

Regulation and Planning Policy Committee

Members of the Regulation and Planning Policy Committee:

Cllr Florence Ellis (Chairman)
Cllr Barry Duffin (Vice Chairman)
Cllr Julian Halls
Cllr Phil Hardy
Cllr William Kemp
Cllr Suzanne Nuri
Cllr Jeremy Savage
Cllr Trevor Spruce
Cllr Vic Thomson

PUBLIC ATTENDANCE

Please note that in light of Government guidance, the Council currently has restricted access to its offices. Should members of the public wish to observe this meeting remotely, or speak on an agenda item, they can do by emailing a request to democracy@s-norfolk.gov.uk, no later than 5.00pm on Thursday 14 May 2020.

Agenda

Date

Tuesday 19 May 2020

Time

1.00 pm

Place

To be hosted remotely at:
South Norfolk House
Cygnet Court
Long Stratton
Norwich
NR15 2XE

Contact

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Long Stratton Norwich
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Email: democracy@s-norfolk.gov.uk
Website: www.south-norfolk.gov.uk

If you have any special requirements in order to attend this meeting,
please let us know in advance

Large print version can be made available

A G E N D A

- 1. To report apologies for absence and identify substitute voting members (if any);**

- 2. Any items of business the Chairman decides should be considered as matters of urgency pursuant to Section 100B (4) (b) of the Local Government Act, 1972.**
Urgent business may only be taken if, "by reason of special circumstances" (which will be recorded in the minutes), the Chairman of the meeting is of the opinion that the item should be considered as a matter of urgency;

- 3. To Receive Declarations of Interest from Members**
(Please see guidance form and flow chart attached – page 3)

- 4. Minutes of the meeting of the Regulation and Planning Policy Committee held on Tuesday 18 February 2020**
(attached – page 5)

- 5. South Norfolk Village Clusters Housing Allocations Document
Site Assessment Form and Site Assessment Checklist**
(report attached – page 8)



DECLARATIONS OF INTEREST AT MEETINGS

When declaring an interest at a meeting Members are asked to indicate whether their interest in the matter is pecuniary, or if the matter relates to, or affects a pecuniary interest they have, or if it is another type of interest. Members are required to identify the nature of the interest and the agenda item to which it relates. In the case of other interests, the member may speak and vote. If it is a pecuniary interest, the member must withdraw from the meeting when it is discussed. If it affects or relates to a pecuniary interest the member has, they have the right to make representations to the meeting as a member of the public but must then withdraw from the meeting. Members are also requested when appropriate to make any declarations under the Code of Practice on Planning and Judicial matters.

Have you declared the interest in the register of interests as a pecuniary interest? If Yes, you will need to withdraw from the room when it is discussed.

Does the interest directly:

1. affect yours, or your spouse / partner's financial position?
2. relate to the determining of any approval, consent, licence, permission or registration in relation to you or your spouse / partner?
3. Relate to a contract you, or your spouse / partner have with the Council
4. Affect land you or your spouse / partner own
5. Affect a company that you or your partner own, or have a shareholding in

If the answer is "yes" to any of the above, it is likely to be pecuniary.

Please refer to the guidance given on declaring pecuniary interests in the register of interest forms. If you have a pecuniary interest, you will need to inform the meeting and then withdraw from the room when it is discussed. If it has not been previously declared, you will also need to notify the Monitoring Officer within 28 days.

Does the interest indirectly affect or relate any pecuniary interest you have already declared, or an interest you have identified at 1-5 above?

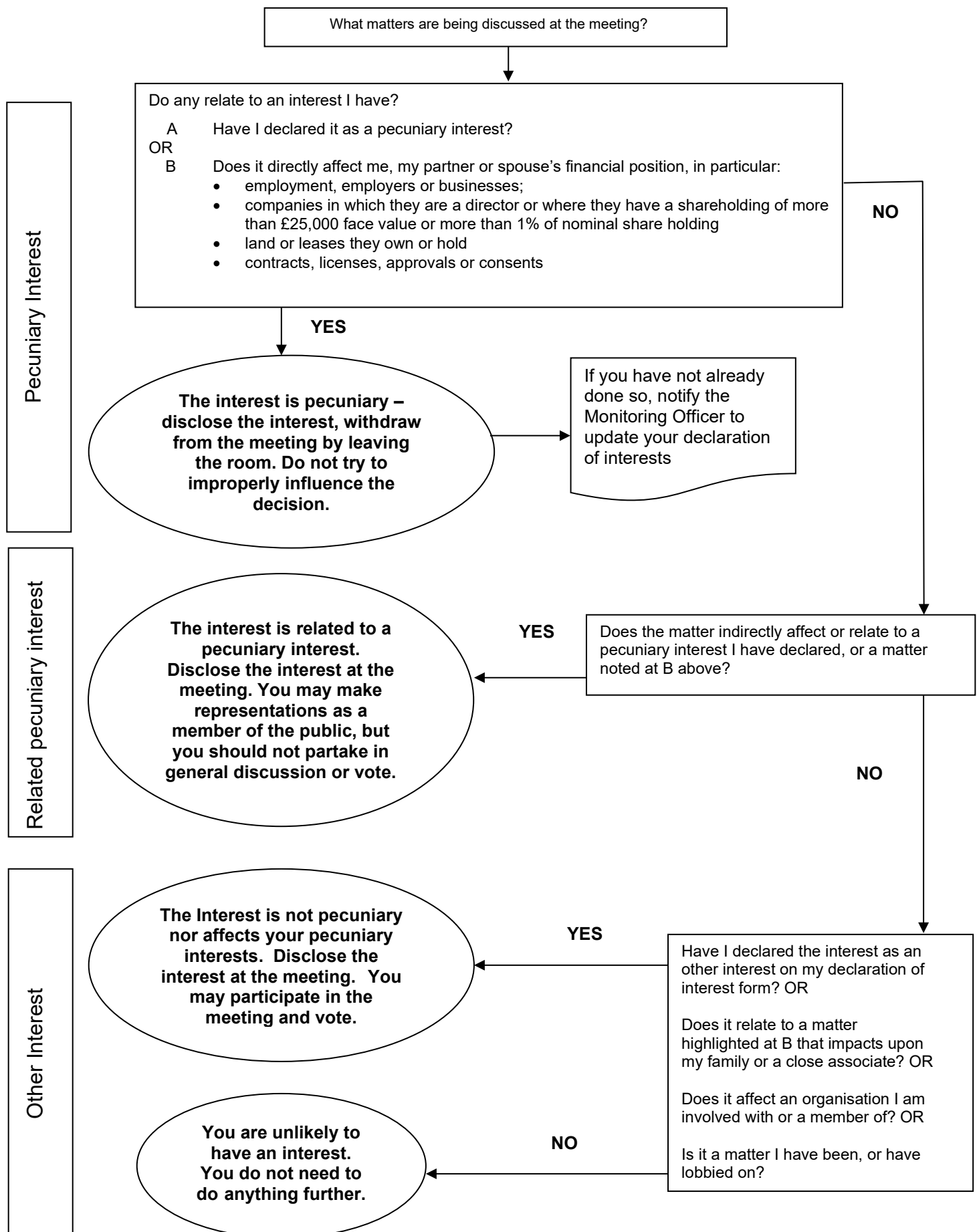
If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public but you should not partake in general discussion or vote.

