIDANCE NOTE

1. Executive summary

- 1.1. This report provides an explanation of the attached guidance note entitled “Design Codes for Strategic Development Sites within the Cambridge Fringe Areas– Informal Guidance Note”.
- 1.2. Since August 2007, both Cambridge City Council and South Cambridgeshire District Council (SCDC) have required design codes for the urban extension developments in the City Fringes. Equally, it is expected that the new town of Northstowe will be “coded”.
- 1.3. This report provides an overview of the attached guidance note in respect of the preparation, content, consultation, approval and monitoring of design codes in the Cambridge Fringe areas. The guidance note represents an update to a previous “briefing note” prepared by officers in 2007 (not approved by the Joint Development Control Committee (JDCC) as it had not yet been constituted at the time).
- 1.4. The guidance note will need to be approved separately by the Northstowe Joint Development Control Committee in due course –at which point it would be appropriate to amend the title of the document to include specific reference to Northstowe. In other respects the document has been drafted with the view that it will be applicable to Northstowe as well.

2. Recommendations

- 2.1 To agree the use of the updated document: “Design Codes for Strategic Development Sites with the Cambridge Fringe Areas” as informal guidance for the preparation of future design codes for the Cambridge Fringe site developments.

3. Background

- 3.1. Design codes are not new to the Cambridge Fringe areas. Since 2010, there have already been two Design Codes approved by the JDCC. This informal guidance note represents provides an update to an earlier briefing note originally prepared jointly by officers at Cambridge City Council and SCDC. The note cites, and is largely based upon, best practice and government guidance and the original 2007 document is still largely relevant to today's circumstances.
- 3.3. The note explains the process for the preparation of design codes for members, officers and the public, but its primary target audience is developers and their consulting teams. Design coding is a complex technical exercise, involving a range of built environment specialists on a range of topic areas; the guidance is an attempt to clarify key questions before any work begins on a design code.
- 3.4. This updated version of the original 2007 briefing note addresses the important lessons learned since the preparation and approval of the first design code for the Cambridge Fringe areas, the Trumpington Meadows Design Code. More specifically, the guidance note explains that codes should now, amongst other things, focus on the following:
 - Be shorter and more succinct
 - Code for site specific features in a more detailed fashion
 - Fix key elements in respect of movement, blocks and open spaces at the code stage
 - Be underpinned by a proving layout
 - Not be overly demanding of Council officer time and input
- 3.5. Upcoming design codes to be presented to the JDCC are expected to include the NIAB 1 Design Code and the Northwest Cambridge Design Code(s). Additionally, the new town of Northstowe is expected to be coded, and at the appropriate meeting (date to be agreed) a report including the guidance attached will be presented for the consideration of the Joint Development Control Committee for Northstowe.

4. Consultation

- 4.1. Officers in City and SCDC urban design teams and the New Neighbourhoods and New Communities teams have jointly prepared the attached guidance note. In preparing it, officers also reviewed the progress and content of design codes with the Cambridgeshire Quality Panel. Their feedback and suggestions are reflected in the updated

guidance. Equally, through numerous meetings and communications with developers and their consulting teams over the past four years, officers have learned from experience what has worked, and what has not and embedded the lessons learned from that work in the current guidance.

5. Conclusions

- 5.1. The JDCC is therefore recommended to agree the attached informal guidance note which provides an updated, detailed and clear explanation of how to prepare design codes for the Cambridge Fringe site developments, all underpinned by experience of coding locally since 2007.

6. Implications

6.1 Financial Implication

The preparation of design codes requires a significant amount of officer time and resource, significantly over and above what would otherwise be covered by the standard fees that would be applicable for discharges of conditions. The issue of recovering local authority officer costs in relation to design coding processes will therefore be considered on a case by case basis. The cost of preparing the actual code itself is borne by the developer in respect of consultant fees, consultation exercises, printing and distribution.

6.2 Staff Implications

As noted in 6.1, a significant amount of staff resource from several services is required to support the negotiation, review and approval of a design code. In future the Councils will have to be efficient with officer time and input to coding, however it is expected that with the advent of potentially charging for officer time as noted in section 6.1, developers will be more efficient in respect of time needed when they request officer input.

6.3. Equal Opportunities Implications

None.

6.4. Environmental Implications

The effective application of this informal guidance through to implementation will assist the delivery of high quality, sustainable environments within the Cambridge Fringe site developments.

6.5. Community Safety

None.

