

Boughton and Dunkirk Neighbourhood Plan

Background Document BD13 - Call for Sites

Introduction

The process is in many ways, the basis and start of the Neighbourhood Plan. It is to ascertain what land might be available and to view and review land in a robust, fair and consistent way so as to bring forward any land that might be recommended for development.

It is a major pillar that any Neighbourhood Plan will bring forward (if suitable) more development than anything in the Swale B.C. Local Plan (Bearing Fruits 2031).

It was decided to broadly follow the same process and use the same criteria that Swale (the LPA) would use when allocating sites.

There was a wide advertising campaign by both parishes, notices on websites, parish magazine articles and letters to all known landowners within the NP designated area. These were sent, explaining what a plan was and why we were contacting them.

The papers asked for information on as many sites as an owner wished to submit and asked, where possible, for a map to be provided. Please see Appendix I for templated form. Each site was surveyed and mapped.

Considerations about the land were noted:

Environmental issues

Sites located within or having potentially significant effects on the following:

1. *Special Protection Areas, Special Areas of Conservation and Sites of Special Scientific Interest* were excluded.
2. Sites at risk of flooding were not excluded, the risk being assessed on a site-by-site basis and a matter for the sequential and exceptions tests required by national policy as part of the preparation of the Neighbourhood Plan.
3. There were no sites within the Kent Downs AONB as they would have been excluded, not as a principle, but because none of the preferred settlements for the study fell within this national designation.
4. Local environmental designations were not excluded with judgement undertaken on a site by site basis having regard to available evidence.

Agricultural land

The grade/value of agricultural land was not taken into account, this being a matter for consideration as part of the Local Plan, in accordance with paragraph 112 of the NPPF.

Sites with an existing use

Sites found to be still in active use were excluded unless there was a specific known intention/aspiration to develop the site for housing from a landowner/developer/agent.

Site size

Sites not considered capable of delivering five dwellings or more (considered to have a cut-off of at 0.15ha) were excluded.

Note was also taken of SBC allocated and non-allocated sites.

All sites were assessed by several members of the group, under the guidance of Planning Aid.

Consideration was given to:

1. Policy Constraints.

If sites were constrained by policy considerations they were discounted at this stage, unless there were mitigating circumstances.

2. Suitability.

We considered a range of potential environmental, infrastructure and sustainability constraints. If adverse impacts could not be successfully mitigated, the site was not deemed suitable.

3. Availability.

This was an assessment of legal and ownership factors which could act as a constraint to development; it was considered that we accept the information given to us in good faith unless advised differently.

4. Achievability.

The NP team looked at each site and 'took a view' as to whether a site could be achievable. It was felt that any discussions regarding financial matters would be too intrusive at a local level and would be left to SBC at a later stage.

5. Overall Achievability.

These appraisals were then looked at by our paid consultant, Catherine Hughes for accuracy, compliance to SBC policies and alignment to the emerging Local Plan.

Once these had been reduced to a smaller number of possible sites, they were they appraised by SBC with the same officers who would carry out their Local Plan call for sites to ensure that the data was robust and could be presented to an inspector. The group were aware that whilst there was a great deal of experience and talent, we needed to be sure that any inspection of the process would show fairness.

Letter to Landowners

Boughton and Dunkirk Neighbourhood Plan,
c/o The Maybolt,
North Lane,
Boughton-under-Blean,
Kent.
ME13 9NN

Dear

Boughton and Dunkirk Neighbourhood Plan Call for Sites. **Closing date for representations**

Background

A Neighbourhood Plan (NP) is a mechanism for helping communities, including both local residents and businesses, to influence the planning of the area in which they live and work. It can be used to:

- Develop a shared vision for the neighbourhood.
- Propose where new homes, offices and other development should be built.
- Identify and protect important local green spaces.
- Influence what new buildings should look like.

As you will be aware, the parishes of Boughton and Dunkirk are preparing a Neighbourhood Development Plan, under the provisions of the Localism Act 2012. As part of its work in assessing future development needs, the Neighbourhood Plan Group is calling on landowners and agents of land within the parishes for suggestions of sites that could be suitable for development.

