## Greater Norwich Call for Sites Guidance Notes

## Preface

The Greater Norwich Call for Sites Guidance Notes provide general guidance that all respondents to the Call for Sites should be aware of. It also sets out more specific guidance on how to complete the Greater Norwich Call for Sites Response Form.

All respondents are encouraged to read the guidance notes thoroughly before submitting a site for consideration. If you have any questions relating to the Call for Sites, or these guidance notes, then please contact the Greater Norwich Local Plan team on 01603 306603 or email <u>callforsites@gnlp.org.uk</u>

## **General Guidance**

## 1. Type of Sites that should be submitted to the "Call for Sites"

Interested parties are invited to promote sites within the areas of Broadland District, Norwich City and South Norfolk, excluding the area of the Broads Authority, 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 the Greater Norwich councils are inviting submissions on:

- 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.

Please note that the starting point for the review assumes that all sites identified for development in a current plan remain appropriate and will not need to be replaced in the new Local Plan. Sites identified for a specific land use in current plans do not need to be promoted again through this process, unless a change of use is sought. 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.

## Call for Site Submission Form

All respondents promoting a new site for development should complete the 'Greater Norwich Call for Sites 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 response to the Call for Sites

Responses should be made electronically on the webform which is available at <u>www.greaternorwichlocalplan.org.uk</u>. Alternatively a response form can be downloaded and submitted by email to <u>callforsites@gnlp.org.uk</u>.

Completed hard copy forms can also be sent to:

*Greater Norwich Local Plan Team PO Box 3466 Norwich NR7 7NX* 

All submissions should be made on or before 5pm on Friday 24 June 2016.

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 have a realistic prospect 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 the call for sites is closed the Greater Norwich Councils will undertake an initial assessment of the sites. This assessment will take a number of months to complete. If further information is required during this assessment the relevant Greater Norwich Council 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 to the Councils 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 Call for Sites 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

Conta	ct 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.	
Site De	etails	
Submi	tting a Location Plan	
2.	All 'Call for Sites' 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.	
	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.	
	Proposed or potential points of access to the sites should be clearly marked.	
	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.	
	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.	
Site Ov	wnership	
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 anable the Councils to varify the ownership status of the site
20	to enable the Councils to verify the ownership status of the site.
3с.	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.
Curren	t 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: <u>https://www.gov.uk/government/uploads/system/uploads/attachment_d</u> ata/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.
Propos	ed Future Use
5a.	Please provide a short description of the proposed development. Example: "Residential Development comprising approximately 100 homes, public open space, landscaping and associated infrastructure". 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.
Local (	Green Space
develo	al Green Space designation is a way to provide special protection against opment for green areas of particular importance to local communities. This f 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.
http://p and-re	information on Local Green Space Designations can be found here: planningguidance.communities.gov.uk/blog/guidance/open-space-sports- creation-facilities-public-rights-of-way-and-local-green-space/local-green- designation/
6a.	Please explain how the local communities 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.
Site Fea	atures and Constraints
	ure that your site can be accurately assessed, please answer this section of m 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
7h.	land use on any such assets (if known). Describe the neighbouring land uses. Explain whether any neighbouring
711.	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.
Utilities	
8a.	Please indicate which utilities are available, or could be made available
	to enable the development of the site.
8b.	If you indicate that services could be made available then please provide
	any evidence to support your case.
Availa	 bility
Availa	
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.
N.A. =!	
Market	t Interest
10.	Please indicate what (if any) level of developer interest there has been in
	the site to date.
Deliver	
	-
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).	
Viabilit	у	
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.	
Other F	Relevant Information	
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.	

#### Greater Norwich Call for Sites Submission Form

FOR OFFICIAL USEONLY		
Response Number:	GNLP0229	
Date Received:		

This form is to be filled out by any interested parties who want to promote a site for a specific use or development to be allocated in the Greater Norwich Local Plan.

Only one form should be submitted for each individual site i.e. it is not necessary for a separate form to be completed for each landowner on a single site in multiple ownerships. However, a separate form must be completed for each individual site submitted.

Your completed form should be returned to the Greater Norwich Local Plan team no later than **5pm** on **Friday 24 June 2016**.