Is the interest not related to any of the above? If so, it is likely to be an other interest. You will need to declare the interest but may participate in discussion and voting on the item.

Have you made any statements or undertaken any actions that would indicate that you have a closed mind on a matter under discussion? If so, you may be predetermined on the issue; you will need to inform the meeting, and when it is discussed, you will have the right to make representations to the meeting as a member of the public but must then withdraw from the meeting.

**FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF.
PLEASE REFER ANY QUERIES TO THE MONITORING OFFICER IN THE FIRST
INSTANCE**

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF





REGULATION AND PLANNING POLICY COMMITTEE

Minutes of a meeting of the Regulation and Planning Policy Committee of South Norfolk Council held at South Norfolk House, Long Stratton, on Tuesday 18 February 2020 at 2.00 pm.

Committee Members Present:	Councillors:	F Ellis (Chairman), B Duffin, J Halls, S Nuri, J Savage, T Spruce and V Thomson
Apologies:	Councillors:	P Hardy
Cabinet Members in Attendance:	Councillors:	L Neal, A Thomas
Other Members in Attendance	Councillor	V Clifford-Jackson, R Elliott, T Laidlaw
Officers in Attendance:	The Assistant Director of Planning (H Mellors), the Principal Infrastructure and Planning Officer (S Marjoram), the Place Shaping Area Team Manager (P Harris) and the Senior Planning Policy Officer (K Fisher).	
Also in Attendance	One member of the public	

The Chairman welcomed Paul Harris, the newly appointed Place Shaping Area Team Manager, to the meeting.

62 MINUTES

The minutes of the meeting held on 10 January 2020 were confirmed as a correct record and signed by the Chairman.

63 SOUTH NORFOLK VILLAGE CLUSTERS HOUSING ALLOCATIONS DOCUMENT – SITE ASSESSMENT PROCESS AND DRAFT COUNCIL

The Principal Infrastructure and Planning Officer presented the report, which proposed an approach to assessing sites for the forthcoming South Norfolk Village Cluster Site Allocations Plan and set out a timetable for the initial stages of preparing the document.

A separate Village Clusters Plan was being drafted because it was recognised that the choice of sites available through the Greater Norwich Local Plan (GNLP) was not delivering the requirement for South Norfolk, with some parishes having few sites, which were often detached from the settlement, leading to greater concentrations elsewhere. South Norfolk was also significantly more rural with a Village Clusters requirement more than double that of Broadland.

One of the first stages in developing the Village Clusters document would be to confirm with existing site promoters that they still wished their sites to go forward for consideration, within the criteria of at least 12 units on up to a hectare of land (which should equate to 20-25 dwellings). The threshold was set at 12 to ensure that the site

would deliver affordable housing, as required in the National Planning Policy Framework.

A minimum of 1,200 dwellings was required in these settlements across the District. It was also likely that the Village Clusters document would include a small number of generic policies to avoid repetition across multiple allocations.

It was proposed to define clusters based on primary school catchment areas, but account would also be taken of other facilities such as shops, pubs etc. Some villages would be clustered with a settlement that continued to be included in the GNLP.

It was proposed that the Site Assessment would use the Housing and Economic Land Availability Assessment (HELAA) methodology to identify a future supply of land which was suitable, available and achievable for housing and economic development use over the Plan period. The suitability assessment criteria used red, amber and green scores for an agreed set of measures. The site assessment would look at basic requirements and planning history and, after being shortlisted, site visits would be held to look at their physical context. It would also focus on good accessibility to a minimum number of services/facilities from a core list. The site assessment process was likely to require specialist input from other organisations in order to establish whether the sites could be developed, and also to help formulate the site-specific policy for the allocation of the site.

Members were advised that sites with less than 12 units would not be disregarded, but these would be classified as windfalls sites and would not count towards the 1,200 dwelling requirement.

It was also confirmed that all proposed sites would be considered as part of this process, even those previously rejected. The document would also take account of Neighbourhood Plans, if possible.