You may wish to familiarise yourself with the progress so far and this can be found on our website: www.boughtonanddunkirkneighbourhoodplan.org.uk

The sites will be in line with the results from the questionnaire and also be in addition to the sites identified in the current emerging Local Plan (Bearing Fruits 2031: The Swale Borough Local Plan Part 1- Publication Version Consultation December 2014 - January 2015)

Why are we calling for sites?

This is an opportunity for landowners and developers to propose sites for development. This exercise will not in itself decide whether a site would be allocated for development in the neighbourhood plan, nor will it commit the proposer(s) to applying for planning consent, but it will enable the Group to better understand the needs and wishes of those living and working in the Parishes. The site suggestions received by us will be used to guide and inform the preparation of the Neighbourhood Plan.

If you would like a site/s to be considered for inclusion in the Neighbourhood Plan, we would like to hear from you. The sites can be proposals for a wide range of development uses.

Please complete the attached form and send it, together with an Plan that clearly identifies the extent of the site to the address above.

You may submit as many sites as you wish, but we will need a complete set of documents for each site. Please copy the enclosed or contact us for more.

If you require further information, please contact us as soon as possible.

secretary@boughtonanddunkirkneighbourhoodplan.org.uk

Boughton and Dunkirk Neighbourhood Plan
Site Viability Assessments – Consultants’ Brief
Invitation to Negotiate
In confidence

Background

Two adjoining Parish Councils, Dunkirk and Boughton-under-Blean in Swale Borough, Kent have combined under a single team to create a local neighbourhood development plan. The Department of Local Government and Communities approved preparation of a plan for the combined community, with the co-operation of Swale Borough Council. The Localism Act (2011) created the basis for local communities to develop such plans. The parishes sit almost equidistant between Canterbury and Faversham and straddle the major transport routes of M2/A2 and A299 and in particular the major road intersection at Brenley Corner. The plan covers permitted developments in the area for the next fifteen years.

The adopted neighbourhood plan will have the statutory status alongside the Swale Borough local plan. The plan is designed to allocate different land uses, within the boundaries and set policies to build sustainable, prosperous communities. In particular, the plan can allocate land for development purposes for either housing, or commercial developments within the two parishes. In order to assess potential sites for development, an independent evaluation of their suitability is required. A planning consultant has undertaken a preliminary feasibility assessment of over twenty sites put forward by individual landowners, as potential development sites for allocation within the neighbourhood plan. These potential sites have been reduced to less than half a dozen that require more detailed assessment. The B&DNP team have also undertaken research into local requirements through a housing needs survey and are currently engaged in seeking out local business needs too.

Purpose

The two parishes require a suitably qualified site development viability expert to undertake a detailed individual site assessment of four or five different potential site locations. These sites have been put forward confidentially by their owners for potential, albeit almost exclusively housing development. The research, assessment and review will test their suitability for housing development; or if it should be requested for commercial development and give an indicated order of priority for these sites, based on feasibility and viability for development.

Objectives

- Review the information already supplied by landowners, collected by the B&DNDP team and available to qualify, evaluate and assess the sites under consideration.
- Identify and clarify local demand and scope to match future supply with that demand be that for housing or commercial development.
- Assess the physical, developmental and market potential for each location and make recommendations as to suitability for development.
- Identify any potential, or actual constraints: planning, transport, environmental, access, infrastructure, services market demand for the type of intended development.
- Assess any potential constraints’ impact on viability of any site and potential mitigation measures required.

Activity

- Meet with representatives of the team preparing the B&DNP team to receive briefing and undertake site visits.
- Undertake any additional market research required to test findings, e.g. interviews with estate agents, landowners, or potential developers.
- Identify the type, scale, number and scale of housing or development required for each individual site and any service provision required including indicative costs and any potential for Section 106/Community Investment Levy (CIL), other financial means, or methods.
- Conduct the review and any additional specific activities to meet the requirements set out in the objectives above.
- Provide an assessment of the viability and overall feasibility including financial models to bring forward any potentially feasible sites.
- Provide an assessment of the likely impact of current market situation, sentiment and future government legislation on the sites and any potential future development schemes, taking into account the plan's time horizon.
- Provide an indication of the likely deliverability of potential schemes on the sites, particularly where any mitigation measures; landscaping, etc are required to make a scheme viable.
- Make recommendations for suitable sites, prioritised according to their feasibility and viability.

Results

The results should be presented in a report format, though the successful company should be willing to meet with the group and present the report and findings and answer any questions.

