

Coventry and Warwickshire Joint Method Statement

Strategic Housing Land Availability Assessment

May 2015



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1. INTRODUCTION

1.1. The National Planning Policy Framework (NPPF) requires local planning authorities to *'prepare a Strategic Housing Land Availability Assessment (SHLAA) to establish realistic assumptions about the availability, suitability and likely economic viability of land to meet the identified need for housing over the plan period'*. In March 2014 the Government published its Planning Practice Guidance (PPG). This includes a section on Housing and Economic Land Availability Assessments. This can be found at the following web link:

<http://planningguidance.planningportal.gov.uk/blog/guidance/housing-and-economic-landavailability-assessment/>

1.2. The Government recommends a “joined-up and robust” approach to undertaking assessments, including working with other authorities across a Housing Market Area and with key stakeholders such as housing market panels where these exist. Stakeholders, such as local property agents, developers and house builders, town and parish councils, neighbourhood planning groups, and business representatives can all provide expertise and knowledge to help local planning authorities take a view on the deliverability and develop-ability of sites, and how market conditions may affect viability. Detail about how these stakeholders will be involved in the SHLAA process is provided later in this section.

1.3. This methodology statement has been prepared by all planning authorities in Coventry and Warwickshire. The Coventry and Warwickshire Housing Market Area is well established and the strategic housing needs of the area identified with a Joint Strategic Housing Market Assessment (SHMA) in 2013 and supporting Annex in 2014. In November 2014 the C&W Economic Prosperity Board agreed that a Joint SHLAA Methodology should be agreed by the C&W authorities in order to facilitate the provision of housing to meet the needs of the HMA and assist each authority in meeting its obligations under the duty to co-operate.

1.4. This methodology statement represents an agreed methodology that each authority will go through in the production of the SHLAA's that support plan making in each authority area.

Objectives of each SHLAA

1.5. The guidance states that the SHLAA should identify a future supply of land which is suitable, available and achievable over the Plan Period as an important step in the preparation of Local Plans. Specifically it should:

- identify sites and broad locations with potential for development;
- assess their development potential;
- assess their suitability for development and the likelihood of development coming forward (the availability and achievability).

1.6. The guidance explains that the aim of a SHLAA is to identify as many sites with housing potential in and around as many settlements as possible in the study area. As a minimum it should aim to identify sufficient specific sites for at least the first 10 years of a plan, from the date of its adoption, and ideally for longer than the whole 15 year period. Where it is not possible to identify sufficient sites, it should provide the evidence base to support judgements around whether broad locations should be identified and/or whether there are genuine local circumstances that mean a windfall allowance may be justified in the first 10 years of the plan. The methodology outlined in this document has been constructed to achieve these aims.

Relationship to Site Allocations and Planning Applications

1.7. The SHLAA is primarily an evidence source to inform plan making. The findings will identify the choices available to meet need and demand for housing and provide a basis for making decisions about how to shape places in the future. The assessment will also identify whether any actions are required, including the provision of infrastructure and mitigation measures, to ensure sites become deliverable and estimate the timescale for sites coming forward. It provides councils and communities with information to enable them to choose which sites they may wish to allocate in the Local Plans or Neighbourhood Plans. It is recognised that Local Planning Authorities will need to undertake further detailed work to determine whether or not a site is appropriate to be allocated through the plan-making process.

1.8. Thus, the SHLAA is about whether a site *could* be developed; not whether it *should* be developed. That is determined through a planning application or through the plan-making process. Whether a particular site is developed will also depend on the details of the actual scheme being proposed. This would be determined through the planning application process.

Consultation

1.9. As identified above, it is important that stakeholders are engaged to provide expertise and local knowledge that will inform the assessment process and have an opportunity to comment upon the SHLAA methodology before work is undertaken and conclusions reached. This joint SHLAA methodology has been subject to stakeholder consultation, including a 'methodology event' held on 12th March 2015.

1.10. The purpose of the event was to engage with all stakeholders in the SHLAA process to discuss and develop this methodology, before it is implemented by all Coventry and Warwickshire Local Planning Authorities.

1.11. Lists of organisations that commented on the methodology and/or attended the event are included at Appendix 3. This final version of the methodology has been amended, following the comments received.

1.12. Because the SHLAA forms part of the technical evidence and does not allocate sites for development, it is not considered necessary to consult on the final SHLAA reports. Rather, communities and stakeholders will have the opportunity to comment on sites as part of any consultation on the actual Local Plan itself.