A briefing would be held for parish councils on the development of the Plan.

It was intended to commence initial stages of this process this month and review existing sites under the new agreed approach over March and April 2020. The HELAA of new sites would begin in late March and end in April, whilst site assessment of new sites could start in parallel if resource permitted. The evidence base would be updated over June and July and Cabinet would be asked to agree the document for consultation in August ahead of a six week consultation beginning in September. It was confirmed that it would be made clear, in the consultation, if any changes to development boundaries were proposed.

The Committee was also informed that the enhancement of the landscape and green infrastructure would be written into policies in the Plan to ensure that the environment was protected.

In response to a query, it was confirmed that whilst 25 dwellings to a hectare was the preferred upper limit, it would be difficult to be too prescriptive if this figure increased slightly. The main criteria in respect of this would be to ensure that the site delivered a development that worked well, so there would have to be an element of flexibility.

It was also confirmed that preference would be given to sites with good accessibility to services, preferably within walking distance.

The Committee was informed that the GNLP was proposing to allow up to three self-build/custom build dwellings in each parish during the lifetime of the Plan in infill sites and/or adjacent to the development boundary.

Members noted that the timetable for the Plan was tight and would be subject to the resource available and the number of sites brought forward.

It was **RESOLVED:**

To note:

- that the South Norfolk Village Clusters are based on primary school catchments;
- where the primary school is in a settlement that continues to be covered by the GNLP, those remaining parishes previously clustered with the GNLP settlement are considered to be a cluster in their own right;
- to use the Norfolk Housing and Economic Land Availability Assessment (HELAA) methodology as the starting point for appraising sites; the approach to site assessments as set out in Section 4 of the report; and

To **RECOMMEND TO CABINET** to agree an updated South Norfolk Local Development Scheme (LDS) in accordance with the timetable outlined in Section 5 of the report.

The meeting concluded at 3.26 pm.

Chairman

South Norfolk Village Clusters Housing Allocations Document Site Assessment Form and Site Assessment Checklist

Report Author(s): Simon Marjoram
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Portfolio: Cllr John Fuller - External Affairs and Policy

Ward(s) Affected: All

Purpose of the Report:

This report sets out the process for assessing the sites submitted for inclusion in the South Norfolk Village Clusters Housing Allocations Document, as both potential Allocations and smaller Settlement Limit changes. In particular the report seeks members comments on the Site Assessment Form (Appendix A) and accompanying Site Assessment Checklist (Appendix B), as the basis for undertaking those assessments.

Recommendations:

1. The Committee is asked to provide comments on the South Norfolk Village Clusters Housing Allocations Document 'Site Assessment Form' (Appendix A) and 'Site Assessment Checklist' (Appendix B), which will form the basis of officers' assessment of sites submitted for potential inclusion in the Plan.

1 SUMMARY

- 1.1 The report seeks members comments on the Site Assessment Form (Appendix A) and accompanying Site Assessment Checklist (Appendix B), as the basis for undertaking the assessment for the South Norfolk Village Clusters Housing Allocations Document (the Village Clusters document). The aim of the site assessments is to provide shortlist of 'preferred' and 'reasonable alternative' sites to meet the current Greater Norwich Local Plan (GNLP) requirement for at least 1,200 additional dwellings in the South Norfolk Village Clusters up to 2038. This would be for an initial Regulation 18 consultation, equivalent to the recently completed for the GNLP, later in 2020.

2 BACKGROUND

- 2.1 At the Regulation and Planning Policy Committee meeting on 18 February it was agreed that the Site Assessment Form and accompanying Criteria for assessing sites would be considered by the Committee members, for information and comments, before the assessment process began in late-March. Although the Form and Criteria were circulated to Committee members and portfolio/shadow portfolio-holders in March for informal comments, the onset of the current measures for addressing Coronavirus (Covid-19) means that consideration of the final drafts has been delayed.
- 2.2 In parallel, site promoters had been asked to confirm existing GNLP sites, including any changes they wanted to make to them in light of the emerging aspirations for the Village Clusters document; a formal extensions was given to site promoters to provide this by Thursday 8 April, however a number of forms have continued to be returned after that date.

3 CURRENT POSITION/FINDINGS

- 3.1 Attached to this report are the Site Assessment Form (Appendix A), to be completed by the officers assessing the sites, and an accompanying set of Assessment Criteria (Appendix B) which explain a number of the scores on the form itself.
- 3.2 As noted at the 18 February meeting, the site assessment starts with agreed Norfolk-wide Housing and Economic Land Availability Assessment (HELAA) methodology (July 2016), which was attached as Appendix 2 to that agenda. Under the County-wide Member Duty to Co-operate work, the currently endorsed Norfolk Strategic Planning Framework (NSPF) includes 'Agreement 15' which states that '*All Local Planning authorities will produce their Housing and Economic Land Availability Assessments to the standard Norfolk methodology*'. As South Norfolk Council will be using the NSPF as the basis for its Statement of Common Ground with the GNLP partners and other neighbouring authorities, there would be significant risks to not using the HELAA as the starting point for the Village Clusters assessment. However, the HELAA is that, a starting point.
- 3.3 The Assessment form also gives space for a commentary on the HELAA score, as well as adding some additional criteria, unique to the South Norfolk Village

Clusters document. These will feed into a wider Site Score on the Form. It is also recognised that the Norfolk HELAA methodology is applicable to the full range of both housing and economic sites, from relatively modest rural allocations to large-scale urban extensions. Both the commentary and additional criteria are designed to allow the assessment process to reflect the smaller-scale, housing only, rural nature of the sites being assessed.

