

COUNTY COUNCIL'S RESPONSE TO CONSULTATION ON THE FOLLOWING DEVELOPMENT PROPOSAL

District: Cherwell

Application No: 18/00825/HYBRID-4

Proposal: Demolition of buildings and structures as listed in Schedule 1; Outline planning permission for up to 1,175 new dwellings (Class C3); 60 close care dwellings (Class C2/C3); 929 m2 of retail (Class A1); 670 m2 comprising a new medical centre (Class D1); 35,175 m2 of new employment buildings, (comprising up to 6,330 m2 Class B1a, 13,635 m2 B1b/c, 9,250 m2 Class B2, and 5,960 m2 B8); 2.4 ha site for a new school (Class D1); 925 m2 of community use buildings (Class D2); and 515 m2 of indoor sports, if provided on-site (Class D2); 30m in height observation tower with zip-wire with ancillary visitor facilities of up to 100 m2 (Class D1/A1/A3); 1,000 m2 energy facility/infrastructure with a stack height of up to 24m (sui generis); 2,520 m2 additional education facilities (buildings and associated external infrastructure) at Buildings 73, 74 and 583 for education use (Class D1); creation of areas of Open Space, Sports Facilities, Public Park and other green infrastructure; Change of Use of the following buildings and areas: Buildings 357 and 370 for office use (Class B1a); Buildings 3036, 3037, 3038, 3039, 3040, 3041, and 3042 for employment use (Class B1b/c, B2, B8); Buildings 217, 3102, 3136, 3052, 3053, 3054, and 3055 for employment use (Class B8); Buildings 2010, 3008, and 3009 for filming and heritage activities (Sui Generis/Class D1); Buildings 2004, 2005 and 2006 for education use (Class D1); Buildings 366, 391, 1368, 1443, 2007, 2008 and 2009 (Class D1/D2 with ancillary A1-A5 use); Building 340 (Class D1, D2, A3); 20.3ha of hardstanding for car processing (Sui Generis); and 76.6ha for filming activities (Sui Generis); the continuation of use of areas, buildings and structures already benefiting from previous planning permissions, as specified in Schedule 2; associated infrastructure works including surface water attenuation provision and upgrading Chilgrove Drive and the junction with Camp Road

Location: Heyford Park Camp Road Upper Heyford

Response date: 07 September 2020

This report sets out the officer views of Oxfordshire County Council (OCC) on the above proposal. These are set out by individual service area/technical discipline and include details of any planning conditions or informatives that should be attached in the event that permission is granted and any obligations to be secured by way of a S106 agreement. Where considered appropriate, an overarching strategic commentary is also included. If the local County Council member has provided comments on the application these are provided as a separate attachment.

Assessment Criteria
Proposal overview and mix/population generation

OCC's response is based on a development as set out in the table below.

Residential	No.
1-bed dwellings	164
2-bed dwellings	304
3-bed dwellings	504
4-bed & larger dwellings	203
Close Care Dwellings (Class C2/C3)	60
Extra Care Housing	
Affordable Housing %	35%
Commercial – use class	m²
A1	929
B1	19,965
B2/B8	15,210
Development to be built out and occupied out over	10 years

Based on the completion and occupation of the development as stated above it is estimated that the proposal will generate the population stated below:

Average Population	2766
Primary pupils	294
Secondary pupils	213
Sixth Form pupils	35
SEN pupils	6.1
Nursery children (number of 2 and 3 year olds entitled to funded places)	41.2
20 - 64 year olds	1540
65+ year olds (figure includes Close Care Dwellings)	425
0 – 4 year olds	147

Application no: 18/00825/HYBRID-3

Location: Heyford Park Camp Road Upper Heyford

Strategic Comments

OCC support the principle of this masterplan application and the delivery of Local Plan Policy Villages 5: Former RAF Upper Heyford. Funding from the Oxfordshire Housing & Growth Deal has been released to design and help to deliver the major works required at Junction 10. However, further work is required to overcome the technical transport and ecology objections. In summary:

- There is a transport objection detailed in the officer response below.
- There is an ecology objection as the submitted amendments do not alter our original comments.

Also attached are our Lead Local Flood Authority and Community Infrastructure comments on this application.

OCC is committed to working with the applicant and CDC to resolve these outstanding issues.

Officer's Name: Jonathan Wellstead

Officer's Title: Senior Planner

Date: 04/09/2020

Application no: 18/00825/HYBRID-4

Location: Heyford Park Camp Road Upper Heyford

General Information and Advice

Recommendations for approval contrary to OCC objection:

IF within this response an OCC officer has raised an objection but the Local Planning Authority are still minded to recommend approval, OCC would be grateful for notification (via planningconsultations@oxfordshire.gov.uk) as to why material consideration outweigh OCC's objections, and given an opportunity to make further representations.

Outline applications and contributions

The number and type of dwellings and/or the floor space may be set by the developer at the time of application, or if not stated in the application, a policy compliant mix will be used for assessment of the impact and mitigation in the form of s106 contributions. These are set out on the first page of this response.

In the case of outline applications, once the unit mix/floor space is confirmed by the developer a matrix (if appropriate) will be applied to assess any increase in contributions payable. The matrix will be based on an assumed policy compliant mix as if not agreed during the s106 negotiations.

Where unit mix is established prior to commencement of development, the matrix sum can be fixed based on the supplied mix (with scope for higher contribution if there is a revised reserved matters approval).

Where a S106/Planning Obligation is required:

- **Index Linked** – in order to maintain the real value of s106 contributions, contributions will be index linked. Base values and the index to be applied are set out in the Schedules to this response.
- **Security of payment for deferred contributions** – An approved **bond** will be required to secure payments where the payment of S106 contributions (in aggregate) have been agreed to be deferred to post implementation and the total County contributions for the development exceed £1m (after indexation).
- **Administration and Monitoring Fee - TBC**
This is an estimate of the amount required to cover the extra monitoring and administration associated with the S106 agreement. The final amount will be based on the OCC's scale of fees and will adjusted to take account of the number of obligations and the complexity of the S106 agreement.
- **OCC Legal Fees** The applicant will be required to pay OCC's legal fees in relation to legal agreements. Please note the fees apply whether an s106 agreement is completed or not.

CIL Regulation 123

Due to pooling constraints for local authorities set out in Regulation 123 of the Community Infrastructure Levy Regulations 2010 (as amended), OCC may choose not to seek contributions set out in this response during the s106 drafting and negotiation.

That decision is taken either because:

- OCC considers that to do so it would breach the limit of 5 obligations to that infrastructure type or that infrastructure project or
- OCC considers that it is appropriate to reserve the ability to seek contributions to that infrastructure type or that infrastructure project in relation to the impacts of another proposal.

The district planning authority should however, take into account the whole impact of the proposed development on the county infrastructure, and the lack of mitigation in making its decision.

Application no: 18/00825/HYBRID-4

Location: Heyford Park Camp Road Upper Heyford

Transport Schedule

Recommendation:

Objection for the following reasons:

- The composite parameter plan incorrectly shows the route of the Aves Ditch reinstatement.

If despite OCC's objection permission is proposed to be granted then OCC requires prior to the issuing of planning permission a S106 agreement including an obligation to enter into a S278 agreement to mitigate the impact of the development plus planning conditions and informatives as set out in our earlier responses.

