

# The 6Cs design guide (6CsDG)

## Foreword



The region is currently facing many challenges, including the economic downturn, population growth, health and obesity issues, climate change and changes to government policies e.g. the planning system. We must deal with these challenges whilst ensuring that their impact on our transport system, communities, individuals and the environment is minimised.

A regional design guide helps to respond to these issues – it provides clear and common guidance to developers across the region, whilst allowing flexibility to meet local requirements. It assists in the delivery of housing growth, encourages sustainable development and minimises the impact of development on the highway. It also plays a vital role in the highway development control process.

### **What is highway development control ?**

The aim of highway development control is to ensure that new development is delivered in ways that promote sustainable travel and safeguard the efficient and safe functioning of the transport system.

The Local Planning Authority (LPA) is responsible for determining most planning applications for housing and employment sites. They manage and administer the planning process and make decisions on the planning application.

There are four stages in the planning process (pre-application, application, enforcement and appeal). At a very early stage (i.e. before submitting a formal application) applicants are *advised* to discuss their proposed application with the Local Planning Authority (LPA), in addition to discussing any highway and transportation issues with the Local Highway Authority. [Part 1 \(IN2\)](#) of the guide encourages early engagement, which can help to resolve issues before they become more difficult to deal with.

At certain stages in the planning process the Local Planning Authority will formally seek the views of other authorities and bodies on the development proposal (these are known as statutory consultees). Their views help the Local Planning Authority to make an informed decision about the development.

One of these statutory consultees is the Local Highway Authority (LHA). The LHA assesses the proposals against highway policies and standards, then gives their views on the impact of the development on the highway to the Local Planning Authority. [Part 1 \(IN4\)](#) of this guide provides clear advice on highway development control.

The Local Planning Authority considers and weighs up all of the responses before coming to a final decision on the development. To check who the Local Planning Authority (LPA) and Local Highway Authority (LHA) are for the 6Cs authorities see Appendix A: Useful contact details (*currently not in here ?*).

## What is the 6Cs design guide ?

For many years there's been an ambition to develop a regional design guide, which would deal with highways and transportation infrastructure for new developments across the region. It was felt that a regional design guide would bring numerous benefits, including consistency and efficiency.

Three city councils and three county councils (known collectively as the 6Cs) have now come together to achieve their shared goal of developing and maintaining a regional design guide. The 6C authorities consist of Derby City Council, Derbyshire County Council, Leicester City Council, Leicestershire County Council, Nottingham City Council and Nottinghamshire County Council. All six authorities have now adopted, or are in the process of adopting, the design guide as policy.

The guide is web-based, enabling the 6Cs authorities to provide up-to-date information to users.

This regional guide is based on a document originally developed by Leicestershire County Council called 'Highways, transportation and development' (Htd). In recognition of this joint approach Htd has been renamed the 6Cs design guide (6CsDG).

## Opportunities provided by the 6Cs design guide

The guide presents a number of significant opportunities, including:

- Making the best use of resources and providing cost and efficiency savings without affecting service provision e.g. by minimising duplication and sharing costs.
- Assisting developers, by providing clear and common guidance.
- Assisting in the delivery of housing growth and securing developer funding.
- Developing joint working practices
- Sharing expertise and best practice.
- Providing a consistent approach, whilst allowing flexibility to meet local requirements.
- Providing a strong 'joint-voice', strengthening our ability to influence the formation of policy at a local, regional and national level.

## Benefits and achievements of the 6Cs design guide

Use of the guide has already produced numerous benefits and achievements, including:

- *Reducing costs.* The guide has enabled us to deliver efficiency savings without affecting service delivery (based on the initial costs for developing and producing Htd it would now cost at least £500,000 for all the 6C authorities to set up separate guides).
- *Sharing costs.* Ongoing maintenance and development costs for the web-based document are now shared amongst all 6Cs authorities.
- *Reducing work.* Work already undertaken by individual 6Cs authorities has been utilised for developing the guide, reducing the need to commission additional work.
- *Sharing information.* Skills, knowledge and best practice from across the 6Cs authorities has been utilised to help develop the guide e.g. technical specialists from individual 6Cs authorities have been utilised when updating the guide.
- *Influencing national policy.* Expertise from the 6Cs authorities has been utilised to help develop national guidance e.g. during the development of the first DfT *Manual for Streets* and the development of ADEPTs (formerly the County Surveyors Society) 2009 *Commuted Sums for Maintaining Infrastructure Assets* guidance.

- *Promoting high quality development.* The guide has enabled the 6Cs authorities to promote high quality development whilst resisting proposals which could have resulted in negative impacts. At public enquiries Planning Inspectors continue to attach weight to the policies set out in the guide.