- 3.4 Whilst the Form and Criteria are largely self-explanatory, the following section of the report sets out the approach being taken.

4 PROPOSED ACTION

- 4.1 Comments are sought on the Assessment form (Appendix A) and the accompanying Assessment Criteria (Appendix B), the following commentary highlights some of the key issues in the Form.

Part 1 - Site Details

- 4.2 In accordance with the HELAA criteria, sites will initially be assessed at density of 25 dwellings per hectare (HELAA Methodology Fig. 2.2), although this *may* be lower in some edge-or-village locations or where a site promoter has specified a density for a particular reason as part of their submission. Whilst it would be possible to start with a lower density for all sites, reflecting the rural nature of the document, the concern is that if a site could realistically accommodate a higher density, it will be difficult to resist that at the planning application stage. An approach of mirroring the low densities of neighbouring development has proven to be an issue with a small number of the existing 2015 Local Plan allocations, where sites allocated for 10 units have more than doubled in number when an application is submitted. The assessment also needs to be seen in the context of the NPPF requirements to make the best use of allocated land. If, through the site assessment process, it becomes apparent that the site cannot be developed at 25 dwellings/ha (for reasons of character, likely housing mix, on-site constraints etc), then that can be reflected in the assessment and the site allocated for a lower amount accordingly

Part 2 – Absolute Constraints

- 4.3 The HELAA establishes several critical criteria, these are referred to as ‘absolute on-site constraints’ in the site assessment form. Within the HELAA methodology it is accepted that in rare instances there may be overriding benefits that could outweigh such absolute constraints e.g. the redevelopment of a strategic scale brownfield site in an urban area. However, due to their small size, no sites being considered through the Village Clusters document would be of such strategic importance as to outweigh these absolute constraints. As such, sites that fall foul of these criteria would not be considered suitable for allocation in the Village Clusters document.

Part 3 – Suitability Assessment

- 4.4 All remaining sites will be assessed against the 13 of the 15 criteria in set out in Appendix A of the HLEAA methodology. The criterion for Coastal Change will not be relevant to the Village Cluster document. In addition, all of the Village Cluster sites fall within a relatively narrow set of parameters, in that they are smaller sites,

in more rural settlements in South Norfolk, with broadly similar access to services and facilities. As such there would be little scope for differentiating the sites in terms of Market Attractiveness e.g. they would all fall within the same typology in the Greater Norwich Viability Assessment.

- 4.5 As agreed at the 18 February Committee meeting, the initial Red/Amber/Green (RAG) scores will be taken from the HELAA criteria, with a brief commentary explaining the score. As noted above, this commentary can be used to reflect the magnitude of any impacts, bearing in mind that these are all relatively modest sites, up to 1 hectare/25 units. Whilst it will be important to recognise that the impact of smaller sites might be more limited than large-scale allocations in Main Towns and Key Service Centres on, for example, landscape or infrastructure capacity, the difference in impact between alternative small-scale sites still needs to be recognised and could help in making choices between similar sites. The commentary can also be used to show where a site promoter has provided additional information which would change the RAG assessment; for example a local Flood Risk Assessment, which demonstrates that a site can be developed in areas outside of Zones 2 and 3, a RAG Site Score can be added, which updates the RAG HELAA Score.
- 4.6 One of the more significant changes to the assessment process for the Village Clusters document relates to 'Accessibility to local services and facilities'. To reflect the focus of this assessment being on small-scale sites in rural locations, the criterion has been split into two parts. In part one the sites are scored against the HELAA methodology. Part two increases the range of services which count towards a positive assessment (to include: village/community hall; public house/café; pre-school facilities; and formal sports and recreation facilities) and also reduces the level for a 'green' score from four facilities, to three. This 'part two' assessment will give the final Site Score. As previously agreed with Norfolk County Council for the GNLP site assessments, for 'part two' the distance to schools is increased from the HELAA requirement of 2,000m to 3,000m. Distances to other services in the HELAA are (outside of town centres) 1,200m for all services except local employment opportunities, which is 2,000m. These are equivalent to an approximate 15- and 25-minute walk and are based on Chartered Institute of Highways guidelines. For the Village Clusters document, Members have been keen to emphasise that these are all sites in rural locations, not urban extensions or in main towns or large villages; as such, paragraph 103 of the NPPF applies, which states that: 'Significant development should be focused on locations which are or can be made sustainable, through limiting the need to travel and offering a genuine choice of transport modes' (underlining added) and 'opportunities to maximise sustainable transport solutions will vary between urban and rural areas, and this should be taken into account in ... plan-making'. As such, it is proposed that the 'part two' Site Score is based on 1,800m walking distances (and 2,000m for employment); agreement with the County Council will be sought on this.
- 4.7 We need to recognise that these distances will need to be measured via safe and attractive walking routes. In many parts of the district features such as rivers, rail lines and trunk roads form a barrier between settlements and services/facilities that might otherwise be within a relatively short distance. Whilst the car will still be

a first choice for many rural residents, even for shorter journeys, the planning process should facilitate active lifestyles (incorporating walking and cycling into everyday life) as a way of meeting our health challenges, and of decarbonising our transport system. Even with the advent of low carbon vehicles, the physical capacity to accommodate more cars at particular times and locations, such as school drop off/pick up or village hall events, is a concern for some rural communities. Consequently, ideally, we will want sites that offer people a realistic transport choice for some everyday journeys. Initial advice has been provided by the County Council on what constitutes a safe and attractive route.