Comments:

Paul Harris has provided the following comments on Pegasus letter to CDC ref **PB/CIR.P.16-0631** and the following updated application documents: Composite Parameter Plan: **P16-0631_08AK** and the Existing and Proposed Fencing Plan: **P16-0631_65G**

- 1) With regards to the 'implementation' section of the Pegasus letter PB/CIR.P.16-0631, it needs to be pointed out that the condition to reinstate Aves Ditch and Portway is part of the current permission dating from 2010. The two routes' reinstatement and opening are many years overdue. It should be a priority that these two routes are opened regardless of the progress of this current or any future applications. Condition 30 discharge application was made in 2012 and there is no clear reason why the routes have not been opened. As to the proposal for the two-phase approach, this is not objected to provided that a clear and short timetable for Aves Ditch and Portway is provided as a legal commitment and that a safe road crossing bridleway facility will need to be provided at the south end of Chilgrove Drive at the same time as Aves Ditch Flying Field works to ensure a safer means of travel for non-motorised users (NMUs). Minor works to Chilgrove Drive to facilitate access will need to be undertaken– including vegetation clearance, obstruction removal and possible spot surface repair. No vehicle access into the Heyford Park site along Chilgrove Drive should be permitted.
- 2) Composite Parameter Plan: P16-0631_08AK. This plan still appears shows the route of Aves Ditch (blue dots) passing outside of the current southern bomb store fencing on south and south-eastern edges, rather than inside the fencing between the fence and the bunds. This contrasts with the eastern and northern edges where the route is shown inside the boundary. Whilst the plan's depiction of the route to the south of the southern bomb store remains unclear this element of the application is **objected to**. The width of the section crossing of

Flying Fields also needs clarifying to ensure it meets at least minimum width obligations in current condition. The proposed tree belt plantation at north east corner must be planned and delivered so that the planting process and the maturing trees' canopy do not take up any of the full width of the bridleway and that the trees to not create a maintenance or safety liability.

- 3) Existing and Proposed Fencing Plan: P16-0631_65G. As per previous point, the width of the proposed Aves Ditch route across the flying field appears to be narrower than the rest of the route – as does the Portway section across flying field and a small section of Aves Ditch bridleway east of southern bomb store. It isn't possible to scale from the plans but applicant should note there is a minimum width that needs to be achieved for the bridleway.

Officer's Name: Joy White

Officer's Title: Principal Transport Planner

Date: 1 September 2020

Application no: 18/00825/HYBRID-4

Location: Heyford Park Camp Road Upper Heyford

Lead Local Flood Authority

Recommendation:

Comments

Key issues:

- As per conditions recommended in response dated 30th July 2020.
- Please note detailed comments below regarding school drainage

Detailed comments:

The LLFA recommends the applicant places the attenuation for the school site outside the immediate school boundary. This should be in the form of an on the surface attenuation basin as opposed to underground storage. The LLFA feels this would provide bio-diversity benefits, cost savings and a reduced maintenance liability.

Suggested this is considered at Reserved Matters stage.

Officer's Name: Adam Littler

Officer's Title: Drainage Engineer

Date: 27 August 2020

Application no: 18/00825/HYBRID-4

Location: Heyford Park Camp Road Upper Heyford

Community Infrastructure Schedule

Oxfordshire County Council's (OCC) concerns about the school site, within the application, are as follows:

The requirement is for a 2 Form Entry Primary School Site. OCC have design criteria, location requirements and processes for delivering an appropriate educational site provision, the details of which are clearly set out within the OCC documents listed below and issued with this response:

- Design criteria for primary school sites
- Information required to assess the suitability of a school site
- S106 Education Check list

Where an application, requiring a school site, is submitted there will be no objection where it can be fully demonstrated that OCC requirements above have been met.

These documents, produced by Oxfordshire County Council, set out the minimum provision for ensuring that a satisfactory establishment, for the delivery of pupil places, can be achieved both now and in the future, ensuring that the site has the long-term flexibility to continue to meet educational need.

The documents, within this application, along with the further document issued (design update May 2020 REVC) do not give all the comfort required by the Authority, that the educational need could be met, as set out above.

However, Oxfordshire County Council accept that given the overall restrictions, in terms of potential contamination and heritage issues, across the whole development, the use of this proposed school site may be tolerated due to the exceptional circumstance and that residual material issues shall be addressed during the development of the S106 agreement.

Consequently, OCC will not object if it is accepted that:

- **The restriction to the floor space of the school building is removed**

The arbitrary restriction, of 2,415m², for the school building floor space, which does not meet OCC's minimum building area for a 2FE primary school site, is an impediment to the long term delivery of pupil places on this 2FE site.

Although the development site only generates 1.5 FE the County Council's policy requires a 2FE sites and as such the site area must accommodate the commensurate

building area for the future. See attached OCC Building Area guidelines as ratified by cabinet for a 2FE primary school.

Further, limiting building area at this stage, restricts the real need for a school site to be flexible, both now and in the future. Currently, it directly prevents a 2FE school from being constructed but further restricts the long-term sustainability of the school and could hamper OCC's flexibility in carrying out their statutory duty to provide pupil places in terms of permanent building expansion and temporary classrooms

To ensure OCC have the long-term flexibility for the provision of pupil places, the site cannot be restricted from the potential to expand

Requirement:

Restriction to floor space of school is removed

- **Retention of hanger on site**

The retention of a hanger within the proposed school site restricts the effective layout of the school site to ensure its long-term flexibility and sustainability. It also has potential to create Health and Safety issues along with management and safeguarding problems

Requirement:

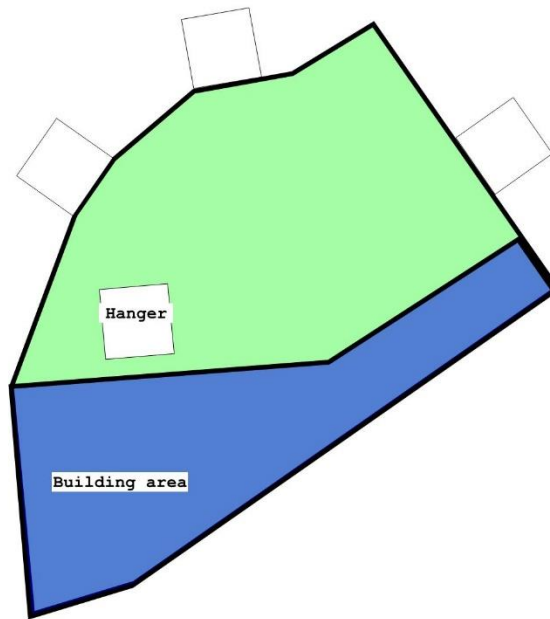
Before it can be agreed that the hanger can be retained, the proposed detailed refurbishment of the hanger, by the developer, shall be fully detailed and agree with OCC and English Heritage to ensure that the hanger provides a safe provision for pupils and does not create management and safeguarding problems for the school with the lower 2.4m cladding raised to provide clear site lines if necessary and the removal of the raised concrete surround along the sides of the hanger.

No maintenance encumbrance will be accepted for the school based on the retention of the hanger and this shall be either covered by a commuted sum to cover all long-term costs or by an agreed maintenance regime to be carried out on a yearly basis by the Developers.

- **Restricted area in which the school building can be built**

The building area has been restriction, to a constrained and contorted area, as demonstrated below which compromises site usage and the creation of an flexibly laid out school site. There is no guarantee that the school buildings could successfully be manipulated into this precise area.

At this stage, given the 'building area' restriction demonstrated below, there is no way of knowing if it is possibility for the basic Government design standards to be met particularly for daylighting, ventilation, overheating, safeguarding etc



Further, the area of the school building will need to be increased from OCC's standard minimum area requirements to provide for additional circulation area required to accommodate the single bank of nursery classrooms necessary to attempt to squeeze the building into this area. This will be reflected with the briefed area for the school and/or in the S106 funding requirements for the new school.

Requirement:

English Heritage/District to accept the removal of the building area restriction if/when the design of the school cannot meet government and OCC standards and/if the school needs to be extended or requires temporary classrooms in the future to provide pupil places.

Building area to be increased and funded/provided by the developer

The restricted area is further exacerbated by levels changes. See below.

- **Levels**

The developers suggested amendments to the current levels within **design update May 2020 REVC**. This demonstrates how the levels outside of the site will fall into a 'gutter' against the school fence, on three sides. This will create an unsightly rat run / garbage trap over which the school would have to look out onto and would have no control over.

