





## **A guide to integrating development into the Broads Landscape.**

Adopted July 2017

### **Introduction**

This guidance provides information and best practice for planning applicants on landscape and landscaping design principles and policy requirements.

This is to ensure early consideration is given to landscape matters so that your development will have a stronger sense of place and character and will help you to achieve a higher quality environment.

Alongside this guidance, you can find more detailed information on what you will need to submit with your planning application (including drawings and other supporting documents) in the Broads Authority's validation requirement checklist. The checklist tells you what details are needed for each type of document in line with the type, scale and size of your proposal.

Adherence to the Broads Local Plan policies is a material consideration in the assessment of all planning applications in the Broads, and you should therefore consider relevant policies when preparing your application.

### **The importance of landscape in the Broads**

In this guidance, the term landscape refers to a zone or area whose visual features and character are the result of the action of natural and or cultural factors. Landscaping is the process of making a scheme more attractive, such as planting, changing the existing terrain, and building structures.

The Norfolk and Suffolk Broads is an internationally protected wetland and the UK's third largest inland waterway. It has an equivalent status to a National Park, and is a member of the UK National Parks family. As such, the landscape impact of all developments must be considered at the design stage, and most development proposals will need to be accompanied by landscaping proposals.

A well designed development with appropriate landscaping can minimise its impact on the immediate landscape and may even benefit the wider area. The right types and forms of hard surfaces and structures or soft landscaping (planting) can create biodiversity, amenity and recreation benefits appropriate to the Broads Executive Area. Development on a site needs to suit the location and setting, with landscaping design proposals that reflect the area's key positive characteristics.

The protection of landscape character and the importance of high quality design are key threads running through the Broads Local Plan.

### Landscape character

The Broads area is divided into 31 Local Character Areas, with a unique set of characteristics that combine to give each area its distinct sense of place.

The Landscape Character Assessment<sup>1</sup> of the Broads (LCA) was developed to support decisions that might affect the area's condition or visual quality. It is supported by the Landscape Sensitivity Study<sup>2</sup>, which assesses the impact of wind turbines and solar panels to provide criteria to planning applicants and policy makers. Its baseline is the LCA and it should be read in conjunction with that document.

It is important to note that neighbouring authorities (North Norfolk, South Norfolk, Great Yarmouth, Norwich, Broadland and Waveney Councils) may have their own landscape character assessments. These can be used to help identify landscape sensitivities when preparing a landscape strategy.

### Trees

Where there are trees on site, these trees may be affected by the proposed development. An assessment of the

trees on site and how the development proposals will affect those trees will need to be submitted with the planning application. This information will include an Arboriculture Impact Assessment, Tree Protection Plan and Arboriculture Method Statement. Your landscaping strategy or scheme will need to take account of the findings and recommendations of these surveys and assessments.

### Secured by design

Landscaping can have crime and security implications. For example, some planting can affect surveillance or provide places for criminals to hide, while the right types and locations of planting can provide additional security. For more information, visit the Secured by Design website [www.securedbydesign.com/industry-advice-and-guides](http://www.securedbydesign.com/industry-advice-and-guides). The interactive design guide is particularly useful [www.securedbydesign.com/industry-advice-and-guides/interactive-design-guide](http://www.securedbydesign.com/industry-advice-and-guides/interactive-design-guide).

### Native species

Throughout this guide, we refer to the value of native species planting. Non-native species can compete with native species, affecting the wildlife that relies on native species for shelter and food.

<sup>1</sup>Broads Landscape Character Assessment <http://www.broads-authority.gov.uk/news-and-publications/publications-and-reports/planning-publications-and-reports/landscape-character-assessments> <sup>2</sup>Landscape Sensitivity Study <http://www.broads-authority.gov.uk/news-and-publications/publications-and-reports/planning-publications-and-reports/landscape-sensitivity-studies>

## The special qualities of the Broads

The following set of ‘special qualities’ was developed through several public consultation processes for the Broads Plan, the key management plan for the Broads. Together, the qualities represent the distinctiveness of the Broads landscape.