- 4.8 To reflect the fact that lifestyles have and will continue to change, an additional criterion has also been added to the Site Score, based on the outputs of the Better Broadband for Norfolk initiative, aiming to prioritise those locations where highspeed broadband either already exists, or where there are plans to improve the service.
- 4.9 The Landscape criterion has also been supplemented by an assessment against the character type and character area the site falls within, taken from the South Norfolk Landscape Character Assessment. Officers will make an assessment as to whether development would impact on the identified characteristics of that landscaped type, as set out in the South Norfolk Place-making SPD, to give the overall Site Score. It should also be noted that this part of assessment will include Agricultural Land Classification. Recognising the benefits of the best and most versatile agricultural land is a requirement of the NPPF; this was missing from the Norfolk HELAA methodology, but incorporated under 'Landscape' for the GNLP HELAA.
- 4.10 An additional criterion has been added to the desktop assessment, specifically relating to whether the site is affected by the proposed ORSTED cable route (over and above the HELAA Utilities Infrastructure criterion).
- 4.11 As previously noted, a technical consultation with various specialist bodies (regulatory bodies, service/utility providers, government agencies etc.) will be required in order to complete this HELAA and site assessment.
- 4.12 It should also be noted that the site assessments will form part of the Regulation 18 Consultation on preferred sites, and site promoters (and other interested parties) will be able to challenge and/or supplement information as part of that process.

Part 4 – Site Visit

- 4.13 As noted in the February Committee papers, the HELAA, and the subsequent derivation of the Site Score, is a desktop assessment. For the majority of sites, a site visit will also be undertaken. As previously noted, this can be used to identify key features of the site and its surroundings (trees, hedges, ditches, ponds etc.), the topography of the site, key views into and out of the sites (both of which can help further establish how well a site fits with the landscape/townscape in the vicinity), the potential implications of any existing uses and also the compatibility with neighbouring uses.

- 4.14 The Assessment Form adapts the site checklist already used in the Development Management process. Whilst each element of the site visit will not be individually scored, it is proposed to give an overall RAG score for the Site Visit.

Part 5 – Local Plan Designations

- 4.15 Any existing designations will be noted, again these will *not* be assessed individually with a RAG score, but will have a concluding RAG score. Most Village Cluster sites are greenfield land, outside of current Development/Settlement Limits without a specific designation. Where a designation does apply, such as a site falling within a defined River Valley or a Conservation Area, the implications of this will already have been taken account in Part 2 of the Site Assessment in terms of landscape and heritage/townscape impact

Part 6 – Availability and Achievability

- 4.16 Viability work is already being produced to underpin the GNLP, however, the sites within the Village Clusters document will all fall within one typology, as such this work would not provide any differentiation between sites. The Assessment Form is again based on the agreed HELAA approach and gives an initial appraisal of whether the site is likely to be viable and deliverable within the lifetime of the Village Clusters document. This initial assessment would be followed up with more detailed work for shortlisted sites.
- 4.17 Whilst the Village Clusters document is focussed on delivering sites of 12 to 25 dwellings, to meet the GNLP requirement of at least 1,200 additional dwellings by 2038, there is also the potential to allocate larger sites which deliver public benefits which could not be achieved by a smaller site. These public benefits are captured in this section of the Site Assessment. Local support for the proposed benefits would need to be demonstrated, as it will often be Parish Councils or local community groups that take on the long term running/maintenance of any facilities. We also need to ensure that what is required of the development in a Local Plan policy can reasonably be secured via the planning system from whoever develops the site, which may not be the current site promoter.

Part 7 – Conclusion

- 4.18 The conclusion of the Site Assessment will allow officers to classify sites broadly into 'preferred', 'reasonable alternatives' and 'rejected' sites, as the basis for producing a Regulation 18 consultation document.

Timetable

- 4.19 The February Regulation and Planning Policy Committee Report included an indicative timetable for getting to the Regulation 18 Consultation on preferred sites and reasonable alternatives in September 2020; it is anticipated that this timetable will now slip by approximately two months, with consequent knock on effects for subsequent stages of plan preparation.

5 OTHER OPTIONS

- 5.1 Members of the Committee could request that Officers consider alternatives Assessment measures to those contained on the draft Form at Appendix A, along

with any necessary explanation of those measures to be included in the Assessment Criteria. In order that the approach to Assessment is not open to challenge on the grounds of Soundness and Legal Compliance, the approach would need to represent sustainable development consistent with National Policy and Guidance and with the Strategic Policies of the GNLP.

6 ISSUES AND RISKS

- 6.1 **Resource Implications** – The Site Assessment process is covered by the overall budget for producing the South Norfolk Village Clusters Housing Allocations Document.
- 6.2 **Legal Implications** – the site assessment is undertaken within the context of Local Plan production and the legislative framework which regulates it.
- 6.3 **Equality Implications** – The overall Village Clusters document will be subject to an Equalities Assessment, as well as consultation in accordance with the requirements of legislation and the Council's Statement of Community Involvement (SCI).
- 6.4 **Environmental Impact** – The site assessment process, as illustrated by the Site Assessment Form and accompanying Criteria, is designed to select sites which help achieve sustainable development in accordance with national and local strategic policies. The Village Clusters document will also be subject to a Habitats Regulation Assessment and Sustainability Appraisal, as well as potential updates/supplements to the GNLP evidence base, as necessary.
- 6.5 **Crime and Disorder** – no identified issues.
- 6.6 **Risks** – the most significant risk is that the site assessment process is found to be flawed at a later stage in plan production; however, by starting with the agreed Norfolk HELAA Methodology and adapting the site assessment process to reflect the small-scale, rural nature of the sites being evaluated, whilst respecting national and local strategic policies, it is considered that this risk is minimised.