SHLAA Panel

1.13. The guidance recommends establishing a panel of stakeholders to provide expert opinion as part of the assessment of sites. The aim of the Panel would be to allow for the knowledge and expertise of each stakeholder to inform the assessment of sites at Stage 2 and/or provide general information about the strength of the local housing market in particular areas.

1.14. The Local Planning Authorities are supportive of establishing a panel of stakeholders but are concerned that holding panel meetings may not be an effective way of gathering information from a wide range of stakeholders about large numbers of sites within any given Local Authority area. These concerns were also expressed by attendees of the methodology workshop.

1.15. Panel meetings are therefore not included as an essential element of the methodology. However, Local Planning Authorities will commit to a fact checking exercise to confirm whether their assessments of suitability, availability and achievability are factually correct. It may be necessary for Local Planning Authorities to gather separate evidence on the deliverability of sites and the housing market.

1.16. Whilst it will be for each individual Local Planning Authority to determine the specific composition of the stakeholders to consult as part of the fact checking exercise, ideally it should include the site promoter and representatives of the following organisations:

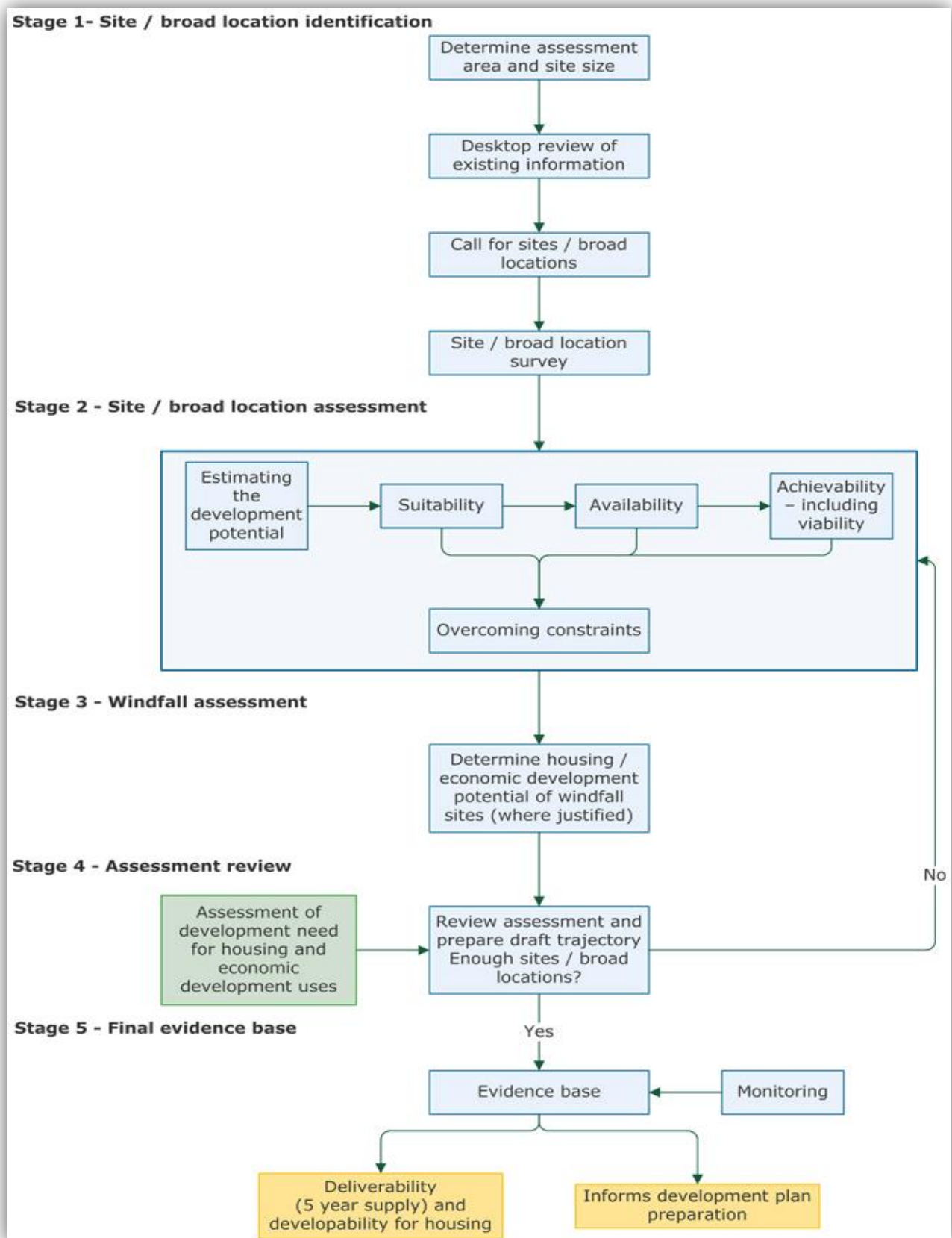
- Parish Councils/Warwickshire Association of Local Councils (WALC);
- LPA planning officers
- Warwickshire County Council (including highways and planning)
- National Bodies (e.g. Homes & Community Agency, Environment Agency, CPRE, HBF)
- Agents, developers and housebuilders
- Estate agents
- Registered Social Landlords
- Coventry and Warwickshire Local Economic Partnership