Submissions

Proposals should be submitted in writing, though electronic copy via e-mail will be perfectly acceptable to:

Mr Jeff Tutt, Chairman
Boughton and Dunkirk Neighbourhood Plan
Malby Cottage,
Dunkirk Road South,
Dunkirk,
ME13 9PD
e-mail: jefftutt@btinternet.com
Tel: 01227 751634

Indicative timescale

Provision of "Invitation to Negotiate" document to interested parties	30/1/16
Submission of tender documents to B&DNP panel	14/2/16
Review of tender documents by panel completed	21/2/16
Bidders advised on outcome of the process	21/2/16
Successful company provided with briefing	28/2/16
Report compiled and submitted to B&DNP	31/3/16

Assessment

The evaluation of proposals and decision about which consultant to appoint will be conducted by a representative panel from the group developing the neighbourhood plan. It will be based upon the ability of the consultant to provide the viability assessment and overall best quality for the price.

Further information

Further specific details about the sites, housing need assessment, business requirements and planning appraisal of the sites concerned will be provided to the appointed consultant. Further information about the plan's development is available on our dedicated website:

www.boughtonanddunkirkneighbourhoodplan.org.uk.

Any further enquiries about the requirements for the viability assessment or the neighbourhood plan should be directed towards Mr Jeff Tutt, as above.

Appendix I
Boughton and Dunkirk Neighbourhood Plan
Land Availability Assessment - Potential Sites

For NP use only	Reference:	Received:
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Please complete as much of the form as you can. The more information you are able to give will help us with the assessment. Please indicate details you are unsure of and we will confirm them by consultation with yourself. Please use one form for each site you would like us to consider.

Where possible, attach a map showing the boundaries of the site. We will need this information **before** we assess the site. Please return the completed form by Saturday 28th February 2015

YOUR DETAILS	
Name	
Representing Self or Company (name)	
Agent (if applicable)	
Telephone numbers	
Email	
Address	

SITE DETAILS	
Site Address	
Site Postcode	
Current Use	
Area of Site Hectares (or dimensions)	Gross Site Area: Net Site Area:
Your estimate of site capacity (No. of dwellings/commercial space in sq. m).	
Is the site suitable for housing and other use e.g. housing & commercial? Please indicate possible dwelling/ floor-space mix and uses.	
What type of housing do you think could be provided on the site?	Number of flats? Number of terraced houses? Number of semi-detached houses or bungalows? Number of detached houses or bungalows? Number of dwellings in total?
Any use that you feel is NOT suitable on the site?	

Please give details of any planning permissions or refused applications including Swale reference numbers.	
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OWNERSHIP

Name of site owner(s). Please give registered title (if known).	
Please provide contact details of all parties with an interest in the site.	
Is there developer interest in this land? If so, please indicate what e.g. option to purchase/develop the site.	

INFORMATION AFFECTING POSSIBLE DEVELOPMENT OF THE SITE

To the best of your knowledge, are there any constraints which may affect the development of the site? Please explain briefly.

Access	
Infrastructure	
Topography	
Ground conditions	
Historic features (building / archaeology)	
Contamination/pollution	
Hazardous risks	
Flood risk	
Biodiversity	
Legal issues	
Other	
Do you think the constraints can be overcome? If so,	

please explain how/when this might be achieved.	
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AVAILABILITY

Over what broad timeframe would you anticipate that the site could be developed? If this extends over more than one period, please provide an estimate of the number of dwellings and/or floor-space which would be completed in each period.

Within the next 5 years?	
Within the proceeding 6 to 10 years?	
Within the proceeding 11 to 15 years?	
After 15 years?	
Total no. of years from commencement to completion?	

SITE SURVEY

Members of the Neighbourhood Plan Team will need to visit and carry out an unaccompanied survey. Please indicate:
 Can the site be accessed from a public road, public footpath, bridleway or other public land? **Yes / No**
 If the Assessment Team needs to make an appointment to carry out a site visit, whom should they contact?

ARE THERE ANY OTHER ISSUES THAT WE SHOULD BE AWARE OF?

