

Appendix 1: Draft Planning Policy Initial Detailed Site Assessment Proforma / Template



**Draft Planning Policy Initial Detailed Site
Assessment Proforma / Template**

Guidance Notes:

RAG (Red, Amber, and Green) Scoring

The colour rating relating to the criteria (Red, Amber, and Green) are for guidance only and indicate whether the constraint poses a low / medium or high risk to the site being considered acceptable for allocation.

Ranking

The performance of a site under each criterion can be ranked on a scale as below:

5: Best performing – the site performs very well, in relative or absolute terms, against this criterion (strongly positive)

4: Relatively better performing – the site performs well, in relative or absolute terms, against this criterion (positive)

3: Moderately performing – the site performs averagely or as expected against this criterion (neutral)

2: Relatively worse performing – the site performs less well, in relative or absolute terms, against this criterion (negative)

1: Worst performing – the site performs poorly, in relative or absolute terms, against this criterion (strongly negative)

All criteria can be presented in the same general format, as shown below.



Completion of the site assessment proforma / template will contribute towards the translation of site proposal considerations which will be presented in a Site Proposal Matrix.

Proforma / Template

Site Details

Detail	Assessment
Site Reference No. / Name	
[Insert site plan showing boundary of site]	[Insert site photo]
Site Address / Location / Grid Ref.	
Gross Site Area (Hectares) within site boundary (can be measured using tools e.g., Google Maps)	
Landowners estimate of development capacity if known. Or use benchmark of 25 dph (village) / 45 dph (town)	
Call for Sites Reference	
GENERAL DESCRIPTION OF THE SITE	
Existing land use (e.g., agricultural, employment, vacant?) observed	
Greenfield or Brownfield?	
Topography (flat, sloping etc.,). See further below. England topographic map, elevation, terrain	
Ground conditions (grassed, hedges, trees, actively farmed, hardstandings and buildings)	
Any significant features (e.g., area of ancient woodland, Local Wildlife Site)? See also further below.	

Detail	Assessment
Evidence of contaminated Land?	
Land use being considered, if known (e.g., housing, community use, commercial, mixed use, local green space, is it being promoted for a particular use?)	
Landowner's estimate of development capacity (if known), or LPA estimate (to be recorded in conclusion)	
Site identification method / source (Call for Sites consultation)	
Planning history (Live or previous planning applications/decisions within past 5 or 10 years?), proposal, decision (reasons for refusal)	
SITE SURROUNDINGS AND ACCESS	
Surrounding / neighbouring land uses, e.g., housing, commercial, industrial, agriculture, trees / woodland etc., List any uses that might potentially impact / affect suitability of site for development or affected by development.	
Potential impacts <u>to</u> surrounding uses, e.g., on existing views from those uses. See further below.	
Description and condition of site's boundary features.	
Site's existing access arrangements. See further below.	
Barriers to / impacts of providing suitable site access to public highway.	
Description of surrounding access network (e.g., roads, speed limits, junctions, active bus stops, rail station, footpaths etc)	
LANDSCAPE AND SETTLEMENT COALESCENCE	
Description of views <u>into</u> the site from surrounding areas (e.g., tree / hedge screening and where from).	

Detail	Assessment
Description of views from the site (e.g., distant views to the surrounding area.	
Potential risks for settlement coalescence. Are there any physical constraints preventing coalescence e.g., roads / railway line?	

Assessment of Suitability

Environmental Constraints, Nature Conservation and Ecology

Indicator of Suitability	Assessment
<p>Potential features or area of ecological interest. See below.</p> <p>Tree coverage and observed condition of trees.</p> <p>Potential impacts of development on any designated areas.</p> <p>Site is predominantly, or wholly, within or adjacent to the following statutory environmental designations (use own interactive map or Natural England's mapping tool¹.)</p> <p>Ancient Woodland Area of Outstanding Natural Beauty (AONB) Local Nature Reserve (LNR) National Nature Reserve (NNR) Ramsar Site Site of Special Scientific Interest (SSSI) Special Area of Conservation (SAC) Special Protection Area (SPA) Nutrient Neutrality Catchment Area</p> <p>Yes/ No/ Unknown</p> <p>Does the site fall within a SSSI Impact Risk Zone, and would the proposed use/development trigger the requirement to consult Natural England²?</p> <p>Yes/ No/ Unknown</p>	

¹ Magic (mapping too) uses mapping layers to identify, e.g., Sites of Special Scientific Interest (SSSIs) and Impact Risk Zones (IRZs). When these layers are switched on a location can be zoomed in on (using scale 1:10,000). The Identify Tool can then be used (clicked on). NB: The area of a proposed development /site may coincide with more than one SSSI IRZ and care should be taken to ensure all IRZs are checked and all potential risks are identified.

