



# **Planning Obligations Strategy**

**Consultation Draft  
March 2016**

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## Foreword

When new developments are proposed and there is insufficient infrastructure capacity in the local area to serve them, Cambridgeshire County Council may seek contributions from developers towards the funding or provision of infrastructure necessary to mitigate the impact of proposals on local services by providing land, funding or directly delivering works in kind to provide new facilities and other infrastructure.

This Strategy sets out the County Council's approach to securing developer contributions. It is intended to form the principles for the advice which officers provide, including details about the service areas for which we may seek planning obligations.

Developers should familiarise themselves with this guide to ensure the effectiveness of pre-application discussions and advice. Developers should also note that if the proposed development is of a certain size and/or requires land for new facilities, detailed discussion will be required. Early discussion between applicants and the local authorities is a valuable part of the planning application process to ensure that the impacts of developments are understood and appropriate mitigation is agreed. In order that the County Council is able to sustain and improve the current level of service, a range of charges are in place for pre-application planning advice.

It should be noted that the Strategy does not attempt to specify all of the planning obligations that may be necessary to mitigate the impacts of every development. Other planning obligations may be required that are not set out in this Strategy due to site specific or local circumstances. The exact type and range of planning obligations, which may be sought for an individual site, will depend upon the particular circumstances and development proposed and its impacts upon the local environment, local services and facilities and in accordance with the National Planning Policy Framework (NPPF) and the Community Infrastructure Levy Regulations (2010), (as amended).

# 1. Introduction

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## Background to this Document

- 1.1 Cambridgeshire County Council (the Council) is a major provider of infrastructure and services to support the needs of communities across the County. Demand for these services and facilities is influenced by a range of factors, not least changes in Cambridgeshire's overall population, which in large part is driven by economic growth. Between 2011 and 2031 approximately 144,000 more people are projected to be living in Cambridgeshire<sup>1</sup>. The Council must ensure that it can address adequately the needs of this growing population, for example by providing sufficient school places or appropriate social care for vulnerable people.
- 1.2 A significant challenge for the Council is funding the services and facilities arising from its statutory responsibilities. The increased demand for infrastructure and services arising from development should be set within the wider context of reduced capital allocations from central government, limitations imposed on the levels of borrowing available to the Council and cuts in revenue spending. Therefore to ensure that growth across the County is sustainable the Council, in partnership with the local planning authorities, will seek to maximise the contribution that new development makes towards mitigating its impact.
- 1.3 Against this background, the main purpose of the Strategy is:
- To provide guidance on what the Council will expect developers to contribute in meeting the needs arising from new development, including relevant approaches to assessing and calculating need;
  - To set out the Council's service areas and responsibilities, and the statutory and policy basis for seeking planning obligations where new development generates a need for additional infrastructure and service provision. The following areas are covered by the Strategy:
    - Education, including early years and childcare
    - Library and Lifelong Learning
    - Strategic waste
    - Highways and Transport
    - Social Care and Supportive Services
    - Heritage and Historic Environment
- 1.4 This document should also be read in conjunction with the relevant Local Plan Policies and Supplementary Planning Documents produced by the local planning authorities.

## What are Planning Obligations?

- 1.5 Planning obligations or Section 106 agreements (made under Section 106 of the Town and Country Planning Act 1990, as amended), are legal agreements between local planning authorities and developers, or unilateral undertakings made by developers, in the context of the granting of planning permission. They can be both financial and non-financial (land, works in kind), and they are used when there is a requirement to address the impact of a development and the impact itself cannot be dealt with through a planning condition on the permission. In this document the term 'contribution' is used generically to describe all benefits sought via a planning obligation.
- 1.6 Planning obligations can be used to, i) prescribe the nature of development (e.g. by requiring that a given portion of housing is affordable; ii) to secure a contribution from a developer to compensate for loss or

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<sup>1</sup> *Population, Housing and Employment Forecasts Technical Report*, April 2013 – Cambridgeshire County Council Research and Performance Team.

damage; iii) to mitigate a development's impact (e.g. through increased or improved public transport provision). The use of planning obligations is an effective tool through which the Council will seek to ensure that growth and development, whether individually or cumulatively, meets the objectives of sustainable development as required in local and national policies.

- 1.7 Used properly, planning obligations can significantly increase the quality of development. They can secure benefits capable of mitigating the adverse impacts of a development. However, they cannot be used to make a bad application good where, for example, a scheme does not comply with the development plan.
- 1.8 Regulation 122 of the Community Infrastructure Levy Regulations 2010 (as amended) provides that from 6<sup>th</sup> April 2010 it is unlawful for a planning obligation to be taken into account when determining a planning if the obligation does not meet the following tests:
  - Necessary to make the development acceptable in planning terms;
  - Directly related to the development; and
  - Fairly and reasonably related in scale and kind to the development.
- 1.9 Furthermore, a planning obligation must not be used to provide for the funding or provision of any infrastructure type or project which appears in the local planning authority's list of infrastructure intended to be secured exclusively from Community Infrastructure Levy (CIL) receipts.

## 2. Planning Policy Context

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### National Planning Policy Framework (NPPF)

#### Sustainable Development

- 2.1 NPPF (paragraph 17) sets out 12 core land use planning principles which should underpin plan-making and decision-taking, including taking “account of and support local strategies to improve health, social and cultural wellbeing for all, and deliver sufficient community and cultural facilities and services to meet local needs”.

#### Planning Conditions and Obligations

- 2.2 Local planning authorities should consider whether otherwise unacceptable development could be made acceptable through the use of conditions or planning obligations. Planning obligations should only be used where it is not possible to address unacceptable impacts through a planning condition (NPPF Paragraph 203).
- 2.3 Paragraph 204 re-iterates the statutory tests set out in Regulation 122. Planning obligations should be:
- Necessary to make the development acceptable in planning terms;
  - Directly related to the development; and
  - Fairly and reasonably related in scale and kind to the development.

#### Ensuring viability and deliverability

- 2.4 Paragraph 173 of the NPPF expects that development plans should be deliverable and the viability of development proposed in the plan should not be subject to such a scale of obligations and policy burdens, including Community Infrastructure Levy charges, that their ability to be developed viably is threatened. In order to be appropriate, the cumulative impact of the standards and policies in local plans should not put implementation of the plan at serious risk
- 2.5 Development should not be approved where mitigation, necessary to make a particular development “acceptable in planning terms”, cannot be secured through appropriate conditions or agreements (Paragraph 176).

### Local Policy

#### Local Plans

- 2.6 Cross-boundary co-operation is an integral part of the planning system. Under the Localism Act 2011, the ‘duty to cooperate’ places a legal duty on Local Planning Authorities (LPAs) (including County Councils) to engage constructively and actively on strategic cross-boundary matters (e.g. investment in transport and other necessary infrastructure). To that end, the LPAs within Cambridgeshire and Peterborough have jointly produced a strategic planning document titled ‘The Cambridgeshire and Peterborough Memorandum of Co-operation’ (dated July 2012), which supports local plan preparation in detailing how the ‘duty’ has been met by all LPAs.
- 2.7 The local planning authorities are actively planning for new development with all five city and district councils putting in place updated local plans to at least 2031 and 2036 in the case of Huntingdonshire. Table 2.1 - provides a list of the relevant LPAs within Cambridgeshire, providing details to the status of their Local Plans and whether they have an adopted CIL.

**Table 2.1 - Local Plan and CIL Status of Cambridgeshire LPAs**

LPA	CIL	Section 106	Local Plan Status	Relevant SPD
Cambridge City	No - (charging schedule and Reg 123 list submitted to PINS)	Yes	Draft - Cambridge Local Plan 2014: Proposed Submission (July 2013)	Draft - Planning Obligations Strategy SPD (June 2014)
Cambridgeshire County	No	Yes	Adopted - Cambridgeshire and Peterborough Minerals and Waste Development Plan	Adopted - RECAP Waste Management Design Guide SPD
East Cambridgeshire	Yes	Yes – subject to specific site and infrastructure requirements	Adopted – East Cambridgeshire Local Plan (April 2015)	Adopted - Developer Contributions SPD (March 2013)
Fenland	No	Yes	Adopted – Fenland Local Plan: Core Strategy (may 2014)	Adopted - Developer Contributions SPD (February 2015)
Huntingdonshire	Yes	Yes - subject to specific site and infrastructure requirements	Adopted - Huntingdonshire Core Strategy (September 2009) Draft pre-submission Local Plan to 2036	Adopted - Developer Contributions SPD (December 2011)
South Cambridgeshire	No (Charging Schedule and Reg 123 list submitted to PINS)	Yes	Draft - Proposed Submission Local Plan (July 2013)	No

- 2.8 The County Council’s approach to seeking planning obligations across the County will be consistent with the policy approach detailed in each of the local plans and CIL regimes. Furthermore the strategy will be reviewed to reflect changes in the local plan and CIL status within the districts.

**Other Plans and Strategies**

- 2.9 The Cambridgeshire LPAs have a strong track record of enabling plan-led development with well-established joint working across administrative boundaries. Such plans and associated infrastructure delivery plans are central to understanding the services, facilities and infrastructure that are needed to support these significant levels of growth.
- 2.10 The County Council produces its own service area plans and strategies, which provide the details of how it will deliver its statutory duties and other service responsibilities. The Cambridgeshire County Council Business Plan covers a five year period and is refreshed annually. It provides an important source of evidence related to the infrastructure needs and contributions referred to in the Strategy.

## **Status of this Document**

- 2.11 This document seeks to reflect on recent changes introduced through the National Planning Policy Framework (March 2012) and its associated Guidance, and the Community Infrastructure Levy (CIL).
- 2.12 The Strategy is a material planning consideration in the determination of planning applications, and should development proposals in planning applications not comply with the Development Plan or this document, the Council may object to the proposal where it considers that sustainable development will not be achieved. Any legislative changes or changes to County Council policy may require changes to this strategy. As such, this document may be subject to periodic reviews to ensure that any such changes are made where necessary and appropriate. Appropriate consultation will take place prior to implementing amendments to the strategy.

## 3. Approach to Planning Obligations

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### Use of Planning Obligations

- 3.1 Cambridgeshire County Council's approach to securing planning obligations is set within the framework of national legislation and guidance; regional and local strategy and guidance; and any other material considerations relevant in each particular case. When a planning application is considered, planning obligations will only be sought where they are material to a planning decision, mitigate a particular impact and comply with the CIL Regulations (2010) (as amended).
- 3.2 A planning obligation can be used in a number of ways:
- Restricting the development or use of the land in any specified way;
  - Requiring specified operations or activities to be carried out in, on, under or over the land;
  - Requiring the land to be used in any specified way, or
  - Requiring a sum or sums to be paid to the LPA on a specified date or dates.
- 3.3 The planning obligation is a formal document, a deed, which states that it is an obligation for planning purposes. The document also identifies the relevant land, the person(s) entering the obligation and the relevant LPA that would enforce the obligation. The obligation also becomes a charge of the land.
- 3.4 If the S106 is not complied with it is enforceable against the person(s) entering into the obligation and any subsequent owner. Should there be a breach of the obligation the LPA can take direct action against the person(s) and recover expenses.

### Community Infrastructure Levy and Planning Obligations

- 3.5 Where a LPA has an adopted CIL, the Council will not be able to seek contributions for infrastructure that is included on the Regulation 123 list. Furthermore, from 6 April 2015, the Council will not be able to pool planning obligations from more than five developments to pay for any single infrastructure type or project, where the obligations have been entered into since 6 April 2010. This applies to CIL charging areas (where the infrastructure type or project is not included on the Regulation 123 list) and to non-CIL charging areas.
- 3.6 The CIL status across the Cambridgeshire LPAs at the date of this Strategy is set out in Table 3.1. Where LPAs have a CIL in place, the Regulation 123 List will detail which infrastructure types will be subject to the levy. The LPA is responsible for allocating funds collected through CIL in consultation with the County Council. Where an infrastructure type is covered by CIL the County Council will not seek a corresponding contribution through a planning obligation.