By email: <u>callforsites@gnlp.org.uk</u>

Or, if it is not possible submit the form electronically,

By Post to:

*Greater Norwich Local Plan Team PO Box 3466 Norwich NR7 7NX* 

The responses received as part of the Greater Norwich Local Plan Call for Sites will be published and made available for public viewing. By submitting this form you are consenting to the details about you and your individual site(s) being stored by Norfolk County Council and shared with Broadland District Council, Norwich City Council and South Norfolk District Council, and that the details of the site will be published for consultation purposes.

Further advice and guidance can be obtained by visiting the Greater Norwich Local Plan website or by contacting the Greater Norwich Local Plan team directly:

Website: <u>www.greaternorwichlocalplan.org.uk</u> E-mail: <u>callforsites@gnlp.org.uk</u> Telephone: 01603 306603

1a. Contact Details		
Title	Mr	
First Name	John	
Last Name	Long(Consortium Marsham Landowners)	
Job Title (where relevant)		
Organisation (where relevant)		
Address	Bidwells	
	16 Upper King Street	
	NULL	
	Norwich	
	Norfolk	
Post Code	NR3 1HA	
Telephone Number	01603 229414	
	NULL	
Email Address	john.long@bidwells.co.uk	

## 1b. I am...

Planning Consultant

1c. Client/Landowner Details (if different from question 1a)		
Title		
Title		
First Name		
Last Name		
Job Title (where relevant)		
Organisation (where		
relevant)		
Address		
Telephone Number		
Email Address		

2. Site Details		
Site location / address and post	Land North, East, West and South of Marsham	
code	High Street/Norwich Road/Fengate/Allison	
(please include as an attachment	Street	
to this response form a location plan of the site on an scaled OS	Marsham	
base with the boundaries of the	Norwich	
site clearly shown)	Norfolk	
Grid reference (if known)	TG193242	

Site area (hectares)	60 hectares
Site parish	Marsham
Site district	Broadland

Site Ownership		
3a. I (or my client)		
Is a part owner of the site		
•	e, address and contact details of the site's landowner(s) evant title plans and deeds (if available).	
3c. If the site is in multiple landownerships do all landowners support your proposal for the site?	Yes	
3d. If you answered no to the above question please provide details of why not all of the sites owners support your proposals for the site.		

## Current and Historic Land Uses

**4a. Current Land Use** (Please describe the site's current land use e.g. agriculture, employment, unused/vacant etc.)

The site is mostly farm land, although there are a number of redundant farmyards that are currently semi derelict/unused/vacant.

## 4b. Has the site been previously developed?

No

**4c. Describe any previous uses of the site.** (please provide details of any relevant historic planning applications, including application numbers if known)

Site is mostly farm land and redundant/vacant/derelict farm yards (which although developed do not meet the current NPPF definition of previously developed land. Fengate Farm has been subject of previous planning applications. ref:20021336; and 20041531

#### Proposed Future Uses

#### 5a. Please provide a short description of the development or land use you proposed

Strategic growth of Marsham: Development of Approximately 60 hectares of land (farmland/derelict/underused/vacant farm yards) to include residential uses (approximately 1,000 new homes), public open space, community facilities, retail, commercial development and land for school extension if required. The housing will be a mix of size, type and tenure and help redress the under provision of market homes in the village. A new access from the A140 will be provided, which will divert traffic away from the narrow High Street.

The consortium of landowners control additional land around the village and the extent of the land promoted can be increased if required.

#### 5b. Which of the following use or uses are you proposing?

Market Housing	Yes		
Affordable Housing	Yes		
Residential Care Home	No		
Gypsy and Traveller Pitches	No		
Business and offices	Yes		
General industrial	No		
Storage and distribution	No		
Tourism	No		
Recreation & Leisure No			
Community Use Yes			
Public Open Space Yes			
Other (Please Specify) NULL			
5c. Please provide further details of your proposal, including details on number of			
houses and proposed floorspace of commercial buildings etc.			

Strategic growth of Marsham: Development of Approximately 60 hectares of land

(farmland/derelict/underused/vacant farm yards) to include residential uses (approximately 1,000 new homes), public open space, community facilities, retail, commercial developdevelopment and land for school extension if required. The housing will be a mix of size, type and tenure and help redress the under provision of market homes in the village. A new access from the A140 will be provided, which will divert traffic away from the narrow High Street. Opportunities for commercial land can be included if deemed appropriate, up to 5 hectares. Public Open Space and Sports pitches (amount tbc). Other Community Facilities (amount tbc). The consortium of landowners control additional land around the village and the extent of the land promoted can be increased if required.

