

Taverham Neighbourhood Plan

Site Submission Guidance Notes

Preface

These Guidance Notes provide general guidance that all development site promoters should be aware of. It also sets out more specific guidance on how to complete the Taverham Neighbourhood Plan Site Submission Response Form.

The Greater Norwich Local Plan (GNLP) is being produced by Broadland District Council, Norwich City Council and South Norfolk Council working together with Norfolk County Council through the Greater Norwich Development Partnership (GNDP). They undertook a 'Call for Sites' between January and March of 2018. This covered sites across the three Districts.

The Taverham Neighbourhood Plan Steering Group is undertaking a further 'Call for Sites' just for the Taverham Parish Area to see if there are any sites that might be suitable for future development in the Parish that were not put forward as part of the GNLP consultation in March and to check that those that were put forward during that consultation are still available.

All site promoters are encouraged to read the guidance notes thoroughly before submitting a site for consideration. If you have any questions relating to the promotion of a potential development site, or these guidance notes, then please email taverhamnp@gmail.com

General Guidance

1. Type of Sites that should be submitted

Interested parties are invited to promote sites within the Parish of Taverham for future development or other land uses, including:

- Housing (including Gypsy and Travellers sites)
- Employment
- Retail
- Leisure
- Community uses
- Art, culture and tourism
- Mixed use development.

In terms of site size, only sites that are:

- Greenfield sites that are capable of delivering 5 or more homes or which are more than 0.25ha in size;
- Previously Developed Land, or brownfield sites, capable of accommodating development at any scale should be submitted.

Greenfield sites smaller than the criteria set out above should be promoted as a settlement boundary revision. If you are promoting a settlement boundary revision please complete the form with as much detail as possible. Please make it clear in section 5 of the site submission form that you are proposing a settlement boundary revision.

In all instances sites should only be submitted where the promoter will be able to clearly demonstrate that the site can be delivered for its proposed use before 2036. **Please be aware that there is no guarantee that a submitted site will be allocated for the suggested use.**

Site Submission Form

All respondents promoting a new site for development not previously submitted should complete the 'Taverham Neighbourhood Plan Site Submission Form. The form should be completed as thoroughly and precisely as possible to enable an accurate assessment of the site to be made. A map that clearly identifies the boundaries of the proposed site should also be provided on an OS base and at a scale of no less than 1:2,500.

Please note that if you are promoting more than one site then a separate form should be completed for each site. If you jointly submitting a site, please endeavour to submit such a site only once, with all promoters' names included (to avoid any confusion about the same site being submitted twice by different people).

Submitting your form

Forms can be submitted by email to Mrs Tracy Jones, Parish Council administrator, administrator@taverhamparishcouncil.org.uk. Forms must be received by **midnight on 4th January 2019**.

Hard copy forms can also be sent to:

Taverham Neighbourhood Plan
Taverham Parish Council,
Parish Council Office,
Taverham Village Hall,
Sandy Lane,
Taverham, NR8 6JR.

Please note that anonymous submissions cannot be accepted as key details will need to be verified before a site can be allocated.

How will we use information submitted on the Site Submission Form?

The information provided on the site submission form will be used as the basis for an assessment of whether the site should be allocated for the proposed use. All allocated sites will need to be in a suitable location, available for the proposed land uses or developments and be supported by clear evidence that the land uses or developments proposed can be delivered in an appropriate timescale. Unless there are very strong reasons to do so, a site

would not be allocated on which the land uses or developments proposed could not be completed entirely by 2036.

Once this consultation is closed the Taverham Neighbourhood Plan Steering Group will undertake an initial assessment of the sites. This assessment may take a number of months to complete. If further information is required during this assessment then the Taverham Neighbourhood Plan Steering Group will contact you directly. A prompt response to any such request will be necessary to ensure your site can be properly considered. A site may not be able to be taken forward as an allocation if significant gaps in information exist.

Please note that the contents of the Sites Submission Form will be made available for public scrutiny. By submitting a response form you are acknowledging that details contained in the form will be published in the public domain.