² Natural England's website should be checked to identify any potential development sites that fall within Natural England's designations programme <https://www.gov.uk/government/publications/natural-england-designations-programme-for-areas-sites-and-trails/natural-englands-designations-programme>

Indicator of Suitability	Assessment
<p>Site is predominantly, or wholly, within or adjacent to the following non statutory environmental designations:</p> <p>Green Infrastructure Corridor Local Wildlife Site (LWS) Public Open Space Site of Importance for Nature Conservation (SINC) Nature Improvement Area Regionally Important Geological Site Other</p> <p>Yes/ No/ Unknown</p>	
FLOODING	
<p>Site is predominantly, or wholly, within Flood Zones 2 or 3?</p> <p>Flood Zone 1: Low Risk Flood Zone 2: Medium Risk Flood Zone 3 (less or more vulnerable site use): Medium Risk Flood Zone 3 (highly vulnerable site use): High Risk</p> <p>The Flood Map for Planning and Flood risk vulnerability classification (for river/tidal Flood Zones) should be reviewed when assessing risk. If part of the site is in Flood Zone 2 or 3, this could be deducted from the site area and the remaining portion assessed for suitability / availability / achievability</p>	

Indicator of Suitability	Assessment
<p>Site is at risk of surface water flooding?</p> <p>To assess this indicator the Long Term flood risk should be considered to determine extent to which the site is affected. Refer also to the LPA's Strategic Flood Risk Assessment (with adequate climate change allowances) if recent.</p> <p>Less than 15% of the site is affected by medium or high risk of surface water flooding – Low Risk >15% of the site is affected by medium or high risk of surface water flooding – Medium Risk</p> <p>Evidence of current or past flooding?</p> <p>Describe presence and condition of water bodies (e.g., rivers, lakes, wetlands, ponds, culverts) on site.</p>	
AGRICULTURAL LAND	
<p>Is the land classified as the best and most versatile agricultural land (Grades 1, 2 or 3a)?</p> <p>The boundaries of Agricultural Land Classification can be viewed on Natural England's Magic Map or the Government's website</p> <p>Yes / No / Unknown</p>	
HABITATS	

Indicator of Suitability	Assessment
<p>Site contains habitats with the potential to support priority species?</p> <p>Examples of habitats: Mature trees Woodland Hedgerows Waterbodies Scrub</p> <p>Does the site contain local wildlife-rich habitats?</p> <p>Is the site part of: A wider ecological network (including the hierarchy of international, national, and locally designated sites of importance for biodiversity). wildlife corridors (and steppingstones that connect them); and/or an area identified by national and local partnerships for habitat management, enhancement, restoration, or creation?</p> <p>Yes / No / Unknown</p>	
<p>Site is predominantly, or wholly, within or adjacent to an Air Quality Management Area (AQMA)?</p> <p>The boundaries of AQMA's are available to view here.</p> <p>Yes / No / Unknown</p>	

Physical Constraints

Indicator of Suitability	Assessment
<p>Is the site:</p> <p>Flat or relatively flat</p> <p>Gently sloping or uneven</p> <p>Steeply sloping</p>	

Indicator of Suitability	Assessment
<p>Is there existing vehicle access, or potential to create vehicle access to the site?</p> <p>Consider: Existing access Is access suitable for intended use? If not, does it appear likely that suitable access could be created? Is the site affected by physical constraints (e.g., narrow roads on the approach)? Proximity to junctions known to be at capacity (ask Highways Authority) Road safety issues (ask Highways Authority), or bends in road or other obstacles that may affect emerging visibility?</p> <p>Yes / No / Unknown</p>	
<p>Is there existing pedestrian/cycle access, or potential to create pedestrian/cycle access to the site?</p> <p>Pedestrian? Yes / No / Unknown</p> <p>Cycle? Yes / No / Unknown</p>	
<p>Are there any known Tree Preservation Orders on the site? (Check LPA website or with LPA tree officer).</p> <p>Presence of significant trees could make a site less suitable for development.</p> <p>Yes / No / Unknown</p>	