**Table 3.1 – Links to Adopted Regulation 123 Lists**

LPA	CIL Regulation 123 List
East Cambridgeshire	<a href="http://www.eastcambs.gov.uk/sites/default/files/CIL%20R123%20LIST-%20APRIL%202015.pdf">http://www.eastcambs.gov.uk/sites/default/files/CIL%20R123%20LIST-%20APRIL%202015.pdf</a>
Huntingdonshire	<a href="http://www.huntingdonshire.gov.uk/media/1172/cil-regulation-123-list.pdf">http://www.huntingdonshire.gov.uk/media/1172/cil-regulation-123-list.pdf</a>

- 3.7 Planning obligations can be required in conjunction with CIL where the obligation relates to on-site facilities and the infrastructure is not included on the charging authority's CIL schedule and meets the above tests. However, planning obligations may not be used to fund an item that is intended to be funded by CIL, i.e. appears on the charging authority's Regulation 123 list.
- 3.8 When CIL has been adopted the key principle of our approach will be that planning obligations will be used to address site specific impacts through mitigation necessary for the development to be granted planning permission. Planning obligations will be negotiated where items sought are clearly linked to the

development site and are needed to make that particular development acceptable. CIL on the other hand will be used to provide funding towards local and strategic infrastructure required to support growth across the relevant district.

- 3.9 The Council recognises that securing planning obligations requires a collaborative process with the LPA. The Council will work closely with the LPA to ensure that the infrastructure needs of developments are identified and appropriate mitigation is proposed and evaluated in the context of the planning policy and legislative requirements. In particular the Council will demonstrate compliance with the statutory tests for planning obligations on a case by case basis.

### **Forward Funding of Infrastructure**

- 3.10 The Council has responsibility for planning and delivering major infrastructure projects, often necessary to support growth and development across the County. On occasions it may be appropriate to deliver infrastructure in advance of the development commencing, to ensure that capacity is available as the development progresses. This may require the Council to forward fund and deliver infrastructure projects in anticipation of development coming forward.
- 3.11 In such cases, and where it can be demonstrated that the development is directly related to the forward funded infrastructure, the Council will secure a contribution, having regard to the limitations on pooling planning obligations. Contributions sought through this approach are considered necessary to make the development acceptable in planning terms.

### **Pre-application and Process for Seeking Planning Obligations**

- 3.12 The Council recognises the value of early engagement with developers and other stakeholders. This can enable a clear understanding between relevant parties of what facilities and infrastructure will be necessary to support the development, the funding sources for these and the implications for development viability. The Council, in common with the City and District Councils, encourages pre-application discussions on these matters at the earliest opportunity. The Council makes a charge for pre-application advice covering areas such as planning, ecology, biodiversity, transport and highways, travel for work. Details of these services and charges are available on the County Council website.
- 3.13 The Council operates a single point of contact for initial engagement regarding proposed new development. All queries are directed through planning officers in the Growth and Development Service who will involve colleagues from relevant services as appropriate.
- 3.14 The Council will work with its partners to provide as much certainty as possible over infrastructure requirements and costs that are required to meet its statutory and other responsibilities. These requirements will then need to be considered either through planning obligations in relation to site-specific infrastructure, or CIL charges (or off-site infrastructure, subject to pooling limitations) where such infrastructure will serve a wider function.
- 3.15 The advice provided through the pre-application process gives a broad indication of the potential developer contributions that may be sought when a planning application is made. Further dialogue with County services will be required to confirm exact requirements as part of the planning application consultation process. Furthermore, any costs provided at the pre-application stage may differ from final costs as more information becomes available about the development and the solution needed to mitigate its impact. The advice provided will be based on the levels of service capacity at the date of the advice and it should be noted that this may also be liable to change over time.

### **Development Viability**

- 3.16 There may be circumstances where an applicant considers that the overall costs of the contributions or measures sought will make the proposal unviable. In such circumstances, the Council will work with the LPA and applicant to evaluate the impact of planning obligations and affordable housing on scheme

viability and, using an 'open book' approach, to provide specific evidence of how the required contributions affect the overall scheme costs.

- 3.17 There is no policy basis to subject contributions to viability where the infrastructure is necessary to mitigate the impacts of the development. However, the Council will work with the relevant LPA on a case by case basis to ease pressures on viability by prioritising contributions and taking a flexible approach to phased payments and trigger points. This will help to maintain development viable while ensuring that the necessary facilities and infrastructure are provided and ensuring that the development is acceptable in planning terms.
- 3.18 Whilst the Council provides pre-application advice on likely planning obligations issues relating to viability will normally only be considered once a planning application has been submitted.

### **Pooling Planning Obligations**

- 3.19 The Council recognises the limitations placed on the pooling of planning obligations. Regulation 123 of the CIL Regulations limits the number of obligations towards a project or type of infrastructure to no more than five obligations.
- 3.20 Where pooling is considered necessary, the Council will ensure that the level of contribution sought is commensurate with the development, and is compliant with the tests set out in the CIL regulations. To achieve this, the Council will identify the specific project the obligation will be pooled towards. The level of contribution sought towards the project will be based on appropriate underpinning evidence.
- 3.21 Should pooling of five contributions already be achieved on a project or type of infrastructure the Council will consider whether other forms of non-financial mitigation is available. If this is not an option the Council may raise an objection to the proposed development where it is demonstrated that without the appropriate mitigation the development would not be acceptable in planning terms.
- 3.22 The Council will ensure that the pooling limit for a particular project or infrastructure type is not exceeded and will inform the applicant as early as possible in the planning process. This may result in the Council:
- Identifying a new project to mitigate the impact of the development;
  - Mitigating the development by other means where a planning obligation is not possible;
  - Lodging an objection on the grounds that the development would be unacceptable in planning terms.
- 3.23 Applicants are advised to engage early in the process to ensure that the projects are identified and costed and to avoid unnecessary delay to the planning process.

### **Security Provisions**

- 3.24 The Council will require security provisions, where appropriate, to act as a guarantee where large contributions or in-kind infrastructure have been negotiated through the S106 process. Any costs associated with this provision must be covered in full by the development and not deducted from any s106 monies.
- 3.25 Security will be used to protect the Council where it forward funds infrastructure in advance of a scheduled S106 payment, or in the event that the land owner defaults against a payment or fails to deliver infrastructure.
- 3.26 Bonds are the Council's preferred form of security, however, parent company guarantees (PCG) may be appropriate in certain circumstances. Other measures, such as occupational restrictions or charges against land, may be considered when the Council is satisfied that Bonds and PCG are demonstrated not to be a reasonable option.

## Phasing of Payments and Triggers

- 3.27 Depending on the size of the proposed development, the planning obligations within the S106 will typically be paid to the Council in a series of phased payments to be agreed with the applicant and the relevant LPA. The phasing of such payments will normally be set against a number of triggers and will be clearly set out within the S106.
- 3.28 Table 3.2 sets out the Council's standard approach for different scales of development.

**Table 3.2 - Standard Triggers for Payment of Contributions**

Infrastructure Type	<50 dwellings	50 – 250 dwellings	>250 dwellings
<b>Education</b>	100% prior to commencement	50% prior to commencement 50 prior to occupation of 50% of the development	Dealt with on a site by site basis
<b>Life Long Learning</b>	100% prior to occupation of 50% of the scheme		
<b>Strategic Waste</b>			

- 3.29 Triggers for other types of infrastructure not covered in Table 3.2 will be negotiated on a case by case basis.

## Indexation

- 3.30 The Council will apply Indexation to all contributions (on an upward basis only) in order to maintain the value of the obligation. An Indexation date will be agreed (usually from the date of the committee resolution to grant planning permission, until the date the full payment is received) between the Council and the developer. The Council will use the BCIS All-in Tender Price Index for capital contributions and RPI/CPI for revenue contributions or any successor indexes as agreed.
- 3.31 Prior to finalising any costs, the Council reserves the right to refresh costs to take account of any reasonable changes that might have occurred (e.g. legislative changes to design specifications to schools).

## Interest Payments

- 3.32 It is the developer's responsibility to ensure that any financial contributions or in-kind obligations are paid or delivered by the required trigger point. Failure to make any payment due will incur a penalty rate of interest at 4% above the Bank of England Base Rate from the date any payment was due until the day it is received. Such a penalty rate will be above and beyond any indexation that is applied to the sum.

## Legal Costs

- 3.33 An undertaking from the applicant to pay the Council's legal costs prior to drafting the S106 agreement will be required. Legal costs must be paid in full by the applicant before completion of the relevant S106 Agreement. Where subsequent legal input is required, e.g. a deed of variation to the S106 Agreement or agreement otherwise such as by accompanying letter, the costs of this legal input will also be paid by the applicant.

## Administration Charges

- 3.34 The Council has to deploy dedicated resources to monitoring, collection and allocation of financial and non-financial planning obligations to ensure that development is acceptable. Since April 2014 the County Council has had approved S106 monitoring charges designed to recover these costs.

- 3.35 The cost of administration and the monitoring of planning obligations will be financed through monitoring fees applied to individual S106 agreements and unilateral undertakings. The total monitoring charge will vary depending on the number and complexity of the triggers in the S106 agreement or undertaking and will be based on the Council's reasonable assessment of the likely time required to monitor the S106 agreement or undertaking.
- 3.36 Charges will be applied on a development by development basis and agreed by negotiation with the developer having regard to the triggers stated in Table 3.2 above, the complexity of the development and the resources required to monitor that development, for example:
- Multiple triggers for a single payment (instalments)
  - Different triggers for different payments
  - Non-financial obligations
  - The size of the development
  - Ongoing monitoring of the development
- 3.37 The monitoring charge is based on an officer rate of £50 per hour. This will be reviewed and updated annually to reflect inflation and increases in the costs incurred by the County Council. This is in line with bench-marking exercises undertaken by the County Council and corresponds with the charges for pre-application planning advice.
- 3.38 If an agreement is exceptionally complicated and difficult to monitor (e.g. possibly in the case of a large strategic application or a phased development over a long period) the Council may seek a monitoring fee over and above the standard.
- 3.39 Planning obligations will be monitored to ensure that they are undertaken or paid at the agreed dates or trigger points. The spending of received contributions will also be closely monitored to ensure that they are spent by the Council or other agencies on what was agreed and within the required time period set out in the agreement. Where contributions have not been spent by the Council within the required time period, they will be returned.
- 3.40 Payment of the monitoring charge will be required on signing the agreement. However, in the event that the developer does not proceed with the development monitoring charge will be returned.
- 3.41 The details of agreed planning obligations will be held on an electronic database in order to track compliance as the development proceeds. The County Council will liaise with applicants and use other means of monitoring, including site inspections, to ensure that applicants discharge their obligations at the agreed date or trigger. Where financial obligations are due to the Council these become payable on the date or at the trigger point specified in the agreement. In the event that payments are not received by the due date, a late penalty payment will be applied at 4% above the base rate, and the Council may take action through civil recovery procedures to secure compliance with obligations.
- 3.42 Where a S106 agreement contains a requirement to review or submit later detailed proposals for facilities or services, or where the applicant is seeking to modify the S106 agreement, the same arrangements will apply for professional and legal fees as applied to the original agreement, and further monitoring costs may therefore be incurred.