Respondents should avoid including any individual personal data, such as private addresses, contact details and signatures, except where necessary to complete the site submission form.

Commercially Sensitive or Other Confidential Information

The presumption will be that all information submitted on the form can be published for the purposes of transparency and public scrutiny.

If you intend to supply any information you consider to be commercially sensitive, or that is otherwise confidential, to help demonstrate that your site is available, suitable or that it can be developed as proposed then you are encouraged to contact us in advance to determine whether, and if so, how such information could be kept confidential.

For the avoidance of doubt or confusion, any commercially sensitive, or otherwise confidential information included in a site submission form should be clearly marked as such.

Specific Guidance

1. Contact Details	
1a.	Fill out your name (first name and surname) and all contact details. If you are an agent please fill out your clients details.
1b.	Please select from the options provided to indicate your relationship to the site promoted.
1c.	If you are an agent please fill out your clients details in this section. If you are representing more than one client in relation to the same site then please provide details for each of your clients.

2. Site details	
Submitting a location plan	
2.	<p>All Site Submission response forms must be accompanied by an acceptable Location Plan. To be acceptable, a location plan must be on a scaled base map, typically at a scale of 1:1,250 or 1:2,500. Each plan should show the direction of north.</p> <p>The promoted site must be edged clearly with a red line on the location plan. The identified site should, wherever possible, include all land necessary to carry out the proposed development, including but not limited to: access to the public highway including visibility splays, landscaping, car parking and areas of open space around buildings. If further land outside your clients control is necessary to carry out the proposed development then please show these as hatched areas on the submitted location plan.</p> <p>Proposed or potential points of access to the sites should be clearly marked.</p> <p>A blue line must be drawn on the plan around any other land you own which is either close to, or adjoins, but does not form part of, the proposed site.</p> <p>Please provide a full postal address for the site wherever possible. If the site does not have a postal address then please provide a grid reference and describe its location as clearly as possible.</p>

3. Site ownership	
3a.	Please indicate the ownership status of the site choosing from the list of three options.

3b.	Please provide details of all landowners who hold an interest in the proposed site. If those details are the same as those provided in section 1a. or 1c. then you do not need to provide those details again. Please ensure that relevant title plans and deeds are provided wherever possible to enable the Councils to verify the ownership status of the site.
3c.	If the site is in multiple ownership then please indicate whether all landowners support your proposals for development on the site.
3d.	If not all landowners support your proposals for development please identify and explain the nature of the dispute and its potential impact on the development of the site for the uses proposed.

4. Current and historic land uses

4a.	Please describe the current use of the site e.g. employment, agricultural etc. If the site currently has more than one use, then please describe all the uses on the site.
4b.	Has the site been previously developed, or would it fall under the National Planning Policy Framework's (NPPF) definition of Previously Developed Land? The NPPF definition can be found in annex 2 of the framework which is available here: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf
4c.	Please describe all previous uses of the site, the dates during which these uses were ongoing and provide any relevant planning history, including planning application numbers, if known.

5. Proposed future use

5a.	Please provide a short description of the proposed development, including if it is for a settlement boundary revision. Examples: "Residential Development comprising approximately 100 homes, public open space, landscaping and associated infrastructure" or "Settlement boundary extension of 0.3 hectares to the west of x to provide 4 homes". If you are proposing a site exclusively for designation as Local Green Space then please go straight to question 6a.
5b.	Please tick the use or uses that you are proposing.
5c.	Use this section to provide any further details about the proposed development that you are able. This should include the approximate number of homes, amount of commercial floorspace (if not already clear from your answer to question 5a) and could also include potential details regarding access to the highway, drainage infrastructure or landscaping etc, if known.

5d.	If you think that your proposal would result in any particular benefits to the local community then please describe these benefits in this section.

6. Local Green Space

A Local Green Space designation is a way to provide special protection against development for green areas of particular importance to local communities. This type of designation can, however, only be used:

- Where the green space is in reasonably close proximity to the community it serves;
- Where the green area is demonstrably special to a local community and holds a particular local significance, e.g. because of its beauty, historic significance, recreational value, tranquillity or richness in wildlife; and,
- Where the green area concerned is local in character and not an extensive tract of land.