Indicator of Suitability	Assessment
<p>Are there veteran/ancient or other significant trees within or adjacent to the site? Are they owned by third parties?</p> <p>Significant trees?</p> <p>Yes, within / Yes, adjacent / No / Unknown</p> <p>Potentially veteran or ancient trees present?</p> <p>Such trees may be recorded on the Ancient Tree Inventory Also check with LPA tree officer. Trees outside the site boundary may have roots and branches which extend into the site which could constrain how much of the site could be developed. Check arial imagery and Google Street View, consider tree cover outside the site boundary.</p> <p>Yes, within / Yes, adjacent / No / Unknown</p> <p>Owned by third parties?</p> <p>Yes / No / Unknown</p>	
<p>Are there any Public Rights of Way / bridleways (PRoW) crossing the site?</p> <p>See Magic Map or the County Council website.</p> <p>Yes / No / Unknown</p>	

Indicator of Suitability	Assessment
<p>Is the site likely to be affected by ground contamination?</p> <p>Any current or former uses that could have caused, or could cause contamination, e.g., industrial use? Anybody, or anything that may be affected by ground contamination on or adjacent to the site? Consult with Council's Contaminated Land Officer.</p> <p>Yes / No / Unknown</p>	
<p>Is there any utilities infrastructure crossing the site i.e., power lines/pipelines, water supply apparatus or easements or is the site in proximity to hazardous installations / Explosive Safeguarding Area?</p> <p>Can check also using aerial mapping / Anglian Water - https://utilities.digdat.co.uk/Open Infrastructure Map</p> <p>Yes / No / Unknown</p>	
<p>Is the site within a Minerals Safeguarding Area?</p> <p>Norfolk County Council - Norfolk Minerals and Waste Local Plan: Cabinet and Full Council report Appendices</p> <p>Norfolk County Council – Local Plan: Safeguarded Mineral Resources</p> <p>Yes / No</p>	
<p>Would development of the site result in a loss of social, amenity or community value?</p> <p>If large site, potential to create new infrastructure should be considered in assessment.</p> <p>Yes / No / Unknown</p>	

Indicator of Suitability	Assessment
<p>Does the site contain or is within proximity to a designated heritage asset (built assets / archaeology)?</p> <p>Norfolk Historic Environment Record database / Nation Heritage List for England</p> <p>Yes / No / Unknown</p>	

Accessibility

Factor	Guidance	
Distances to community facilities and services should be measured using walking routes from the centre of each site to each facility. <u>Additional facilities</u> can be added to the list. The distances are based on the assumption that 400m is equal to approximately 5 minutes' walk. This can be measured using <u>Google Maps</u> :		
What is the distance to the following facilities (measured from the edge of the site)	Distance (metres)	Comments
Town / local centre / parade / shop	<400m 400-1200m >1200m	
Bus Stop	<400m 400-800m >800m	
Train station	<400m 400-1200m >1200m	
Primary School	<400m 400-1200m >1200m	
Secondary School	<1600m 1600-3900m >3900m	
Open Space / Recreation Facilities	<400m 400-800m >800m	
Cycle Route	<400m 400-800m >800m	
Healthcare Facility	<400m 1.1km-2.3km >2.3km	

Factor		Guidance
Designated Employment Site	<p><400m</p> <p>1.1km-2.3km</p> <p>>2.3km</p>	

Landscape and Visual Constraints

This section should be answered based on existing evidence (Landscape Character Assessment and/or Sensitivity Studies).

Indicator of Suitability	Assessment
<p>Is the site low, medium, or high sensitivity in terms of landscape?</p> <p>Low sensitivity: the site has few or no valued features, and/or valued features that are less susceptible to development and can accommodate change.</p> <p>Medium sensitivity: the site has many valued features, and/or valued features that are susceptible to development but could potentially accommodate some change with appropriate mitigation.</p> <p>High sensitivity: the site has highly valued features, and/or valued features that are highly susceptible to development. The site can accommodate minimal change.</p>	

<p>Is the site low, medium, or high sensitivity in terms of visual amenity?</p> <p>Low sensitivity: the site is visually enclosed and has low intervisibility with the surrounding landscape, and/or it would not adversely impact any identified views.</p> <p>Medium sensitivity: the site is somewhat enclosed and has some intervisibility with the surrounding landscape, and/or it may adversely impact any identified views.</p> <p>High sensitivity: the site is visually open and has high intervisibility with the surrounding landscape, and/or it would adversely impact any recognised views.</p>	
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Heritage Constraints

