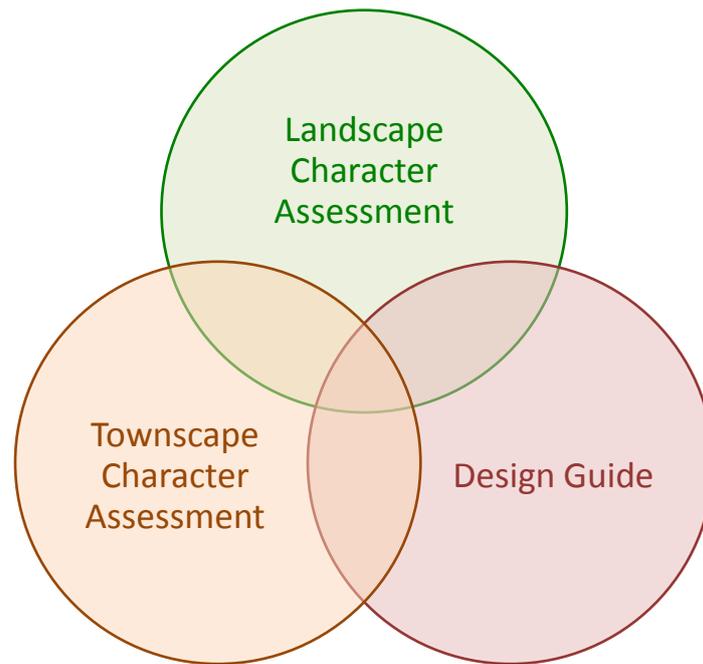


SAHAM TONEY NEIGHBOURHOOD DEVELOPMENT PLAN

2018 - 2036



**SCOPE OF WORK FOR A VILLAGE CHARACTER
ASSESSMENT**

Contents

(i) Introduction.....3

1.0 Background4

2.0 Objectives5

3.0 Detailed Scope of Work5

4.0 STNP Inputs to the Assessment7

5.0 Timing of The Work7

6.0 STNP "Expectations"7

Saham Toney Neighbourhood Plan (STNP) 2018-2036 Village Character Assessment

(i) Introduction

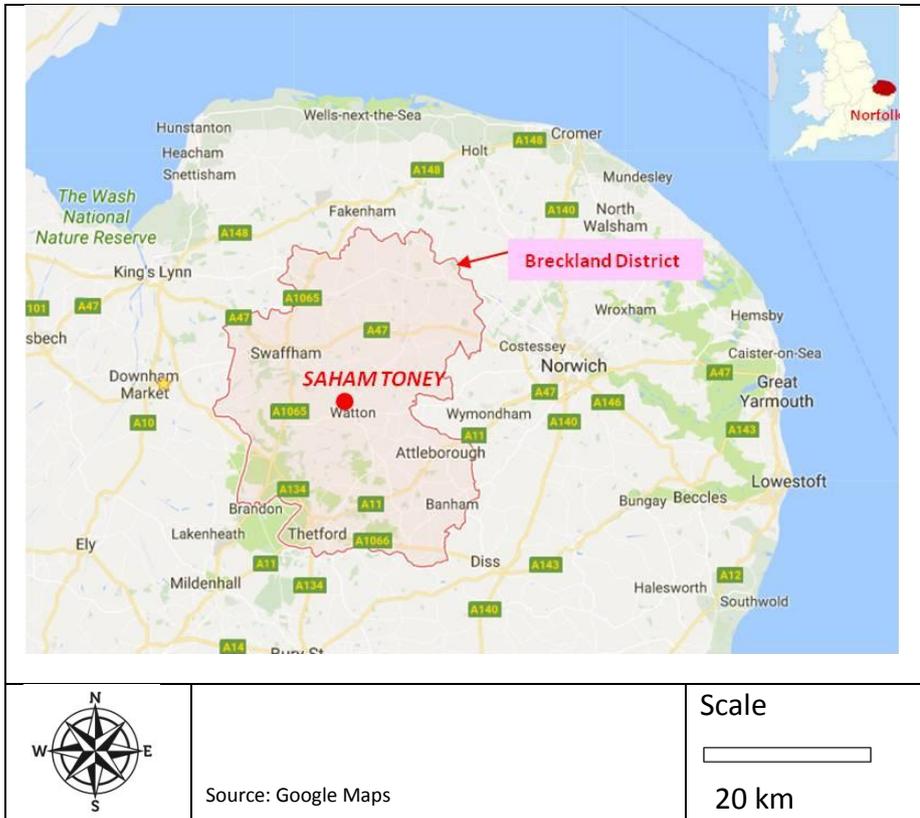
The Saham Toney Neighbourhood Plan Work Group, on behalf of, and with the approval of the Parish Council, wishes to commission a comprehensive village character assessment in support of its Neighbourhood Plan.