- Rivers and open water bodies (‘broads’)
- Fens, reed beds and wet woodlands
- Grazing marshes and dyke networks
- Flood plains, estuary and coast
- Navigable, lock-free waterways
- Special wildlife
- Countryside access on land and water
- Views, remoteness, tranquillity, wildness and ‘big skies’
- The people, the visitors, the activities
- History: Geo-heritage, heritage assets, archaeology , historic structures
- Cultural assets, skills and traditions.
- People’s interactions with the landscape
- The settlements
- Variety of patterns and textures of the landscape.

## The structure of this guidance

This guidance is in two parts.

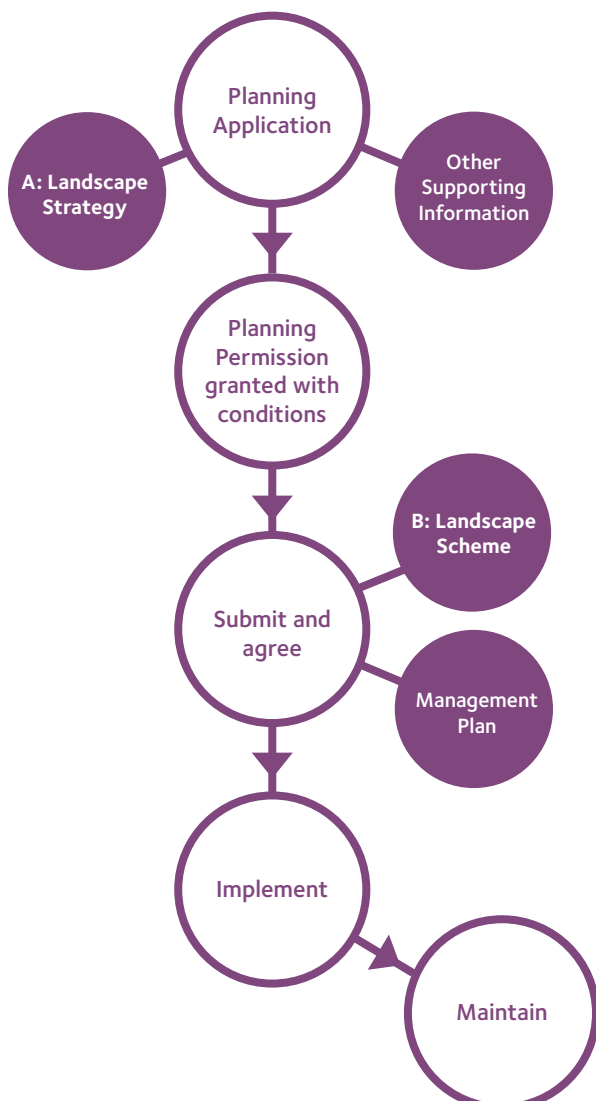
**Part A** gives advice on **producing a landscaping strategy** to accompany your planning application. This can be a high level plan that sets out broad principles for landscaping the scheme, such as the layout of the external areas including areas of hard and soft landscaping and boundary treatments like fences, walls, gates and hedges, etc. Doing this will save you the time, effort and cost of preparing a fully detailed scheme up front. If your application is successful, the finer details (as set out in Part B) can then, if required, be made a condition of planning permission.

**Part B** provides guidance on producing additional information about the detail of the landscaping strategy, including types of planting, surfacing and boundary treatments. This is called the **landscape scheme and management plan** and is usually required as a condition of a planning permission if it has not already been provided up front as a part of a comprehensive scheme.

The following diagram shows two potential routes for providing this information.

