

## **Appendix A**

### **Agreed methodology**

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# 1 Introduction

## 1.1 Background

- 1.1.1 This Draft Methodology has been prepared in order to guide the updating and extension of the Stratford-on-Avon Strategic Housing Land Availability Assessment (SHLAA) produced in February 2008 by Baker Associates on behalf of the Council.
- 1.1.2 The need for the updating of the SHLAA “at least annually” is set out in Strategic Housing Land Availability Assessment Practice Guidance (July 2007) and the need for an early review and extension of the scope of the original study was agreed following a meeting held on 30<sup>th</sup> July 2008 between representatives of Stratford-on-Avon District Council, the Home Builders Federation (HBF) and Baker Associates.
- 1.1.3 It remains the view of the Council that the basis of the SHLAA study produced in February 2008 remains robust. However, it is considered prudent to extend the scope of the study in some aspects in order to avoid challenge during the production of the Local Development Framework (LDF).
- 1.1.4 Therefore, Baker Associates has been commissioned to update and extend the scope of the SHLAA in order to ensure that it remains robust in the face of changing guidance and emerging good practice.
- 1.1.5 The key elements of this methodology are discussed in the following sections. However, a key part of the SHLAA process is the involvement of a range of stakeholders through various mechanisms. This includes the creation of a specific steering group made up groups such as HBF, developers, County Council, Government Office and CPRE.
- 1.1.6 The role of this steering group has included the agreement of this methodology, as well as the review of draft material before issue.

## **2 Key components of the housing supply**

2.1.1 The SHLAA is an assessment of land from a series of sources which will be reconsidered through this update. The following sections list the key components of the housing supply and the work which is anticipated to be required in order to update and expand the SHLAA.

### **2.2 Completions**

2.2.1 Figures for the completion of dwellings in 2006/7 were included in the published SHLAA.

2.2.2 The update will include figures for 2007/8 which are available and can be set against existing and emerging requirements for housing provision.

### **2.3 Sites with planning permission**

2.3.1 Section 4 and Appendix 1 of the SHLAA report indicated the potential delivery of housing from sites with planning permission.

2.3.2 As part of an update of the previous study the position as at 1 April 2008 will be provided.

2.3.3 PPS3 indicates (para 58) that the council should only rely on sites with planning permission where there is “robust evidence that the sites are deliverable”. In the completed SHLAA a review of sites with planning permission was undertaken and those where it was known that development would not come forward were removed. However, this process was not made explicit in the final report.

2.3.4 Increasingly the process of considering existing planning permissions is becoming more robust and the requirement for evidence increasing.

2.3.5 The authority has already started to update the list of permissions and have undertaken some initial discussions with the applicants of larger schemes.

2.3.6 In order to meet rising aspirations regarding evidence the updated list of “large” planning permissions will be assessed in liaison with applicants to ensure that only those sites which are deliverable are included.

2.3.7 The process should be made explicit in any revised document through the inclusion of site specific comments indicating the reasons for relying on the site as delivering housing. This analysis will be extended from that previously in the study to include permissions providing a net increase of 6 or more new dwellings (discussed further below).

### **2.4 Site specific sources**

2.4.1 The study included, in Section 5 and Appendix 3, 4 and 5, assessment of over 450 sites. These sites came from a range of sources and resulted in 26 sites which met the tests of Suitable, Available, Achievable as set down in PPS3.

- 2.4.2 As part of the updating of the study, all of the sites previously considered will be reviewed and changes in circumstance identified. Also, new sites from whatever source will be added in order that a thorough report of deliverable sites can be produced.
- 2.4.3 There will be new sites emerging from pre-application discussions with officers which will be added, as well as applications submitted since the report was issued. In addition the Council has progressed with its LDF and the Core Strategy Preferred Options document will include further proposed allocations for development. In the main these proposed allocations build upon the work undertaken in the SHLAA, included as Broad Locations. These allocations will be identified sites which can be included as Site Specific Opportunities as part of the update of the SHLAA.