Further the level change within the supposed 'building zone' of up to 1.5m between the front of the site, across the 'building area', to the retained hanger have also been demonstrated to further reduce the 'building zone' and to compromise level access

into the site and full utilisation of adjacent play areas and access into the Hanger from the school building.

Requirement:

The need for level adjustment and retaining walls shall be fully explored along with the location of the boundary to help mitigate the further restrictions these level changes add to the already compromised site.

The levels changes and retaining walls are to be agreed with OCC, English Heritage and the District before the signing of the s106

- **Site boundary location abutting 3 other Hangers**

The location of the boundary to run from one hanger to another gives a clear risk, on safeguarding and security grounds, for the perimeter of the school to be compromised. Comfort has not been provided to ensure that a fence can be created to abut these builds that would not be scalable and would not create additional cost for the school to maintain in the long term.

Requirement:

Given the above the following would need to be agreed with English Heritage and the District

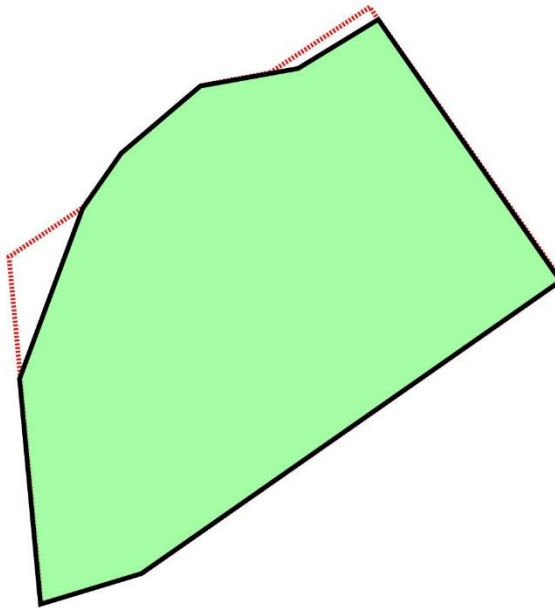
- a) English Heritage/District to accept a detailed design and construction proposed by the developer and agreed with OCC prior to the signing of the s106
- b) Where this cannot be agreed the boundary is to be moved away from the hanger to potentially allow for a 1200mm maintenance access between the school boundary and the hanger façade, if required, on safeguarding and management grounds

- **Shape of school site**

The shape of the school site doesn't meet OCCs school site design requirements for a rectangular site.

The application documents state that the school site boundary follows detailed discussions with the County Education Authority. OCC have not been party to agreeing any abutment with the hangers. As with previous iterations, the boundary location resulted from the developer's response to English Heritage.

This constraint, alongside the restricted building area; level changes and retention of a hanger on site has the potential to hamstring the school's layout and access routes into the site and gives little potential to flex and meet future requirements. The increased overall site area does not compensate for the overall loss of usability of the school site



Requirement:

The area of the school site and the boundary location shall be finally located following assessment of the safe abutment with hangers; detailed level review and an overall site proving layout of the school, to be carried out by OCC, during the S106 process. The review of the site boundary should commence with establishing a more rectangular and increased site area, within which to amend and adapt levels and layout, as defined by the dotted red line on the plan above.

English Heritage/District to accept the realignment of the boundary to ensure the appropriate delivery of the school.

- **Hardstanding**

English Heritage are objecting to the removal of the hardstanding. The use of a concrete area is not an appropriate surface for a school that needs to create a macadam multi-use games area to meet hard outdoor PE area requirements and social play in line with BB103. The problem with the potentially uneven surfaces and levels remains, along with drainage issues

Requirement:

English Heritage to accept that any hardstanding that remains, once the playing field and soft play is provided, shall be tarmac with levels adjusted to suit safe play, PE requirements and drainage.

- **Contamination**

It is required that there is no contamination and that all services, buildings, hardstanding, trees and shrubs will be removed.

Requirement:

Preparatory works within the s106 to define the removal of contamination and all services, buildings, hardstanding, trees and shrubs within the site.

- **Noise**

The requirement for school sites is that the highest noise level on the school boundary shall not exceed 50dB LAeq,30min. Confirmation is required that the use of adjacent land will not allow this level to be exceeded.

Requirement:

Developer's preparatory works within the S106 to provided acoustic fencing where required following noise assessments/surveys

- **Trees**

The tree survey plan appears to show root protection areas that effectively remove any possibility of building on the small areas that has been identified as building area.

Requirement:

Confirmation that all trees will be removed is required.

Schools also require shade to outdoor spaces along with habitat areas and landscaping. English Heritage/District confirmation that this can be provided around the school site in terms of trees and other shading methods is required.

- **Stormwater**

Given the extent of the current restrictions to the site any attenuation required needs to be provided off site.

Requirement:

No over ground attenuation is accepted on school sites and the cost for schools of maintaining and replacing underground attenuation is prohibitive. The location of attenuation for the school to be maintained by the Developer's management company is to be identified outside of the school site boundary.

- **No dead ends**

There is no detailed road layout to establish whether there are any dead ends in the vicinity of the school site.

Requirement:

There are to be no dead ends to roads in the vicinity of the school site

Officer's Name: Jane Farrow

Officer's Title: Corporate Landlord Officer

Date: 26th August 2020

Key Design Criteria for Primary School Sites

There are a number of factors that dictate the location, orientation, proportions and layout of a new 2FE or 3FE primary school site within a housing development. The following will help inform the design of the housing development to ensure the school is in an appropriate setting to deliver a sustainable educational establishment for the development, and to avoid additional costs known as abnormal costs.

The County Council cannot accept a proposal which offers a school site that has the lowest residential potential or value, as the school site needs to be positioned to fulfil certain central government and County Council guidance, and shall be an integral part of the development. Once the preliminary location of the school is defined, based on early dialogue and the requirements set out below, OCC will review its suitability. This can be quickly established by overlaying a 'proving' layout once appropriate information has been provided by the developer.

Please refer to the [County Council requirements](#) prior to finalising master plan

Location of the school – assessment of constraints

- No part of a school site shall be located on:
 - Contaminated areas
 - Flood zones 2 or 3
 - Sloping ground
 - Existing service runs or new service runs
- No school site shall be located next to a Sewage Treatment Work or within the existing odour contours of that facility.
- No run off of surface water from adjoining land will be accepted.
- To avoid unnecessary unforeseen costs known as abnormal costs and to achieve appropriate circulation, the main area of the site shall be level and playing fields shall have a gradient no greater than 1:100 along the line of play and 1:50 across the line of play.
- To avoid additional site area the main area of the site shall be level and playing fields shall have a gradient no greater than 1:100 along the line of play and 1:50 across the line of play

For health and safeguarding reasons to the children

- No high voltage overhead cables shall be located within 200m of any school site. This shall be considered the distance standard for High Voltage Overhead Transmission Lines (HVOTL) of 132 kV, 275 kV and 400kV. For 66kV and 110 kV lines the distance could be reduced to 100m. No services other than those directly related to the school site are to be positioned on the school site.

- No underground cables shall be located within 5m of the boundary of the site.
- No 'final distribution' substation shall be located within 10m of any school site.
- No 'primary distribution' substation shall be located within 50m of any school site.
- No other substations shall be located closer than 200m to any school site.
- Hedgerows/ditches across sites shall be avoided as they have the potential to compromise the economical layout of the school site, restrict supervision, restrict long term site flexibility etc. The site area may need to be increased to take account of restrictions and any ditches shall be infilled prior to site transfer.
- Where hedgerows are present, on boundaries, the boundary shall be located on the inside of that hedge to ensure a secure periphery to the site can be achieved.
- Groups of trees shall be avoided where they will present an issue for staff supervision of pupils using the external play areas.