7 CONCLUSION

- 7.1 The Site Assessment Form (Appendix A) and Site Assessment Checklist (Appendix B) are considered to provide a strong framework for identifying 'preferred' and 'reasonable alternative' sites for the South Norfolk Village Cluster Housing Allocations Document, for a future Regulation 18 consultation.

8 RECOMMENDATIONS

- 8.1 The Committee is asked to provide comments on the South Norfolk Village Clusters Housing Allocations Document 'Site Assessment Form' (Appendix A) and 'Site Assessment Checklist' (Appendix B), which will form the basis of officers' assessment of sites submitted for potential inclusion in the Plan.

Background Papers

Norfolk HELAA Methodology – Final, July 2016

(Previously circulated as Appendix 2 of the 18 February 2020 meeting)

SN Village Clusters Housing Allocations Document – Site Assessment Form**Part 1 Site Details**

Site Reference	
Site address	
Current planning status <i>(including previous planning policy status)</i>	
Planning History	
Site size, hectares (as promoted)	
Promoted Site Use, including (a) Allocated site (b) SL extension	
Promoted Site Density <i>(if known – otherwise assume 25 dwellings/ha)</i>	
Greenfield/ Brownfield	

Part 2 Absolute Constraints

ABSOLUTE ON-SITE CONSTRAINTS <i>(if 'yes' to any of the below, the site will be excluded from further assessment)</i>	
Is the site located in, or does the site include:	
SPA, SAC, SSSI, Ramsar	
National Nature Reserve	
Ancient Woodland	
Flood Risk Zone 3b	
Scheduled Ancient Monument	
Locally Designated Green Space	

Part 3 Suitability Assessment

HELAA Score:

The RED/ AMBER/ GREEN score in the HELAA Score column below is based upon the assessment criteria set out in Appendix A of the 'Norfolk Housing and Economic Land Availability Assessment (July 2016)' methodology.

Site Score:

Where a HELAA Assessment has indicated either a RED or AMBER score, has the promoter of the site submitted any supporting evidence to indicate that the issues can be overcome (e.g., a Flood Risk Assessment, Contaminated Land Survey, Ecological Survey)? If yes, and if appropriate, note any changes to the HELAA score in the Site Score column. Additional criteria have been included under 'Accessibility to local services and facilities' and 'Landscape', which need to be reflected in the Site Score.

(Please note boxes filled with grey should not be completed)

SUITABILITY ASSESSMENT			
Constraint	HELAA Score (R/ A/ G)	Comments	Site Score (R/ A/ G)
Access to the site			
Accessibility to local services and facilities <i>Part 1:</i> ○ Primary School ○ Secondary school ○ Local healthcare services ○ Retail services ○ Local employment opportunities ○ Peak-time public transport			
<i>Part 2:</i> Part 1 facilities, plus ○ Village/ community hall ○ Public house/ cafe ○ Preschool facilities ○ Formal sports/ recreation facilities			
Utilities Capacity			
Utilities Infrastructure			

Better Broadband for Norfolk			
Identified ORSTED Cable Route			
Contamination & ground stability			
Flood Risk			
Impact	HELAA Score (R/ A/ G)	Comments	Site Score (R/ A/ G)
SN Landscape Type (<i>Land Use Consultants 2001</i>)		Rural River Valley	
		Tributary Farmland	
		Tributary Farmland with Parkland	
		Settled Plateau Farmland	
		Plateau Farmland	
		Valley Urban Fringe	
		Fringe Farmland	
SN Landscape Character Area (<i>Land Use Consultants 2001</i>)			
Overall Landscape Assessment			
Townscape			
Biodiversity & Geodiversity			
Historic Environment			
Open Space			
Transport and Roads			
Neighbouring Land Uses			

Part 4 Site Visit

Site Visit Observations	Comments	Site Score (R/ A/ G)
<i>Impact on Historic Environment and townscape?</i>		
<i>Is safe access achievable into the site? Any additional highways observations?</i>		
<i>Existing land use? (including potential redevelopment/demolition issues)</i>		
<i>What are the neighbouring land uses and are these compatible? (impact of development of the site and on the site)</i>		
<i>What is the topography of the site? (e.g. any significant changes in levels)</i>		
<i>What are the site boundaries? (e.g. trees, hedgerows, existing development)</i>		
<i>Landscaping and Ecology – are there any significant trees/ hedgerows/ ditches/ ponds etc on or adjacent to the site?</i>		
<i>Utilities and Contaminated Land– is there any evidence of existing infrastructure or contamination on / adjacent to the site? (e.g., pipelines, telegraph poles)</i>		
<i>Description of the views (a) into the site and (b) out of the site and including impact on the landscape</i>		
Initial site visit conclusion <i>(NB: this is an initial observation only for informing the overall assessment of a site and does not determine that a site is suitable for development)</i>		

Part 5 Local Plan Designations

Local Plan Designations, including those in Neighbourhood Plans, should be noted in the table below (excluding Open Countryside which will apply to all sites promoted outside the Development Limits).

Local Plan Designations (<i>UNIFORM</i>)	Comments	Site Score (R/ A/ G)
Conclusion		

Part 6 Availability and Achievability

AVAILABILITY ASSESSMENT (in liaison with landowners)		
	Comments	Site Score (R/ A/ G)
Is the site in private/ public ownership?		
Is the site currently being marketed? <i>(Additional information to be included as appropriate)</i>		
When might the site be available for development? <i>(Tick as appropriate)</i>	Immediately	
	Within 5 years	
	5 – 10 years	
	10 – 15 years	
	15-20 years	
	Comments:	

ACHIEVABILITY (in liaison with landowners, and including viability)		
	Comments	Site Score (R/A/G)
Evidence submitted to support site deliverability? <i>(Yes/ No) (Additional information to be included as appropriate)</i>		
Are on-site/ off-site improvements likely to be required if the site is allocated? <i>(e.g., physical, community, GI)</i>		
Has the site promoter confirmed that the delivery of the required affordable housing contribution is viable?		
Are there any associated public benefits proposed as part of delivery of the site?		