## **2.5 Site size threshold**

- 2.5.1 The sites identified in the original study are only those which might yield 10 or more dwellings. This was, as suggested in the SHLAA Practice Guidance, a response to the resources available to the study at the time.
- 2.5.2 It has been agreed that an extension of the study to consider smaller sites, which may yield of 6 or more dwellings is appropriate in order to seek to identify as many site specific opportunities as is possible.
- 2.5.3 In order to identify these smaller sites (yielding 6 – 10 units) a widespread “Call for sites” is proposed which will seek to identify all opportunities above this lower threshold.

## **2.6 Area of search**

- 2.6.1 The “Call for sites” issued in May 2007 sought to identify opportunities for housing provision in Stratford-upon-Avon, any of the 8 settlements identified as a Main Rural Centre (MRC) or any one of the 21 Local Centre Villages (LCV).
- 2.6.2 All of the sites coming forward in Stratford-upon-Avon and the MRCs were assessed by the project team, while the sites in LCVs were listed in Appendix 10 of the study but not assessed by the project team. The details of the latter sites have been retained by the District Council to assist in the identification of opportunities for “local choice” developments.
- 2.6.3 The Stratford-on-Avon District Local Development Framework Draft Core Strategy (DCS) was published for consultation on 13 November 2008. The DCS proposes to focus development on Stratford-upon-Avon and the Main Rural Centres. In this context it is considered that the assessment of potential housing sites in other locations would be an unnecessary and improvident use of time and resources.
- 2.6.4 Therefore it is proposed that for the review of the SHLAA the call for sites will only seek sites from within or adjacent to the 9 main settlements and that any survey work will focus on these most appropriate locations.

## **2.7 Windfall**

- 2.7.1 An assessment of windfall was produced in section 7 of the original SHLAA, based on previous delivery rates (1987-2007).
- 2.7.2 Given the long range of available data it is considered that this analysis remains robust and therefore the inclusion of 2007/8 figures will not add materially to the overall assessment of windfall.
- 2.7.3 There remains significant debate regarding the point at which such figures are included in an assessment but the update will not include any windfall within the period for 10 years after the anticipated adoption date of the Core Strategy (late summer 2010). This approach would accord with paragraph 59 of PPS 3.

## **2.8 Broad locations**

- 2.8.1 The original study included assessment of Broad Locations based on clear cut designations, a landscape study and accessibility assessment. These basic parameters of assessment have not changed in the intervening period.
- 2.8.2 The findings of the SHLAA have subsequently been used in considering the development of the LDF and the drafting of the Core Strategy.
- 2.8.3 It is not anticipated that any reassessment of Broad Locations will be required as part of the update as they are essentially long term strategic opportunities. The emerging Core Strategy Strategic Sites can, however, be included as site specific opportunities as they are now clearly identifiable. Furthermore, if additional sites on the edges of Stratford-upon-Avon and the Main Rural Centres are registered during the “call for sites”, then there may be a need to amend the assessment of Broad Locations in the light of this new information.

### **3 Methodology**

#### **3.1 Introduction**

- 3.1.1 The sections below indicate the parcels of work which it is considered will be required to be undertaken to extend and update the SHLAA for Stratford on Avon.
- 3.1.2 The stages are reflected in the Proposed Programme attached as Appendix 1.

#### **3.2 Project inception**

- 3.2.1 This initial phase has involved identifying relevant stakeholders to join the partnership which will guide further parts of the study.
- 3.2.2 This stage has already been undertaken and this methodology has been issued following discussions with the identified group.
- 3.2.3 The following stages reflect the agreed methodology for the study.

#### **3.3 Review of completions 2007/8**

- 3.3.1 The review is undertaken as part of the Annual Monitoring undertaken by officers of the Council and the figures are available for inclusion in the study.

#### **3.4 Review planning permissions as at 1 April 2008**

- 3.4.1 A list of planning permissions as at 1 April 2008 has been produced by the Council and will act as the basis for identifying large (6 and more) and small (5 or less) sites.
- 3.4.2 The prospects for the larger permissions (6 or more dwellings) coming forward will be investigated through correspondence issued to all relevant applicants or agents.
- 3.4.3 Where there is no written response, phone calls will be made to seek a response.
- 3.4.4 Findings of the review will be set in a table which provides robust evidence that sites will be deliverable.
- 3.4.5 Where there is no evidence, sites will be discounted from the final figures.
- 3.4.6 All of the work to consider these sites will be undertaken in early 2009, in order to ensure that findings are as up to date as possible at the publication of the study.