## How the 6Cs design guide is managed

### Management board

A management board has been formed to direct the design guides ongoing development and management. The 6Cs management board makes decisions about the guide e.g. whether updates, changes, further research or links to other documents are required.

The management board consists of officers from each of the 6Cs authorities who have adopted, or are in the process of adopting, the guide. It is chaired by an independent Chair. Contact information for the board is provided below.

Officers on the board take responsibility for making decisions or, where appropriate, referring issues back to their respective authorities.

#### **6Cs Design Guide management board:**

Chair: Waterman Aspens, Vince Mandeir	<a href="mailto:Vince.Mandeir@watermanaspens.co.uk">Vince.Mandeir@watermanaspens.co.uk</a>
Derby City Council, Tina Cooke	<a href="mailto:tina.cooke@derby.gov.uk">tina.cooke@derby.gov.uk</a>
Derbyshire County Council, Graham Fairs	<a href="mailto:graham.fairs@derbyshire.gov.uk">graham.fairs@derbyshire.gov.uk</a>
Leicester City Council, Michael Jeeves	<a href="mailto:Michael.Jeeves@leicester.gov.uk">Michael.Jeeves@leicester.gov.uk</a>
Leicestershire County Council, Kingsley Cook	<a href="mailto:kingsley.cook@leics.gov.uk">kingsley.cook@leics.gov.uk</a>
Nottingham City Council, Liz Hiskens	<a href="mailto:Liz.Hiskens@nottinghamcity.gov.uk">Liz.Hiskens@nottinghamcity.gov.uk</a>
Nottinghamshire County Council, Martin Carnaffin	<a href="mailto:martin.carnaffin@nottscc.gov.uk">martin.carnaffin@nottscc.gov.uk</a>

### Process for updating the guide

All decisions affecting the guide, including amendments and updates, are voted on. Each 6Cs authority has one vote on the board and decisions are based on a majority vote.

Leicestershire County Council currently hosts and manages the 6CsDG website on behalf of the 6C authorities. All changes are logged on the website at [Complete list of changes 2011](#).

### Fees

Authorities wishing to adopt the guide pay an initial joining fee plus an annual fee. These fees cover the costs of managing the website, updates, further development of the guide, specific projects relating to the guide and, where appropriate, commissioning additional resources to facilitate these processes.

Leicestershire County Council currently manages these fees on behalf of the board.

### Using / adopting the guide

The guide is a policy document for the 6Cs authorities. It is intended for use by developers within the 6Cs area.

The 6CsDG is copyrighted and may not be used by other authorities for the purposes of development control. For developments in other areas developers must contact that authority and refer to its documents and not to the 6CsDG.

If other authorities would like to use part, or all, of this guide for the purposes of development control, or would like to discuss formal adoption of the guide, please contact the Chair of the management board.

## How the guide will continue to be developed

The management board will:

- Ensure that the guide remains fit for purpose.
- Ensure that the guide is kept up-to-date and in-line with current policy and guidance.
- Review the content, format and presentation of the guide, where appropriate.
- Continue development of the guide.
- Ensure that the approach to development is co-ordinated and efficient.
- Inform other authorities and organisations about the guide.

## How you can help

You can help to keep the guide up-to-date and fit for purpose by:

- advising us of any typos / errors
- suggesting improvements and areas for future development
- suggesting amendments to the website which would make it easier to use
- sharing best practice
- advising us of anything that could impact on the guide.

If you'd like to raise any issues please complete the 'Your views' form in [Appendix K](#)

Note: Appendix K will need updating so that it's not LCC biased, it refers to the 6CsDG (not Htd) and it includes the issues identified on the previous page (see "How you can help")

## Appendix K: Highways, transportation and development (Htd) - Your views

NB: Htd in this case includes all appendices and companion documents.

Please use our review form to comment on Htd and/or to suggest changes. Htd is reviewed regularly by a Project Team (PT). If you suggest a change, the PT will consider it and decide whether or not to amend Htd. At the end of the review process, you will be advised of the PT's decision and the reason for it. A copy of our review process is also included in this appendix.

Please e-mail the completed form to [Htd@leics.gov.uk](mailto:Htd@leics.gov.uk).



### Htd - Your views

<b>Name</b>		<b>Date</b> dd/mm/yy	
<b>Organisation</b> (if external to LCC) <b>Department/branch/group</b> (if internal)			
<b>E-mail address</b> (if external to LCC)			
<b>Postal address</b> (if external to LCC)			
<b>Htd reference</b> (please give part, section, para', diagram, table, etc., or just state 'general' if document wide issue)			
<b>Comment</b>			
Complete the following sections only if you are proposing an actual change to Htd			
<b>Change</b>			
<b>Reason</b>			