For management of an education facility

- The school shall be located on a quiet road at the centre of the housing development.
- If there is more than one primary school then they shall be situated apart to ensure that each school sits within a clear catchment area. A special school could be situated abutting the primary school.
- Where the site boundary runs parallel to a hedge the developer will install the fence, on the inside of the hedge, ensuring that there is no potential for scaling the fence from adjacent trees etc
- Acoustics – the school and playing fields need to be situated in a quiet part of the development. The noise levels on unoccupied playing fields used for teaching sport shall not exceed 50dB LAeq,30min, therefore this level is required at the boundary of the school site.
- School sites shall not be located such that the urban design concept suggests that the school building be located in the corner of a school site, close to the boundary as this would not be conducive to an economical layout or be able to be designed to meet access, educational, safeguarding and management requirements. See Site Layout section below.
- The positioning of 2 storey housing (not flats) on two/three sides of the school is accepted but may require vehicular access between the houses to the school site.

Road Layout/School Access Points

- A coach drop-off/pick-up layby (for one coach minimum of 18m straight length plus approved entry and exit arrangements such as tapers) will be required on the highway adjacent to the main entrance to the school.

- Roads shall be designed to enable coaches to visit the school site and park in the layby, with a continuous circular route out of the development.
- The roads around schools shall be designed to ensure that there are no dead ends and the road layout shall allow for circular routes. This is to avoid vehicles reversing in close proximity to children.
- The developer will be required to produce a travel plan framework which will include the provision of pupil drop-off parking spaces for parents. The number required will need to be agreed with Highways, based on the developers' evidence based assessment of the school's requirements. Where a site is provided for say a 2FE school but initially only a 1FE school is to be built, the pupil drop requirements will be for the maximum potential size of the site i.e. 2FE or 3FE. NB parent drop-off will not be permissible on a primary school site.
- A 2FE school site shall have three (four for 3FE) vehicular/pedestrian entrances into the site. These are to have appropriate site lines/radii and to be a total of 10m wide (6m wide vehicular access with 2m wide footpaths on both sides). The access points are to be situated at either end of the school frontage (dependent on the proving layout) with the further accesses strategically positioned to marry in with OCC's anticipated school layout. This is to maximise routes into the school from the surrounding road network for pupils arriving at the school; for emergency access; staff parking; service areas; future maintenance; extension work; long-term flexibility; development changes, over time, to the site and to ensure the operation of the school is not compromised during any works to the site.

Site Proportions/Layout for Primary Schools, on a Level Site.

The design of the school needs to meet the Education, Skills and Funding Agency guidance on school design. The following guidance regarding the appropriate school site location enables the school site to comply with the design guidance and have an optimum functioning school. If a school site does not comply with this guidance it would lead to a substandard school provision which will not be agreed by the Education Authority.

- In order to create a sustainable building and to control the environmental aspects of classrooms (lighting, heating etc), the classrooms need to be orientated to face either north or south. Along with other requirements this has a direct impact on the proportions and layout of the school site.
- For a 2FE school the site is to be rectangular with its width being no less than 100m; however, where the road frontage is to the north or south the width of the site shall be no less than 130m to ensure appropriate space for access points and circulation of vehicles on site. Much is dependent on orientation and the road frontage location. The exact parameters of the school site will be dictated by a

proving layout but examples of various permutations are shown in Figures 1, 2, 3 & 4 below.

- If the 2FE site is orientated west/east the length of the school road frontage (along one straight side of the site) shall be no less than 100m long facing west or east or 130m long facing north or south. See figures 1,2 & 3.
- If the 2FE site is orientated north/south, the school road frontage (along one straight side of the site) shall be no less than 130m long facing north/south or 100m long facing west/east.
- When the 2FE site isn't orientated along a north/south or west/east axis, more careful consideration of the site dimensions will be required. See Figure 4.

Designing schools to meet Safeguarding requirements

Safeguarding is particularly important in a school setting and there is government guidance which sets out the school's responsibilities. The school needs to be designed to facilitate safeguarding issues, especially with the layout of the school frontage to facilitate the school's ability to manage this issue for the lifetime of the school. To facilitate safeguarding, the site layout will need to support an open aspect to all external areas ensuring no corners or obstructions where pupils can be hidden from view. Below are the specific requirements for a site layout to fulfil the safeguarding issues:

- The main entrance shall be close to disabled, visitor and staff parking. However the parking shall not be positioned directly in front of the school building to avoid pedestrian vehicular conflict.
- Vehicular access routes into the site must be positioned either side of the main school frontage to facilitate access to the building for maintenance and building works, so to minimise disruption to the school and ensuring there are no safeguarding/management issues.
- Location of school keep clears zigzag road markings on the highway frontage shall be demonstrated. See Doc 1 Appendix A
- An off-site layby for coach drop-off and pick-up will be required adjacent to an entrance to the school, on the highway.
- The hall and kitchen accommodation shall be adjacent to the main entrance for out-of-hours use and for the occasional daytime community use.
- The staff parking and service area shall be towards the front of the site, but to the side of the school building. The service and delivery route shall be adjacent to the kitchen to ensure safe and secure access out-of-hours.
- The nursery will be at the front of the school site. This is to ensure that safeguarding is maintained during drop-off and pick-up during school hours.
- The site configuration needs to allow for future demographic bulges and shall allow for additional temporary classroom accommodation.

- The SEN Specially Resourced Provision (SRP) will require access to a secure external space.
- All of the playing field along with all external areas shall be visible from the building with no hidden areas.
- All adjustment to levels have to take place off site to avoid any invisible areas on the side of the site or unusable areas of the site

An 8400m² playing field will be required for a 2FE site with the approximate dimensions of 110.5m by 76m