## 4. Education

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### Statutory Overview

- 4.1 The Council, as the Local Children's Services Authority (defined under the Children Act 2004), has responsibility for planning and commissioning services, including education provision for children and young people in Cambridgeshire. The Council has a number of statutory duties to ensure sufficient places in the County for children between the ages 5 and 16 years. It works with other partners to ensure a sufficient supply of 16 – 19 year places. In addition the Council has a statutory duty to ensure a sufficiency supply of pre-school places (e.g. Day Care and/or Nursery provision) for children aged three and four. There is also a duty to ensure free places for eligible two-year olds.
- 4.2 Statutory responsibility in respect of **early years and childcare** includes:
- To secure sufficient, accessible, flexible and affordable childcare to enable parents to work or to undertake education or training which could lead to employment;
  - To secure free early years education provision for all 3 and 4 year olds and those 2 year olds who meet nationally set eligibility criteria, for 15 hours a week, 38 weeks a year. This will increase to 30 hours per week following enactment of the Childcare Bill currently passing through Parliament.
- 4.3 Statutory responsibility in respect of **primary and secondary** includes:
- To provide a school place for every child living in the LCSA area of responsibility who is of school age and whose parents want their child educated in the state funded sector including securing a sufficiency of provision for children with special educational needs (SEN) including those with complex SEN who require special school provision;
  - To adopt a strategic role, with a duty to promote choice, diversity and fair access to school provision.
- 4.4 Statutory responsibility in respect of **Post-16** includes:
- To secure sufficient suitable education and training opportunities to meet the reasonable needs of all young people in LCSA area, and for young people who wish to travel into their area (young people are defined as those over compulsory school age (16), but under 19, or aged 19-25 and subject to a learning difficulty assessment).

### Service Delivery

#### Early Years and Childcare Provision

- 4.5 Where a new primary school is established it will include facilities for delivery of early years education and childcare usually in the form of one or 2 class bases and ancillary facilities, e.g. small office, in order to deliver the current 15 hour weekly entitlement.
- 4.6 Early Years education and childcare is not only delivered through schools or settings based in schools, but by the private, voluntary and independent (PVI) sector.

#### Primary Schools

- 4.7 For good organisational reasons, the Council's policy is to establish new primary schools with whole forms of entry, e.g.:
- 210 place schools (one form of entry (1 FE))
  - 420 place schools (2 FE)
  - 630 place schools (3 FE)

- 4.8 This facilitates single year group teaching i.e. children grouped by age and implementation of infant class size legislation which limits Foundation and Key Stage 1 class (Reception, Year 1 and Year 2) sizes to 30 pupils to one teacher.

### Secondary Schools

- 4.9 Secondary schools provide for the 11-16 age range. The Council has no fixed position regarding the size of new secondary schools. However, as there is a direct correlation between the size of a school and its financial robustness, the Council would expect a new secondary school to be no smaller than 5FE (750 places). Schools larger than 11FE (1650 places) are the exception in Cambridgeshire.
- 4.10 The Council's policy is to establish 11-16 schools unless the best option for providing additional post-16 provision in response to demographic growth is identified as being through the establishment of an 11-19 school.

### Special Educational Needs

- 4.11 The vast majority of children with special educational needs will be educated in their local mainstream school with additional appropriate support from specialist units, usually co-located with mainstream schools. Those few children with the most complex and severe learning needs (approximately 1% of all Cambridgeshire children), attend one of the Council's Area Special Schools.

### Basis for Seeking Developer Contributions

- 4.12 The Government provides capital funding, known as Basic Needs, towards the provision of new school places only where there is increased demand arising from population changes. The funding allocations made in each case is determined following analysis of the Surplus Places and Capacity Assessment (SCAP) returns submitted to the Department for Education (DfE) and is provided on a three year rolling cycle.
- 4.13 There is a clear expectation from the DfE that, where additional capacity is a direct result of housing development, the capital funding required to deliver this should be sought via developer contributions, either Section 106 or CIL. The SCAP guidance and return requires projects required to expand capacity as a result of housing developments to be recorded separately, including details of the levels or anticipated level of developer funding which will be secured.
- 4.14 The process which the DfE operates for the allocation of capital funding towards the provision of new school places, therefore, explicitly excludes the provision of places required as a result of new housing developments.

### **Determining Off-site Contributions**

#### Assessing Demand for School Places

- 4.15 The Council's Research Group has undertaken analysis to determine child yield multipliers for new developments using data taken from the 2011 Census. This reviewed and updated the previous multipliers and was approved by the Children and Young People Committee (8<sup>th</sup> September 2015) and will be reviewed by the Council every 5 years. These multipliers are used to calculate the demand for school places arising from the development.
- 4.16 The intended housing mix is often unknown, unfixed or known in broad terms only, e.g. pre-application enquiries or outline planning applications. In these situations it is necessary to apply a **general multiplier** range that indicates the lowest and highest number of children that might reasonably be expected to live in the development.

**Table 4.1 – General Multipliers**

Age group	Children per 100 dwellings
0-3 (pre-school)	20 - 30
4-10 (primary)	25 - 35
11-15 (secondary)	18 – 25

- 4.17 For place planning purposes, the Research Group advises against the use of a single mid-point figure. Instead greater use of the full range is advised, particularly during early discussions. At all points it is important to be clear that any particular child forecast is based on a set of assumptions regarding the nature of the proposed development. If these assumptions change so too will the child forecasts.
- 4.18 Whilst a multiplier range is proposed for calculating child yield, for the purpose of calculating developer contributions where a detailed housing mix is not yet known, the top end of the range must always be used to guarantee that the Council can cover its statutory obligations with regard to the provision of early years and school places. The Council will also round up the product of applying these multipliers to ensure whole pupil places are achieved.
- 4.19 Where the intended housing mix (dwelling size and tenure) of a new development is known in full, the forecasted number of children will be derived from **detailed multipliers**.

**Table 4.2 – Detailed Multipliers (children per 100 dwellings)**

Age group	Number of Bedrooms					
	Market/Intermediate			Social Rent		
	2	3	4+	2	3	4+
0-3 (pre-school)	10	20	35	40	60	70
4-10 (primary)	5	20	40	15	80	120
11-15 (secondary)	0	15	30	0	40	90

- 4.20 The Council will amend its demographic forecasts for an individual development when more detailed information on the housing mix is available. At all stages it is important to be clear that any particular child forecast is based on a set of assumptions regarding the nature of the proposed development. If these assumptions change, so too may the child forecasts.
- 4.21 Where a detailed housing mix has not been confirmed, the general multipliers represent the only way of identifying likely mitigations. Although the multipliers are expressed as a range, until a detailed housing mix is confirmed, the Council has to assume that the pupil yield will be at the top end of the range for early years and school place planning purposes. This is because it is easier to reduce identified requirements throughout pre-application discussions than increase them if assumptions about housing and tenure mixes require changing. If the developer is able to provide a detailed mix then we can adjust our assumptions accordingly based on the approved policy.
- 4.22 Early years provision will be required for a proportion of the children in the 0-4 years age range due to the qualifying rules for free early years sessions. The pupil yield generated by the detailed multiplier will therefore be discounted by the following rates.

**Table 4.3 – Discount rates for Early Years**

Age	Discount	Comment
2	40%	2 year olds from disadvantaged families eligible for free child care sessions
3	100%	All 3 years olds entitled to free early years sessions
4	67%	67% of 4 year old not in full time school, i.e. reception class

4.23 The number of children likely to attend a **special school** is estimated at 1% of the total number of children aged 2-19. This is the proportion of children in the county that currently attend a special school.

Identifying Existing Capacity

4.24 The pupil yield from new housing development in these circumstances will be compared to the existing situation by analysing the numbers on the school roll, the number of children living in the catchment and physical capacity of local schools to determine the likely future demand for places. However, it is not simply a mathematical calculation as the judgement of officers will need to take account of the profile of pupil ages likely to arise from new housing and in which year groups there may be spare places.

4.25 Where additional development takes place in existing communities which is not of a volume to require a new school or early years or childcare setting, but will have an impact on existing education and childcare provision, additional places, through expansion, may be required to mitigate the impact of the new homes.

4.26 When looking at the capacity of the catchment primary school, the Council will consider the pressures across all year groups. However, particular weight will be applied to the capacity in the reception class (and Year 7 in the case of secondary) in the upcoming years (rather than the total capacity of the school). The reason for this is if the reception class is at, or nearing, capacity then this pressure will feed through the school in future years. This effect is demonstrated in Table 4.4.

**Table 4.4 – Effect of Capacity at Reception Passing Through Subsequent Year Groups**

	Primary School Capacity (PAN of 90)						
	Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
2015/16	90	85	86	86	90	82	89
2016/17	90	90	85	86	86	90	82
2017/18	90	90	90	85	86	86	90
2018/19	90	90	90	90	85	86	86
2019/20	90	90	90	90	90	85	86

4.27 In addition, evidence suggests that a high proportion of residents moving into new developments will tend to have children of pre-school age who will therefore be entering primary school in the reception year and adding to any already existing pressure.

4.28 Where there is insufficient capacity to accommodate the pupil numbers arising from a development it will be necessary for the development to mitigate the impact.

4.29 The Council does not carry a significant level of spare capacity. As a result, the scope for accommodating the pupil numbers arising from new development in existing provision is very limited. There are a number of reasons why spare capacity may not be used:

- The spare capacity is inconveniently located to serve a new development, requiring children to make longer journeys on foot or the Council to provide free school transport as the statutory walking distance is exceeded;
  - The spare capacity available is not in the appropriate year groups;
  - Using surplus capacity would split new communities as the children living there would need to be accommodated in several schools as no one existing school could take them all.
- 4.30 Existing unfilled capacity within a school does not necessarily mean that this would be credited to developers, and may still require a contribution taking into account the following:
- Other permitted development (taking into account any pooling restrictions); and
  - Sites within the locality identified within either the adopted or emerging Local Plan(s).
- 4.31 The Council and LPAs seek to create sustainable communities. Local schools, conveniently accessed, support sustainable transport modes such as cycling and walking. Increasing journey lengths and times by distributing children to existing provision (if possible) will result in longer journeys and encourage a greater propensity for car use. New schools are expected to offer a wide range of other services and community uses to the new population (e.g. out of school clubs, sport, early years, adult learning). The provision of these extended services will utilise the buildings of the new school. Without a locally based school the provision of these extended services to the new community would be much more difficult.

### Identifying Infrastructure Projects and Costs

- 4.32 The introduction of limitations on the pooling of planning obligations has required the Council to change the approach it takes towards developer contributions. Where there is a deficit in capacity as a consequence of one or more developments in a school catchment area the level of contributions sought will be determined in relation to the specific project necessary to mitigate the impact of the development and, where known, other cumulative development within the catchment. This project will be identified by the Council and will address the development needs whilst taking into account the management and organisation needs of the school and its capacity to adapt and expand.
- 4.33 Developer contributions will usually be sought for the following types of project, having regard to the pooling limitation:
- Extending and/or improving existing schools and pre-school provision that serve the development;
  - The building of a new school (primary, secondary and special school) or pre-school facility where there are significant housing proposals.
  - Providing sites for new schools;
  - Enhancing facilities and equipment.
- 4.34 When the project needed to mitigate a development has been identified and costed, the level of contribution will be calculated and apportioned so that it is fairly and reasonably related in scale and kind to the development.
- 4.35 Table 4.5 sets out the benchmark cost per place for new build education infrastructure in Cambridgeshire. These costs are based estimates as of Q1 2014 and will be updated annually.