7. Background papers

These background papers were used in the preparation of this report:

Design Codes for Major Development Sites within the Cambridge Area
(October 2007)

8. Appendices

Appendix A – Design Codes for Strategic Development Sites within the
Cambridge Fringe Areas – Informal Guidance Note (Updated version, May
2012)

9. Inspection of papers

To inspect the background papers or if you have a query on the report
please contact:

Author's Name: Glen Richardson, Urban Design and Conservation
Manager, Cambridge City Council

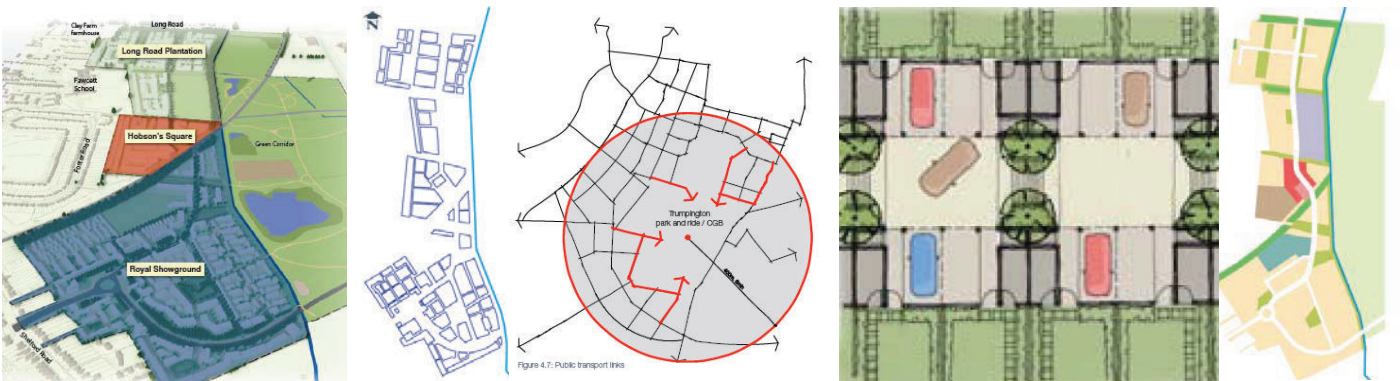
Author's Phone Number: 01223 457 374

Author's Email: Glen.Richardson@cambridge.gov.uk

Design Codes for Strategic Development Sites within the Cambridge Fringe Areas – Informal Guidance Note

Updated version, May 2012

For the approval of the Cambridge Fringe Sites
Joint Development Control Committee on
May 16th, 2012



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1.0 INTRODUCTION AND BACKGROUND

1.1 Purpose and Status of the Briefing Note

Design Codes can be a useful tool for delivering high quality, coordinated development for major development sites. This informal guidance note will provide a brief background to Design Codes, outline why they are needed, how they fit within the planning process, and discuss the level of detail envisaged to be included within codes for sites within the Cambridge Fringe areas. This guidance note has been prepared jointly by Cambridge City Council and South Cambridgeshire District Council (SCDC), primarily for the benefit of developers and their consultant teams in preparing codes.

The original version of this note was prepared in October 2007 and represented informal officer advice only. This updated version incorporates the “lessons learned” from the past four years of work in negotiating and reviewing Design Codes and refines the key elements where Design Codes should now concentrate for the strategic development sites within the Cambridge Fringe areas. The guidance note covers sites within the administrative boundaries of Cambridge and South Cambridgeshire. It is likely that the guidance will also be used to inform the proposed new town of Northstowe in due course. However, this would require separate approval from the Joint Development Control Committee for Northstowe. Nevertheless, the guidance note has been drafted with this purpose in mind and the title of the document would then be amended to include specific reference to Northstowe.

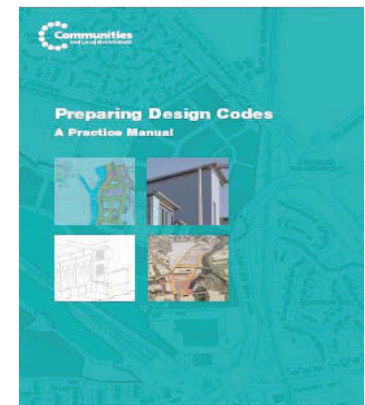
As of May 2012, two Design Codes had been prepared and approved in the Cambridge Fringe areas, specifically one for Trumpington Meadows and one for Clay Farm, both sites being within the “southern fringe” area of the city. More codes are planned or are in process, specifically for the Northwest Cambridge site and for the NIAB site nearby. Several lessons have been learned from the preparation of the southern fringe codes, and it has been helpful that they evolved through a consensual approach between the local authorities, developers and stakeholders and these codes now provide an important tool throughout the life of these developments.

It is important to note that the information contained within this guidance note is without prejudice to the formal determination of any planning applications or discharges of conditions.

1.2 Background and Government policy on Design Coding

There is considerable relevant history to design coding that is instructive to understanding the advice and reasoning behind design codes. The following is a brief chronology.

In May 2004 the ODPM launched a nationwide programme to assess the potential of design coding in England. Seven Pilot projects were established and a research programme launched (in partnership with then CABE and English Partnerships) to test design coding in practice. The findings from the programme were published in the report *'Design Coding in Practice – An Evaluation'* (DCLG, 2006) which concluded that design codes are, in appropriate circumstances can play a major role in delivering better quality development.



In November 2006, a good practice manual was published by the Department for Communities and Local Government, *"Preparing Design Codes: A Practice Manual"* which illustrated how Design Codes can help deliver good quality places, and explains how coding as a process can be integrated into the planning, design and development process.

