EVIDENCE PAPER: RURAL HOUSING
(RURAL HOUSING PROFORMA)
NOVEMBER 2014

COTSWOLD
DISTRICT COUNCIL

RURAL SETTLEMENTS DEVELOPMENT PROFORMA

Site Name:

Site Address:

Name and address of applicant:

All sections to be completed by the applicant, supported by additional information if necessary (eg. for Stage 1 below).

Information included for Stages 2 and 3 in particular can be valuably backed up with annotated plans and photographs.

STAGE 1: LOCAL NEED

1a: Housing Needs Study

- This to be completed in line with the associated guidance.

1b: Demographic Balance

- This to be completed in line with the associated guidance.

The results of these assessments should be appended to the completed proforma.

Only continue if some level of local need has been shown and information on demographic balance is supportive of the proposals.

STAGE 2: THE SITE

2a: CORE INFORMATION

If the site has been considered by the Council through the SHLAA (Strategic Housing Land Availability Assessment) process, they will have this information and it can simply be added in here and in 2b. If not, they can help with calculating site size and provide any previous planning history information. Otherwise, please complete. Comments must be sought from the Highways Authority and from the Cotswolds Area of Outstanding Natural Beauty team, perhaps also Natural England. Please check this list with the District Council, who will also supply contact details.

Settlement Name		Site Reference (Yours or SHLAA)	
Gross area (Hectares)			
Current/recent uses			
Site Planning History			

2b: DESIGNATIONS AND KNOWN CONSTRAINTS

Some of this information may be known at local level but all should be available from the Council. Simply tick in the right hand box where a designation or constraint applies. Where appropriate, more detailed information can be valuable through more detailed comments in the boxes to the right, eg. if part of a site not in a flood zone is known by you or local people to flood regularly.

Area of Outstanding Natural Beauty (AONB) / Special Landscape Area (SLA)	
Site of Special Scientific Interest (SSSI) Key Wildlife Site (KWS) Local Nature Reserve (LNR) Special Area of Conservation (SAC)	

Landscape Character Type (from LCA)	
Regionally important Geological Site	
Archaeological constraints, eg. ridge and furrow	
Conservation Area	
Listed Buildings	
Scheduled Ancient Monument (SAM) / Historic Battleground / Regionally Important Geological Site	
Public Rights of Way Access Land Named routes (eg. Cotswold Way)	
Flood Risk/Drainage/Sewage Springs	
Tree Preservation Orders (TPOs) / Ancient Woodland	
Registered Parks & Gardens National Trust Asset Registered Common/Village Green	
Agricultural Best and Most Versatile Land (give classification)	
Other Known / Recorded Constraints Comments	

2c: SITE CONNECTIONS AND ACCESS

This is strictly local information. It can be assessed in part with local knowledge as a 'desk work' but is best undertaken on the ground, especially to confirm distances and specific access circumstances.

Walking to Local Facilities (ie. within the village)

Add in Distances, tick/ring Quality and add Comments if appropriate. If none, add N/A.

Facility	Distance (metres)	Route Quality	Comments and observations on safety and quality of route
Shop		Good Fair Poor	
School		Good Fair Poor	
Public Open Space		Good Fair Poor	*(This is about the nearest publicly accessible space)*
Bus Stop		Good Fair Poor	
Places of Employment		Good Fair Poor	*(This is the nearest, though you may wish to note more than one.)*
Any other facility (eg. village hall)		Good Fair Poor	*Other facility name:*

Site Access

Type and Quality of Access	
How many road access points to site?	
How many pedestrian access points?	
Any other access points?	
Comments on the nature and quality of the above:	

Broadband/Fibre Optics

Available?	Quality	Comments

2d: SITE ENVIRONMENT

This is about **the site itself** (aspects of the site's surroundings are covered in the subsequent section) and is strictly local information. It requires some desk work but certainly some on the ground survey work. Decide which of the following are relevant and then either just ring/tick words that best apply or, in addition, make some comments. Annotated plans and photos are particularly valuable.