See figures 1 ,2 , 3 and 4 below for a 2FE school

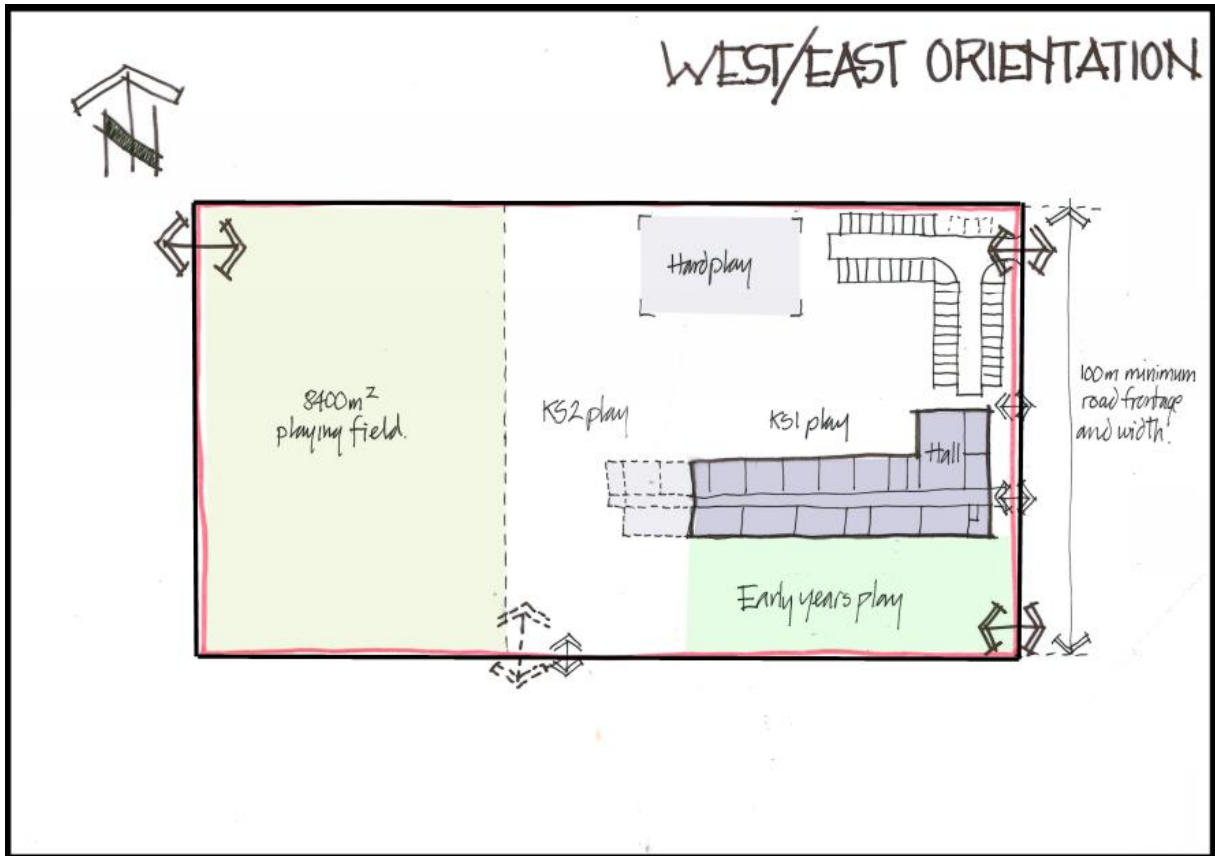


FIGURE 1

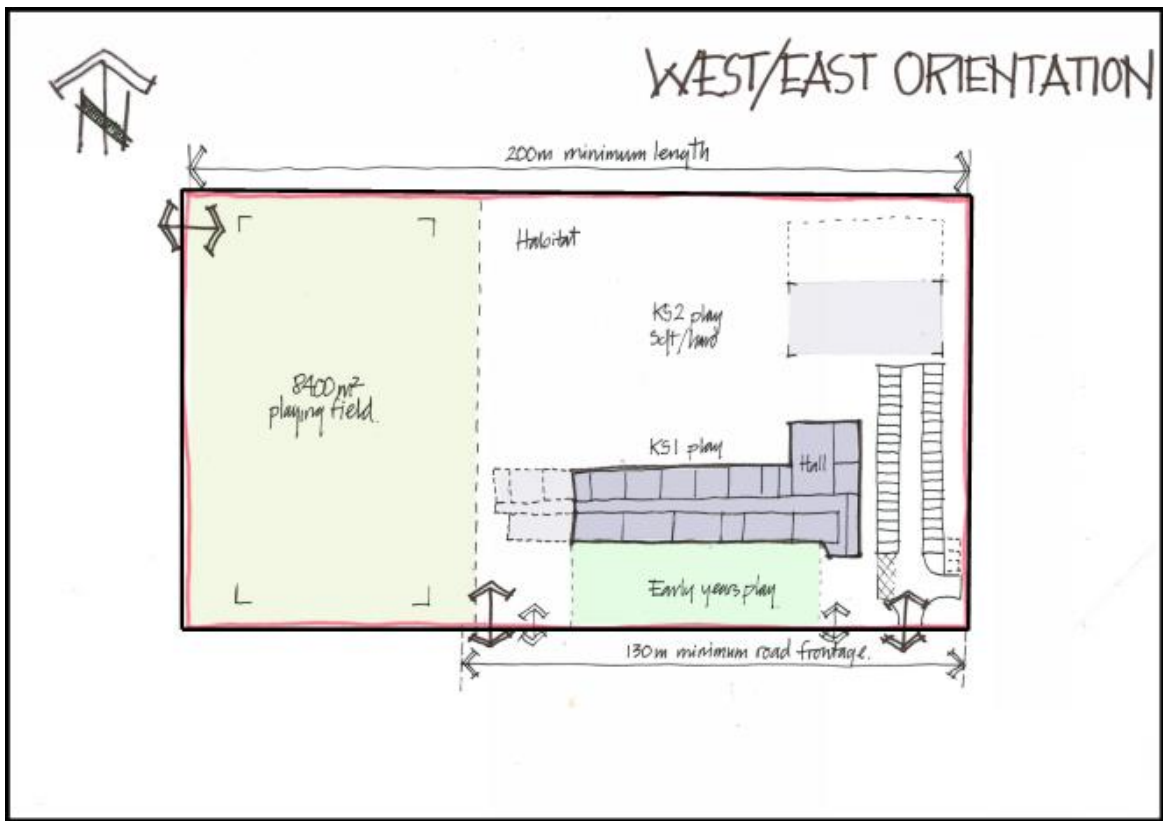


FIGURE 2

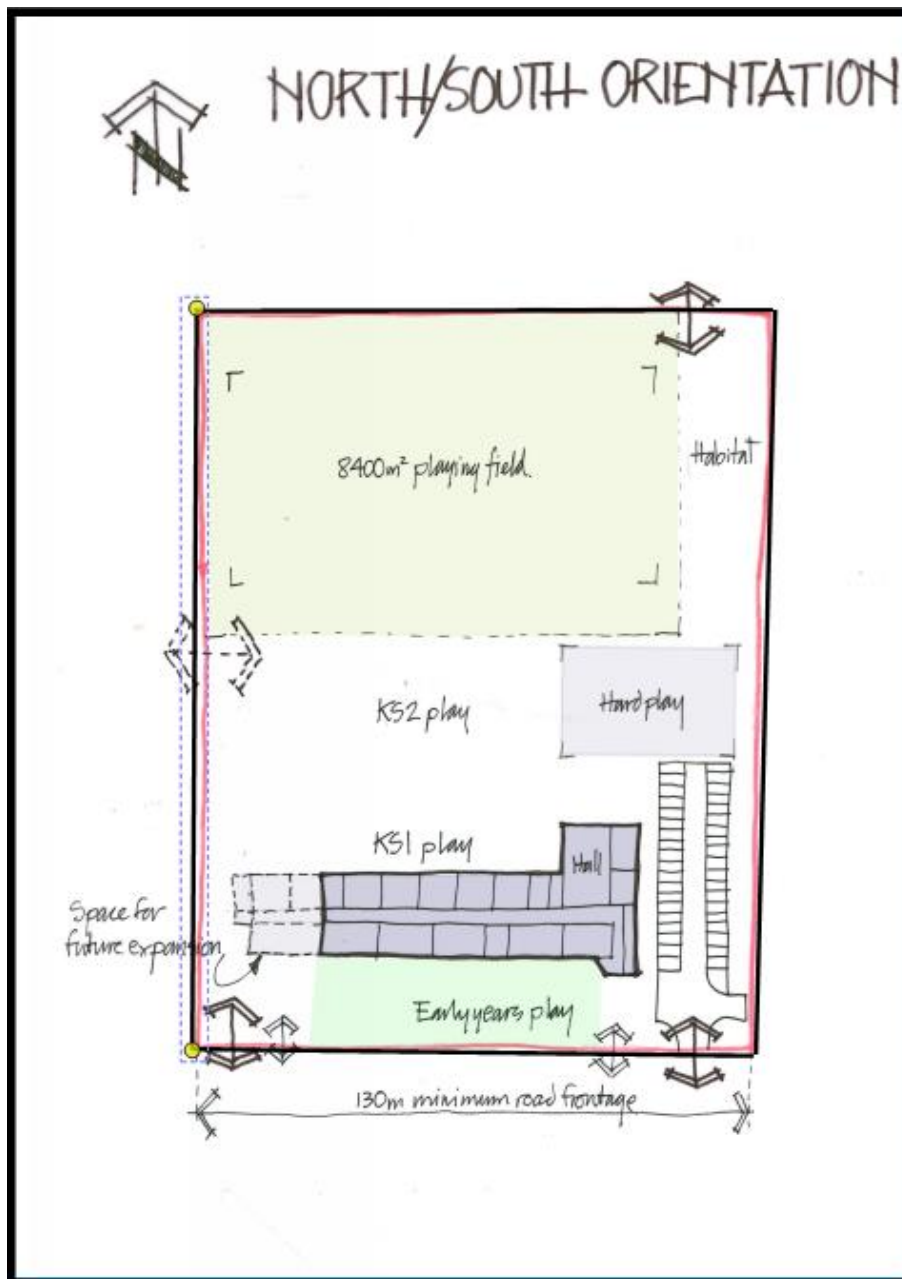


FIGURE 3

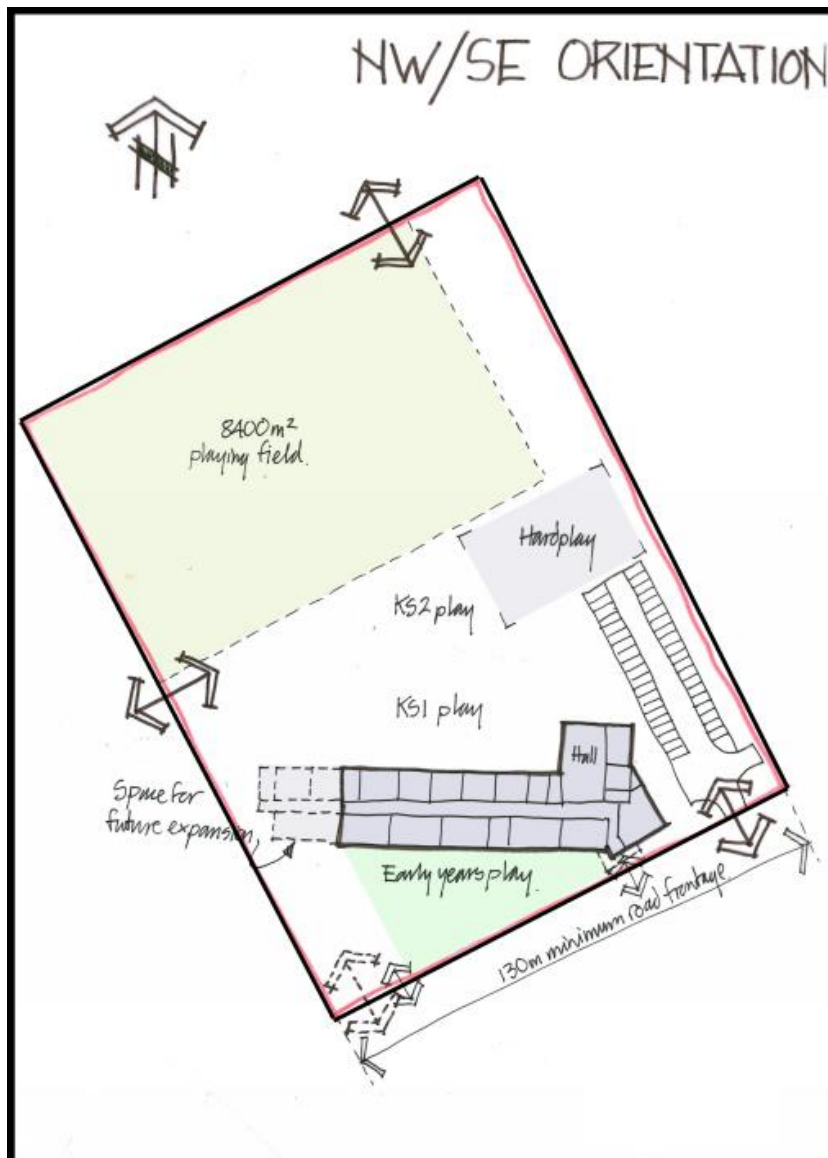


FIGURE 4

Site Checklist
For Section 106 agreements which involve
property infrastructure as mitigation



Strategic Site Details			
Planning Application Site		Planning Reference	
Developer Contacts			
Lead Negotiator		Technical Lead	
Planning Authority Contacts			
District Planning Officer			
County Council Contacts			
Lead Negotiator		Infrastructure Lead	
Pupil Place Planning Lead		Site Assessment Lead	
Legal Lead		Land Transfer Lead	

General

In finding a suitable location, checking the quality of land and designing the environment around it, a significant amount of information will need to be collected and analysed. This information must be formalised and submitted with the planning application in the form of a Land Compliance Study.

Local Planning Authorities are asked to make this a policy requirement and Oxfordshire County Council may object to the application if a sufficiently robust study is not submitted, proving the land is fit for purpose and meets the criteria set out in this document. By way of guidance, the following checklist will help ensure that the Land Compliance Study report is robust

The checklist includes **“links”** to relevant guidance documents

Site Checklist
For Section 106 agreements which involve
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Has OCC sufficient data to be able to comment upon an initial draft master-plan?			Pre - Master planning "See Information Required"		
No.	Item	Requirement	Compliance	Embedded document	OCC response
0.1	Site Information	The data requirements accessible by the following link "Information Required" have been issued to the Site Assessment Lead noted above, and consultation with that Design Lead has taken place.			
0.2	Site Visit	Access has been made available to the proposed school site to enable a visual inspection by the Site Assessment Lead to take place			
0.3	Capacity of existing Schools	Data has been provided to establish pupil generation which enables "assessment of a schools capacity to expand"			
Is the site appropriately located for a school / early years & childcare facility to be established?			Master Planning "See guidance for primary school sites" "See guidance for secondary school sites"		
No.	Item	Requirement	Evidence of Compliance	Embedded document	OCC response
1.1	Reducing Travel	Centrally located to the overall development or area the school will serve			
1.2	Place Shaping	Well located in relation to other neighbourhood facilities and public realm			
1.3	Parent drop off	The master planning and scoping of the Traffic Impact Assessment has fully considered the "Draft OCC drop-off standards for new primary schools"			
1.4	Safe guarding	Not crossed by any public rights of way or access wayleaves			
1.5	Flood Risk	All school sites shall not liable to flooding by surface water, reservoir or by river or sea. All school sites shall be within an area designated as 'Very Low - less than 1 in 1,000 (0.1%) chance in any given year' by the Environment Agency			
1.6	Water Table	The natural water table is at a level that ensures that the site remain suitable for delivery of the curriculum at all times and that below ground attenuation can be achieved at least to 1.5m deep or more without the need for over ground storage.			