As part of Planning Policy Statements¹ and 3, the Government set out strong policies to support the achievement of high quality sustainable development. The use of design tools such as Design Codes was encouraged in PPS3, which states:

'To facilitate efficient delivery of high quality development, Local Planning Authorities should draw on relevant guidance and standards and promote the use of appropriate tools and techniques, such as Design Coding alongside urban design guidelines, detailed masterplans, village design statements, site briefs and community participation techniques'

PPS3 also provided a helpful definition of a Design Code as:

'a set of illustrated design rules and requirements which instruct and may advise on the physical development of a site or area. The graphic and written components of the code are detailed and precise, and build upon a design vision such as a masterplan or other design and development framework for a site or area.'

(Source: Annex B, PPS3)

IN March 2012, the Government brought in reforms to planning as part of the National Planning Policy Framework. The NPPF, as it is known, reinforces the potential for Design Codes to deliver high quality, sustainable developments that help promote and reinforce local character and distinctiveness. With the publication of the NPPF, the Government believes that Design Codes still have a potential purpose. The NPPF states:

'Local Planning Authorities should consider using design codes where they could help deliver high quality outcomes'.

(Source: paragraph 59, page 15)

The use of Design Codes to help deliver quality in development is further underpinned by paragraph 58 of the NPPF: 'Local plans and neighbourhood plans should develop robust and comprehensive policies that set out the quality of the development that will be expected for that area.'

The advice from Government has been consistent over the past six years; specifically that design coding has a place in supporting the creation of high quality development.

2.0 DESIGN CODES - THE CAMBRIDGE & SOUTH CAMBRIDGESHIRE CONTEXT

2.1 Why use Design Codes?

The nature of the Cambridge area and surrounding South Cambridgeshire context is complex. The areas identified (within Cambridge City and South Cambridgeshire) for growth are substantial in size and are either currently being developed or will be developed, by different housebuilders etc. over a number of years. Design Codes are considered most valuable when sites possess one or more of the following characteristics:

- Large Sites that will be built out in phases over a long period of time.
- Sites in multiple ownership, where co-ordination is desirable
- Sites likely to be developed by several different developers and/or housebuilders.

Despite legislation requiring Design and Access statements to be submitted at outline stage, officers do not feel that a co-ordinated approach to strategic multi-phased development can be achieved solely through the traditional process of granting outline permission and approving detailed design matters at the reserved matters stage. A step in between, or prior to these stages, should be followed. The Councils consider that Design Codes can bridge this gap between outline and reserved matters and act as a mechanism to delivering high quality and ensuring a co-ordinated approach.

2.2 Design Codes and the Planning Process (refer to figure 2)

Design Codes can be prepared at different stages in the planning process. They can be prepared prior to or post outline planning approval. As such, the timing in the planning process is highly influential on the content and level of prescription of the code. For example, if a Design Code is prepared prior to the grant of outline planning permission, the code is likely to be more strategic and contain less detail.

Figure 1 outlines the general approach to the Design Coding process. The chart illustrates a process whereby a Design Code is prepared in between the outline planning and reserved matters stages. The code thereby acts as a transitional document that bridges the gap between the outline stage and the subsequent more detailed design stages leading to reserved matters planning applications.