Site Characteristics

Landform: Flat   Gently Undulating   Strongly Undulating   Steep Valley   Valley Floor Plateau   Aspect (to north, south etc.)
Comments:

Land use: *Arable farmland   Grassland   Grazing   Mixed Forestry Industrial   Brownfield Orchards   Horticultural Quarrying   Recreational   Other*
Observations:
Views Out: *Wide   Channelled   Long   Short   Glimpsed*
Quality and Value of Views:
Natural Features: (Age/Condition/Value):   *Boundary Hedgerow   Trees   Freestanding Shrubs   Grass   Other*
Observations:
Ecology: (Known/Observed and Value):   *Birds   Lizards/Frogs   Mammals   Important Plants*   *Wildlife Corridors   Water Habitats*
Observations:
Buildings, structures on the Site: *Walls (what materials)   Sheds   Freestanding buildings/structures Wellheads   Troughs Gateposts   Stiles etc.   How much of the site do they cover?*
Observations:

Only continue if the results of this show that the suggested site is appropriate.

If it is appropriate, move to the Summary below

2e: SITE SUMMARY

Note in the box below the aspects or features of the site that must be addressed to achieve an acceptable development, eg. improve pavements to the village centre, retain a hedgerow, create a safe vehicle entrance.

STAGE 3: CHARACTER OF THE SITE CONTEXT

If there is a Village Design Statement, Conservation Area Assessment, Landscape Assessment or other design guidance/assessment material (eg. in any Parish Plan), that can be used (if not out of date) to supply the following site-specific information. If that is the case, reference needs to be made to that assessment. Comments can be annotated on a plan, ideally with some photos.

3a: LANDSCAPE CONTEXT

Many sites will be on the edge of a settlement and will have a landscape context (ignore this section if not). The main assessment below covers the area of landscape visible from different parts of the site. It requires some desk work but certainly some on the ground survey work. Decide which of the following are relevant and then either just ring/tick words that best apply or, in addition, make some comments. Annotated plans and photos are particularly valuable.

1. DESCRIPTION

A. Land Form: *Flat   Gently undulating   Strongly undulating   Steep valley*
Valley side/floor   Plateau   Other

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B. Land Cover: *Open farmland   Farmland with trees/woods   Woodland   Parkland*
Wetland   Other

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C. Land Use: *Arable farmland   Grassland   Grazing   Mixed   Forestry   Industrial*
Brownfield   Orchards   Other

D. Field Boundaries: *Tall   Clipped   Intermittent   Hedgerow*

With/without trees   Fences   Walls(what materials?)   Other

E. Field Sizes and Patterns: *Small   Medium   Large   Regular   Angular   Linear*
Irregular   Ridge and Furrow   Other

F. Routeways: *Few roads   Dense road network   Tracks   Straight/Winding /Narrow*
Footpaths   Bridleways   Other

G. Buildings and Structures: *What manmade elements are in the landscape? Village(s)/Town*
Isolated Farms   Barns   Groups of dwellings   Pylons   Other

Masts   Wires. How do they 'sit' and what natural features influence that?

H. Water and Drainage: *Stream   River   Reservoir   Wet ditches   Ponds   Lake*
Other

I. Landmarks: *Buildings   Structures   Natural features   History   Archaeology*

Smaller Features   Other

2. VIEWS

A. Nearby Views: *Sweeping Channeled Long Short Glimpsed*

Across/to a place or landmark.

B. Distant Views: *The site may be visible from a long way off, well beyond its immediate context. Do a check on this and note where those views are from and what they show of the site.*

3b: SETTLEMENT CONTEXT

No site will be entirely isolated, so all will have a built settlement context. It is important not to just look at those buildings and spaces surrounding the site but at the wider area of the village in which the site sits (which may or may not be all of the settlement). Note that wider area on a map. This requires some desk work but certainly some on the ground survey work. Decide which of the following are relevant and then either just ring/tick words that best apply or, in addition, make some comments. Annotated plans and photos are particularly valuable.

1. PATTERN

A. Topography: *Flat Hilly Steep Shallow Plateau Valley*

Linear valley Several valleys Other

B. Location: *Valley Bottom Valley Side Hill Terrace Hill Top Other*

C: Layout: *Linear Grid-like Winding Regular Irregular Ribbon Dispersed Radial*

Buildings close to the road Buildings well set back Front gardens

Back gardens Long plots Thin plots Short plots Wide plots Burgage Plots

Clear centre No obvious centre Other

D: Spaces: *Gaps between buildings   Green spaces   Hard space*

Places where local events take place   Well used   Not well used   Other

E: Green and Natural Features: *Trees   Bushes   Hedges*

Green backcloth to buildings   Areas of intense greenery

Areas without greenery   Other

F: Wildlife and Ecology: *Area used/inhabited by wildlife (eg. foxes, bats)*

Area used for wildlife to pass through   What wildlife?   Important plants?