Further information on Local Green Space Designations can be found here:

<https://www.gov.uk/guidance/open-space-sports-and-recreation-facilities-public-rights-of-way-and-local-green-space>

6a.	Please explain how the local community could use or benefit from the site's designation and what those benefits would be, e.g. would it be used for recreation, or is it of benefit for nature conservation, or for reasons of landscape amenity.
6b.	Please describe why you consider the site to be of particular local significance e.g. it has a long established recreational use which is heavily used by the community, there is particular richness and abundance of wildlife, the view to or across the site are of particular heritage importance. Please provide any evidence you have that supports your views.

7. Site features and constraints

To ensure that your site can be accurately assessed, please answer this section of the form as fully and precisely as possible.

7a.	Please explain (if known) how the site could be accessed, whether suitable visibility splays can be achieved and whether there are any public rights of way that affect the site and how the development would address these.
7b.	Please describe any potential physical constraints to development including the

	surface features of the site, including whether there is any significant change in levels across the site. Explain how these constraints could affect the development proposed.
7c.	Please confirm whether the site's ground conditions are stable or unstable. For example, has there been any history of subsidence? What is the cause of any instability and would it affect the proposed development? If the development is affected then how will this be overcome? Is the site contaminated or potentially contaminated? Has any survey work been undertaken in this regard?
7d.	Please confirm whether the site is liable to flooding from any source including if it lies within an identified flood zone and if there have been any historic flooding incidents on the site. If you have undertaken any flood risk assessment work then please attach this to the response form.
7e.	Please confirm whether any ransom strips, covenants or any other third party rights would affect the proposed development. If there are any legal issues that will affect the development of the site then please explain its implications and how any issue can be overcome.
7f.	Please describe any natural or semi-natural features within or immediately adjacent to the site including woodlands, hedgerows, mature trees and watercourses. Are there any environmental designations within or adjacent to the site? What would the impact of the proposed development be on biodiversity and/or geodiversity?
7g.	(If known) please describe any heritage assets on or adjacent to the site including listed buildings, scheduled monuments, conservation areas or historic parklands? Explain the impact of the proposed development or land use on any such assets (if known).
7h.	Describe the neighbouring land uses. Explain whether any neighbouring uses have any implications for the development of the site, or if the development of the site would have any implications for neighbouring uses e.g. noise levels impacting levels of amenity.
7i.	Please confirm if there are there any existing buildings or uses on the site that would need to be relocated or cease to allow the development to proceed? Do any buildings need to be demolished? Are you proposing to refurbish or convert any buildings as part of the proposed development?
7j.	Please explain any other site constraints not covered above and their implications for the development of the site.

8. Utilities

8a.	Please indicate which utilities are available, or could be made available to enable the development of the site.
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8b.	If you indicate that services could be made available then please provide any evidence to support your case.

9. Availability	
9a.	Please tick the relevant box indicating when the site could be made available for development.
9b.	Please explain the timing and availability of your site.

10. Market Interest	
10.	Please indicate what (if any) level of developer interest there has been in the site to date.

11. Delivery	
11a.	Please tick the relevant box indicating when the proposed development could be begun.
11b.	Please explain how many years you think it would take to complete the site. Indicate your expected average annual yearly completions (if known).

12. Viability	
12a.	Please tick the relevant box to confirm that you understand that there will be policy and Community Infrastructure Levy (CIL) contributions that will need to be met in addition to the other development costs of the site.
12b.	Please tick the relevant box to confirm whether you know of any abnormal costs associated with the development of the site that might affect viability.
12c.	If you answered yes to 12b then please provide details of any abnormal costs associated with the site including their implications for the development of the site.
12d.	Please confirm whether you currently consider the site viable for the development proposed, taking into account current policy and CIL contributions and any abnormal development costs identified.
12e.	If you have indicated that you consider the site to be viable then please provide any viability appraisal, or other evidence, which supports your claim.

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13. Other relevant information	
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13.	Please provide any other relevant information that supports your case for the development of the site you propose not covered by the above sections.
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