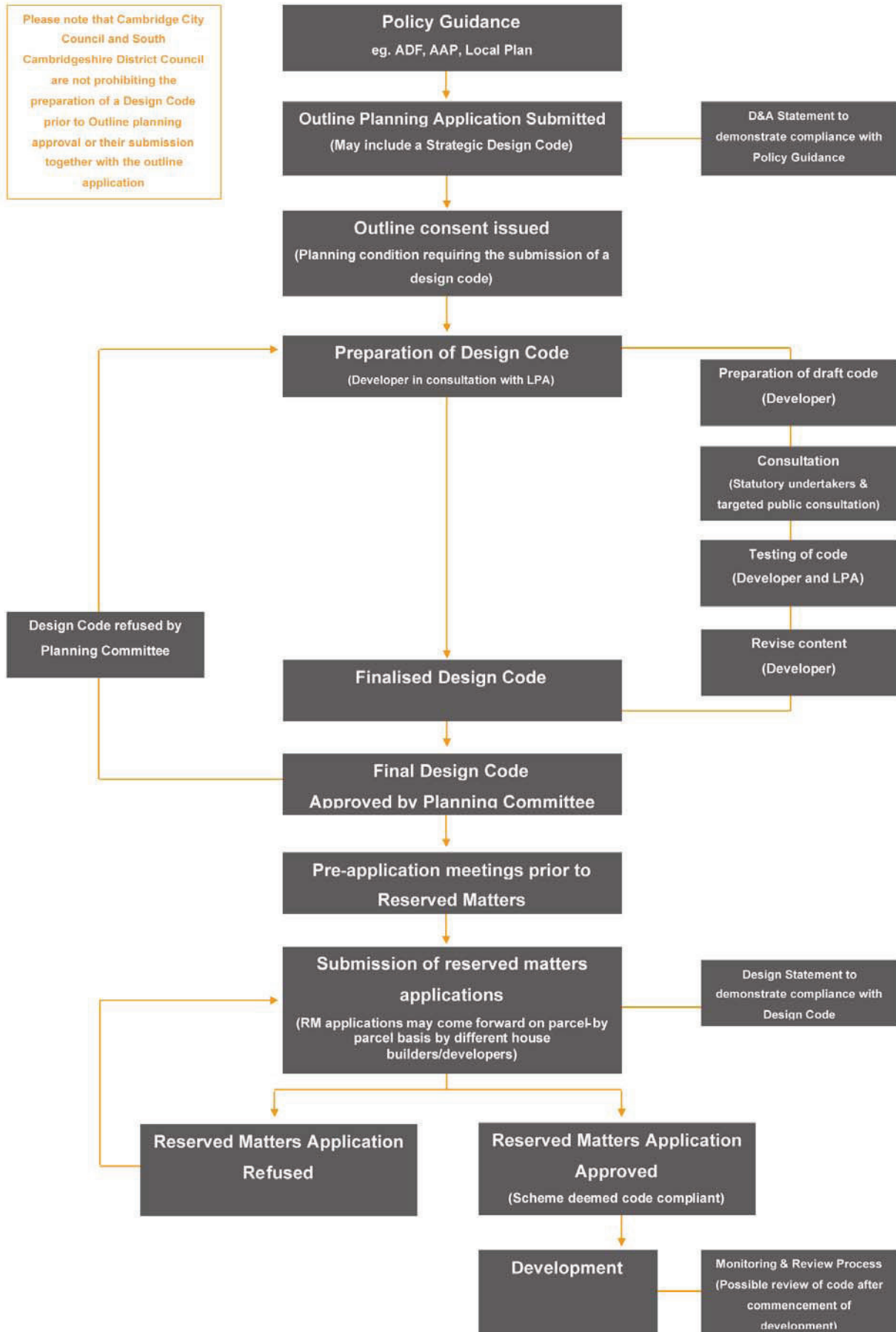
2.3 Preparing a Design Code (refer to figure 2)

Design Codes should be approved as part of the development control process. Design Codes are normally approved as a discharge of a strategic planning condition, normally attached to an outline permission and thereby constitute a material consideration in the determination of subsequent reserved matters applications. Outline permission for each growth area site will be conditioned to require the applicant to prepare a Design Code prior to the approval, rather than the submission, of the first reserved matters application. Subject to agreement of the relevant Council(s), the first phase of the reserved matters application may be worked up in parallel to the Design Code.

There are pros and cons in relation to both the above approaches; submitting a design code earlier, or progressing it in parallel with a reserved matters application. However, it should be noted that delaying bringing forward a draft design code until submission of a first reserved matters application could potentially result in delays to the reserved matters programme if issues/difficulties arise within the parallel design code process.

Prior to the approval of the first reserved matters application, the Design Code will be approved by the Joint Development Control Committee for the Cambridge Fringe Sites (for applications applicable to this committee) or the City's or South Cambridgeshire's own Planning Committees. More information about these committees can be found on either the Cambridge City Council or SCDC websites.