**Table 4.5 – Costs per Place for Generic Education Infrastructure**

	£/pupil place
Early years (based on cost of a detached 60 place Children’s Centre/EY/pre-school setting)	£19,957
Primary (based on cost of 1FE PS with 2FE core and 1 room for EY)	£23,833
Secondary (based on cost of 4FE)	£26,255
Special school place	£105,300

4.36 The payment of contributions for off-site provision will be based on the standard triggers set out in Table 3.2 above.

### **On-Site Provision (Major Developments)**

4.37 Strategic housing allocations as defined in Local Plans will require a site-specific approach to addressing the education impacts of the development, depending on the scale of development and capacity in the catchment area. Where a new school is required, the Council will require land from the developer within the site, plus a financial contribution to build the school. The cost of the new school will depend upon its required size, any relevant building standards requirements (e.g. BREEAM very good as a minimum for the County Council), and any issues or constraints relating to the proposed site itself. Separate guidance is provided on site specific considerations for education building projects (provide link to guidance).

### Land

4.38 The site requirements for **primary schools** are calculated from the following component parts:

- The footprint of the school buildings based upon the Department for Education (DfE) Building Bulletin<sup>2</sup> which sets out the Area Guidelines for primary schools;
- The footprint of the other buildings, nursery and community/pre-school provision. These are not covered by the DfE guidelines and are derived from the provision the Council has made at other schools in its most recent capital projects.
- DfE playing field recommendations and guidelines for hard play areas and informal recreation areas.
- Other external areas such as car parking, cycle racks, footpaths, access and entrance roads for which there are no specific DfE guidelines. Therefore, these have been derived from the provision made in other recent capital projects at our schools.

4.39 The Council seeks sites that enable the provision of early years accommodation and wrap around childcare services, as well as the flexibility for co-location of other services on school sites. Buildings required for nursery and pre-school provision are not covered by the DfE guidelines and will be derived from the provision the Council has made at other schools in its most recent capital projects.

4.40 The site recommendations for new or extended **secondary schools** are derived from DfE recommended standards for total site area contained within the relevant DfE Building Bulletin. The total site area comprises:

- The net site area (sports pitches, games courts/hard surfaces, soft informal and social areas, hard informal and social areas and habitat areas);

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<sup>2</sup> The Department for Education (DfE) Building Bulletins which establish the requirements for school building design and technical specifications, currently BB98 and BB99 for secondary and primary respectively but working towards BB103 (primary and secondary combined)

- The buildings and access areas (footprint of buildings, refuse deliveries access, entrance path and roads, car parking and drop off, bicycle storage).

4.41 The need to include elements or areas not covered by DfE guidelines accounts for school site areas being larger than the relevant DfE Building Bulletins suggest. It should also be borne in mind that if the absolute minimum site sizes are allocated it limits the potential flexibility to respond to design and planning requirements and the principles of urban design, building orientation and location of key elements such as car parks, building frontages and Sustainable Urban Drainage Systems (SUDS).

4.42 The current land requirements adopted by the Council are set out in Table 4.6 below.

4.43 The size of site required will be dependent upon a number of factors, including the shape of the site and the building form. The Council's new schools are inclusive which, where practicable, seek to make facilities available for a range of community uses. The Council's approach is to seek to accommodate these uses within a site area towards the upper end of the DfE range for an 11-16 school. This ensures flexibility in designing buildings as well as promoting opportunities for co-location of services on school sites.

**Table 4.6 – Land Requirements for Primary and Secondary Schools**

	School size	Playing field area	Total site area
<b>Primary</b>	1 FE (210 places)	0.5ha*	1.5ha
	2 FE (420 places)	0.5ha	2.3ha
	3 FE (630 places)	1.0ha	3.0ha
<b>Secondary</b>	5 FE (750 places)	3.5ha	6.0ha
	6 FE (900 places)	4.0ha	6.9ha
	7 FE (1,050 places)	4.5ha	7.8ha
	8 FE (1,200 places)	5.0ha	8.7ha
	9 FE (1,350 places)	5.5ha	9.6ha
	10 FE (1,500 places)	6.0ha	10.5ha
	11 FE (1,650 places)	6.5ha	11.5ha
	12 FE (1,800 places)	7ha	12.5ha

\* To allow for a junior size pitch

4.44 The Council's established policy is to include **early years accommodation** in new primary schools, typically a class base for each form of entry. It is unlikely that this will be sufficient to enable the Council to fulfil its statutory duties. Consequently the availability of other types of provision will be necessary to give access to the range of provision necessary to meet the statutory entitlement and additional hours through private, voluntary and independent pre-school settings.

4.45 On major development sites the Council would also seek to have these sites secured through the allocation of land in Use Class D1 to facilitate the delivery of private providers. This provision should be in accessible locations, and should reflect different patterns of accessing provision, including families opting for a setting close to their employment and not just homes. To reflect this, opportunities to secure sites within the town centre, local centres and employment hubs should be encouraged.

## Contributions

- 4.46 It is not possible, ahead of detailed design and planning, and acquisition of a school site to produce a fully costed design proposal. Contributions for inclusion in S106 agreements must be calculated, therefore, on the basis of applying a cost per square metre building rate to the gross internal floor area of the building required for its planned size and organisation. These costs are benchmarked to historical local costs and national yardsticks. Other elements of the capital scheme are then calculated as a percentage of this build cost and include:
- Preliminaries
  - Construction works (to BREEAM 'Very Good')
  - Furniture, fittings and equipment (including ICT)
  - Contingencies
  - Professional fees
  - Risk
- 4.47 Where new schools also provide places for children from existing communities, the Council's capital programme will fund provision for these children, proportionate to the overall cost. The Council will only seek developer contributions to mitigate the impacts of the development itself.

## Triggers

- 4.48 Where new schools are required it is usual for a phased approach to be used (using a maximum of 2 phases) with sufficient time to allow for the construction of opening of the school for when it is required. Schools should usually be open for a September intake, with primary schools meeting the needs of the first residents. New secondary schools may open later in the development cycle.
- 4.49 Triggers will usually be linked to occupations; however, long stop dates are sometimes required to ensure that a facility can be fully built out should the build out rate of the housing development be not as expected.
- 4.50 In terms of the payment pattern/triggers for the primary school, the following would be generally expected:
- 10% on commencement of development
  - 65% after 12 months
  - 25% after 24 months

## **Site Specific Considerations**

### Site Specification for School Sites

- 4.51 In January 2014 Cabinet endorsed the principle of using standardised templates to obtain suitable site for new schools and other new CCC infrastructure. The site specification for Primary Schools is at Appendix A.

### Early years and childcare settings

- 4.52 Children within the Early Years Foundation Stage (regardless of the type of setting) need access to an outdoor area throughout their day, to facilitate free-flow play. It is therefore necessary to have rooms that open directly onto outdoor areas. This area should include space for a wild garden, with an area to dig and to plant and grow fruit and vegetable. The children will need an area for physical activities (e.g. climbing frame), a place to explore, and an area of shade in which to do the same activities that they do inside. The use of two-storey accommodation for this age range is, therefore, not usually appropriate.

- 4.53 Childcare facilities used to deliver the early years foundation stage must be safe and secure, keeping children in and intruders out. It is therefore not possible to allow pre-school children to mix freely with other age groups, so their play areas must be solely for the use of each setting. Sites should be level, some distance from large bodies of water, and at low risk of flooding.

### Location of schools

- 4.54 The general requirements for the size and location of school sites are set by Government guidance and policy documents, including Building Bulletins which set standards for buildings and wider site facilities. Following experience of establishing new schools, both for new communities and to meet the demands arising from population growth, in 2007 the Council's Cabinet agreed a number of policy principles which should be used in seeking sites for schools. Schools should be located:

- As close as possible to the centre of the communities they serve, unless physical constraints or other opportunities to reduce site size requirements exist;
- Where possible, so that the maximum journey distance for pupils is within the statutory walking distance (2 miles for children up to 8 years old and 3 miles for older children), as set out in section 444 of the Education Act 1996;
- Close to public transport links, and be served by a good network of walking and cycling routes;
- In areas where there is no potential risk of flooding.

- 4.55 Experience shows that having schools within 400 metres walking distance of the majority of the residential dwellings discourages car use within the development, thus avoiding congestion around the school, and results in significantly higher percentage of parents walking their children to school. This has been an approach adopted in Northstowe, The Wing, Darwin Green and North Ely (Endurance). The Council does not support approaches which locate school sites on the edge of developments (unless there are good reasons for example playing fields in green corridors to contribute to the viability of sites) or near to major transport routes (highways and rail lines) where expensive noise attenuation measures are required to meet DfE/environmental health guidelines.

### Noise Impact

- 4.56 When allocating sites for schools careful consideration must be given to the potential adverse impact of environmental noise from beyond the school. Building Bulletin 93: Acoustic Design for Schools is the statutory document to assess the impact of noise against school buildings. This gives an upper limit of 60dB for external noise at the boundary of external premises uses for formal and informal outdoor teaching and recreational areas. It also recommends a maximum external 55dB for playgrounds, playing fields and other external activities and that there should be outside teaching areas with noise levels below 50dB. A number of key teaching activities will be undertaken outside of the school building itself and this is a very important part of the curriculum.
- 4.57 For example, proximity of a school site to a railway line or main road or industrial area has significant potential impact for noise. Mitigation measures such as a high bund/fence to reduce the impact of noise will be costly and may not be acceptable in planning terms. Equally, orientation of a school building to ensure that no facades of rooms to be used for teaching overlook a main road present additional cost and a significant design constraint to the delivery of a school building and are, consequently, not acceptable to the Council. The developers' early engagement with the Council and district planning colleagues at master-planning stage will address such site issues and avoid objections and/or costly mitigation measures. In the event that the developer were to proceed with a school site deemed unsuitable by the Council, the Council would expect that any mitigation measures would be undertaken by the applicant, at no expense to the Council as education authority.

## Build approach

- 4.58 Matching demand and supply of school places involves the management of significant risks, during the construction of the additional capacity required. For example, developers may vary completion rates/housing densities in response to market conditions.
- 4.59 As a guide, it takes a year to design and a year to build a primary school, and two years to design and two years to build a secondary school using traditional building methods (but up to half that amount of time using more costly off-site design and build solutions).
- 4.60 New primary schools will be planned to open in time to ensure places are available to serve the first children to live in the new communities being created, thus avoiding the need for children to have to travel outside of their communities for their primary education. Building timeframes are particularly significant in such situations. Appropriate trigger points for the transfer of fully serviced sites and developer contributions will be sought to achieve the early delivery of schools.
- 4.61 The opening of secondary schools will be planned on a case by case basis and will take into account the following:
- Capacity in existing local secondary schools
  - Viability
  - Who the sponsor will be
- 4.62 Although construction can be phased, the school will need to be open with the specialist facilities required for delivery of the full curriculum.
- 4.63 In the case of larger developments where a longer build out time-frame applies and necessitates more than one phase of building, core facilities including school hall, offices, kitchen, plant etc. should be constructed in the first phase with scope to add additional classrooms in later phases. This is a more cost effective approach in the long term but is also required to be able to meet the needs of the school curriculum.

## School building heights

- 4.64 If sufficient land is available, the Council's preference for primary schools is to build in a single storey. However, the Council's policy, approved by its Cabinet in July 2010, is that the design of all new primary schools, including building height, should take into account site constraints, the overall development context within which the school site is located and the individual context of the communities the schools will serve. In short, the Council's policy allows for a range of design solutions including multi-storey where appropriate.
- 4.65 The number of build phases should also be considered, not only in terms of the impact of building work on school sites and the delivery of education. For example, it is comparatively cost effective to add suites of additional classrooms in later phases to a single storey build. This is not the case if the school is multi-height which is better suited to a single delivery phase.