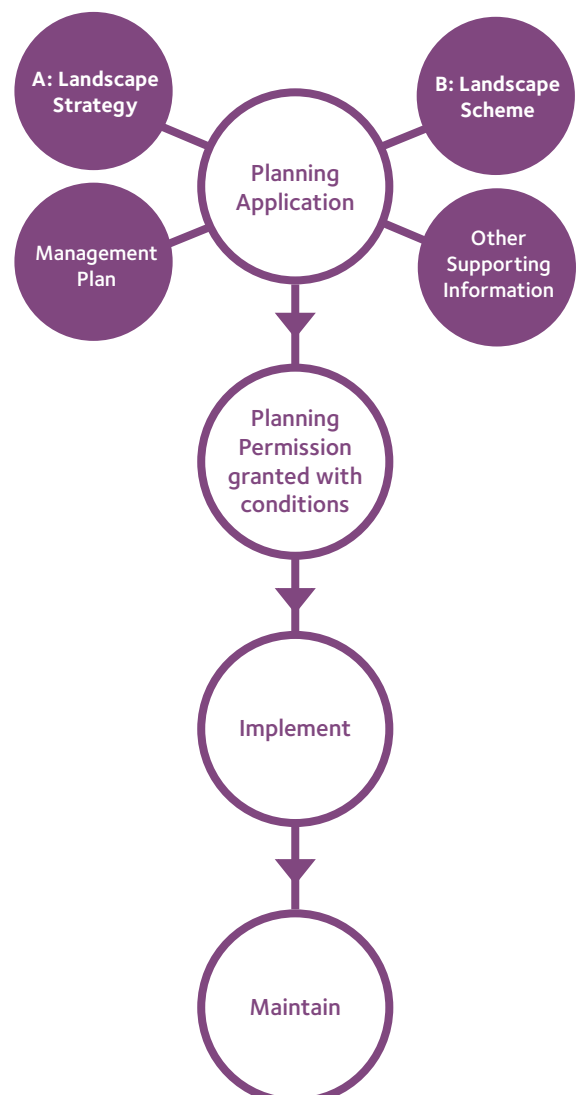
## Option 1: Submit a Landscape Strategy with the planning application. If permission is granted you may then submit and agree B: Landscape Scheme and Management Plan.

The broad principles of a landscape strategy are provided as part of the planning application with the detail conditioned as part of the permission. This option can save the cost, time and effort and indeed negotiations relating the detail of the scheme until after permission is granted.



## Option 2: Submit a Landscape Strategy, Landscape Scheme and Management Plan with the Planning Application

This option could be suitable for larger schemes or in response to a particular concern raised at the pre-application stage. Alternatively your planning agent may advise this route.



### Further information and advice

We hope this guidance will give you the information you need to address landscape and landscaping as part of your application. If you would like further information or assistance, please contact the Broads Authority's planning team by emailing [planning@broads-authority.gov.uk](mailto:planning@broads-authority.gov.uk) or calling 01603 610734.

You may find it necessary or helpful to employ a landscape consultant to help you prepare the information required to support your planning application. The Landscape Institute (<http://landscapeinstitute.org/about/>) can provide you with a list of registered landscape practices in your area.

### Other sources of information

#### Landscape Visual Impact Assessment:

[www.landscapeinstitute.org/technical/glvia3-panel/](http://www.landscapeinstitute.org/technical/glvia3-panel/) (purchase only)

#### Broads Landscape Character Assessment:

[www.broads-authority.gov.uk/news-and-publications/publications-and-reports/planning-publications-and-reports/landscape-character-assessments](http://www.broads-authority.gov.uk/news-and-publications/publications-and-reports/planning-publications-and-reports/landscape-character-assessments)

#### Broads Landscape Sensitivity Study:

[www.broads-authority.gov.uk/news-and-publications/publications-and-reports/planning-publications-and-reports/landscape-sensitivity-studies](http://www.broads-authority.gov.uk/news-and-publications/publications-and-reports/planning-publications-and-reports/landscape-sensitivity-studies)

#### Broads Development Management Development Plan Document:

[www.broads-authority.gov.uk/\\_\\_data/assets/pdf\\_file/0008/414368/Development-management-policies.pdf](http://www.broads-authority.gov.uk/__data/assets/pdf_file/0008/414368/Development-management-policies.pdf)