Figure 1 – The Design Code Process



3.0 CONTENT OF DESIGN CODES

3.1 Content of Design Codes (also refer to figure 3)

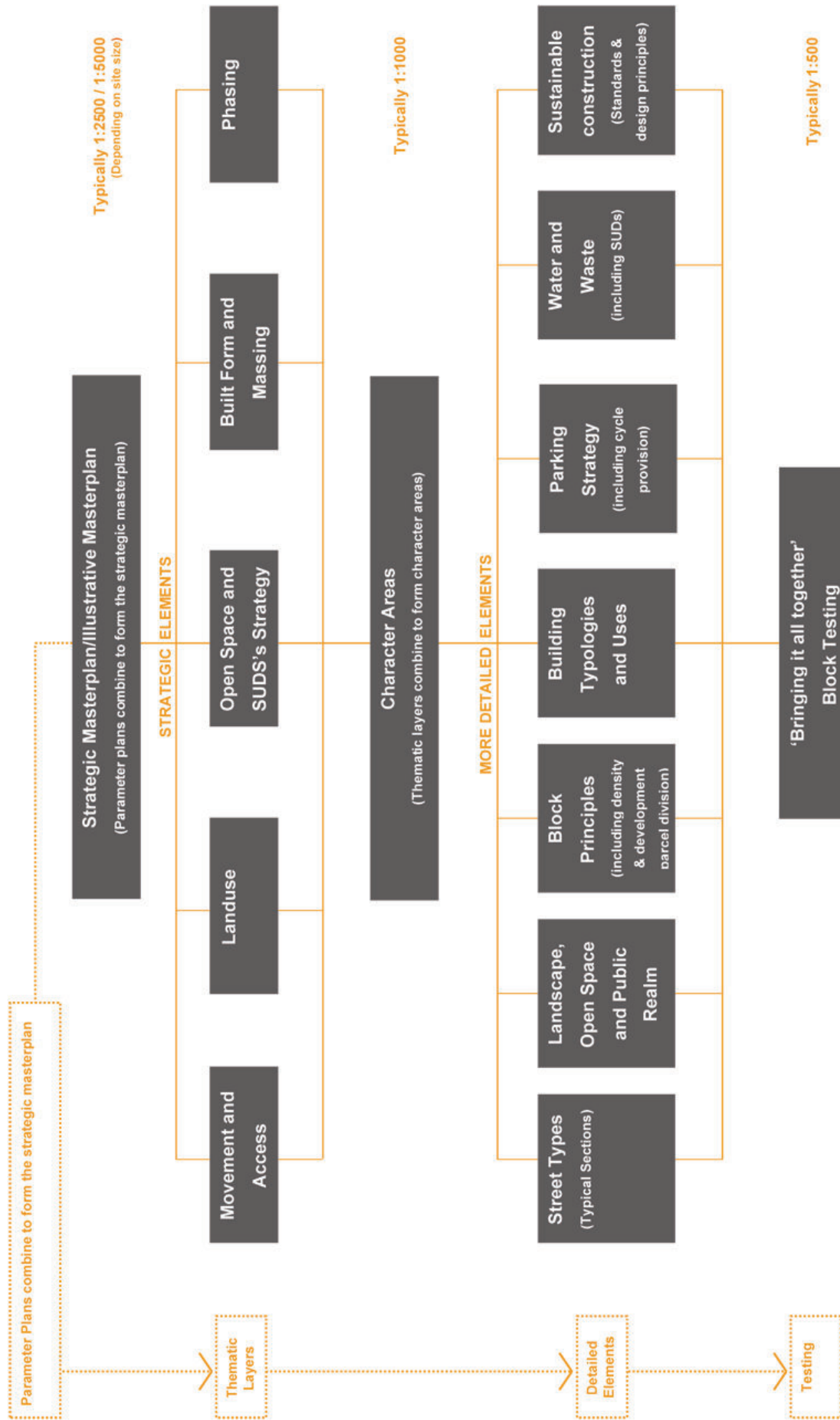
The level of detail defined and required by a code is dependent upon the context and circumstances of the development and the timing within the planning process. Figure 2 provides an outline regarding the minimum recommended level of detail and possible coding elements. The diagram illustrates that the code should systematically and gradually break down elements that contribute to the creation of high quality place making, starting from the most strategic elements. The strategic elements of a code expand upon, and tie together, the themes established in the parameter plans submitted with the outline application. The extent of the detailed coding elements will be established through negotiations between the Council(s) and developers and their representatives.

Lessons learned from recent experience

From the experience of negotiating and agreeing design codes over the past few years, the Councils consider that the key elements to be coded and areas to focus on should be as follows:

- Codes should be concise and clear and avoid repeating elements that have been agreed elsewhere (unless crucial to an explanation of the site structure/character)
- Codes should be mandatory for the most part, with any discretionary elements presented as alternatives
- Codes should promote and reinforce local distinctiveness, backed up by local character area appraisals, where appropriate
- The street and perimeter block structure should be fixed within the code, and the movement network and open spaces should also be fixed in respect of scale, boundaries and strategic landscape elements
- A proving layout should be provided to demonstrate that the block structure is sufficiently robust and flexible for a range of house types, and backed up by detailed parcel and plot design work
- Site specific features should feature strongly in the code, for example swales/SuDs features which help generate and support a strong open space character within the development
- It is vital for any code to be clear on the provision and approach to bins, bikes and cars (the “BBC’s”) and use best practice appropriate to a particular site/use/house type
- Council resources are not limitless and will need to be efficiently targeted and used at the right stages in the process of preparing a code

Figure 2 – Design Code Content



3.2 Consultation Process

Design Codes are technical documents setting out a multitude of technical “rules” for the future built environment for a particular site. A vital step in the completion of a Design Code is stakeholder consultation. The exact form that a consultation takes should be discussed with the Local Authorities before beginning on it and it is suggested that the consultation be carried out in partnership with the Local Authorities. The bulk of the consultation will comprise meetings, workshops, code testing, etc. with relevant council officers and other key stakeholders. In addition, the public should be made aware of the code before it is agreed, and so public consultation should be undertaken and included within any project timetable. Public consultation should be provided for relevant community groups, residents associations, community forums, etc., and may be delivered via public exhibitions, leaflets/magazine publications, or other means. Draft Design Codes should preferably be reviewed by the Cambridgeshire Quality Panel and briefings to the Joint Development Control Committee (Cambridge Fringe Sites) should also be provided at the appropriate time. At least six months should be allowed between the review of the first full draft of the Design Code through to the approval stage. Developers need to plan for at least this amount of this time when considering overall development programs for a particular development or stage of a development.