## Sustainability measures

- 4.66 The sustainability measures in schools will vary from site to site and from design to design. The 'Works Information' section of the Council's current contractors' framework documentation sets out what the Council expects from projects in general terms. The following are examples:
- Sound and proven environmentally sustainable solutions in relation to design and operation of the school;
  - A sustainable, resource efficient school with low environmental impact

- The siting and layout of the school will have an important impact in achieving sustainability;
- Designed-in energy efficiency

4.67 In addition, all designers must comply with the Building Regulations of which Part L covers sustainability issues.

4.68 The Council's expectations on sustainability, together with building regulations, translate into a set of technical standards which designers are required to follow. Specific prominent features in its new schools may include ground source heat pumps, rainwater recovery systems and passive heating/ventilation systems. New schools are designed to meet BREEAM Very Good standards with an aspiration to achieve an "Excellent" rating.

### Design of Schools

4.69 In response to the growth and the need to build capacity, the Council introduced a multi-partner framework partnership arrangement for project management, design and construction services. On a project by project basis mini-competitions (sometimes called further competitions) are held between the contractors to decide which should be awarded the work. Contractors will manage the design process.

4.70 These long-term framework contract arrangements were concluded following an extensive and competitive EU procurement process. This approach, allows the Council to make significant cost and time savings on projects through securing the benefits of economies of scale and continuous improvement, and by avoiding the need to undertake these tendering processes on every major capital project.

## 5. Libraries and Lifelong Learning

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### Overview

- 5.1 The Council has a statutory duty under the Public Libraries and Museums Act (1964) to provide ‘a comprehensive and efficient library service for all persons desiring to make use thereof’. This is in the context of local need, provided for those who live, work or study in the local area. A Service Level Policy (2005) has been agreed by the Council, in order to specify the type and standards of service to be provided from groups of similar libraries across Cambridgeshire. These range from the smallest community library through to the wide-ranging and specialist services at Cambridge Central Library.
- 5.2 New housing development will have implications for the existing library provision, which may require the following developer contributions towards the provision of:
- Sites for new libraries;
  - A new library building (covering full building and finishes);
  - Co-location with other services in ‘community hubs’;
  - Library fit out and new stock (including the provision of power, data, IT equipment, furniture, shelving and fittings);
  - Upgrading an existing library and lifelong learning facility (might include an extension and/or improvement to the existing floor space); and
  - A mobile service, community provided or ‘pop up’ service; and
  - A revenue stream for the provision of new services for a period of time.

### Service Delivery

- 5.3 The umbrella term ‘cultural and community services’ typically covers Council functions relating to public libraries and lifelong learning, public archives, arts space and museums. The Guide focuses principally on the public library and lifelong learning service as this is the main area for which additional funding through developer contributions is needed in relation to a growing population in Cambridgeshire.
- 5.4 The library services are at the heart of the Council’s development of Community Hubs. A Community Hub is a place in a local area where residents can go to access information, advice, and guidance about Council services, therefore enabling communities to help themselves. Community Hubs are the ‘face to face channel’ for information about all Council services providing particular support people who lack the skills or equipment needed to transact online, with face to face assistance.
- 5.5 The Council’s policy on Community Hubs establishes a number of guiding principles which are set out in Table 5.1.

**Table 5.1 - CCC Community Hub Policy: Guiding Principles**

<b>Purpose – Sustainable physical and digital access to public and community-led services reaching out to the community</b>
<ul style="list-style-type: none"><li>• Provide a catalyst for community- building activities and development</li><li>• Foster the health and wellbeing of the whole community</li><li>• Encourage community resilience by providing opportunities for formal and informal community networks to form and provide the support to enable the building of social capital.</li><li>• Support activities which will prevent or defer a person from needing more expensive interventions /public services.</li></ul>

- To actively signpost community groups and networks

**DESIGN – Flexible, adaptable and accessible. Future proofed multifunctional spaces which are designed creatively and efficiently.**

- Responsive to the needs of each locality and community in which they are set
- The channel for delivering all community and people related support projects, strategies and services, the default outlet for Council service and Digital Participation
- Wherever possible services and functions will not only be co-located but integrated in their design and delivery. All County Council services will be delivered alongside other agency services, including third sector & health, in a seamless manner creating a multifunctional space from a community perspective.
- Located where members of the community often and easily go, with access to walking, cycling and public transport routes either existing or planned.
- Contribute to the public domain and a sense of place, of a sufficient size and design to enable expansion and adaptation.

**OPERATION – Financially sustainable and co-produced with community ownership; governance models relevant to the setting.**

- Will be based on an “anchor” service – a neutral or universal service e.g. library, Café or shop. The selection of the anchor should be based on opportunity rather than need with a view to reach out to the whole community
- Governance models will be appropriate to each situation and will be considered early in process. Priority will be given to community led governance models.
- Will operate under a sustainable business model to ensure they continue to serve communities long into the future and reduce reliance on councils funding.

5.6 Table 5.2 sets out the service levels that the Council will provide for different types of static libraries and provides part of the evidence base for any developer contributions that will be sought. This policy may come under review from time and is currently subject to the “Library Services in Cambridgeshire: Developing our Approach for the Future” transformational work.

**Table 5.2 – Service Levels for Libraries**

	<b>Community Libraries</b>	<b>Key Libraries</b>	<b>Hub Libraries</b>	<b>Central Library</b>
<b>Catchment population</b>	>4,000	>7,000	>14,000	>50,000
<b>Library size</b>	180sqm (150sqm of operational space)	350sqm, including community meeting / activity space and facilities for partner services (270sqm of operational space)	1,000sqm of library operational space PLUS 200sqm of staff space PLUS Additional requirement for partner services and community facilities. The exact size of this space is dependent on the extent of these	4,000sqm

	Community Libraries	Key Libraries	Hub Libraries	Central Library
			additional services; a typical figure would be 200sqm, giving a total floorspace requirement of: 1400sqm	

- 5.7 The Council has a standard specification (see Appendix B) for new library accommodation which will need to be complied with when planning and designing new library accommodation. This has been prepared to ensure that designs meet the service requirements for access, layout, fitting out and sustainability.

### Approach to Contributions

- 5.8 The level of the developer contributions for new library service provision is based on national guidance<sup>3</sup> prepared for the Department for Culture, Media and Sport. These standard charges have been used for the basis of S106 agreements in place for the major developments in Cambridgeshire and have been adopted by several other library authorities in the Country.
- 5.9 Current levels of provision are linked to existing population levels and demographics of the catchment areas. Contributions towards library service provision, therefore, are based on the principles that additional resources and facilities (books, public access computers and the furniture, fittings and equipment to house them) will be necessary on a one-off basis in all cases to meet the information, learning and reading needs of the new residents.
- 5.10 Beyond that, the modification or extension of existing accommodation or the provision of new accommodation needed to make those additional resources and facilities available will be determined by the positioning and scale of the new housing developments in relation to the size / physical capacity and the location of existing library accommodation.
- 5.11 The principal need for new library provision, as opposed to enhancing existing facilities and resources, arises from the planned strategic scale developments, whether these are new settlements or urban extensions. For these developments, the Council will engage with the developer and relevant LPA during the pre-application period and will also ensure, wherever, possible, that the requirement for new library provision is addressed in masterplans for strategic sites.
- 5.12 For other forms of development, the need for additional provision has been calculated on the basis of population increases. Standard charges have been established relating to the impacts of increases in population on existing library provision within a given catchment. Details of these charges, the type of facility and project that they will be applied to are set out in Appendix D.

### Services, Facilities and Infrastructure

- 5.13 The requirement for new library provision in strategic developments is:
- Level 2 Key Libraries – Cambridge Southern Fringe; Cambridge North West, Alconbury Weald
  - Level 3 Hub Libraries – Northstowe

<sup>3</sup> Public Libraries, Archives, and New Development: A Standard Charge Approach, May 2010 (Museums, Libraries and Archives Council)

## 6. Strategic Waste

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### Overview

- 6.1 The County Council is responsible for waste planning and disposal in Cambridgeshire. It provides and manages the area's household recycling centres (HRCs) and works in partnership with the city and district councils in managing household waste. The city and district councils are responsible for waste collection, whilst the County Council is responsible for waste disposal.
- 6.2 As the Waste Disposal Authority the County Council, in partnership with Peterborough City Council and the five Cambridgeshire District Councils has prepared the Joint Municipal Waste Management Strategy for Cambridgeshire and Peterborough 2008 – 2022.
- 6.3 As the Waste Planning Authority, the Council in partnership with Peterborough City Council, has also prepared and adopted the:
- Cambridgeshire and Peterborough Minerals and Waste Core Strategy (July 2011) (the Core Strategy); and
  - Cambridgeshire and Peterborough Minerals and Waste Site Specific Proposals Plan (Feb 2012) (the Proposals Plan).
- 6.4 In partnership with the five Cambridgeshire District Councils the County Council and Peterborough City Council has also prepared and adopted the RECAP Waste Management Design Guide Supplementary Planning Document (February 2012) (the SPD).

### Service Delivery

- 6.5 The Joint Municipal Waste Management Strategy for Cambridgeshire and Peterborough 2008 – 2022 sets out the direction, aims and objectives of the Cambridgeshire and Peterborough Waste Partnership (known as RECAP), including arrangements for sustainable waste management for municipal and household waste.
- 6.6 The Core Strategy and the Proposals Plan set out the strategic and detailed policies for waste management and the spatial strategy for minerals and waste development. The Plan addresses all types of waste arising in Cambridgeshire.
- 6.7 National legislation and policy seeks to ensure the diversion of waste disposal from landfill through waste minimisation, re-use, recycling and treatment. As a Waste Disposal Authority the Council is required by the Environmental Protection Act 1990 to provide facilities at which residents may deposit their household waste.
- 6.8 Policy CS16 of the Core Strategy reflects this statutory requirement. It says that a network of Household Recycling Centres (HRCs) easily accessible to local communities will be developed. New HRCs will be in the following broad locations (although a departure from this policy towards a single site solution was approved in July 2015):
- Cambridge East
  - Cambridge North
  - Cambridge South
  - March
  - Northstowe

- 6.9 These broad locations have been based on the capacity requirements as set out in Policy CS14 of the Core Strategy relating to the Scale of Waste Minimisation Provision. However, it may be feasible to deliver the service through a combination of new and enhanced sites. The Council has identified the following sites for upgraded or replacement HRC facilities:
- St Neots
  - Wisbech
- 6.10 Planned housing growth in Cambridgeshire will place further pressures on existing facilities and will require a combination of new or improved facilities in order to meet future demand. Contributions may be sought to deal with the cumulative impact of a series of both small and large developments.
- 6.11 Cambridgeshire County Council will assess the demands that the proposed development would have on existing facilities. Where the County Council concludes that a site currently has sufficient capacity to accommodate the proposed development, no contribution will be sought. However, where the proposed development is likely to result in a facility being unable to accommodate additional waste, contributions will be sought towards the provision of additional capacity.
- 6.12 The Highways and Community Infrastructure Committee on 7 July 2015 approved a departure from the existing policy that commits the Council to providing three new strategic waste sites around Cambridge and one at Northstowe. Instead it has been agreed to use developer contributions already secured to provide one new site to cover the Northstowe development and the Cambridge area. It should also be noted that the existing HRC at Milton is time limited being linked to the life of the associated landfill site.