Part 7 Conclusion

CONCLUSION

Suitability

Site Visit Observations

Local Plan Designations

Availability

Achievability

OVERALL CONCLUSION:

Preferred Site:

Reasonable Alternative:

Rejected:

Date Completed:

Officer:

Officer Clarification checklist

Are there any outstanding matters requiring further clarification? <i>(please circle)</i>	YES / NO
Summary of matters to be clarified as a result of the Site Assessment process	
Has clarification been sought from the relevant party (e.g., landowner/ site promoter/ consultee)? <i>(please circle)</i>	YES / NO Date:

South Norfolk Village Clusters Site Assessment Form – Assessment Criteria

PART 3: SUITABILITY ASSESSMENT CRITERIA based upon the assessment criteria set out in the Appendix A of the 'Norfolk Housing and Economic Land Availability Assessment (July 2016) methodology

Access to the site		
RED No possibility of creating access to the site	AMBER There are potential access constraints, but these could be overcome through development	GREEN Access by all means is possible
Source: NCC Highways		

Accessibility to local services and facilities – UPDATED ASSESSMENT CRITERIA		
RED No core services within 1,800m of the site, and 3,000m for school access and employment, or no ability to provide/ fund appropriate new core services.	AMBER One or two core services within 1,800m, and 3,000m for school access and employment.	GREEN Access to three or more core services within 1,800m, and 3,000m for school access and employment.
<p>The village clusters assessment includes an expanded list of local services and facilities that are considered to be important considerations in determining the suitability of a site for development. These services and facilities will also have a determining factor in the market attractiveness of a site. In assessing sites against this measure, accessibility to the following core services will be considered (those services/ facilities listed in red form the expanded list):</p> <ul style="list-style-type: none"> • A primary school • A secondary school • A local healthcare service • Retail and service provision for day to day needs (village shop) • Local employment opportunities (principally existing employment sites, but designated or proposed employment area in a local plan will be considered) • A peak-time public transport service to/from a higher order settlement (peak time for the purposes of this criterion will be 7 – 9am and 4 – 6pm) • Village/ community hall • Public house/ café • Preschool facilities • Formal sports/ recreation facilities 		
Source: NCC Education; Village Facilities Audit		

Utilities Capacity		
RED No available utilities capacity and no potential for improvements	AMBER No available capacity but potential for improvements to facilitate capacity	GREEN Sufficient utility capacities available
Source: Consultation with providers		

Utilities Infrastructure		
RED N/A	AMBER Utilities infrastructure present on the site that could affect the development potential	GREEN No constraints from utilities infrastructure
Source: UNIFORM, Consultation with providers		

Better Broadband for Norfolk - NEW ASSESSMENT CRITERIA		
RED The site lies outside the proposed fibre installation areas	AMBER The site lies within the proposed fibre installation area	GREEN The site is within the area already served by fibre technology
Source: NCC, http://norfolkcc.maps.arcgis.com/apps/Minimalist/index.html?appid=72f1b296dbf642bba45a7aa7ee189a54		

Identified ORSTED Cable Route - NEW ASSESSMENT CRITERIA		
RED The site lies within the identified ORSTED cable	AMBER The site is immediately adjacent to, or partly within, the identified ORSTED cable route	GREEN The site is unaffected by the identified ORSTED cable route
Source: NSIP Application		

Contamination and ground stability		
RED N/A	AMBER The site is potentially contaminated or has potential ground stability issues that could be mitigated	GREEN The site is unlikely to be contaminated and has no known ground stability issues
Source: Environmental Services, UNIFORM		

Flood Risk		
RED The site is within the functional flood plan (zone 3b)	AMBER The site is within flood zones 2 or 3a (taking into account climate change) and/or is within an area at high, medium or low risk from surface water flooding	GREEN The site is at low risk of flooding (within Zone 1)
Source: UNIFORM, LLFA, Environmental Services, EA		

IMPACT ASSESSMENT CRITERIA

Landscape - UPDATED ASSESSMENT CRITERIA		
RED The site would have a detrimental impact on the landscape that can not be mitigated.	AMBER Development of the site would have a detrimental impact on the landscape which could be mitigated.	GREEN Development of the site would have either a neutral or positive impact, but importantly not have an impact on the landscape.
<p>SN Landscape Types and Landscape Character Areas</p> <p>The Landscape Type is a checklist that identifies the Landscape Type as per the 2001 South Norfolk Land Use Consultants Study (updated by the Chris Blandford Associated 2012 South Norfolk Local Landscape Designations Review). The Landscape Types and Landscape Character Areas identify and describe the variations in landscape character across the whole of the district. The Landscape Types present an integrated view of the landscape, identifying the features and attributes that contribute to the special and distinctive character of South Norfolk District.</p> <p>Landscape Character Areas are discrete geographical areas identified within the above Landscape Types and provide an understanding of the character of the landscape. The purpose of the Landscape Character Areas is to identify distinctive features or characteristics that are important to the landscape and to provide guidance on those aspects of the landscape that are most sensitive to change.</p> <p>The RED/ AMBER/ GREEN Site Score will assess the compatibility of a site against the relevant key characteristics identified in the South Norfolk Place-Making Guide SPD (2012), which is based on the South Norfolk Landscape Character Assessment Types and Areas.</p> <p>To be consistent with the approach taken by the GNLP, land identified as being the most versatile agricultural land will be classified as Amber, irrespective of its impact on the landscape.</p> <p>Source: 2001 South Norfolk Land Use Consultants Study & 2012 South Norfolk Local Landscape Designations Review, https://www.south-norfolk.gov.uk/residents/planning-and-building/planning-policy/landscape-character-assessments, Landscape Officer, UNIFORM</p>		