It is important to get a broad range of views. Where a Local Planning Authority decides to hold panel meetings, it is important that the Panel can operate effectively, efficiently and transparently. Membership of the Panel will require a significant commitment from those involved. Example terms of Reference are attached at Appendix 2.

1.17. Details of the responses to fact checking exercises and panel meetings, where held, will be recorded and published on the respective Council's website to accompany the final SHLAA Report.

2. METHODOLOGY

2.1. The following flow chart, contained within the PPG reflects the structure of the methodology:



3. STAGE 1: SITE IDENTIFICATION

3.1. Each SHLAA report will clearly identify the study area and provide a justification for the extent of that study area. As a starting point this will cover the relevant local authority area to ensure the application of local knowledge is maximised through the assessment process.

3.2. Two broad methods for identifying sites will be employed as outlined below:

- Desktop review;
- Call for sites;

3.3. For the purposes of SHLAA work, a potential housing site can include land or buildings (for demolition or conversion) including buildings still in use. Housing is defined as accommodation that provides a permanent home. This can include institutional establishments, such as student accommodation or care homes, where the accommodation is not self-contained but provides a permanent residence for occupiers.

Desktop Review

3.4. The PPG is clear that plan makers should not simply rely on sites that they have been informed about but actively identify sites that may have a part to play in meeting the development needs of an area, through the desktop review process.

3.5. The desktop review will therefore identify sites using a selection of data sources, as outlined in the table below. Firstly, sites that are already in the planning process will be identified. This will include sites with residential planning permission but also land currently allocated or permitted for non-residential uses that are no longer required in that use. The portfolio of public sector land that is available in the study area will be interrogated to identify sites that can be considered surplus to requirements.

Table 1: Site identification data sources:

Sites	Source of information
Sites with outstanding planning permission	Housing Monitoring Data
Land allocated (or with pp) for non-residential uses that is no longer required in that use	Review of technical evidence base eg. Employment Land Review Planning application records
Sites the subject of a planning refusal or lapsed permission	Planning application records
Vacant & Derelict land & buildings	Officer knowledge and surveys Empty Property Register House Condition Survey Valuation Office database Estate Agents commercial databases NLUD Survey Aerial photography Ordnance Survey Maps
Surplus and likely to become surplus public sector land	LAA Survey of public sector bodies Register of Surplus Public Sector Land
Opportunities in establishes uses e.g. underutilised facilities, mixed use development, car parks or garage sites.	Officer knowledge Aerial photography Ordnance Survey Maps

	Planning application records Site surveys
Potential redevelopment or redesign of existing residential area	Officer knowledge Aerial photography Ordnance Survey Maps Planning application records Site surveys
Potential urban extensions	Officer knowledge Aerial photography Ordnance Survey Maps Planning application records Site surveys
Sites adjoining larger rural settlements	Officer knowledge Aerial photography Ordnance Survey Maps Planning application records Site surveys

3.6. There will also be a process of proactive identification of potential sites which have not been promoted by a third party. Further sites will be identified in locations that, in broad terms, represent sustainable locations for growth that may therefore be suitable. This will primarily include urban areas and larger villages in the rural area. Natural and manmade landmarks, such as field boundaries, roads, hedgerows and property boundaries will be used to identify sites within or immediately adjacent to such settlements. The sustainability of locations will vary according to local circumstances.

3.7. It should be noted that this definition of sustainable location applies only the identification of sites; the SHLAA process will involve a more detailed assessment of each site that must be undertaken before conclusions about the extent to which a site represents sustainable development can be reached.