#### Broads Core Strategy:

[www.broads-authority.gov.uk/planning/planning-policies/development/current-documents/core-strategy-development-plan](http://www.broads-authority.gov.uk/planning/planning-policies/development/current-documents/core-strategy-development-plan)

#### Broads Authority Biodiversity Enhancements Guide:

[www.broads-authority.gov.uk/\\_\\_data/assets/pdf\\_file/0011/823583/Biodiversity-guide\\_18\\_11\\_2016.pdf](http://www.broads-authority.gov.uk/__data/assets/pdf_file/0011/823583/Biodiversity-guide_18_11_2016.pdf)

#### Broads Authority Riverbank Stabilisation Guide:

[www.broads-authority.gov.uk/planning/Planning-permission/design-guides/river-bank-stabilisation](http://www.broads-authority.gov.uk/planning/Planning-permission/design-guides/river-bank-stabilisation)

#### Broads Authority Moorings Guide:

[www.broads-authority.gov.uk/planning/Planning-permission/design-guides/mooring-design-guide](http://www.broads-authority.gov.uk/planning/Planning-permission/design-guides/mooring-design-guide)

#### The Landscape Institute:

[www.landscapeinstitute.org/about/](http://www.landscapeinstitute.org/about/)

#### National Planning Practice Guidance on design:

[planningguidance.communities.gov.uk/blog/guidance/design/how-should-buildings-and-the-spaces-between-them-be-considered/](http://planningguidance.communities.gov.uk/blog/guidance/design/how-should-buildings-and-the-spaces-between-them-be-considered/)

Guidelines for landscape and visual impact assessment, published by Routledge on behalf of the Landscape Institute & Institute of Environmental Management, 2013:

[www.landscapeinstitute.org/technical/glvia3-panel/](http://www.landscapeinstitute.org/technical/glvia3-panel/)

The County Council in responding, as a statutory consultee (Highway Authority), will have regard to its own Planning Obligations Standards:

[www.norfolk.gov.uk/rubbish-recycling-and-planning/planning-applications/planning-obligations](http://www.norfolk.gov.uk/rubbish-recycling-and-planning/planning-applications/planning-obligations) and <https://www.suffolk.gov.uk/planning-waste-and-environment/planning-and-development-advice/section-106-planning-obligations/>

National Character Area Profile (NCA 80 The Broads):

<https://www.gov.uk/government/publications/national-character-area-profiles-data-for-local-decision-making>

## Part A

# Guidance on the production of a Landscaping Strategy

## Introduction

For certain types of development, details for the landscaping proposals may be required as a planning condition as part of the planning permissions.

Where landscaping proposals are an important consideration, the

applicant may be required to submit a landscaping strategy alongside the planning application, prior to submitting more detailed landscaping proposals. By adopting this two stage approach, the Broads Authority (as the planning authority) can assess and comment on the general approach that the applicant is taking to landscaping to ensure it is appropriate, before the detailed design is drawn up.

The principles below provide guidance on basic design issues relevant to most sites. However, the landscaping strategy will need to be specific to each site. The principles also illustrate aspects considered by the Broads Authority's planning officers in assessing an application.

## Landscape site assessment and analysis

This is the first step in producing the landscaping strategy. The aim is to assess and fully understand the site characteristics, the landscape character and the impact the proposals will have on the landscape. Landscape assessments should include the survey and analysis of both built and natural features and elements. If trees are present on or around the site, a tree survey and arboricultural impact assessment, together with details of how existing trees will be protected, will be needed.

National guidance can be found at:

[www.gov.uk/guidance/design](http://www.gov.uk/guidance/design)



The Broads Authority Landscape Character Assessment is an important source of information for this stage of the process.

The production of the assessment and analysis will be proportionate to the scale of the development proposals. It could be included in the design and access statement (if this is required), in a habitat management plan that includes landscape features, or in a standalone document. The level of information relating to landscape assessment and proposals submitted will also be dictated by the nature and type of the application.