Indicator of Suitability	Assessment
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<p>Would the development of the site cause harm / impacts to a designated heritage asset or its setting? Liaise with Council's Heritage Officer.</p> <p>Designated Heritage Assets: World Heritage Sites Scheduled Monuments Listed Buildings Registered Parks and Gardens Registered Battlefields Conservation Areas Landscape e.g., historic woodland</p> <p>Consider if any screening (other buildings or vegetation) which could help mitigate impact.</p> <p>Check Historic England's online database for details of designated heritage asset listings, LPAs Local List and Conservation Area Appraisals.</p> <p>Directly impact and/or mitigation not possible Some impact, and/or mitigation possible Limited or no impact or no requirement for mitigation</p>	
<p>Would the development of the site cause harm to a non-designated heritage asset or its setting?</p> <p>Non-designated heritage assets could be: Building Monument Site Place Area Landscape As having a local interest.</p> <p>Directly impact and/or mitigation not possible Some impact, and/or mitigation possible Limited or no impact or no requirement for mitigation</p>	

Planning Policy Constraints

Indicator of Suitability	Assessment
<p>Is the site already allocated for a particular use (e.g., housing / employment) or designated as open space in the adopted and / or emerging Local Plan?</p> <p>Yes / No / Unknown</p>	
<p>Are there any other relevant planning policies relating to the site?</p>	
<p>Is the site:</p> <p>Greenfield</p> <p>A mix of greenfield and previously developed land</p> <p>Previously developed land?</p>	
<p>Is the site within, adjacent to or outside the existing built-up area?</p> <p>Within the existing built-up area (infill)?</p> <p>Adjacent to and connected to the existing built-up area?</p> <p>Outside and not connected to the existing built-up area?</p>	
<p>Is the site within, adjacent to or outside the existing settlement boundary (if one exists)?</p> <p>Within the existing settlement boundary?</p> <p>Adjacent to and connected to the existing settlement boundary?</p> <p>Outside and not connected to the existing settlement boundary?</p>	
<p>Would development of the site result in neighbouring settlements merging into one another (coalescence)?</p> <p>Yes / No / Unknown</p>	
<p>Is the size of the site large enough to significantly / negatively change the size and character of the existing settlement?</p> <p>Yes / No / Unknown</p>	

Regeneration and Growth

Indicator of Suitability	Assessment
<p>Site not in proximity to recognised settlement and could not form part of a new settlement</p> <p>Site would form an extension to a lower tier settlement or part of new low tier settlement</p> <p>Site would expand a medium tier settlement where opportunities to improve completeness have not been identified</p> <p>Site would expand a medium tier settlement where opportunities to improve completeness have been identified; or would form part of a new medium tier settlement</p> <p>Site would expand a higher tier settlement or would form part of a new tier settlement</p>	

Assessment of Availability

Indicator of Availability	Assessment
<p>Is the site available for development?</p> <p>Yes / No / Unknown.</p>	
<p>Are there any known legal or ownership problems such as unresolved multiple ownerships, ransom strips, tenancies, or operational requirements of landowners?</p> <p>Yes / No / Unknown.</p>	
<p>Is there a known time frame for availability?</p> <p>Available now / 0-5 years / 6-10 years / 11-15 years.</p>	

Assessment of Achievability

Indicators of Viability	Assessment
<p>Is the site subject to any abnormal costs that could affect viability, such as demolition, land remediation or relocating utilities?</p> <p>Yes / No / Unknown.</p> <p>What evidence is available to support this judgement?</p> <p>Ask developers for evidence.</p>	

Conclusions

Conclusions	Assessment
<p>Summary of key development constraints affecting the site</p>	
<p>What is the estimated development capacity of the site? This is indicative only. (e.g., rural areas: 25 dph, urban areas: 45 dph)</p>	

Conclusions	Assessment
What is the likely timeframe for development? (0-5 / 6-10 / 11-15 / 15+ years)	
Other key information	
Overall rating (Red/Amber/Green) The site is suitable, available, and achievable The site is potentially suitable, available, and achievable The site is not currently suitable, available, and achievable	
Summary of justification for rating	