The purpose of this scope of work is to set out the agreed work that will be performed.

Scope of Work

1.0 Background

1.1 Saham Toney is a village and a civil parish in the county of Norfolk, Breckland District (see map below) The parish comprises not only the village of Saham Toney, but also Saham Hills, which has its own distinct history and character, together with a number of small hamlets, including Saham Waite. The majority of land in the parish is open farmland or parkland.



1.2 A Neighbourhood Plan for the parish of Saham Toney is in preparation. In March and April 2018 the Plan underwent its first statutory public consultation at the Regulation 14 stage. In parallel an independent examiner was commissioned to carry out a health check on the Plan and its 14 supporting documents, and the proposed protected communal views and strategic gap were reviewed.

1.3 The Neighbourhood Plan applies to the Parish of Saham Toney in its entirety, and the character assessment shall do likewise.

1.4 The Regulation 14 version of the Plan and its supporting documents can be found at www.stnp2036.org. In addition to its policies for a strategic gap and protected communal views, others deal with the location of residential development; design; heritage assets; local green spaces; trees, hedges, biodiversity and habitats; and surface water drainage. All of those have an implicit relationship with landscape.

1.5 As a result of comments from the Local Planning Authority (Breckland Council), the health check findings and the view verification report, it became clear that more evidence is needed to justify both the extent of the strategic gap area proposed and the communal views. That in turn has led to a recognition

that the area's landscape - natural, built and heritage - is the fundamental context to understanding what development might be appropriate in future and in which locations, and a full consideration of it should be at the heart of the Neighbourhood Plan.

1.6 Breckland Council undertook a district-wide landscape character assessment in 2007, which remains valid, having recently been submitted in evidence for the examination of the Breckland Local Plan. As part of that assessment a settlement fringe study was prepared which includes a specific assessment of Saham Toney's landscape sensitivity. Both documents are available from Breckland Council's Local Plan examination library at <https://www.breckland.gov.uk/article/7343/Evidence-Base-Submission-Documents->

2.0 Objectives

2.1 To sub-divide the Parish into a coherent set of character areas and for each to define the sensitivity of the landscape and its corresponding capacity for development, using an appropriate grading system.

2.2 To establish criteria for the following policies, with corresponding detailed justification:

- a) Landscape conservation and enhancement (a new policy);
- b) A strategic development gap and 'green wedge'¹ between Saham Toney and the neighbouring market town of Watton;
- c) Key public views;
- d) Design;

2.3 To verify the Local Green Spaces designated in Policy 7A of the emerging Neighbourhood Plan and the criteria by which they have been selected, and to make recommendations for any amendments that may be required.

2.4 To prepare a comprehensive village design guide that will form a supplementary planning document to the Neighbourhood Plan².

2.5 To recommend landscape character based criteria to be considered in a separate site allocation assessment (to be carried out by AECOM).

3.0 Detailed Scope of Work

3.1 The village character assessment shall include the following:

- 1) A landscape character assessment;
- 2) An explanation of the area's historic development: to be initially prepared by the STNP Work Group and subsequently incorporated in the main report with improved presentation and graphics; and
- 3) A townscape character assessment.

3.2 A full methodology statement and a list of all deliverables shall be submitted for the approval of the STNP Work Group at the commencement of the work.

3.3 The assessment shall include both desk-based and field study. A minimum of one day to perform the latter is anticipated, but more may be proposed if deemed necessary.

¹ With respect to the current policy maps in the Plan, at a future update the areas along Richmond Road and Cley Lane will remain "strategic gaps" in one policy; remaining areas will be redefined as "green wedges" in a separate policy.

² And will therefore be a separate document.

3.4 Character areas shall be defined by identifying and describing the nature of their sensitivity to development. Clear definitions shall be provided of the grading terminology used and the rationale behind those definitions. Definitions shall be such as to readily allow distinct policy criteria to be formulated for each area type.