Larger developments likely to have a significant impact may require a Landscape and Visual Impact Assessment. This looks at how changes in the landscape could alter the nature and extent of visual effects and qualities relating to locations and proposals, and how it affects specific individuals or groups of people. Guidance on the preparation of these assessments is in the 3rd edition of the Guidelines for Landscape and Visual Impact Assessment<sup>3</sup>.

The following principles should be

considered to develop an understanding of the site and how it fits into the wider landscape to help inform the landscaping strategy. This process will also help identify features that should be retained and areas for enhancement.

### Integrating development into surroundings

All sites form part of a wider landscape. Any change has the potential to positively or negatively impact the surroundings. New developments should seek to enhance the local character and positively link to their surroundings.

Consideration and analysis of a site's context and setting will help identify the important factors beyond the site that have an influence on it. It will also help establish associated design opportunities and constraints for the site. To understand the relationship between the site and its surroundings, desktop studies of local environment and local plan context should be supported by on-site analysis of the local landscape character.

### Some questions to help you:

- a) Where is the site? What is it currently used for?

<sup>3</sup>Guidelines for Landscape and Visual Impact Assessment published by Routledge on behalf of the Landscape Institute & Institute of Environmental Management, 2013. <https://www.landscapeinstitute.org/technical/glvia3-panel/> Please note that in their response to the consultation on this guide, Natural England stated that they expect that every LVIA should clearly state: a) the level of sensitivity it has assigned to the protected landscape; b) the level of sensitivity assigned to the visual amenity of those enjoying its natural environment; c) the magnitude of change based on the likely effects of the proposal, and how it may change the protected landscape and its amenity (including views); and d) the significance that is attached in the assessment process to the effects of the proposed changes; e) the implications of these changes in respect of the special qualities, the natural beauty of the protected landscape and its visual amenity.



- b) How is the site accessed? Are there any routes through the site? Is there potential for appropriate routes to be provided?
- c) How does it sit within the wider landscape?
- d) What is the landscape character of the area? Highlight any locally distinctive features of the built environment and natural environment. (See the Broads Landscape Character Assessment as well as that of the neighbouring Council).
- e) How enclosed or open is the site? What is the level of screening?
- f) Where can you see the site from? What can you see from inside the site and where can you see to?
- g) What do the policies of the Broads Local Plan seek to achieve regarding the landscape and landscaping on this site and for the proposed type of development?

### **Making good use of the site and existing features**

When undertaking a site analysis, take account of characteristics and features within the site that could influence design. Existing features which provide a positive contribution to the character and function of an area should be identified, assessed and incorporated into designs where possible. These features could include wooded areas, mature

trees and hedgerows, watercourses, and other ecologically valuable features.

Developments should make efficient use of land and topography, and retain or enhance existing features of value. Developments should be designed to take advantage of the site itself and its location.

Analysis of site topography will also highlight constraints or opportunities for a development, especially in relation to the treatment of site boundaries.

### **Some questions to help you:**

- a) What are the characteristics of the site? Such as the type, location, spread of existing trees, areas of woodland, shelter belts, hedgerows, ground cover, meadows, fen, water bodies or existing surface water, geological features, vegetation to be retained, links through the site, public or civic spaces including the river system?
- b) Are there any particular natural features on and surrounding the site? What are these? Do these provide habitat or potential for flood water compensatory storage? Could they be improved?
- c) What are levels like within the site? Do they vary? How do they relate to the surrounding area?
- d) Is the site covered by any habitat designations (e.g. SSSI)? Are there

are any trees subject to a Tree Preservation Order? Is the site in a Conservation Area? Are there any listed or locally listed buildings or non-designated heritage assets on or around the site? Are there any registered parks and gardens or locally listed designed landscapes on or around the site? Is there known to be any archaeological interest on or around the site?

e) How are the boundaries of the site formed?

### Environment and Green Infrastructure<sup>4</sup>

Healthy green infrastructure provides a variety of services and benefits, including biodiversity enhancements, water and soil management, connectivity for people and wildlife, health and wellbeing, an attractive landscape and a sense of place.