## 5d. Please describe any benefits to the Local Area that the development of the site could provide.

The land promotion represents an opportunity for the strategic growth of Marsham. The proposal which will deliver a range of benefits for the community, including new homes to meet housing needs, new/ improved community facilities, new open space/sports pitches and the potential for new jobs with the possible provision of a new commercial/business area for the village. A new access/road would serve the site which would help take traffic away from the High Street. The village is well connected to Norwich and Aylsham, which will provide higher order services and facilities. The village is a sustainable location for growth along the A140 corridor.

#### Local Green Space

If you are proposed a site to be designated as Local Green Space please complete the following questions. These questions do not need to be completed if you are not proposing a site as Local Green Space. Please consult the guidance notes for an explanation of Local Green Space Designations.

6a. Are you proposing a site to be designated as a Local No Green Space?

6b.Which community would the site serve and how would the designation of the site benefit that community.

NULL

6c. Please describe why you consider the site to be of particular local significance e.g. recreational value, tranquillity or richness in wildlife.

NULL

#### Site Features and Constraints

Are there any features of the site or limitations that may constrain development on this site (please give details)?

**7a. Site Access:** Is there a current means of access to the site from the public highway, does this access need to be improved before development can take place and are there any public rights of way that cross or adjoin the site?

There is a number of potential access points into the site, including a direct access from the A140, to remove traffic and relieve pressure on the narrow High Street. A

footpath crosses the southern part of the site and a track (Reeds Lane) crosses the north part of the site. A footpath runs through the central parcel.

**7b. Topography:** Are there any slopes or significant changes of in levels that could affect the development of the site?

There are no insurmountable topographical issues affecting the site.

**7c. Ground Conditions:** Are ground conditions on the site stable? Are there potential ground contamination issues?

A forthcoming Geo-environmental report will determine ground conditions and contaminations, and include remediation/mitigation measures.

**7d. Flood Risk:** Is the site liable to river, ground water or surface water flooding and if so what is the nature, source and frequency of the flooding?

The proposed site is mostly in Flood Zone 1 and not within a high risk flood zone or flood plain, although there are water courses on the eastern parcel (east of the A140), which are with Flood Zone 3. Drainage will be via a Sustainable Urban Drainage Strategy ensuring run off rates remain at greenfield levels or better. A forthcoming flood risk report will confirm the measures to ensure that vulnerable development is not proposed in high risk areas, and provide a strategy for the site's drainage..

**7e. Legal Issues:** Is there land in third party ownership, or access rights, which must be acquired to develop the site, do any restrictive covenants exist, are there any existing tenancies?

The Consortium of Marsham Landowners are currently working together and discussing terms for a landowners agreement. No insurmountable legal issues are known at this time.

**7f. Environmental Issues:** Is the site located next to a watercourse or mature woodland, are there any significant trees or hedgerows crossing or bordering the site are there any known features of ecological or geological importance on or adjacent to the site?

There are no listed buildings within the site, or features of heritage significance. There are listed buildings within the village, and these will be taken into account in the design of parcels. Significant landscaping will be provided where necessary to help mitigate any impact. A forthcoming archaeological report will identify any heritage features, which will be taken into account in the development of a masterplan for the area.

**7g. Heritage Issues:** Are there any listed buildings, Conservation Areas, Historic Parklands or Schedules Monuments on the site or nearby? If so, how might the site's development affect them?

There are no listed buildings within the site, or features of heritage significance. There are listed buildings within the village, and these will be taken into account in the design of parcels. Significant landscaping will be provided where necessary t

**7h. Neighbouring Uses:** What are the neighbouring uses and will either the proposed use or neighbouring uses have any implications?

The land surrounds the existing village and there are neighbouring residential properties. The proposal will include significant landscaping and careful design, which will help to ensure impacts on existing residents are mitigated where possible.

**7i. Existing uses and Buildings:** are there any existing buildings or uses that need to be relocated before the site can be developed.

The site contains a number of vacant/underused/derelict farmyards, which will need to be cleared, but buildings/uses will not need to be relocated.