Townscape		
RED Development of the site would have a detrimental impact on townscapes which cannot be mitigated	AMBER Development of the site would have a detrimental impact on townscapes which could be mitigated	GREEN Development of the site would have either a neutral or positive impact, but importantly not have a detrimental impact, on townscapes
Source: Conservation Area Appraisals, UNIFORM, Conservation Officer		

Biodiversity & Geodiversity		
RED Development of the site would have a detrimental impact on designated sites, protected species or ecological networks which cannot be reasonably mitigated or compensated as appropriate	AMBER Development of the site may have a detrimental impact on a designated site, protected species or ecological network but the impact could be reasonably mitigated or compensated	GREEN Development of the site would not have a detrimental impact on any designated site, protected species or ecological networks
Exceptions: UNIFORM, Consultation with NE, NWT, EA		

Historic Environment		
RED Development of the site would cause substantial harm to a designated or non-designated heritage asset or the setting of a designated or non-designated heritage asset which cannot be reasonably mitigated	AMBER Development of the site could have a detrimental impact on a designated or non-designated heritage asset or the setting of a designated or non-designated heritage asset, but the impact could be reasonably mitigated	GREEN Development of the site would either have a neutral or positive impact, but importantly not have a detrimental impact on any designated or non-designated heritage assets
Source: UNIFORM, HES, Conservation Officer		

Open Space		
RED Development of the site would result in a loss of open space which is either not surplus to requirements or could not be replaced locally	AMBER Development of the site would result in a loss of open space which is surplus to requirements or could be replaced locally	GREEN Development of the site would not result in the loss of any open space
Source: UNIFORM		

Transport and Roads		
RED Development of the site would have an unacceptable impact on the functioning of trunk roads and/or local roads that cannot be reasonably mitigated	AMBER Any potential impact on the functioning of trunk roads and/or local roads could be reasonably mitigated	GREEN Development of the site will not have a detrimental impact on the functioning of trunk roads and/or local roads
Source: UNIFORM; NCC Highways		

Neighbouring Land Uses		
RED Neighbouring/ adjoining uses to the proposed site would be incompatible with the proposed development type with no scope for mitigation	AMBER Development of the site could have issues of compatibility with neighbouring/ adjoining uses; however, these could be reasonably mitigated	GREEN Development would be compatible with existing and/or adjoining uses
Source: UNIFORM		

Site Visit Observations – NEW ASSESSMENT CRITERIA		
RED There are overriding constraints that mean the site is unacceptable	AMBER There are some constraints or limitations, however there is the potential that further information or investigation could address them	GREEN There are limited constraints and likely acceptable

Local Plan Designations - NEW ASSESSMENT CRITERIA		
RED The site lies within an existing land use designation which is proposed for retention (e.g., employment use)	AMBER N/A	GREEN Development of the site does not conflict with any existing or proposed land use designations
Source: UNIFORM		

PART 6: SITE SCORE - AVAILABILITY AND ACHIEVABILITY ASSESSMENT CRITERIA

Site Ownership

Marketing

Timescales for Development – NEW ASSESSMENT CRITERIA		
RED Whilst the site has been promoted through the Call for Sites, indications are that the site would not be developed within the required time period, or the site has previously been allocated but has not been subject any discussions with Officers about its delivery.	AMBER There is no known reason that the site could not progress within the time period of the Plan. For sites previously allocated but not developed, discussions have taken place with the promoter/ a developer indicating a firm commitment to its delivery within the Plan period.	GREEN The site is known to be available immediately (within the first 5-years of the Plan period) and has no significant constraints or encumbrances which may prevent development in a timely manner. If requested, the site promoter has confirmed site availability within this period.

Evidence submitted to support site deliverability – NEW ASSESSMENT CRITERIA		
RED Evidence that has been requested to support the deliverability of the site and (a) has not been provided or (b) demonstrated that delivery of the site is not viable whilst meeting other policy criteria (e.g. an appropriate housing mix).	AMBER Some evidence to support the deliverability of the site, including infrastructure that will be required to facilitate the development has been submitted. Additional evidence still likely to be required to demonstrate the full policy-compliant deliverability of the site and its infrastructure.	GREEN The site promoter has provided appropriate evidence supporting the deliverability of the site, confirming the viability of the site including the provision of all known infrastructure required to facilitate policy-compliant delivery of the development.

On-site/ off-site Improvements – NEW ASSESSMENT CRITERIA		
RED The extent of either the on-site or off-site improvements that are required to mitigate the development of the site are substantial and are considered to make the site undeliverable.	AMBER Significant on-site or off-site improvements may be required to mitigate the development of the site. Further evidence may be required for the site to progress further.	GREEN Limited on-site or off-site improvements works are considered to be necessary to mitigate the development of the site. The site is still considered to be a viable development site.

Viability of Affordable Housing – NEW ASSESSMENT CRITERIA		
RED The promoter of the site has indicated that the site will not achieve the required affordable housing contribution.	AMBER The promoter of the site has advised that the affordable housing contribution can be met on site but has not provided evidence to support the delivery of affordable housing.	GREEN The site promoter has provided appropriate evidence to support the delivery of the required affordable housing contribution on-site.

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