3.8. In the event that sufficient land is not identified through the SHLAA process it may be necessary to identify sites in less sustainable locations, adjacent to smaller settlements or further away from larger settlements. If it becomes apparent that this is necessary following the completion of stage 4, the identification of sites will be revisited and specifically explained within each SHLAA report.

Call for Sites Register

3.9. The Call for Sites is an opportunity for landowners, site promoters and interested parties to submit land for consideration through the SHLAA. Sites should be submitted to the relevant Local Planning Authority (LPA) using the Call for Sites Pro-forma (see Appendix 1).

3.10. Each LPA will keep a register or list of Call for Sites submissions, which will be made publically available on their website. The register will be kept 'open' and should be updated with new submissions as soon as reasonably practical. This will enable the LPA and interested parties to know what land is potentially available for development at any time. Any new sites submitted would be assessed through the annual SHLAA Review (see Section 6) although a cut-off date would apply each year to enable the assessment work to be undertaken.

3.11. Information submitted through the Call for Sites will be taken at face value and will be assessed whether or not a site is located in the indicative sustainable locations. Sites may be submitted without the consent of the landowner. It should be noted that inclusion of a site in the Call for Sites Register is in no way an indication that the LPA considers that development may be

acceptable. The Register is simply a record of land that has been submitted for further consideration.

Sites to be excluded at Stage 1

3.12. The guidance is clear that the SHLAA should identify as many sites as possible and sites should not be excluded from the assessment simply because of current policy designations. Indeed, an important part of the assessment is to consider if and how any constraints could be overcome. Whilst a 'policy-off' approach will be taken to the identification of sites, physical characteristics and constraints will be taken into account. The following principles will dictate how sites are identified and which land is excluded at this stage:

- Sites capable of accommodating fewer than 5 dwellings will not be identified. For practical reasons it is considered appropriate to use the threshold suggested by the PPG. Small sites, which can be difficult to identify, could still come forward for development as windfall sites;
- Sites that are entirely within flood zone 3 will not be identified. Where the flood zone is present upon part of a site the site may still be included for assessment. Professional judgement will be applied in each case;
- Sites that would entirely comprise of, or include, garden land will not be identified but will be included in the assessment if submitted as part of the call for sites.
- Sites currently protected for an existing use, such as employment or open space, unless there is evidence to indicate that the site is surplus to requirements. Such a site will be assessed if submitted as part of the call for sites.

The Survey of Identified Sites

3.13. Following identification, relevant information on all the sites will be included in a database and sites will be mapped on at a scale appropriate to the site being displayed. Each site will be given a unique site reference that will enable it to be easily identified in the SHLAA Report and on the SHLAA maps. Because of the joint approach, it may be appropriate for the reference to include a 'LPA identifier', particularly if sites are adjacent to district boundaries.

3.14. The NPPF sets out the information the site survey should gather. In order to achieve this, sites will be surveyed through the following process:

- review of the information in the SHLAA forms submitted by landowners/agents;
- review of planning history for each site;
- review of the geographical information system to identify constraints and issues;
- aerial photography and other mapping information;
- discussions with landowners/agents where necessary to clarify data submitted.

3.15. This information is brought together and recorded for each site to identify the information set out in table 3 overleaf. Recording site details such as location type, land type and SHLAA history provides an opportunity to capture information not required as part of the assessment, but that is important as part of the audit trail in understanding the types of sites that are being considered. It also reflects the policy-off approach.

3.16. One benefit of the co-ordinated approach is that it will enable the consistent assessment of sites across the Coventry and Warwickshire sub-region. This will be particularly helpful when

assessing sites close to local authority boundaries that may better relate to settlements in neighbouring Districts.

Table 2: Site survey information

Site Reference	Unique site identification
Source	How has the site been identified: call for sites, desk-top review, previous versions of the SHLAA
Site Name	Unique name of site
Site Address	Postal address if existing site or may be same as site name
Site Size	In hectares with mapping to show location and boundaries
Settlement	Name of the settlement in which site is located
Parish	Parish within which (majority) of site is located in
Easting & Northing	Unique Ordnance Survey grid reference measured at centre of site
Gross Site Area	Total area of the site in hectares
Net Developable Area	Area of the site considered for built development
Site Description	Brief description of the site, its context, land cover and land use
Location Type	i.e. Green Belt / Urban / Rural Non-Green Belt / Open Countryside
Land Type	i.e. greenfield / brownfield / residential garden land / mixed
Land Use	Use of the site and the character of the surrounding area
SHLAA History	Has the site been considered previously and what was the outcome
Development progress	Where relevant. E.g. ground works completed, number of units started/completed.