1.7	Power Lines	Not crossed by, bounded by or within 200 metres of any overhead high voltage power-lines			
1.8	Gas Mains	Not crossed by and sufficiently distant from any gas mains			
1.9	Services	No existing or proposed services other than those directly related to the school site are to be positioned on the school site.			
1.10	Odours	Outside the cordon sanitaire of any sewage plant			
1.11	Archaeology	Free of items or structures of archaeological interest			
1.12	Protected species	Free from protected species or habitats of special interest			
1.13	Trees and Hedges	Free from trees or hedges within the site that must be retained under BS5837 retention Category A or B. Hedges and trees to be outside of the school boundary at a distance that shall not enable the secure perimeter fence to be climbed.			

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1.14	Planning Constraints	Site not part of a conservation area or subject to any special planning authority restrictions			
1.15	Daylighting	The school site is not shaded by proposed adjacent buildings that could undermine the daylighting standards required			
1.16	Solar	The school site enables classrooms to face north and south for ease of control over overheating arising from solar gain			

2.0 Is the land suitable for the construction of appropriate education buildings and outside spaces?

Master Planning

"See guidance for primary school sites"

"See guidance for secondary school sites"

No.	Item	Requirement	Evidence of Compliance	Embedded document	OCC response
2.1	Topography	Site must be flat ground/broadly level to enable level access into the building at the front, back and sides of the building and playing fields by wheelchair users without material changes in level so that all pupils, staff and visitors have equal access to all areas of the school site as required under the Equalities Act. The requirement for a 2FE primary is approximately 12200m2 of level plateau and 10000m2 of playing field (1:100 along the line of play and 1:50 across)			
2.2	Adjacent Levels	The school site must be level with surrounding land to allow access without retaining walls or banking.			
2.3	Shape of the site	The school site must be rectangular in shape (for 2.22ha site ideal dimension would be approximately 110m by 202m or 130m by 171m depending on orientation)			
2.4	Road Frontage	The site delivers a continuous road frontage not less than 110m or 130m that abuts an adopted highway for its full length, along one straight side, to ensure operational requirements of a school can be met			
2.5	Access Points	3 level points of access are strategically situated around the site. One at each side of the 110m or 130m wide frontage and one at the rear of the site. All accessed directed from an adopted highway of the same size - see below.			
2.6	Access widths	All vehicular access points to be 6m wide with 2m wide pedestrian access either side enabling direct connection to the adopted highway of no less size.			
2.7	Topsoil	The land enables use as playing fields and associated outdoor curriculum purposes with at least 30cm of clean free draining loamy topsoil across the site			
2.8	Surface Water	The site is free draining at all times of year to enable use as playing fields and associated outdoor curriculum purposes			
2.9	Stones	The sub soil and topsoil to a depth of 450mm does not contain stones >15 mm to enable safe use by primary aged pupils as playing fields			

Is the site and surrounding area free of pollution, contamination and other risk factors?

