



Sites Submission Form & Guidance Notes

This call for sites exercise is part of the 'up-front' and evidential approach required to assist in the preparation of the Modification Draft East Bergholt Neighbourhood Plan.

The Parish Council are the qualifying body which owns the East Bergholt Neighbourhood Plan.

Before completing this form, please note that:

- Sites should be within the designated East Bergholt Neighbourhood Plan Area. This follows the parish boundary.
- Site proposals can be submitted for residential, employment, retail, open space, leisure, gypsy and traveller sites or any other uses.
- For 'open market' residential site submissions please only submit sites that relate well to the existing village.
- There should be a reasonable prospect that the site will become available for development or re-development and be fully completed by 2037. Please also indicate if there has been any historical reason for the site not being available previously, e.g., changing land ownerships/expectations or previous existing use such as an active business tenant.
- Please do not submit sites with planning permission.
- Confidential or anonymous proposals cannot be accepted, as we may need to contact you about the site in the future. You may wish to use an agent (e.g., consultant, solicitor, estate agent, family member, etc.) to submit proposals on your behalf, whose details can be given for contact purposes. If you wish to submit information which you believe is commercially sensitive or confidential, please contact the Parish Council in advance to determine whether and how such information could be kept confidential, and if agreed, please clearly mark this on

the site submission form.

- An appropriate OS map / red-line site boundary map must be submitted with the form. The scale must be sufficient to enable the boundary of the site to be clearly identified.
- Maps should be clearly annotated with the name / location of your site and your name and contact details (in case they become detached from the form). If possible, show at least two named roads to ensure that the site can be correctly identified. A postcode would also help to locate the site (even if this is for adjacent land or buildings), and grid references should be supplied if available.
- Potential access points (if identifiable) should be shown on the map (vehicular and non-vehicular).
- It is important to be aware that there is absolutely no guarantee, that any of the sites submitted will be selected or approved for development in the finalised East Bergholt Neighbourhood Plan. At the same time, submitting a site does not enter you into any kind of formal commitment.
- Any sites proposed for allocation will be subject to public consultation in the future and as part of the Neighbourhood Plan preparation process. This will ensure that the site selection process is in accordance with regulations.

Completed forms must be returned by 5.00pm **on 17/01/22**. These can be sent by post or by e-mail to:

Valerie Ayton,
12 Fiddlers Lane, East Bergholt, CO7 6SJ
v.ayton@sky.com

Your details will be held on our contacts database.

Please tick the box if you wish to be notified on progress relating to the Modification Draft East Bergholt Neighbourhood Plan

What to expect after your site submission?

- We will send you a letter or an email acknowledging receipt of your site submission form within two weeks of the closing date for the site submissions.

How will the information I provide be used?

- Sites put forward will be subject to assessment as part of the Neighbourhood Plan process. Please note that any assessment we carry out or commission on our behalf is purely a technical study, the outcomes of which do not give any form of presumption towards development. These decisions can only be made through the statutory planning process.
- We recognise that it may be difficult to provide all of the more detailed information requested. Doing so will help us to assess the proposal more easily and speedily so do please provide as much information as possible. If sites are to progress into the Neighbourhood Plan, it is essential that as much information as possible relating to availability and viability is provided.

Useful weblinks

Parish Council CIL Policy -

<https://eastbergholt.org/Documents/ParishCouncil/Policies%20and%20Procedures/CIL%20Statement%2008.04.21.pdf?q=637685357748966901>

Babergh District Council - <https://www.babergh.gov.uk/>

Current Neighbourhood Plan -

<https://eastbergholt.org/neighbourhood%20plan/>

Your details		Site Details	
Name		Address of Site	
Position			
Company / Organisation (if applicable)		Site Area (hectares)	
Address		Current Use (please state whether use still in operation)	
		Neighbouring land uses	
Contact Number		Is the site 'brownfield' (previously developed)	

		or 'greenfield'?	
Email		Relevant planning history	
Acting on behalf of (if applicable)			