#### **3.5 Site specific sources**

- 3.5.1 All sites previously identified in the SHLAA will be reviewed to consider changes in circumstances and the views of site promoters will be sought as to their view of the previous assessment of those sites. .

- 3.5.2 The identification of sites will be broadened through the inclusion of sites which previously fell below the site threshold of 10 dwellings.
- 3.5.3 All sites previously identified but discounted due to their size will be reassessed and in order to identify the maximum number of opportunities a new call for sites will be issued in late November.
- 3.5.4 Stakeholders identified on the Council's databases and all those who responded to the previous call for sites, May 2007, will be contacted by letter in late November, giving respondents 3 weeks to provide material. This should allow for agents and other representative to receive instructions from their clients and produce the, relatively simple, responses required.
- 3.5.5 The call for sites will ask interested parties to identify sites within and adjacent to Stratford-upon-Avon and the 8 MRCs which may be capable of delivering a net increase of 6 or more dwellings. A site plan and an indication of the land ownership details of the site are the minimum which are required for submission. Information on site characteristics and constraints, as well as the intentions of land owners and proposals for development are also useful if available, but are not essential for consideration by the study.
- 3.5.6 A three week period for responses will be identified. However, this is not a statutory consultation period and sites coming forward later, from whatever source, will be accepted as part of the study. However, respondents will be strongly encouraged to keep to the timetable.
- 3.5.7 In addition to sites from third parties, discussions with officers of the Council will identify sites:
- which are subject to a planning application or were as at 1 April 2008
  - which are subject of pre application discussions
  - which are identified in the Draft Core Strategy
  - from any source which officers are aware of
- 3.5.8 All sites received will be plotted and entered into the GIS database which holds all sites previously identified.
- 3.5.9 Following compilation of all sites, a survey of the emerging sites in the 9 settlements will be undertaken and assessment made. Those sites previously included in the original study will be reconsidered to identify their current status and the character and density of development reviewed given current market conditions. This process will involve liaison with officers of the Council to identify changes which have occurred since the previous assessment and discussions with relevant developers and agents where necessary.
- 3.5.10 Sites will be considered based on an assessment criteria included as Appendix 2 to this methodology. This assessment draws upon the key components of the SHLAA Practice Guidance prepared by CLG in July 2007 and relates to the three key tests of Suitability, Availability and Achievability.

### **Validating findings**

- 3.5.11 It is intended that a number of individuals with a knowledge of the local market will be chosen and asked to consider the draft findings of the study on a sample of sites. The intention will be for the stakeholder group to review the assessment made by the project team in order to validate (or otherwise) the views of the team.
- 3.5.12 During December 2008 a panel of individuals will be identified through liaison with the Council. These people will be contacted and their involvement in the process confirmed.
- 3.5.13 In early 2009, when the draft assessments of sites are being compiled, a selection, representative of different types and locations, will be chosen. A small number will be sent to panel members following agreement from the study steering group. The panel will be asked to consider the draft findings, notably the suitability of sites for various forms of housing development and their likely viability given market conditions.
- 3.5.14 The views of the panel will be considered in finalizing the study findings and used to inform assessments of all sites. The views of the panel will be drawn together at a meeting in early 2009, which will help to inform the assessment of sites in the SHLAA.