### **Approach to Contributions**

- 6.13 Policies CS16 and CS28 of the Core Strategy enable the SPD to set out the details of contributions required for the relevant areas. Information on the methodology for contributions can be found in Section 8 of the RECAP Waste Management Design Guide
- 6.14 The RECAP Waste Management Toolkit that forms part of the SPD says that finance and/or land for the necessary household recycling centres will be provided by developers to allow the upgrade of existing facilities or the creation of new facilities. This approach is applicable to all new developments in the county with a residential element. The type and level of contribution will be proportionate to the scale of development proposed and based on an assessment of the existing household recycling centres in the area.
- 6.15 All residential planning applications must be accompanied by a completed RECAP Waste Management Toolkit, even if it has been agreed e.g. through pre-application discussions, that no contribution will be made. This is necessary in order to enable the Waste Disposal Authority to understand the cumulative pressures that development will place on the HRC service.
- 6.16 Changes to the permitted use of planning obligations, introduced in April 2015, limit the extent to which this approach to developer contributions can be applied. As contributions from only five separate obligations can be pooled towards an item of infrastructure, the expectation is that CIL will be used as the main basis for pooled contributions towards the HRCs set out in the Core Strategy. The Council will work with its partner city and district authorities to ensure that waste facilities are included in local CIL charging schedules (where this is not already the case) and that provision of the identified waste facilities are appropriately prioritised with regard to use of monies collected through CIL charges. Such facilities are an important component of sustainable development, which is the principal purpose of the planning system identified in the NPPF<sup>4</sup>.

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<sup>4</sup> *National Planning Policy Framework*, paragraph 6.

## 7. Highways & Transport

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### Overview

- 7.1 The Council as the Highway Authority has overall responsibility for assessing the transport effects of new development, including the requirement for new or upgraded infrastructure or services<sup>5</sup>. The Local Transport Plan (LTP) and other transport strategies across Cambridgeshire reflect a core principle of the NPPF, to actively manage patterns of growth to make the fullest possible use of public transport, walking and cycling, and focus significant development in locations which are or can be made sustainable.
- 7.2 Development proposals that will result in additional transport activity should be accompanied by a Transport Statement or, for developments with the potential for more significant levels of movement, a Transport Assessment<sup>6</sup>. These should demonstrate how this core principle of achieving sustainable travel will be addressed through the development approach proposed. Early engagement by applicants with the Council's transport officers is recommended to understand the type of transport evidence which will be required to accompany a planning application.

### Service Delivery

- 7.3 Local plans include transport requirements in relation to specific development sites and some strategic scale infrastructure within the area, while market town transport strategies provide a broader, whole settlement approach to necessary transport improvements. These requirements are scaled-up to county level through the LTP and Long Term Transport Strategy. The LPAs' infrastructure lists to support the operation of CIL, together with the Council's strategic infrastructure requirements are an important part of the evidence to justify contribution requests, or direct implementation of measures, in specific instances. The Council, working together with the relevant LPA, will have full regard to these strategies as part of the evidence to support their approach to negotiated agreements and standard charges.
- 7.4 Although some developments may require on-site infrastructure only, off-site mitigation measures may also be required particularly in the case of large-scale, strategic developments. These can be in the form of improvements to the highway network, providing new roads, footpaths and cycleways, bus priority measures and enhanced or additional public transport services among other things.
- 7.5 Travel Plans will form an important element of all Transport Assessments, but are particularly important for large-scale developments involving the potential for significant additional journeys. A travel plan should demonstrate how single occupancy car use will be managed and minimised, set targets for the use of different transport modes and explain how those targets will be monitored and met.

### Approach to Contributions and Delivery of Measures

- 7.6 The need for additional transport and highways infrastructure, facilities and services will be assessed on an individual basis related to the development proposed. The Council will take account of the existing site and wider context in transport terms, the type and scale of development proposed and how the measures proposed will contribute to the overall objective of achieving sustainable movement and mitigating the impact of the development.
- 7.7 Site-specific transport requirements will be negotiated on a case-by-case basis. However, the Council will have regard to relevant policies and requirements in local plans, the LTP and other strategies.

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<sup>5</sup> Except on the motorway and trunk road network, which is the responsibility of Highways England

<sup>6</sup> In accordance with the National Planning Policy Framework, paragraph 32.

- 7.8 As a starting point the Council will look to use planning conditions to address the unacceptable impacts of development. Where a planning obligation is considered necessary, the Council will work with the relevant local planning authority to determine the balance of contributions and measures that can be sought from the development having regard to its overall viability.
- 7.9 The Council will typically require applicants to enter into Section 278 Agreements (Highways Act 1980) where works to the highway are involved and will be undertaken by the developer to the standard and satisfaction of the Highway Authority. Section 106 planning obligations will typically be used for other forms of provision. Contributions may be in the form of capital payments for infrastructure or facilities, or revenue support for new or enhanced public transport services where this meets the statutory tests for the use of planning obligations.
- 7.10 The introduction of limits on the number of planning obligations that can be pooled towards infrastructure means that the Council, working with its partners, will need to take a different approach to funding non site-specific infrastructure and services. These are most likely to be strategic infrastructure required to serve the wider growth of the County, the need for which is not directly attributable to any one individual development but is impacted cumulatively by a number of developments. Examples could include bus priority measures within major transport corridors or enhanced junction capacity on the highway network. Previously contributions to these types of items have been pooled on an area or corridor basis. Work is ongoing to develop and refine how planning obligations can be used in this context.
- 7.11 The Council will also work with the city and district councils to ensure that a comprehensive, costed evidence base is in place which identifies these wider requirements. The Council will want to ensure that transport is referred to in CIL charging schedules (where this is not already the case) and that funding of the identified infrastructure is appropriately recognised and prioritised with regard to use of monies collected through CIL charges.

### **Travel Plan Performance Review**

- 7.12 All developments which generate significant amounts of movement will be required to provide a travel plan to ensure a long-term management strategy is established for the site to deliver sustainable transport objectives. In Cambridgeshire a travel plan will be prepared for any planning application which requires the submission of a Transport Assessment. For smaller developments, for which a Transport Statement is submitted, a lighter touch travel plan is typically required. The exact level of travel plan required should be agreed with the Council on a site by site basis and this will determine whether it will be secured through a planning obligation or condition.
- 7.13 A planning obligation will be required to secure the following aspects of the travel plan:
- A timetable for the preparation, implementation, monitoring and review of all stages of the travel plan;
  - The appointment and funding of a Travel Plan Coordinator to be responsible for the management and maintenance of the travel plan;
  - The overall outcomes to be achieved by the travel plan; the performance indicators and targets
  - Details of the travel planning requirements for occupiers and future occupiers; the process for the monitoring and review of targets and measures;
  - The measures to be implemented, such as the provision of transport infrastructure or services, or contributions with respect to their provision, parking controls and management and contributions towards other measures;
  - A monitoring and review programme, detailing the survey methods to be used and who is responsible for funding the surveys, undertaking and reporting results; and
  - Any sanctions where the targets and indicators are not being met, and how and when they should be applied.

- Any procedure for the variation by means of amendment, substitution or addition of targets or measures

- 7.14 In order to facilitate the effective implementation of the travel plan the Council will seek a financial contribution, secured through the planning obligation, towards the costs of evaluating and reviewing the performance of the travel plan. The level of the contribution will be determined by the nature of the development and the requirements of the travel plan. Account will also be taken of the time required for the Council to undertake the evaluation of the performance of the travel plan and subsequent discussions to agree any amendments to the travel plan.
- 7.15 Details of the current charges for this service are set out on the [Council's website](#).

## 8. Social Care and Supportive Services

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### Overview

8.1 The Council has a number of statutory duties around the care and wellbeing of its residents which includes providing supportive services to Families<sup>7</sup> with a particular aim of supporting the most vulnerable. This duty of care sits within a broad strategic service area covering Children, Family and Adult Services, which supports new communities across Cambridgeshire. The work of these services can fall under the following headings:

- Supporting mental health and wellbeing
- Supporting children and young people
- Children's centre provision
- Children's social care
- Adult social care

### Service Delivery

8.2 New communities are recognised as having higher needs which escalate quicker than in more established communities and therefore they are considered a vulnerable group. Much of the research into new towns or new communities has established clear links between loneliness, poor mental health and antisocial behaviours with a lack of community cohesion and social networks which is greatly influenced by lack of access to community facilities and supportive services.

8.3 The Council's focus is to support the formation of resilient families within self-supporting communities. Communities that are more connected and resilient require fewer public services, create good places to live and improved outcomes for residents. The emphasis is therefore placed on community development, preventative and early help services in new communities. However, more traditional intensive support must be provided to some families in the form of social care.

### Supporting Mental Health and Wellbeing

8.4 The Council has a central role in promoting good mental health and wellbeing. To achieve this, residents must have access to preventative services and early intervention to support their wellbeing as well as access to traditional health services (GP and hospitals etc.). In conjunction with partners and the community, the Council has a responsibility to improve knowledge and reduce stigma and discrimination of poor mental health. In addition, the Council must ensure that early intervention services are provided to avoid issues escalating, which can often lead to substance misuse, crime, domestic violence and suicide. To promote general wellbeing, in partnership with NHS and Public Health, the Council must provide preventative services such as drug and alcohol abuse prevention and sexual health advice. Creating a new community where all residents are physically and mentally healthy is essential for the sustainability of the community.

### Supporting Children and Young People

8.5 The Council's Locality Teams operate as the delivery arm for preventative work with children, young people (aged 0-19) and their families and act as a local hub for identifying need and supporting children and young people. Preventative work includes improving parenting skills, supporting families overcome

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<sup>7</sup> The term 'Family' is used in the widest sense and is intended to refer beyond the traditional family unit to include older people and non-relatives who can be involved in the wellbeing of a person.

behaviour problems, promoting positive activities and choices for young people, tackling non-attendance from education and offering general youth support services. Investing in preventative support and providing early help that meets a community's needs can stop issues escalating and encourage the young people to integrate into the community providing a positive effect on the new community as it forms.

### Children's Centre Provision

- 8.6 The Council has a statutory duty to provide Children's Centre services to communities. Centres must provide a single point of information and access to services for children aged 0-5 and their families, either in situ or through outreach work. The support offered by Children's Centres will improve outcomes for young children and their families, with a particular focus on the most disadvantaged, so children and their families are equipped for life and ready for school, no matter what their background or family circumstances. The support offered by Children's Centres is especially beneficial in new communities, where there tends to be a higher proportion of families with young children, as they help them to adapt to the new community and form social networks.

### Children's Social Care

- 8.7 The Council's statutory duty is to protect children from harm and to provide safe and secure homes for children in care. A social care unit works together to equip families to manage their own lives successfully without social work support, reduce the risk to children and young people and help families reach their potential. New communities are prone to requiring social care involvement brought about by family displacement, isolation, and underdeveloped social infrastructure. Without the support of a trained social worker many of the social issues families suffer from are likely to become worse leading to higher cases of mental health problems and domestic abuse which put children in a partially vulnerable position.

### Adult Social Care

- 8.8 The Council has a duty to protect and support older people, those with physical, sensory and/or learning disabilities and people with mental health issues. Appropriate support, facilities and homes are essential to a new community to ensure that all people, including older people and those who are more vulnerable are able to fully participate in community life. This will ensure that older people, people with disabilities and their carers are as independent as possible and not put at risk of loneliness and/or isolation and all the negatives effects associated with this.

## **Approach to Contributions**

### The Supporting New Communities Strategy

- 8.9 The Supporting New Communities Strategy sets out the Council's statutory obligations, visions and priorities for New Communities<sup>8</sup>. The Strategy provides a formally stated evidence base for all people related services including education, libraries & lifelong learning and social care & supportive services (Appendix 6: level of requirement framework). However, recognising that each new community is different and to encourage flexibility based on local assets and needs, the strategy focuses its approach on guiding principles and outcomes that will shape the contributions required.
- 8.10 There are three core aims that provide the foundation for addressing this area of need in new communities<sup>9</sup>:

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<sup>8</sup> New communities are classed as 500 homes and above in one development, however where multiple smaller developments are concentrated in one area, the definition will apply for sites of over 100 homes.