Prior to the final version of the code being considered by the relevant committee, it will be necessary to ensure that a full draft version has been “tested” to ensure that the principles of the code can be transferred into a detailed reserved matters scheme. Prospective house builders and their architects should be invited to prepare a scheme for a typical parcel within the development using the code to test whether it works and to identify any problems which will need to be resolved before the code is finalized. This process will normally take place through a day-long workshop for which a brief will be prepared to help guide the participants and teams. Code testing should involve at least three teams of architects and relevant Council officers and stakeholders, beforehand which architects (and their clients) have familiarised themselves with the draft code and the parcel(s) to be tested. Most codes should be tested by the architect teams preparing designs of a specific parcel using the code and bringing their work to the code testing day for sharing, review and discussion.

Note: It is likely that the local authorities will seek to recover officer costs associated with Design Code processes in future, given the significant time and resource implications. Charges will therefore be agreed on a case by case basis.

3.3 Amending and Reviewing a Design Code

It is likely that the circumstances in which codes operate will change over time and it is therefore essential that a code is capable of evolving throughout its lifetime. Reasons and circumstances that will trigger a review of a code will vary, however government guidance outlines that legitimate reasons might include:

- Outstanding innovative design
- Demonstrated changes to the local market.
- Changes to the policy framework (for example, national policy).
- Technical improvements.
- Experience in use (for example where known problems exist).
- Unforeseen factors which the Design Code could not have addressed.

(Preparing Design Codes – A Practice Manual, DCLG, 2006, p.106)

The provision for evaluating and amending the code has been incorporated within the design coding process (refer to figure 1), which states that a possible review of a code may take place after commencement of development. Either the local authority or the lead developer will be able to request a review of the design code after two years from commencement of the first reserved matters on the larger development. This was the trigger date agreed in the Trumpington Meadows and Clay Farm Design Codes referred to earlier. A review is considered an important step and will help establish if the code is performing a useful role or needs to be updated.

3.4 Monitoring and Enforcement

Monitoring and enforcement is crucial to the long-term success of design codes. Without the appropriate enforcement, the effectiveness of codes can be significantly undermined. Government advice (DCLG, 2006) outlines that monitoring and enforcement can be undertaken by both Local Authorities and private stakeholders (or a combination of both). Where the Local Authority takes on this role it will be mainly through exercising normal planning control and highway adoption powers.

Monitoring of compliance to a code will be provided by ensuring that reserved matters approvals and discharges of relevant conditions are in accordance with the code or are clearly justified in terms of any key areas of non-compliance and that there is always a statement to this effect attached to any such approvals. On site monitoring will be focused around ensuring that development is being constructed in accordance with the reserved matters and discharge of conditions approvals.

Examples of coding elements (Source: Trumpington Meadows and Clay Farm Design Codes)