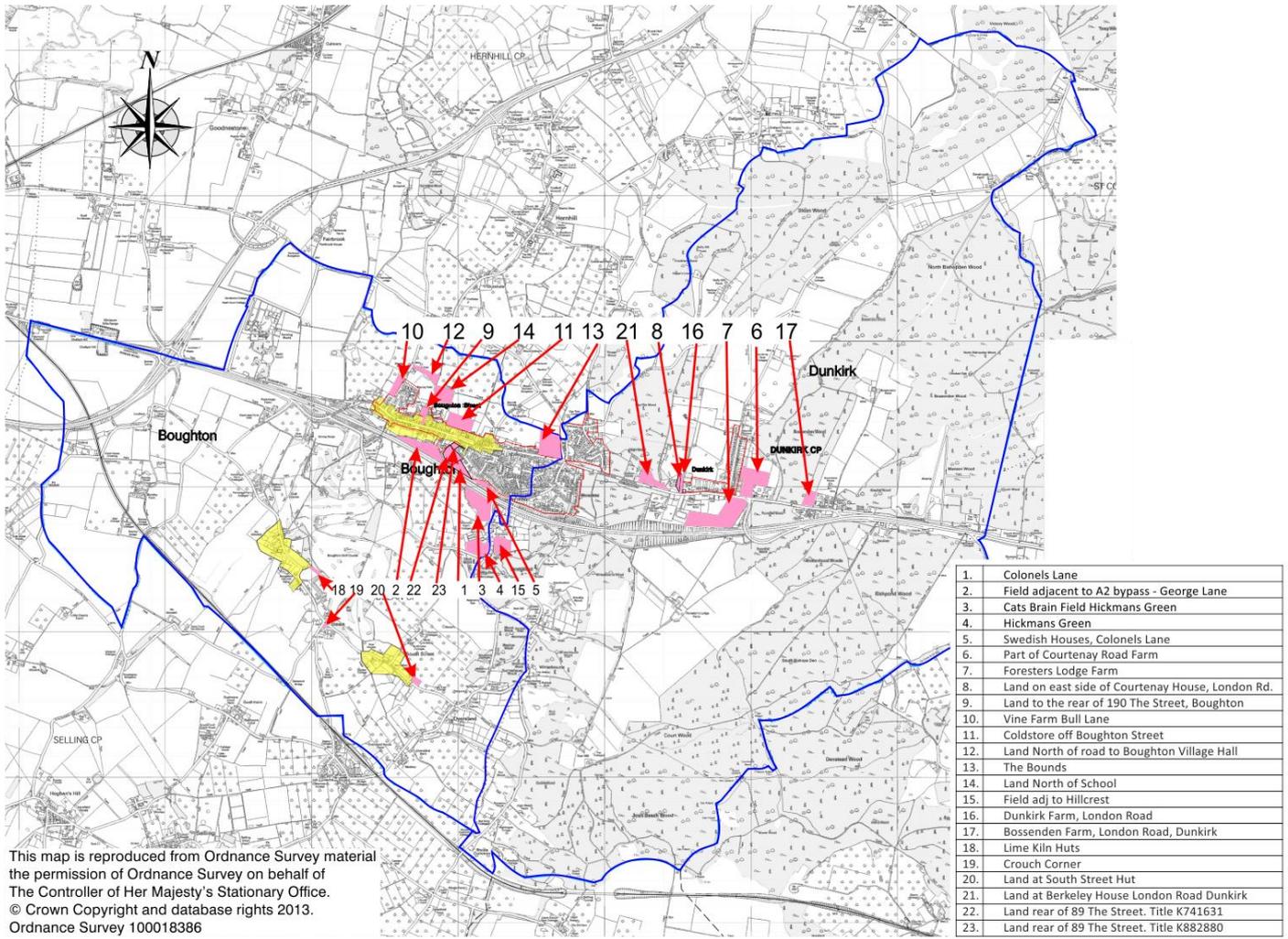
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PLEASE SEND YOUR REPLY TO:

Louise Blackshaw
 Secretary to Boughton & Dunkirk Neighbourhood Plan
 The Maybolt,
 North Lane,
 Boughton under Blean,
 Kent.
 ME13 9NN

If you require further information or help with this form, please contact committee members:
Terry Fitchett: 751377 John Peto: 751757 or Jeff Tutt: 751634

REPLIES SHOULD BE SENT TO ARRIVE BY Saturday 28th February 2015



This map shows the 23 sites submitted and assessed.