Good planning can help create these benefits through landscaping designs that incorporate the principles of sustainability. Where possible, landscaped spaces will need to increase biodiversity and wildlife enhancement and provide accessible routes and networks to facilitate connections (for people walking and cycling, for plants and for animals) to surrounding areas. Developments should also aim to make

space for trees. Wherever possible, sites should link their boundaries to surrounding landscapes through green infrastructure.

Existing vegetation on sites can often provide important, established habitats. Developments should seek to retain characteristic landscape features and consider opportunities to extend similar or provide new types of habitats in key locations so that ecology is an integral part of the site proposals and wider ecological network. Consideration should be given to the selection of boundary treatments such as mixed native species hedges that have potential to improve biodiversity rather than prohibit wildlife. Sites that have boundaries with rivers or other water courses also present opportunities for habitat enhancement. For further information see our guide on Biodiversity Enhancements.

### Landscaping Strategy

If a landscaping strategy is required it needs to provide comprehensive detail of the landscaping scheme, including information about all external areas in sufficient detail to show the quality of landscaping design and address key issues about the landscape in which the scheme is set.

<sup>4</sup>You can find more information about Green Infrastructure here: [publications.naturalengland.org.uk/publication/35033](https://publications.naturalengland.org.uk/publication/35033) but a simple definition is a network of multi-functional green space, urban and rural, which is capable of delivering a wide range of environmental and quality of life benefits for local communities.

If a design and access statement is required, you could include the information within the landscaping strategy or in a standalone document.

This should include the following sections:

- a) The findings of landscape site assessment and analysis;
- b) The landscape features ( natural and built) which are likely to be affected as a result of the development;
- c) Links to take account of any arboricultural assessment;
- d) The principles of the approach to the landscaping design of the areas external to the buildings;
- e) The layout of external areas and an outline of the landscaping strategy which should include both the soft (planting) and (hard) paving/ built external elements and show at least indicatively the treatment of different areas through hatching and simple notation. This should be submitted in plan and if relevant cross sectional format;
- f) Any basic details of proposed phasing should also be included if known;
- g) Indicatively highlight any significant level changes or areas of cut and fill, for example bunding, mounds, dyke construction; and
- h) A strategy relating to the landscaping

management and maintenance.

## Part B

### Guidance of the production of detailed design proposals for Landscaping Schemes

#### Introduction

You may need to submit the detail of the landscaping proposals so the Broads Authority can discharge a landscape/ landscaping condition on a planning application that has received approval. To be able to discharge conditions, the precise detail of the landscaping scheme is needed. This must include planting details, types of trees, boundary treatments, hard surfacing and external construction materials.

Examples of information that could be included or may be required are set out below. The types of information about the detailed landscape design proposals should be proportionate to the size and nature of the development.

#### Detailed Landscaping Proposals

The Broads Authority may require the following information depending on the scheme proposal and local characteristics.

If trees are present on or around the site you will need a tree survey and arboricultural impact assessment, together with details of how existing trees will be protected.



For planting proposals, we need to know which areas of the site will be planted and with what. You will need to think about how the ground will be prepared for planting and how it will be maintained in the longer term to ensure a successful scheme. You should also think about when the planting will take place relative to the progress of any building works. The level of information required will be proportionate to the scale of the landscaping scheme and development, but may include the following.

**For soft landscaping:**

- a) Detailed planting plans showing the location, species and numbers of proposed new trees, hedging, shrubs and other planting on the site;
- b) Planting schedules, noting the species planting sizes (at time of planting) and proposed numbers/densities where appropriate;
- c) Written specifications (including cultivation and other operations associated with plant and grass establishment) (see specification section below); and
- d) An implementation programme clearly indicating a timescale for the completion of all landscaping works

**For hard landscaping:**

- a) Detailed plans showing existing and proposed levels, contours and profiles and cross sections through changes in level (including water edge);
- b) Existing or proposed services, land drainage (including SUDS) and boundary treatments.
- c) Types of materials for surfaced areas, including manufacturer, product type and colour, layout (hard surfacing bond where applicable), build up;
- d) Drainage details for hard surfaced areas<sup>5</sup>;
- e) Information on any root protection measures proposed;
- f) Proposed and existing functional services above and below ground (e.g. power and communication cables, pipelines, indicating manholes, supports etc.);
- g) Details about new boundary treatments at the site, including the material and colour finish of any walls, fences or railings;
- h) Details of car parking layouts and cycle parking provision;
- i) Details of any furniture, play equipment, refuse or other storage units, signs etc; and