Figure 4 Trumpington Meadows, Character Areas

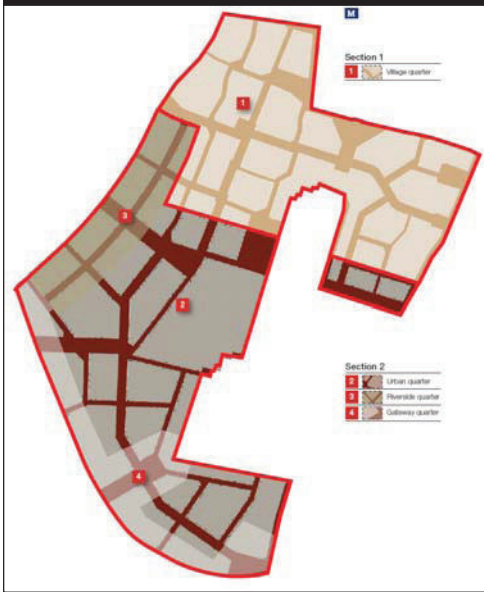


Figure 5 Clay Farm, Street Hierarchy

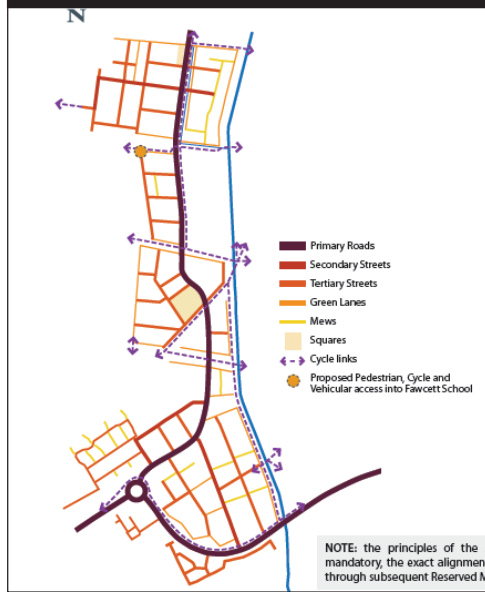


Figure 6 Trumpington Meadows, Block Structure

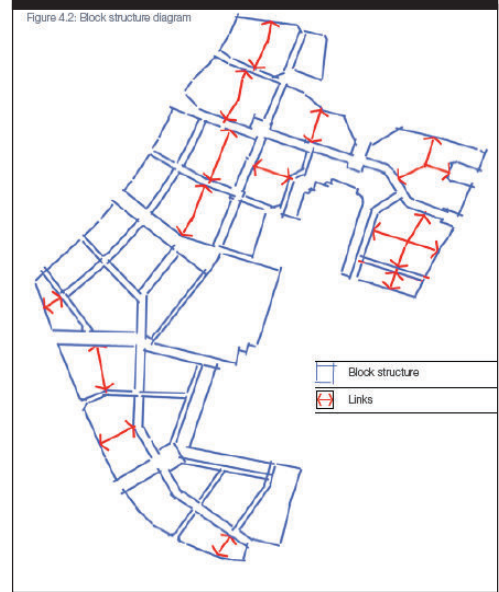


Figure 7 Clay Farm, Indicative 3D sketch of the Community Square

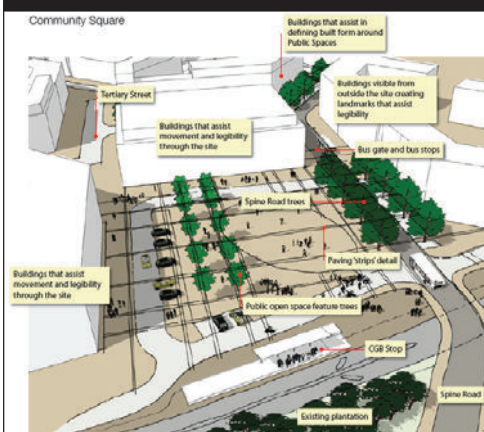


Figure 8 Clay Farm, Landscape Strategy

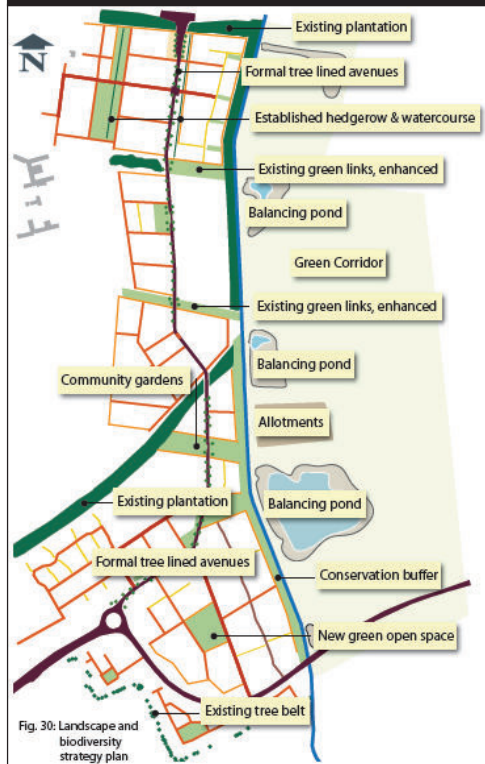


Fig. 30: Landscape and biodiversity strategy plan

Figure 9 Trumpington Meadows, Urban Form



Figure 10 Trumpington Meadows, indicative arrangement of off-plot car parking showing rear court (left) and mews arrangement (right)



FURTHER READING (* Documents containing glossary of terms)

DCLG (2006) *Preparing Design Codes – A practice Manual* *

DCLG (2006) *Design Coding in Practice: An Evaluation* *

DCLG (2006) *Planning Policy Statement 3 (PPS3) Housing*

CABE (2005) *Design Codes, Testing its use in England* *

CABE (2003) *Building Sustainable Communities: The Use of Urban Design Codes*

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JOINT DEVELOPMENT CONTROL COMMITTEE (CAMBRIDGE FRINGE SITES)

Report by: HEAD OF PLANNING SERVICES 16 May 2012
Parishes/Wards affected: ALL

REPORT TITLE: JOINT DEVELOPMENT CONTROL COMMITTEE MEMBER DEVELOPMENT PROGRAMME -UPDATE

1. Executive summary

- 1.1. This report provides an update on the Joint Development Control Committee (JDCC) Member development programme, following on from the extended programme approved by the JDCC in January 2012, which authorised a number of further sessions to take place up to April 2012.
- 1.2. The overall programme has now been running since August 2011 and a total of eight sessions have taken place (see Appendix 2 for schedule of previous sessions). Following discussions with JDCC Members including the Chair and Vice-Chair throughout the recent programme of sessions, this report recommends extending the programme on a permanent basis until further notice.
- 1.3. A programme of topics for future sessions up to the end of 2012 is attached in Appendix 1. This includes provision for a Members Fringe sites tour to take place some time in June (final date to be confirmed as soon as possible).
- 1.4. Again, there will be additional opportunities for JDCC Members to take part in wider training programmes that may be organised either jointly by the three partner authorities or through one of the three local authorities on an individual basis.

2. Recommendations

- a) To agree the roll forward of the Member Development Programme on a permanent basis, until further notice.
- b) To approve the schedule of topics for future sessions as set out in Appendix 1.
- c) That: i) changes to topics/scheduling and ii) topics for future sessions post-December 2012 shall be agreed via Chair, Vice Chair and Spokes.