3.5 Character areas shall be depicted on maps at a scale to be determined by the consultant, subject to approval. Maps shall be provided in pdf format and shall be clear and legible when printed at A4 size. A clear legend shall be included with each map together with a scale bar and north arrow. The background to the maps shall be selected to best suit the purpose, but whatever the form, it shall use the most up to date information available.

3.6 A detailed description shall be provided for each character area type, together with an explanation of the rationale for the manner of area sub-division.

3.7 A detailed character assessment report shall be provided. This may be either a unified report including the three main assessments stated in 3.1; or three separate reports; as agreed before work commences. It shall be submitted in both pdf and native file formats.

3.8 As a minimum the assessment shall be of sufficient detail to:

- a) Narrate the origins and evolution of the area, identifying the main drivers of change;
- b) Identify the range of building types, dates and forms and relate them to the wider evolution of the area;
- c) Define and distinguish a series of character areas, and describe and explain the origins of their distinctive characteristics;
- d) Define the landscape sensitivity and capacity for development of each character area;
- e) Provide concrete recommendations for criteria to be included in the policies of the emerging Neighbourhood Plan to best implement the results of the assessment.

3.9 The assessment report shall include all necessary photographs, illustrations, charts and figures. Where data collected during the assessment does not form part of the report(s), it shall be included as a separate appendix.

3.10 Recommendations shall be provided as to how the findings of the assessment should be implemented in the Neighbourhood Plan. This may be in an appendix to the report or by email, as mutually agreed.

3.11 A separate Village Design Guide shall be prepared. This shall be a comprehensive document providing clear recommendations as to how both residential and non-residential developments shall be designed. Recommendations made shall be in the context of the Neighbourhood Plan's policy wording and it shall be clearly explained how they relate to the character assessment results. In short, the guide shall offer everyone considering development in the parish simple design advice so they can take into account the characteristic pattern of the settlement and all relevant factors identified by the character assessment. It shall also include guidance on design features to be avoided. In addition to new developments, design recommendations shall also cover such things as extensions, refurbishments and other changes that would be covered by planning requirements.

3.12 A separate assessment report shall be provided dealing with the landscape sensitivity of the areas proposed in the Neighbourhood Plan as 'strategic gap' and /or 'green wedge'. The extent of these areas can be found in Policy 5 of the Neighbourhood Plan and its supporting text. The requirements for this report are the same as those for the main character assessment report.

3.13 Based on STNP's definition of 'key view' as given below, a report shall be provided recommending public views that should be included for an appropriate level of conservation and, where appropriate, enhancement in the relevant policy of Neighbourhood Plan. The report shall clearly explain the criteria used to assess each potential key view, and the rationale behind those criteria. For each key view selected a description shall be provided that identifies its landscape sensitivity, together with an annotated panoramic photo. The viewpoint, and the extent of each view shall be clearly illustrated.

A Key View is one with a publicly accessible viewpoint that reflects the most distinct and unique characteristics of the Neighbourhood Area. It is memorable and appreciated, and evokes positive emotions. It encompasses an important feature of the village's settlement history and the way its landscape has been shaped by those who have lived and worked in it, and by nature. It may be said to be worthy of being illustrated in a photo, postcard or painting and as such would best represent a special element of the village's identity.

4.0 STNP Inputs to the Assessment

4.1 The documents forming the Regulation 14 submission of the Neighbourhood Plan can be found at <https://www.stnp2036.org/documents.html>

4.2 Prior to commencement of the assessment the STNP Work Group will provide the following:

- a) An historical overview of the Parish which will include:
 - i. A pictorial timeline focussing on events that have shaped the village's development;
 - ii. An interpretation of how the village has developed over time;
 - iii. A tabulated list of building dates where known;
 - iv. Digital copies of appropriate old maps and photos held by the village heritage group.
- b) Relevant background documents published by Breckland Council in support of its emerging Local Plan;

4.3 Any other material that could usefully be provided by the STNP Work Group should be advised in advance of the work or as it progresses. Any such suggestions will be reviewed and agreed before work progresses, and where applicable, reflected in an update to this scope of work.

4.4 Where STNP inputs are used in final documentation, any illustrations, maps etc shall be presented in a more visually appealing manner, using appropriate specialist software.