<sup>9</sup> *Children, Families and Adults: Strategy for Service Delivery in New Communities 2015*, Cambridgeshire County Council

- Ensuring that infrastructure in new communities is designed to meet the needs of the community now and in the future;
  - Supporting the development of self-sufficient, resilient communities by helping to build peoples' capacity to help themselves and others in order to create a good place to live, improve outcomes, support economic prosperity and make people less reliant on public services; and
  - Ensure people living in new communities are supported by the right services that are available at the right time to meet their needs and are supported back to independence.
- 8.11 Meeting these aims will enable the development of strong, vibrant and healthy communities as required by the NPPF. In terms of how these aims translate into specific development requirements, the NPPF requires local planning authorities to plan for a mix of housing, including housing to address the needs of different groups in the community such as, but not limited to, older people, care leavers and people with disabilities<sup>10</sup>. More detailed information on housing can be found in the "CCC Older Peoples Accommodation Strategy, 2015" and "Addressing Adult Social Care Priorities Through Planning in Cambridgeshire" published by the Strategic Planning Unit 2015.
- 8.12 For development of a significant scale, which is allocated in a local plan, the Council will engage with the developer and relevant LPA during the pre-application period to scope the need for particular services and facilities. The Council will also ensure, wherever, possible, that these requirements are addressed in masterplans for strategic sites.
- 8.13 Many of these infrastructure requirements will serve a range of purposes and people. This includes, for example, public open space, shared community facilities and public transport provision. Where more particular requirements exist, for example for extra care accommodation and short term contributions to service provision, the Council will work with partners to negotiate the provision of these facilities through planning obligations.

### Services, Facilities and Infrastructure

- 8.14 The Council will consider the need for services and facilities arising from new development on a case by case basis. However, the types of buildings and services that typically may be required to support vulnerable people include:
- Provision of specialist accommodation (e.g. residential care facilities, supported living accommodation, etc.) within large scale developments;
  - Community buildings and sports facilities;
  - Formal and informal meeting spaces and offices, and
  - Funding to support residents wellbeing and encourage place making (e.g. set up and initial running costs of groups and activities to promote resilience and prevent issues escalating, including staff).
- 8.15 Contributions would be on a short term basis as the community forms to mitigate the impact of increased demand the development will place on supportive services. The range and type of infrastructure, services and facilities necessary to provide social and supportive services in new communities are set out in Table 8.1 below.

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<sup>10</sup> *National Planning Policy Framework*, paragraph 50.

**Table 8.1 - Requirements for Social and Supportive Services**

<b>Housing design and mix<sup>11</sup></b>
An appropriate proportion of homes, should be accessible and or adaptable to meet differing needs (most frequently set to the Lifetime Homes standard (or successor standards))
<b>Specialist accommodation<sup>12</sup></b>
Provision of specialist housing to meet the needs of a range of client groups such as: <ul style="list-style-type: none"> <li>• Learning disabilities</li> <li>• Older people</li> <li>• Autistic Spectrum Disorder</li> <li>• Young people leaving care</li> <li>• Physically disabled</li> <li>• Mental health needs</li> </ul>
<b>Community facilities<sup>13</sup></b>
In keeping with Cambridgeshire County Councils Community Hub Policy community facilities should be provided in the form of indoor appropriately sized, flexible, multiuse spaces to include: <ul style="list-style-type: none"> <li>• Sports facilities suitable for disabled use (including sprung floor studio)</li> <li>• Suitable space within a community building which account for sensory requirements for opportunities to socialise locally</li> <li>• Large meeting/activity space</li> <li>• Changing facilities and toilets suitable for disabled use</li> <li>• Meeting spaces, including informal meeting space, formal meeting rooms, bookable interview rooms</li> <li>• Access to computer work stations (could be through library facilities)</li> <li>• Touch down office space</li> <li>• Parking, including disabled parking and community transport drop off point</li> </ul> <p>For more details on the guiding principles of the CCC Community Hub Policy (see Table 5.1)</p>
Meeting spaces, including informal meeting space, formal meeting rooms, bookable interview rooms
Access to computer work stations (could be through library facilities)
Touch down office space
Parking, including disabled parking and community transport drop off point
<b>Funding</b>
Short term funding to kickstart community activity and community-led support this will include financial support for setting up groups & running activities
<b>Staff</b>
<ul style="list-style-type: none"> <li>• Community development workers</li> <li>• Specialist Community workers (Mental Health and Domestic violence prevention)</li> <li>• Locality workers</li> <li>• Social workers</li> </ul>

<sup>11</sup> See Older Peoples Accommodation Strategy (CCC, 2015)

<sup>12</sup> See Specialist Housing Requirements (CCC, 2016)

<sup>13</sup> See Section 4.3 of the Supporting New Communities Strategy (CCC, 2015)

## 9. Heritage & Historic Environment

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### Overview

- 9.1 The Historic Environment Team (HET) is based within the Council and delivers the following core services: development management & planning advice (pre-application, local plans and land management), monitoring & regulation of archaeological projects, environmental stewardship and monument management. This is supported by the County Historic Environment Record and archaeological archive store. The Team also supports heritage related activities beyond the mitigation and investigation works required as part of the planning process, such as ensuring that new communities can fully access their heritage. This is in accordance with NPPF paragraph 17 on heritage: “*conserve heritage assets in a manner appropriate to their significance, so that they can be enjoyed for their contribution to the quality of life of this and future generations*”.

### Service Delivery

- 9.2 HET delivers statutory and discretionary functions for all six planning authorities, with service level agreements in place for the LPAs, pertinent to the non-designated historic environment. It works with colleagues within Historic England and district council conservation teams to ensure maximum coverage across all heritage assets. HET’s activities encompass both pre-application, application and post-consent works, plus developing opportunities to further understanding and appreciation of the historic environment arising from development related activities.

### Approach to Contributions

- 9.3 The Team will engage with developers, agents and consultants to provide expert and appropriate advice to enable efficient and effective delivery of planning functions relevant to the Historic Environment. Early engagement, in the form of pre-application discussions, is encouraged.
- 9.4 All development which may have an impact on archaeologically significant structures or locations would trigger a need for an archaeological assessment and/or works to be carried out. Such works could be in the form of ‘commissioning’ a relevant programme of work, as defined and specified by the HET, and safeguarding of archaeological interest or provision for excavation, recording and archiving – either through planning conditions or a S106.
- 9.5 Whilst a lot of matters relating to archaeology can be subject to a planning condition, there may be circumstances when a planning obligation is required at appropriate stages of the application/development procedure.
- 9.6 All development which may have an impact on archeologically significant structures or locations may trigger the need for mitigation through the provision of resources which may include but not limited to the following:
- Archaeological consultants and contractors for investigation, recording, analysing, archiving and reporting on archaeological significance;
  - Provision for site management, interpretation schemes and public access to sites and finds, during and after agreed programmes of fieldwork; and
  - Provision of open space, to protect archaeological remains that are of sufficient importance to warrant preservation in situ, and the maintenance of the open space to prevent any form of ground disturbance.
- 9.7 More complex sites with significant known or anticipated heritage assets, archaeological or otherwise, may require the development of a heritage masterplan to ensure the maximum benefit is obtained for current and future generations.

9.8 The form in which contributions should be made would in most cases be:

- Specification and commissioning of relevant, agreed programme of work;
- Safeguarding of archaeological significance or provision for excavation, recording and archiving;
- Ensuring maximum public benefit from heritage assets pre and post application.

## Appendix A Section 106 Site Specification for Primary Schools

Requirement	Description	Trigger
<b>Site requirement</b>	<p>Unencumbered freehold title to site.</p> <p>Site is to be provided for NIL consideration with all services available for connection within 6 months of date of transfer of the site.</p> <p>All non-servient easements, wayleaves and public rights of way are to be diverted around site.</p>	<p>Transfer to facilitate any necessary remediation works in order to commence construction 12 months prior to target opening date. Remediation to be carried out by developer at their cost. Full documentation is to be provided that gives an audit trail demonstrating all work that has been carried out including validation reports.</p>
<b>General site issues</b>	<p>Site shall be clear of refuse at time of transfer.</p> <p>Existing clean topsoil shall be retained and shall not be removed from site prior to transfer.</p> <p>Site shall be free from constraints such as live services, underground structures and obstructions, contamination, ancient hedgerows, drainage ditches, significant ecological/wildlife issues, SSSI's, Tree Preservation Orders and other planning designations, persistent flooding.</p>	<p>Transfer</p>
<b>Site area, delineation and temporary access</b>	<p>Site area to be a minimum of 2.3 hectares (1.5 ha for 1FE, 2.3 ha for 2FE, and 3 ha for 3FE delineated by concrete marker posts (min 900mm above ground level) located at each change of direction.</p> <p>An adequate haul road with no use restrictions shall be provided to enable plant, vehicles and machinery to access the site from the existing adopted highway.</p>	<p>Master planning</p>
<b>Site configuration and levels</b>	<p>Preferred shape is rectangular (with long side no longer than twice the short side).</p> <p>There is to be a minimum of 130m road frontage.</p> <p>The site shall be level and the maximum gradient across any direction shall not exceed 0.25m across whole site.</p>	<p>Either at the Master planning stage or made clear in the submitted planning application.</p> <p>Pre-application advice is advisable.</p>

Requirement	Description	Trigger
<b>Site position within development</b>	The site shall have straight road frontage and shall not to be situated on a corner near road junctions. The location shall be agreed as part of the planning application process with the school being located reasonably central to the proposed catchment area.	Master planning
<b>Site Plans</b>	<p>To provide:</p> <ul style="list-style-type: none"> <li>• Draft transfer plan to maximum scale of 1:500</li> <li>• Layout plan of entire development showing existing highway network.</li> </ul>	To be provided at the first S106 negotiation meeting or shortly thereafter.
<b>Surveys &amp; Investigations</b>	<p>To provide the following documents insured by collateral warranties to provide the Council with redress from the provider in the event of error or inaccuracy:</p> <ul style="list-style-type: none"> <li>• Planning statement of the site to confirm existence of any listed buildings or scheduled monuments, and confirm whether the site is within or near a Conservation Area or SSSI.</li> <li>• Full site topographical survey (electronic format compatible with AutoCAD 2007 (copyright to be passed to CCC)) to include boundaries, site features, all existing underground and above ground services, identifying type, level and route across the site, levels expressed relative to Ordnance Datum at 10m grid centres, drainage levels, adjacent development proposals for highways and infrastructure.</li> </ul> <p>Full archaeological survey as required by planning authority with evidence that it has been accepted by the planning authority and no further archaeological works are required</p> <ul style="list-style-type: none"> <li>• Detail and location plans of known previous site disturbances, e.g. depth and location of previous archaeological excavations carried out by the developer could impact on foundation design and construction.</li> <li>• Results of site investigation carried out to the relevant current British and European Standards, including BS 5930, BS EN 1997-1, BS EN 1997-2 and all related standards referred to therein. This shall determine load bearing capacity of soils, soil types (and depths), type and location of any contamination and ground water level.</li> </ul>	

Requirement	Description	Trigger
	The Council shall be granted a licence with no fee payable to enter the site to carry out any independent pre-construction surveys.	
<b>Communications masts/above ground high tension cables</b>	Communications masts, 440,000v and other overhead electrical cables not to be located near to the site boundaries.	Either at the Master planning stage or made clear in the submitted planning application.
<b>Sound</b>	The acoustic requirements for the school site stated in BB93 should be applicable to the school site at all stages of any surrounding development and on completion of the development. For example, before, during and after construction of adjoining or nearby development that forms part of the same overall development and under the control of the same developer.	Either at the Master planning stage or made clear in the submitted planning application.
<b>Indemnity</b>	To fully indemnify Cambridgeshire County Council for costs of relocating, re-routing, remediating, removing or disposing of any live service, underground structure or obstruction or contamination.	Commencement of S106 negotiations
<b>Boundaries</b> This is an advisory item.	<p>When contemplating design and uses for adjoining development developers should be aware of typical school boundary specification. An example follows:</p> <p>All site boundaries (other than front boundary) fenced with 1800mm high weld mesh on steel posts in accordance with BS 1722. The front boundary to be 1800mm high galvanised steel railings. One pedestrian entrance to be provided on front boundary, a second on an alternative boundary in agreed position, each with steel gates, and three vehicular entrances (on differing boundaries) with steel gates complete with crossovers of pavements to adopted highways. Any and all boundary treatments, hedges, etc. required by planning conditions are to be provided in-situ.</p> <p>Each entrance to have level access to roads that are or shall be adopted.</p>	Either at the Master planning stage or made clear in the submitted planning application.
<b>Highway</b>	Adjacent roads, pavements and cycle ways to be constructed up to base course level, final wearing courses to be laid within 12 months of site transfer or at a time to be agreed with the Council.	Base course level on site transfer.