### **Broad locations and windfall**

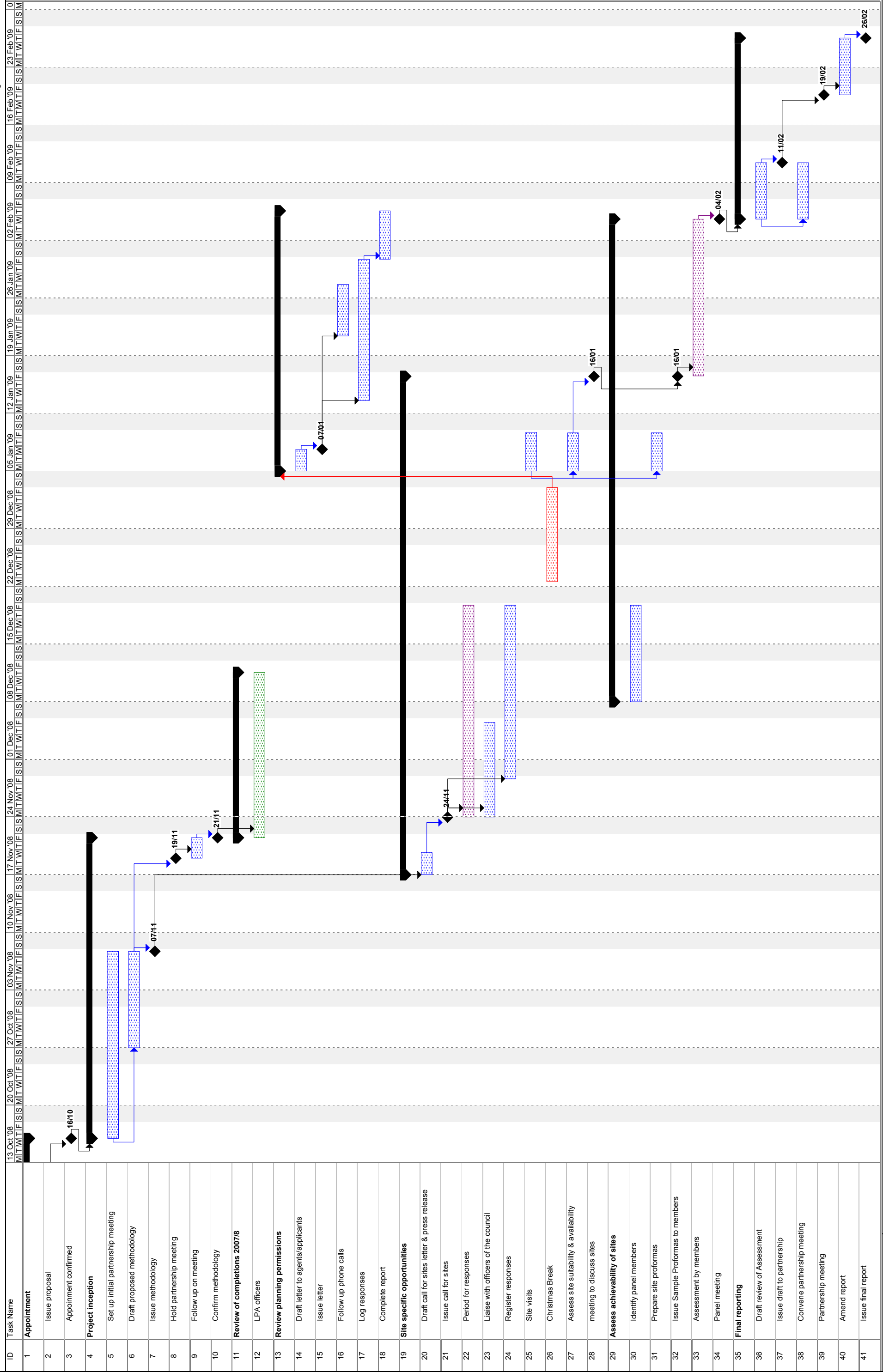
- 3.5.15 It is anticipated that little or no further work will be required in calculation of Windfall allowances for the future. However, further consideration of the appropriateness of applying an allowance will be made given emerging best practice and government advice.
- 3.5.16 The windfall calculations previously undertaken were based on long term trends and assessment of remaining stock and opportunities. The fundamental basis of these calculations has not changed and there appears to be little benefit in undertaking further work on figures which is likely to result in a similar outcome.
- 3.5.17 The work on Broad Locations undertaken for the original study considered the long term provision of sites based on clear criteria. The stock of land identified was substantial and there have been no significant changes since drafting which would mean that a further review would generate a different result.
- 3.5.18 Given the amount of land that has been identified as Broad Locations in the original study it is anticipated that there will not be a need to comprehensively review this assessment even if the initial stages of the update indicate a shortfall against the existing or emerging requirements. However, consideration will be given as to whether the original assessment of Broad Locations will need amendment in the light of new information gained through the "call for sites".