5.0 Timing of The Work

5.1 The work will start on Monday 10th September 2018. Its duration is expected to be six weeks.

6.0 STNP "Expectations"

6.1 While not having the knowledge nor wish to precisely dictate how the work is done, nor how the reports are presented, STNP does want to ensure the work represents a comprehensive approach that will stand up to examination when the Neighbourhood Plan is submitted, and will fully support the applicable

policies of the Plan. Reports shall be of a form that can be submitted directly as supporting documents to the Plan without any need for prior editing by STNP.

6.2 Reports and design guide shall be submitted in two stages:

- a) In draft form for review and comment by STNP; and following discussion;
- b) In their final form, incorporating mutually agreed amendments as a result of the STNP review.

6.3 The Village Design Guide shall follow an agreed contents list, which is given in initial draft form below. This may be varied by prior discussion and agreement. While not intended to be used as a template, the Effingham Village Design Statement 2016 is noted as a very broad indication of the standard and level of detail expected in the design guide. However the STNP documents shall be unique to the Parish, its Neighbourhood Plan and this scope of work, and shall ideally exceed the standard of the Effingham example.

SAHAM TONEY VILLAGE DESIGN GUIDE

DRAFT CONTENTS LIST

1. Introduction

2. Status of the Guide

To explain it is a supplementary planning document and how it relates to the Neighbourhood Plan. We can provide text about that and you could add anything you wanted.

3. Vision and Purpose

Vision:

For Saham to continue to grow and thrive by embracing new developments that respect and conserve its character, and to blend the best design elements of that with the application of high quality modern design philosophies so as to make a positive contribution to the "look and feel" of the village.

Purpose:

- ❖ To identify and describe the locally distinctive characteristics of the Parish of Saham Toney, as informed by the Village Character and Landscape Sensitivity Assessment 2018;
- ❖ To manage change in both buildings - both new and additions or alterations - and landscape, in a way that reflects and harmonises with the local character of its buildings, spaces and landscape setting.
- ❖ To promote understanding and awareness of the importance of local design distinctiveness;
- ❖ To guide the design of all developments in the Parish with due regard to their setting;
- ❖ To provide specific and helpful design guidance to designers, planners, developers, landowners, householders and other stakeholders, that in turn improves the quality of development in the Parish;
- ❖ To reduce unsympathetic development by providing a tool for the local planning authority, where necessary, to seek improvements to design proposals submitted with planning applications and refuse those which are not in accordance with this guide;
- ❖ To highlight typical and special design features it is desirable to conserve, restore, enhance or create;
- ❖ To speed up the development process by making clear design features that will - and will not - be supported by the Saham Toney Neighbourhood Plan.

4. The Character and Landscape Setting of Saham Toney
Reference to the village character and landscape sensitivity assessments and a brief summary of their findings and conclusions plus indicative photos.
5. Application of the Guide
How we expect those submitting planning applications to use the guide. We can provide text for you to review / incorporate.
6. Development Design Principles
 - 6.1. Overall
To build on and incorporate the criteria in Policy 3 of the Neighbourhood Plan and its justification in Evidence Base Volume 5.
 - 6.1.1. General
To include the way all design factors inter-relate with each other
 - 6.1.2. Landscape Impact and Conservation of Key Views
 - 6.1.3. Building Heights, Spacing and Layout
 - 6.1.4. Density of Development
This must include our density maps from Evidence Base Volume 5 of the Plan (or improved versions of those).
 - 6.1.5. Setting
 - 6.1.6. Streams, Ditches and Verges
 - 6.1.7. Gateways and Access
 - 6.1.8. Public Realm
 - 6.2. New Residential Developments
 - 6.3. New Non-Residential Developments
 - 6.4. Refurbishments, Replacements, Conversions and Extensions
7. Favoured Design Features
(by character area?)
 - 7.1. Architectural Features
 - 7.2. Walls and Their Materials
 - 7.3. Roofs and Their Materials
 - 7.4. Windows and Doors
 - 7.5. Boundary Treatments
 - 7.6. Wildlife Friendly Features
 - 7.7. Gardens and Landscaping
8. Open Spaces
9. Dark Skies Conservation and Street Lighting
To build on and incorporate the criteria in Policy 3 of the Neighbourhood Plan and its justification in Evidence Base Volume 5.
10. Renewable Energy Features
11. Site Access Roads and Pavements
12. Parking
13. Crime Prevention and Security
14. Design Assessment
15. Non-Favoured Design Features

16. Design Aspirations

Preferred design approaches not covered by planning control (App 1 of the Tattenhall Village Design Statement is an example)

17. References