Site Proposal			
Proposed Use (please tick – for mixed uses tick as many as apply)			
Market housing	<input type="checkbox"/>	Residential care home	<input type="checkbox"/>
Affordable housing	<input type="checkbox"/>	Open space	<input type="checkbox"/>
Self-build housing	<input type="checkbox"/>	Holiday accommodation	<input type="checkbox"/>
Gypsy and traveller pitch	<input type="checkbox"/>	Community use	<input type="checkbox"/>
Retail	<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>
General industrial / Warehousing	<input type="checkbox"/>		<input type="checkbox"/>
Office, research/development, light industrial	<input type="checkbox"/>		<input type="checkbox"/>
Please provide details of any assumptions / proposals in terms of number of units / floorspace, mix of uses etc			

Site Constraints	
Is the site within a minerals and waste safeguard area?	<input type="checkbox"/>
For greenfield sites, what is the Agricultural Land Classification?	<input type="checkbox"/>
Is the site within or adjacent to a designated landscape area? (e.g., AONB or Special Landscape Area)	<input type="checkbox"/>
Is the site in or adjacent to a site designated for nature conservation?	<input type="checkbox"/>
Are there any heritage assets on or adjoining the site?	<input type="checkbox"/>
Is the site within or adjoining a Conservation Area?	<input type="checkbox"/>
Flood Risk (please state flood zone and any risk of surface water flooding)	<input type="checkbox"/>
Pollution / Contaminated Land?	<input type="checkbox"/>

Other physical constraints? e.g. topography?	
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Assessment of Services	
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Transport	Can appropriate access be achieved to the site?	
	Capacity of surrounding highway network	
	Approx. distance to bus and train service	
	Is there a continuous footpath to the existing settlement?	

Education	Capacity at local primary school	
	Capacity at local secondary school	
Utilities	Capacity of sewerage and waste water treatment works	
	Is the site connected to water, gas and electricity?	
Community	Approx. distance to GP surgery	
	Approx. distance to Post Office	
	Approx. distance to playing fields / local park	
	Approx. distance to employment area (including any proposed areas)	

Viability	
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What requirements for infrastructure contributions have you considered, including Community Infrastructure Levy (CIL)?	
Have you considered requirements for affordable housing contributions?	
Are there any known abnormal costs associated with the site which may affect viability? If so please provide details.	
Do you consider the development of the site to be viable?	

Assessment of Availability	
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How many owners are there of the site? <i>(Please remember to provide Land Registry Title Deeds or alternative land agreements with your submission)</i>
Is this proposal submitted on their behalf? (If no, please state your interest in the land)

Are there any legal constraints e.g., restrictive covenants or leasehold agreements relating to the site? Please provide details.

Please indicate when you consider that the site could commence development:

0-5 years	6-10 years	11-15 years	16+ years

Please indicate a reason for the above timescale, (e.g., current use to be relocated) and please provide an approximate rate of development for the site (units per annum):

Please indicate the level of market interest there has been in the site:

	Please Tick	Comments
Site is owned by a developer		
Site is under option to a developer		
Enquiries received		
Site is being marketed		
None		

Further Information

Please provide any further relevant information (for example please submit any viability or development appraisal that has been undertaken for the site)

I understand that:

Data protection and Freedom of Information – is as contained in the East Bergholt Parish Council Privacy Policy.

<https://eastbergholt.org/Documents/ParishCouncil/Policies%20and%20Procedures/Privacy%20Notice%2014.01.21.pdf?q=637685352926408903>

The purposes of collecting this data are:

- To assist in the preparation of the Modification Draft East Bergholt Neighbourhood Plan.
- To contact you, if necessary, regarding the answers given from your form.
- To evaluate the development potential of the submitted site for the uses proposed within the form.

Disclaimer –.

I agree that the details within this form can be held by East Bergholt Parish Council for the purposes specified in this declaration. I confirm that the information provided in this document is a true and up to date record as of the date of signature.

Name:

Date:

Thank you for your time, we will be in touch if we require any further information regarding your site submission.