### **Reporting**

- 3.5.19 There will be frequent informal discussions with the officers of the Council during the study. There will also formal reporting to the Steering Group, which began with the agreement of the methodology.
- 3.5.20 In early 2009 a meeting will be convened in order to consider the initial findings of the study and consider the assessment of sites. Following this a draft final report will be drawn together to reflect all of the various parts of the study.
- 3.5.21 An electronic copy will be issued to all of the steering group members and a meeting will be convened to discuss the findings of the draft and the need for further assessment.
- 3.5.22 Following that meeting amendments will be made as necessary prior to the final issue of the document, which is hoped will be in late February 2009.

# Appendix 1

## Draft Programme



■ Task  
■ Summary  
■ External Tasks  
■ External Milestone  
■ Progress  
■ Milestone  
■ Deadline

Project: Draft programmeRevB1  
 Date: Mon 24/11/08

## Appendix 2

### Assessment Criteria

## Criteria for Assessment

### Suitability

Criteria	Further Detail
Policy Restrictions	<p>Is it affected by any designations? Are there any overriding and clear cut planning policies or designations which prohibit development on the site? We have agreed with the HBF that these designations are: -</p> <ul style="list-style-type: none"> <li>• International, European or national environmental designations (incl. SPAs, SAC, RAMSAR, RIGs, SSSIs, SINC)s)</li> <li>• Nature reserves, Historic parks and gardens, Scheduled Ancient Monuments.</li> </ul>
	<p>Would development on this site contravene an adopted local planning policy in principle? For example:</p> <ul style="list-style-type: none"> <li>• Is the site outside existing settlement boundaries?</li> <li>• Is the site identified (protected, allocated) for an alternative land use (e.g. employment, open space)</li> </ul>
	<p>Would development on this site accord with the LDF Draft Core Strategy?</p>
Physical Restrictions	<p>Are there any physical problems, limitations or potential issues picked up on in the survey which in your opinion are unlikely to be capable of being overcome? We would like you to consider the following types of physical constraints:</p> <ul style="list-style-type: none"> <li>• Topography (flat, undulating, steep etc)</li> <li>• Ground conditions (unstable / contamination)</li> <li>• Flooding (Flood Zones 2/3)</li> <li>• Access (road/rail etc)</li> <li>• Accessibility to local services / facilities</li> <li>• Physical infrastructure</li> </ul>
	<p>Are there any potential impacts of development on site or off site which in your opinion are unlikely to be capable of being mitigated against? We would like you to consider the following types of potential impacts:</p> <ul style="list-style-type: none"> <li>• Landscape character / historic landscape</li> <li>• Conservation areas / listed buildings</li> <li>• Nature conservation / biodiversity</li> <li>• Noise</li> <li>• Residential amenity</li> <li>• Compatibility with neighbouring uses</li> </ul>

### Achievability

Criteria	Further detail
Location, site characteristics, adjacent uses	Note possible effects on sales values, using common sense, advice from developers/agents, eg, high - low value sales area
Demand for particular type and mix of housing	Take account of location development in similar areas, advice from developers/agents, eg high - low value sales area
Constraints, physical	Take account of all constraints and assess the extent to which they can be

and policy	overcome, eg, public funding
Design and conservation issues	Note likely effects on house design, additional costs and revenues
Abnormal physical development items	Take account of likely effects of major infrastructure, contamination remediation, flood alleviation, highway/drainage improvements, S.106 package
Delivery issues	Assess start date, anticipated sales rates, completion date, with any risks assessed
Arrival at viability and achievability conclusion	By reference to all criteria, taking advice as necessary from Stakeholder Panel. This should be evident in most cases
Where achievability is in doubt, or is marginal,	Use of RVM, and further discussion with developer/agent/owner. Deferral of development if current market is the reason.

## Availability

Criteria	Further Detail
Developer intention to develop	<p>This site will be considered available if:</p> <ul style="list-style-type: none"> <li>• The site is controlled by a housing developer who has expressed an intention to develop, or;</li> <li>• The land owner has expressed an intention to sell.</li> </ul> <p>Because planning applications can be made by persons who do not need to have an interest in the land, the existence of a planning permission does not necessarily mean that the site is available. Where problems have been identified, then an assessment will be made as to how and when they can realistically be overcome.</p>
Landowner intention to sell	<p>A site is considered available for development, when, on the best information available:</p> <ul style="list-style-type: none"> <li>• There is confidence that there are no legal or ownership problems, such as multiple ownerships, ransom strips, tenancies or operational requirements of landowners.</li> </ul>