7j. Other: (please specify):

Forthcoming technical work will identify constraints and opportunities, which will inform a masterplan for the promotion.

Utilities		
8a. Which of the following are likely to be readily available to service the site and enable its development? Please provide details where possible.		
Mains water supply	Yes	
Mains sewerage	Yes	
Electricity supply	Yes	
Gas supply	Unsure	
Public highway	Yes	
Broadband internet	Yes	
Other (please specify):	NULL	
8b. Please provide any further information on the utilities available on the site:		

A forthcoming utilities report will determine current infrastructure and service capacity and identify potential upgrades/reinforcements and costs to serve the site.

#### Availability

9a. Please indicate when the site could be made available for the land use or development proposed.

1 to 5 years (by April 2021)

#### 9b. Please give reasons for the answer given above.

The land is available for development, but landowner legal arrangements are likely to take 6-12 months to complete; landowners will then either continue to promote the land themselves or secure the services of a promoter/developer partner to obtain planning consent.

Market Interest			
10. Please indicate what level of market interest there is/has been in the site. Please include relevant dates in the comments section.			
None			
Comments	The site has not been marketed.		

Delivery
11a. Please indicate when you anticipate the proposed development could be begun.
5 - 10 years (between April 2021 and 2026)

# 11b. Once started, how many years do you think it would take to complete the proposed development (if known)?

The site is likely to take around 3-5 years before necessary legal agreements and planning consents are in place, conditions discharged etc, and commencement of development/delivery of units is likely to start in 5 years. It is anticipated that the site would be built out in 10 years, subject to market conditions.

Viability	
12a. You acknowledge that there are likely to be policy	
requirements and Community Infrastructure Levy (CIL) costs to	
be met which will be in addition to the other development	
costs of the site (depending on the type and scale of land use	Yes
proposed). These requirements are likely to include but are not	
limited to: Affordable Housing; Sports Pitches & Children's Play	
Space and Community Infrastructure Levy	
12b. Do you know if there are there any abnormal costs that	
could affect the viability of the site e.g. infrastructure,	Yes
demolition or ground conditions?	103
12c. If there are abnormal costs associated with the site please p	rovide details:
·····	
There are a number of vacant/derelict/underused farmyards wit	
would need to be cleared. There are likely costs associated with	1
infrastructure/services upgrades to serve a strategic site.	
12d. Do you consider that the site is currently viable for its	
proposed use taking into account any and all current planning	Yes
policy and CIL considerations and other abnormal	
development costs associated with the site?	
12e. Please attach any viability assessment or development app	
undertaken for the site, or any other evidence you consider help	s demonstrate the
viability of the site.	
A forthcoming viability report will demonstrate the scheme's viab	ility.

#### Other Relevant Information

13. Please use the space below to for additional information or further explanations on any of the topics covered in this form

Additional information will be submitted in due course.

Check List	
Your Details	
Site Details (including site location plan)	
Site Ownership	
Current and Historic Land Uses	
Proposed Future Uses	
Local Green Space (Only to be completed for proposed Local Green	
Space Designations)	
Site Features and Constraints	
Utilities	
Availability	
Market Interest	
Delivery	
Viability	
Other Relevant Information	
Declaration	

## 14. Declaration

I understand that:

Data Protection and Freedom of Information

The Data Controller of this information under the Data Protection Act 1998 will be Norfolk County Council, which will hold the data on behalf of Broadland District Council, Norwich City Council and South Norfolk District Council. The purposes of collecting this data are:

- to assist in the preparation of the Greater Norwich Local Plan
- to contact you, if necessary, regarding the answers given in your form
- to evaluate the development potential of the submitted site for the uses proposed within the form

#### Disclaimer

The responses received as part of the Greater Norwich Local Plan "Call for Sites" will be published and made available for public viewing. By submitting this form you are consenting to the details about you and your individual sites being stored by Norfolk County Council, and the details being published for consultation purposes. Any information you consider to be confidential is clearly marked in the submitted response form and you have confirmed with the Council(s) in advance that such information can be kept confidential as instructed in the Greater Norwich Local Plan Call for Sites Response Form Guidance Notes.

I agree that the details within this form can be held by Norfolk County Council and that those details can be shared with Broadland District Council, Norwich City Council and South Norfolk District Council for the purposes specified in this declaration.

Name	Date
John Long	7/8/2016