Master Planning

"See guidance for primary school sites"

"See guidance for secondary school sites"

No.	Item	Requirement	Evidence of Compliance	Embedded document	OCC response
3.1	Contamination	The site is free of ground and water table contamination			
3.2	Noise	The site is outside any current or proposed 50db LAeq (30min) noise source or contour			
3.3	Radiation	The site is free from radiation including electromagnetic radiation or potential sources thereof. This includes existing and proposed sources such as proximity to high voltage power lines and sub-stations			

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3.4	Air Quality	Air quality standards are met – see "Air Quality Standards"			
3.5	Invasive Plants	Free from invasive plants such as Japanese Knotweed			
3.6	Gasses and Vapours	Not affected by ground gasses and vapours			
3.7	Light pollution	Not affected by potential sources of light pollution e.g. major roads, car parks or industry			
3.8	Adjacent land use / Proximity of Windows	Adjacent dwellings / land uses do not allow <ul style="list-style-type: none"> any direct physical access to young children by the general public. Direct potential for communication with young children, from the public, via openable window at higher level giving the ability to facilitate familiarity/grooming of young children. Visual access to young children and vice versa (eg via windows that are within the natural cone of vision for small children) giving the school no potential to manage what pictures might be taken of young children or what young children might be able to see. 			
3.9	Maintenance / Safe guarding	The proximity of adjacent buildings to the boundary will not result in maintenance needing to take place from the school site or from overhanging scaffolding both of which would give access by the public to the children within the school.			

Is the site sufficiently distant from any land use that could cause public anxiety?	Master Planning "See guidance for primary school sites" "See guidance for secondary school sites"
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No.	Item	Requirement	Evidence of Compliance	Embedded document	OCC response
4.1	Chemicals	No nearby chemical or petro-chemical production or storage			
4.2	Virus	No nearby establishments storing or handling live viruses			
4.3	Mental Health	No nearby facilities housing or treating people with a history of violence or a people who may be a threat to children			
4.4	Noxious Chemicals	No nearby incinerators			
4.5	Waste Material	No nearby sites currently or previously used for land fill or rubbish disposal			
4.6	Transport	No nearby sites for aviation or high speed transportation e.g. train lines or helipads			
4.7	Major Traffic Generation	No nearby major roads or traffic honeypots e.g. large retail outlets			
4.8	Prisons	No nearby prisons or facilities for persons with a history of offending			
4.9	Radio Masts	No nearby phone or radio masts and transmitters			
4.10	High Voltage Power lines and substations	No nearby high voltage power lines or substations currently in existence or planned as part of the development			
4.11	Ordnance	No nearby firing ranges, premises storing live ordnance / ammunition or UXB sites			
4.12	Odours	No nearby land or buildings with a use emitting a strong odour			
4.13	Dust Generation	No nearby quarries or other major sources of dust			
4.14	Dangerous animals	No nearby premises housing dangerous animals, birds, reptiles or insects			
4.15	Proximity of residential use to Artificial surfaced Sports Facilities	Planned artificial surfaces provide recommended buffer zones as recommended in Table 4 of Guidance for Outdoor Sport and Play: Beyond the Six Acre Standard published by Fields In Trust.			

Is the site free from encumbrances that may need to be removed?	Master Planning
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Site Checklist
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			"See guidance for primary school sites" "See guidance for secondary school sites"		
No.	Item	Requirement	Evidence of Compliance	Embedded document	OCC response
5.1	Buildings and structures	Free of buildings and other surface structures			
5.2	Trees and hedges	There are no trees/hedges on or abutting the site			
5.3	Pipes and Cables	Free of pipes, cables and the like			
5.4	Ponds Ditches and water courses	Free of ponds, ditches or water courses			
5.5	Underground structures	Free from foundations, fuel tanks and other buried structures			
5.6	Spoil and tipping	Free from spoil and fly tipping			
5.7	Landfill	Free from filled spaces including mineral workings and land fill			
5.8	Surface Water	No drainage both existing and proposed will be directed towards the Primary School Site or otherwise adversely affect drainage or use of the Primary School			
5.9	Wells sumps and pits	Free of void spaces including wells, sumps and pits			
5.10	Freehold Ownership	The mitigation of a development is required in perpetuity whereby freehold ownership is required			
5.11	Flying Freehold	School site will not hold a flying freehold situation over space held by a third party			
5.12	Community Use	Use of playing fields are not relied upon to meet community needs – see "guidance regarding third party use of playing fields"			
5.13	Artificial playing fields.	Where provision of artificial playing fields are accepted by the council, the life cycle costs of such artificial surfaces have been accounted for through recognition that commuted sum will be payable to cover costs of maintenance and future replacement.			
Has a proving layout been created to demonstrate that the site configuration can deliver a layout that meets the operational needs of the school			Proving Layout		
No.	Item	Requirement	Evidence of Compliance	Embedded document	OCC response
6.1	Site and Building areas	The site area and building area requirements are met – see requirements for "Primary Schools" and requirements for Secondary Schools			
6.2	Site Configuration	The layout meets the "design guidance for primary school sites" or "design guidance for secondary school sites" as appropriate			
6.3	Internal layout configuration	The layout meets the "model schedule of accommodation for OCC Primary Schools" as appropriate			
6.4	Sports Pitch	The sports pitch provisions are accommodated on the site – see "typical pitch layouts for a 2FE Primary School"			
6.5	Parking and Cycle Storage	The parking and cycling provisions required have been accommodated on the site – see "Parking and Cycle Storage for new Primary and Secondary Schools"			
6.6	Drop-off Facilities	The provisions for drop-off facilities are accommodated outside the school site that have accounted for "Draft OCC drop-off standards for new primary schools"			