3. Background

- 3.1. On 10 August 2011, the JDCC first agreed a short programme of Member development sessions. On 25 January 2012, the JDCC approved an extension of the programme through to April 2012. A comprehensive schedule of previous sessions that have taken place to date is attached at Appendix 2.
- 3.2. The sessions have been well attended and the feedback from Members has been positive. Informal discussions about possible future topics of general interest that could be covered and the need to repeat some of the previous sessions for new Members on the Committee have taken place throughout the recent programme of sessions. Additional topics of interest relevant to the JDCC workload have been identified, some by Members.
- 3.3. Officers are therefore recommending JDCC Member development programme should be extended on a permanent basis, until further notice. In this context, a schedule of further proposed sessions running through until the end of 2012 is attached at Appendix 1, with suggested topics. The topics reflect those highlighted through discussions with Members during the recent programme.
- 3.4. In order to streamline the process, it is also recommended that the programme of topics for future sessions post-2012 should again be identified through discussions with and feedback from Members during the ongoing programme and that the programme of topics post-2012 should then be formally agreed via Chair, Vice Chair and Spokes. Any changes to topics and timings would also be agreed in this way.
- 3.5. Another Members Fringe sites tour will be organised for some time in June to assist the induction process for new Members on the Committee. City Committee Services have been asked to canvass possible dates in early June as a starting point. This can be discussed further at Committee on 16 May.
- 3.6. In addition to the above, other Member development opportunities will be available to JDCC Members. This may include jointly organised sessions on topics of general interest or sessions organised by one of the local authorities individually.
- 3.7. In terms of new JDCC Member induction processes, officers will be putting together a short introductory package of information on the Fringe sites that will be circulated to Members as soon as outcomes of the nominations process to the JDCC are known.

4. Consultation

4.1. Members' feedback has been sought informally as the programme has progressed Consultation has also taken place with the Chair and Vice-Chair.

5. Conclusions

5.1. The JDCC Member development programme has progressed well and has been positively received. Given the complexity of some of the Committee workload scheduled to be considered over the next twelve months or so, it is hoped that extending the programme on a permanent basis will further assist and support Members, and particularly any new Members on the Committee, over the coming months.

5.2. Members' attendance is important and confirmation of time given to development activities supports the delivery of quality planning services.

6. Implications

6.1 Financial Implication

Programme cost will be kept to a minimum and shared wherever possible.

6.2 Staff Implications

None.

6.3. Equal Opportunities Implications

None.

6.4. Environmental Implications

None.

6.5. Community Safety

None.

7. Background papers

These background papers were used in the preparation of this report:

JDCC report dated 10 August 2011 –JDCC Member Development Programme 2011/2012

JDCC report dated 25 January 2012 – JDCC Member Development Programme -update

8. Appendices

1. Proposed extended JDCC Member Development Programme up to December 2012.
2. Programme of previous JDCC Member Development sessions.

9. Inspection of papers

To inspect the background papers or if you have a query on the report please contact:

Author's Name: Sharon Brown, New Neighbourhoods Development Manager, Cambridge City Council

Author's Phone Number: 01223 457294

Author's Email: Sharon.Brown@cambridge.gov.uk

Appendix 1

Updated Cambridge Fringe Sites Joint Development Control Committee Member Development Programme –June –December 2012

Topic/Lead officer (s)	Date 2012 /Time/Venue
Not applicable	16 May –no Member development programme event because of local elections. Report to be considered by JDCC.
Members Fringe sites tour – Sharon Brown	June –date/timings to be confirmed
Cambridge Fringe sites general refresher (Southern fringe and NIAB1) –Elizabeth Rolph, Helen Durrant, Mike Ovenden	Wed 13 June 9.30-10.30 –venue TBC
Planning Essentials refresher –TBC	Wed 11 July 9.30-10.30 –venue TBC
North West Cambridge – refresher and update –Mark Parsons/Michael Osbourn	Wed 8 August 9.30-10.30 -venue TBC
Localism Act/National Planning Policy Framework – City/SCDC Policy Team rep(s)	Thurs 6 September 9.30-10.30 –venue TBC
Flood risk, Sustainable Drainage and Water Management –Simon Bunn, Sustainable Drainage Officer, Cambridge City Council	Thurs 4 October 9.30-10.30 –venue TBC
Adoption processes and issues –County rep –TBC	Wed 31 October 9.30-10.30 -venue TBC
Principles of Good Urban Design –Glen Richardson	Wed 28 November 9.30-10.30 –venue TBC

Appendix 2 –JDCC Member Development Programme –Schedule of Previous Sessions to date

Topic	Date
1. Planning Essentials 1 –stages of applications, density and parameter plans	6 October 2011
2. Southern Fringe and quiz/ North West Cambridge – Area Action Plan and context	1 November 2011
3. Planning Essentials 2- S106 processes and use of conditions	1 December 2011
4. Affordable housing strategy and funding update	25 January 2012
5. Adverts and hoardings –advert/planning regulations and policy	22 February 2012
6. Transport modelling including sub-regional model and application to NW Cambridge	22 February 2012
7. Legal issues including declarations of interest, JDCC Terms of reference etc	21 March 2012
8. Design coding update	18 April 2012