Requirement	Description	Trigger
	Highway infrastructure adjoining site to be adopted by Highway Authority	As S106
<b>Services generally</b>	<p>All easements, wayleaves and associated installations to serve the site shall have been completed to the site boundary.</p> <p>In the event that incomplete agreements or installations threaten to delay delivery of the school the transferor shall undertake to provide temporary services to the site.</p>	Site transfer
<b>Water</b>	Supply to terminate no less than 3 metres within site boundary at a position to be agreed with the Council. Size of main and water pressure to meet the requirements a 3FE school with appropriate stop valves/terminations/meters in the appropriate boxes/pits/inspection chambers.	Site transfer
<b>Fire hydrant</b>	To be located approximately 5 metres within the front boundary at a position to be agreed with the Council with appropriate stop valves/terminations/meters in the appropriate boxes/pits/inspection chambers.	Site transfer
<b>Gas</b>	<p>Supply to terminate no less than 3 metres within site boundary at a position to be agreed with the Council.</p> <p>Natural gas main to size and pressure to meet the minimum requirement of an operational 3FE school with appropriate stop valves/terminations/meters in the appropriate boxes/pits/inspection chambers.</p>	Site transfer
<b>Electricity</b>	Supply to terminate no less than 3 metres within site boundary at a position to be agreed with the Council. Size of supply to meet the minimum requirement of an operational 3FE primary school with appropriate stop valves/terminations/meters in the appropriate boxes/pits/inspection chambers.	Site transfer
<b>Telecoms</b>	Broadband connection to terminate no less than 3 metres within site boundary at a position to be agreed with the Council. Sufficient number of telephone lines (20 as a guide) for a 3FE school with appropriate terminations in the appropriate	Site transfer

Requirement	Description	Trigger
	boxes/pits/inspection chambers.	
<b>Foul &amp; surface water drainage</b>	<p>To provide details of the Sustainable Urban Drainage Scheme that has been prepared as a development-wide strategy. Such a scheme may include attenuation, swales, balancing ponds, soak-a-ways and discharging into watercourses etc., and may have to be built to an adoptable standard. The onus for design, construction and approvals scheme to the site boundary is to remain with the developer even though the school site may make use of and discharge into the system.</p> <p>If there is a requirement for pumping then this is not part of the school design, all associated infrastructure shall be off site and adopted by the drainage authority.</p> <p>If there are any restrictions on outfall from the site then these need to be stated by the developer, this usually applies to surface water and may dictate whether attenuation is required on the site.</p> <p>No open water shall be located adjacent to the school site.</p> <p>Connections to the foul sewerage system (to be adopted) shall be made available to accommodate the minimum requirement of a 3 FE school no less than 3 metres within the site boundary, at a position to be agreed with the Council.</p>	Either at the Master planning stage or made clear in the submitted planning application.
<b>Sub-stations</b>	Any substation or pumping house is to be located beyond the site and not within 10m of school site boundary.	Master planning
<b>BREEAM</b>	Site characteristics and development infrastructure shall not hamper or impede the aim of achieving <b>VERY GOOD BREEAM</b> rating.	Master planning

# Appendix B Accommodation Specification for Libraries

<b>Accessibility</b>
<ul style="list-style-type: none"> <li>• The library must be accessible to everyone in the community achieving good access, complying with the Equality Act 2010, without compromising the need to achieve high quality exemplar design.</li> <li>• Large clear, bold signage and guiding both internally and externally to help customers navigate the building easily to locate services, resources and information</li> </ul>
<b>Layout and Arrangement of Internal Space</b>
<ul style="list-style-type: none"> <li>• Good clear views into the library from the street and within a shared amenity are essential to attract customers. The physical location of services will need to be linked to the major people flows. This will also allow the maximum use of natural light into the building. Wall space is required to hang shelves and other items but it is not a requirement that the space is enclosed, it can open/flow into the shared space.</li> <li>• A square or rectangular layout that will give good sightlines, allow discrete zones for the different functions of the library and facilitate future flexibility.</li> <li>• A flexible space that is able to accommodate new services and changing service delivery patterns in the future.</li> <li>• The floors shall be designed for the intended use with a minimum live load of 5.0kN/sq.m plus an appropriate allowance for finishes, screed, partitions services etc.</li> <li>• Ceiling height in library public areas to be minimum of 1.5 times normal height for offices</li> </ul>
<b>Services, Fixtures and Fittings</b>
<ul style="list-style-type: none"> <li>• Excellent provision of power and data throughout the building to allow flexibility for the installation of ICT and changes to layout in the future.</li> <li>• Use of as much natural ventilation as possible with comfort cooling where necessary in areas of high heat gain. The internal temperature must be capped at 25 Degrees Celsius.</li> <li>• Lighting levels must be to CIBSE standards specified for libraries. This means that the lighting design for all public areas must achieve, during the hours of darkness, a minimum of 500 lux taken from any point at the floor level, ensuring 250 lux on the vertical plane at the lower end of the spine of books on the bottom shelves. The illuminance ratio shall be 100% floor, 50% walls and book-shelves, at the lowest book-shelf, just above the floor, and 30% on the ceilings. The design must take account of book shelves located within the open floor area, as they will sub-divide the space. The design must be based on reflectance's referenced to actual materials and colour being used for the flooring, walls, book shelves and ceiling. The proposed design must be approved by the Library Service with Lux plots to be verified by test on completion. The fittings must be easy to maintain. Light and colour should be used to create a feeling of spaciousness.</li> <li>• Flexible shelving and furniture, including computer benching and units, to reflect the style of the building and the needs of the customer.</li> </ul>
<b>Health, Safety and Environment</b>
<ul style="list-style-type: none"> <li>• Building design to BREEAM rating "Very Good"</li> <li>• A range of security measures throughout the building for the safety of customers, staff and resources of customers, staff and resources.</li> <li>• A colour scheme that provides harmony and cohesion throughout the building.</li> </ul>

# Appendix C Libraries Shell and Core Finishes

## Structures

- Foundations and substructure
- Structural frameworks, beams and other supports
- Ground floors, including screed. Vinyl flooring to wet rooms (WC facilities, kitchen and cleaners room). Carpet to library, staff lobby and staff room
- External walls, fully finished and decorated both internally and externally
- First floor structure (if built over more than one level, ground floor always a preference), including ground floor ceiling finishes
- All roofs including structure and finishes
- Internal walls, partitions and lobbies, fully finished and decorated
- Internal and external windows doors, shop fronts, including fully glazed lobby, finished and decorated

## MEP and Services

- All mechanical and electrical engineering services to include power, lighting, emergency lighting, fire alarm (RedCare system), intruder alarm (RedCare system), door access control, CCTV, lightning protection, toilet disabled alarm, space heating, including gas powered heat source, heat emitters, under-floor heating, space cooling (if necessary), domestic hot and cold water supply, foul and surface water disposal, IT and data containment but excluding cabling.
- Incoming and other statutory services, to include, electricity, gas, water, BT, and NTL installation. The Developer will arrange and pay any installation charge and fully coordinate with the works all incoming services provision including all liaison with CCC for billing information which will become a CCC responsibility from handover.

## Fixtures and Fittings

- All external and internal ironmongery, including door handles, door closers, panic bars, locks etc.
- All internal and external decorating.
- All internal and external finishes including window blinds, carpets, vinyl flooring to wet areas with latex/levelling screeds and threshold strips, ceramic tiling to kitchen and WC areas.
- Sanitary ware, WCs, basins, sinks.
- Floor and wall mounted kitchen units, worktops.
- Pipe boxings
- WC roll holders, mirrors, hand driers, baby change unit, all DDA toilet equipment, grab rails, handles etc.
- Mat-wells, matting and edging.
- All plaster work, joinery, skirtings, skirting trunking, architraves etc.
- All statutory emergency signage, door signs, e.g. toilet doors

## Appendix D Contributions for Library Service Provision

The following table aims to provide a consistent way of determining the contribution to be sought from any development in Cambridgeshire, irrespective of its size.

The definitions of the contribution levels in the table above are as follows:

A = Enhanced mobile library provision: £28.92 per head of population increase

B = Enhanced micro-library provision: £42.12 per head of population increase

C = Enhanced static library provision (resources and fit out) with no physical changes to existing building: £42.12 per head of population increase

D = Enhanced static library provision (resources and fit out) also requiring internal modifications to existing building: £60.02 per head of population increase

E = Enhanced static library provision (resources and fit out) requiring extension to existing building: £97 per head of population increase

F = New static library provision: £97 per head of population increase

	<b>Future Position:</b> Provision Related to Future Population Size										
	Population → ↓		<1,000	1,000 –3,000	1,000 –3,000	<3,000	>3,000	>7,000	>10,000	>30,000	>100,000
<b>Current Position:</b> Provision Related to Current Population Size			Mobile	Micro-library	Mobile or Micro-library and also within catchment / 2 miles of a nearby static library	Within catchment / 2 miles of a nearby static library	Level 1 Library	Level 2 Library	Level 3 Library	Hub Library	Central Library
	<1,000	Mobile	A				F	F	F	F	F
	1,000 - 3,000	Micro-library		B			F	F	F	F	F

<b>Future Position: Provision Related to Future Population Size</b>										
<i>Population</i> → ↓		<i>&lt;1,000</i>	<i>1,000 –3,000</i>	<i>1,000 –3,000</i>	<i>&lt;3,000</i>	<i>&gt;3,000</i>	<i>&gt;7,000</i>	<i>&gt;10,000</i>	<i>&gt;30,000</i>	<i>&gt;100,000</i>
<i>1,000 - 3,000</i>	Mobile or Micro-library and also within catchment / 2 miles of a nearby static library			B or C		D or E or F	D or E or F	E or F	F	F
<i>&lt;3,000</i>	Within catchment / 2 miles of a nearby static library				B (to establish a micro-library) or C	D or E or F	D or E or F	E or F	F	F
<i>&gt;3,000</i>	Level 1 Library					C or D	D or E or F	E or F	F	F
<i>&gt;7,000</i>	Level 2 Library						C or D	D or E or F	E or F	F
<i>&gt;10,000</i>	Level 3 Library							C or D	E or F	F
<i>&gt;30,000</i>	Hub Library								C or D or E	E or F
<i>&gt;100,000</i>	Central Library									C or D or E