<sup>5</sup> National Policy seeks to ensure that surface water run-off is discharged as high up the following hierarchy (as set out in the NPPG) as possible: into the ground (infiltration); to a surface water body; to a surface water sewer, highway drain, or another drainage system; to a combined sewer.

- j) Details of existing and proposed external lighting including supply runs<sup>6</sup>.

Importantly, the impact of requirements for safe visibility splays for access into and out of the site needs to be considered. For example, do trees or hedges need to be removed on site or off site to aid visibility and what effect on landscape and landscaping mitigation does this have?

### B3 Specifications/details

Specifications/details are essential to ensure the appropriateness, quality and success of a scheme. Written specifications can be incorporated into a drawing where information is concise and brief; where there is more extensive information this could be a stand-alone document, or could be combined with the Landscaping Management Plan.

**Specifications should include the following information as applicable to the scheme:**

- Ground/soil preparation
- Quality of topsoil
- Methods of planting
- Weed control/mulching
- Quality of plant stock

- Grass seeding/turf
- Protection of existing trees, shrubs and hedges
- Remedial work to existing trees, shrubs and hedges
- Basic information on maintenance of the scheme
- Defects liability period
- Relevant British Standards

### B4 Landscaping Management Plan

Maintenance and management for both hard (surfacing and built external features) and soft (planting) landscaped areas are necessary to maintain attractive and successful landscape settings, and this needs to be an integral part of the landscaping scheme/strategy. Consideration should be given at a design stage to who will take over the landscaping management responsibility for the site.

An initial defects liability period<sup>7</sup> and short term maintenance plan<sup>8</sup> will be required on all developments to ensure the establishment of planting. This should be referenced on the Detailed Landscaping Proposals plan. For more comprehensive schemes where a written document forms the Landscaping

<sup>6</sup> Please note that there are areas of very dark skies in the Broads and the New Local Plan will seek to address light pollution. You can go here for more information: [http://www.broads-authority.gov.uk/\\_\\_data/assets/pdf\\_file/0007/757402/Broads-Authority-Dark-Skies-Study-March-20161.pdf](http://www.broads-authority.gov.uk/__data/assets/pdf_file/0007/757402/Broads-Authority-Dark-Skies-Study-March-20161.pdf) <sup>7</sup>an initial 12 months defects period to be applied to all landscape elements of developments – so if any feature fails, they will be replaced promptly by the developer. <sup>8</sup>a 5 year management plan to ensure the establishment of schemes

Management Plan, this should include the following information as applicable:

a) General details

- i) Statement of overall design vision to explain the long-term vision of the developed landscape
- ii) Identification of sub-areas specific to the characteristics/ properties of each area
- iii) Highlight any specific or specialised areas/habitats
- iv) Suggested actions required in the maintenance/management of the areas identified (see list below)
- v) Frequency and timing of maintenance actions
- vi) Monitoring – a timed/programmed method for reviewing the quality/ success of planned operations
- vii) Plan review process to include a way in which the community can be involved

b) Specific maintenance/management actions

- i) Planting establishment period (should cover native and ornamental shrubs, hedges and mass planting, grass, trees), what operations should be carried out within that time and how often, replacement of failures and the length of the liability period.

- ii) Maintenance of hard landscaped areas (could include-cleaning, repainting, relaying, sweeping, re-levelling, litter removal, removal of temporary items)
- iii) Special design features (water features, public art, lighting, play facilities, specialist equipment)

Contact us:

For more information and advice please contact the Broads Authority on 01603 610734 or visit our website [www.broads-authority.gov.uk/contact-us](http://www.broads-authority.gov.uk/contact-us)