G: Roads, Streets and other Movement Routes: *Pavements   Kerbs   Grass verges   Drainage ditches   Wide roads   Narrow roads   Straight roads   Curving roads   Cul-de-sacs   Through roads   Footpaths/alleyways   On-plot parking   On-street parking   Parking courts   Street lighting   Other*

H. Landmarks: *Are there key landmarks visible from a distance (church tower), community landmarks (pub) or special but smaller features (old milestone)?*

I: Views Out: *Are there places (often, occasional) where one can see out to other areas or to the landscape?*

2. BUILDINGS AND DETAILS

A: Predominant Building Shape and Heights: *Wide frontages   Narrow frontages   Terraced Semi-detached   Detached   1 storey/2 storeys/3 storeys   Common shapes   Varied shapes*

B: Roofs: *Flat roofs   Pitched roofs   Steep pitch   Shallow pitch*

Varied pitch   Lean-tos   Parapet fronts (hidden roofs

C. Predominant Materials: *Some common   Nothing common*

Walls (brick, stone, render, hung tile, ashlar, rubble)?   Roofs (tile, slate, thatch, other)?

Boundaries (drystone walls, hedges, fences)?   Ground (tarmac, concrete, setts, paving stones)?

D: Details: *What details contribute to character: porches, dormers, window shapes, roof decorations,quoins, chimneys, benches, letterboxes, signs, flags?*

3c: SITE CONTEXT SUMMARY

Note in the box below the aspects or features of the site context that must be addressed to achieve an acceptable development, eg. building heights, use of front gardens, views out.

STAGE 4: COMMUNITY VITALITY

This is notoriously difficult to pin down. What follows covers, and asks for comments on, some well-known and more objective factors (eg. somewhere to meet) but it also offers an opportunity to say something in more subjective terms about the village and its community, local identity, distinctiveness etc.

This can be done as desk work. It is extremely important to include information on (a) facilities not in the village but in nearby villages and used by the village community, and (b) facilities in the village used by other nearby communities. This and the next section can be informed by the Cotswold Conversation 'Community Assets' survey results (available electronically).

FACILITIES AND SERVICES

- *Does your village have any of the following? If so:*
- *Place a tick in column 2.*
- *If that facility (eg. a primary school) also serves other nearby communities, name them in column 3.*
- *If you do not have that facility, where if at all – and how far - do people go to use one? Note that in column 4.*
- *Blank spaces are left for others not listed.*

1. Facility/Service	2. Have one?	3. Others who use it?	4. Where do people go to?
Village hall			
Shop			
Post Office			
Primary School			
Public House			
Pre-school or nursery			
Church			
Doctor			

Recreation area		93	
Playing field			
Playground			
Bus Service			

Please add below any comments on any of the above (eg. 'really well used hall', 'struggling village shop', 'rather outdated playground' etc.).

COMMUNITY AND IDENTITY

Outline in the box below something about the character of the village community, for example:

- *The number of voluntary/community groups.*
- *Self-help services such as car-sharing or community transport.*
- *Village events and activities (eg. annual fair).*
- *People helping each other.*
- *Something available for all ages and needs.*
- *Neighbourhood Watch or other schemes.*
- *High levels of engagement in consultation events.*
- *Good public attendance at Parish Council meetings.*

5. VALIDATION

Process and Results of Parish Council Involvement

This should take the form of short notes in the chart below about meetings with the Parish Council – stages, purposes etc. Meeting notes should be appended. Tick in the final column if notes/minutes are appended

Date	Purpose	Attendees	Minutes?

Process and Results of Wider Community Involvement

This should take the form of a short note about the community involvement undertaken and its main outcomes. Reports of events should be appended.

Validation Statement

This should be a short statement from the Parish Council summarising their conclusions about the acceptability of the process and its results and about the proposed development in principle. The acceptability of the application as a whole will depend on the extent to which the scheme content and design respond to what is in the Proforma and to general Cotswold standards. Parish Councils will have an opportunity to comment on this through the usual statutory consultation procedures.