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Is the developer fully informed regarding the obligations that will arise under the Section 106 agreement through land and funding delivery routes			Developer Obligations		
			See "frequently asked questions"		
No.	Item	Requirement	Evidence of Compliance	Embedded document	OCC response
7.1	Developer Contributions	The developer contributions required to enable the council to deliver the school are known and understood – see " guidance upon how contributions have been established "			
7.2	Abnormal Costs	The developer contributions required to fund abnormal costs enable the council to deliver the school are known and understood – see " abnormal payments ". Supplying detailed " information " can help reduce the provisions within the section 106 agreement regarding abnormal payments			
7.3	Triggers / Programme	The triggers for release of funding and transfer of land enable the delivery of the new school so it can open at the start of the academic year that ensures that the pupils generated by the development can be accommodated having taken account of capacity of existing schools and the provision of any temporary accommodation (if applicable) see " notional programme for the delivery of a school "			
7.4	Topographical Surveys	Developer contributions are provided to enable the council to procure topographical survey works – see " Survey Costs ". Alternatively the council will accept warranted surveys provided they accord with the councils requirements - see " Topographical Surveys "			
7.5	Geotechnical Surveys	Developer contributions are provided to enable the council to procure geotechnical survey works – see " Survey Costs ". Alternatively the council will accept warranted surveys provided they accord with the councils requirements - see " Geotechnical Surveys "			
7.6	Remediation	Evidence is provided that demonstrates that the selected sites are indeed un-contaminated as noted above, where any remediation proves necessary then the scope of works are agreed and carried out prior to transfer of the land - see " Remediation "			
7.7	Preparatory Works	Where agreed by the County Council the developer may reduce abnormal payments through delivery of " preparatory works " prior to land transfer			
7.8	Services	That the developer ensures that sufficient capacity is provided within the infrastructure serving the development to meet the needs of the school site - see " Services "			
7.9	Fencing	Where agreed with the County Council the developer may erect boundary fencing to the school site in advance of land transfer to avoid duplication of fence provisions provided they meet the " fencing specifications "			
7.10	Foul Drainage	Based upon a level school site, minimum invert levels on the school site boundary must be 2.5m (foul) and 3m (storm) to ensure that the school site can be served through gravity systems. Modelling must be carried out to verify that gravity systems can be achieved based upon the proving layout			
7.11	Temporary accommodation	In some circumstances where pupil pressures cannot be accommodated within the existing capacity of schools in the vicinity funding for provision of " temporary accommodation " may be necessary prior to the construction of permanent provisions			
Is the developer fully informed regarding the obligations that will arise under the Section 106 agreement through direct delivery by the developer			Developer Obligations		
			See "frequently asked questions"		
No.	Item	Requirement	Evidence of Compliance	Embedded document	OCC response
8.1	Direct Delivery – embedded costs	The developer contributions over and above the construction of a new school that are required to enable the council to accept direct delivery of the school are known and			

Site Checklist
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		understood – see “explanation of embedded costs”			
8.2	ICT responsibility	The developer is informed regarding the “ICT provisions” that are required to be delivered as part of the direct delivery of a school			
8.3	LAD’s	The developer is informed regarding the demand for “liquidated damages provisions” when directly delivering a school			
8.4	School Opening Date	The developer is informed regarding the terms that derive the “school opening date” when directly delivering a new school			
8.5	Standard Conditions	The developer is informed regarding the “conditions for direct delivery” set by council policy that must be complied with if directly delivering a school for the County Council			
8.6	Key background data requirements	The developer is informed regarding the “key background data” that will be required to enable assessment of direct delivery proposals			
Is the developer fully informed regarding the detailed design specifications of a new school			Specifications See “frequently asked questions”		
No.	Item	Requirement	Evidence of Compliance	Embedded document	OCC response
9.1	Typical Briefing documents	The developer is aware of the suite of “typical briefing documents” that are required for delivery of a new primary school			
9.2	Generic Design Brief	The developer is aware of Oxfordshire County Councils “detailed design specifications” for a new school that are founded upon the national standards set by the ESFA,			
9.3	Room data sheets	The developer is aware of Oxfordshire County Councils room data sheets for “common spaces” and “primary spaces” for a new school that are founded upon the national standards set by the ESFA which will be created under direct delivery see example “common spaces annexe” and “primary spaces annexe” . Data for secondary schools are based on the same national standards.			
9.4	Schedule of accommodation	The developer is aware of an “example schedule of accommodation for a 1FE primary School” which includes SEND and Nursery provisions all of which is aligned to the minimum space standards under BB104 which will typically be used to define the councils requirements			
9.5	Adjacency Diagram	The developer is aware of an example “adjacency diagram for a Primary School” which will typically be used to define the councils requirements			
9.6	School Specific Brief	The developer is aware of Oxfordshire County Councils “typical school specific brief” that defines the particular requirements for a school which will typically be used to define the councils requirements			
9.7	Fire Suppression	The developer is aware of Oxfordshire County Councils policy regarding the inclusion of “fire suppression systems” in new schools			
Is the developer aware of data that could be submitted as part of the planning application which would accelerate resolution of legal terms?			Pre- Application See “frequently asked questions”		
No.	Item	Requirement	Evidence of Compliance	Embedded document	OCC response
10.1	Land compliance study	A “Land Compliance Study” is submitted as part of the planning application that demonstrates that the above considerations have been addressed and where necessary explains the mitigation proposals that have been agreed with the Site			

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		Assessment Lead			
10.2	School Plan	A "School Plan" is submitted as part of the planning application that demonstrates that a fully serviced, accessible and appropriate school site will be transferred.			
10.3	Land Registry Compliant Plan	A "Land Registry Compliant Plan" is submitted as part of the planning application that defines the location of the proposed school site			
10.4	Preparatory Works Drawing / Outline Specification	A "Preparatory Works Drawing / Outline Specification" is submitted as part of the planning application that defines the works that the developer proposes to carry out upon the school site prior to land transfer			
Is the developer fully informed regarding the constraints regarding works carried out to the wider housing development and interventions upon the school site?			Post 106 See "frequently asked questions"		
No.	Item	Requirement	Evidence of Compliance	Embedded document	OCC response
11.1	Constraints	The developer is aware of the "constraints regarding works" that can be carried out upon the housing site			

Information and process required to assess the suitability of a school site

1. Proposed location of the schools

As soon as the developer has received their baseline information (geo environmental, topographical, noise, ecological, flood risk etc), it is to be issued to OCC to enable them to collaborate in the decision making around the location of the school site.

As soon as the developer has identified a likely site location for the school, having fully considered the School Site Criteria (see [Primary Design Criteria](#) and [Secondary Design Criteria](#)) and the views of OCC (based on the developer's completion and issue to OCC of the S106 Education Checklist), a site visit is to be arranged.

At least 1 month prior to the site visit the developer is required to provide the County Council with a full set of information. It is to be scalable (where relevant), electronic and the information is to be issued via the Infrastructure Funding negotiator. The information required is as follows:

1. A development site plan with the boundary of the proposed school site clearly marked upon a copy of the masterplan with identifiable features shown (roads, existing buildings etc)
2. A topographical survey with site levels across the whole development area based on a 5m grid with 1m contours (in .dwg format) with:
 - a. The school site boundary defined
 - b. the location and status of known services and drainage runs in the vicinity of the site
 - c. all site features including hard standings, buildings, trees hedges and ditches
 - d. the location and status of any pedestrian routes
 - e. Location of any works or industry that could be considered detrimental to the school site such as electrical distribution / overhead power lines, sewage works, blast areas etc
3. Geo-environmental desk top study / site investigation
4. Ecological / environmental statements which could influence development
5. Hydrological and flood risk assessment with Flood risk plans superimposed onto the masterplan to show clearly where there is flooding potential.

6. Where a development lies close to major noise source (eg. Trunk road / motorways/ railways) noise survey data in a contour plan format with school site boundary defined

It is also desirable to receive

7. Written confirmation that the site is free from encumbrances such as restriction on title, easements, covenants, rights of way, former uses etc.
8. Initial search information including evidence that claimed rights of way, easements, wayleaves and the like do not exist upon the proposed site

Site Visits

Development access arrangement must be made to enable the County Councils agents to carry out a visual inspection.

A site inspection must be arranged for relevant OCC representatives to visit the proposed new school site. The developer(s)' agent must obtain prior agreement from the landowner and must be present during the site visit to ensure there is no trespassing/damage. A safe route and risk assessment should be shared with the OCC representative to ensure a safe route to and around the site.

2. Relationship to the Highway Network

As a part of the discussion with the County Council Transport Development team, the location of the school site and its relationship with the highway network must be taken into account and demonstrate:

1. A draft master plan drawing showing the location of the school within the development and indicating:
 - Coach laybys
 - Parents drop off zones within the adjacent highway network or through common parking areas serving the development adequate to the drop off need of the school fully demonstrating how congestion around the school will be avoided.
 - Safe crossing location with clear sight lines for pupils arriving and leaving the school
 - Vehicular routes around the school avoiding all dead ends within the school's vicinity
 - Adjacent land use