4. STAGE 2: SITE/BROAD LOCATION ASSESSMENT

Site Assessment

4.1. The Planning Practice Guidance requires the assessment of sites according to their suitability for housing, availability for development and the achievability of the development. This process will be undertaken in order with the suitability of a site assessed first, followed by availability. Given the more detailed nature of the test for the achievability of sites, only sites that have been identified as suitable and available will be assessed under this heading.

4.2. Where constraints have been identified under each criterion in the assessment, the action/mitigation that would be required to overcome the constraint will be considered. Actions might include the need for investment in new infrastructure, dealing with fragmented land ownership, environmental improvement, or a need to review development plan policy, which is currently constraining development. For many criteria, the existence of a constraint that is considered able to be overcome would be assessed as 'amber'. For other criteria, a 'red' assessment may be more appropriate. However, it is important to stress that the existence of a 'red' assessment will not automatically render the site as undeliverable.

4.3. The purpose of the 'red-amber-green' assessment is to highlight where issues that have the potential to constrain development exist. The conclusions provide the opportunity for a professional judgement to be made, taking the assessment in the round, as to whether the existence of any particular constraint is of such a significance that renders the site undeliverable or undevelopable. The assessment is based on available information so it is inevitable that the assessment of a particular site may change as part of the SHLAA review as new mitigation information becomes available.

4.4. Details of the suitability, availability and achievability criteria are set out below. As well as scoring each site against the criteria, a commentary will be included to record the reasons for the scoring and to provide a summary for each section based on professional judgement.

Assessing Suitability

4.5. In assessing a site's suitability for housing, the following considerations will be taken into account:

- existing permissions or allocations
- contribution towards sustainable and mixed communities
- policy designations, such as Green Belt, open space or employment allocations
- protected areas of acknowledged importance eg SSSI's and Scheduled Ancient Monuments
- the potential impact upon nearby features including landscape features, nature and heritage conservation;
- physical problems or limitations, such as access, infrastructure, flood risk, contamination
- environmental conditions which would be experienced by prospective residents
- any adverse impacts of development on nearby land uses
- the consequences of the loss of existing uses on the site

4.6. Local Planning Authorities will make use of their existing evidence base in considering the criteria. The assessment will be completed when the site has been considered against all of the criteria listed below and scored accordingly.

4.7. The overall suitability conclusion will be developed through the consideration of these criteria and the application of professional judgement. The benefit of assessing sites in this way is that it simply and transparently highlights areas where issues may exist. It will not be the case that the suitability of the site will be determined by totalling up the number of criteria that have not been passed and applying a threshold. Each site will be considered individually and as outlined above, where there are solutions available to address identified constraints, these will also be considered.

In some cases it may be necessary for the criteria listed below to be amended to reflect locally specific circumstances. Where this is necessary the amendment will be clearly highlighted and explained.

Table 3 & 4: Suitability Criteria

Table 3: Major planning considerations

Criteria	Comment	Assessment
Area of Outstanding Natural Beauty	The NPPF requires great weight to be given to conserving the landscape and scenic beauty of Areas of Outstanding Natural Beauty.	Significant impact = RED Some impact = AMBER Minor / No impact = GREEN
Conservation Areas	Development should seek to enhance the significance of Conservation Areas and make a positive contribution.	Significant impact = RED Some impact = AMBER Minor / No impact = GREEN
European / National Wildlife Site / Protected Species	The NPPF affords significant protection to these important wildlife habitats including RAMSAR, NNR, SAC, SSSA, SSSI and Ancient Woodland. Development that causes harm to the geological and conservation interests on such sites will not be permitted. Particular species and their habitats are also protected by law (e.g. bats).	Significant impact = RED Some impact = AMBER Minor / No impact = GREEN
Flood Risk	The NPPF sets out a sequential approach to development with the aim to steer development away from areas of highest risk (Zone 3). Surface water flooding could also act as a constraint on development. Information provided from the Environment Agency and Strategic Flood Risk Assessment (SFRA).	Site at risk of surface water flooding = RED Part of site at risk of flooding (e.g. Zone 2 or 3) = AMBER Site not at risk of flooding = GREEN
Heritage Assets	The NPPF seeks to conserve heritage assets in a manner appropriate to their significance. Substantial harm or loss to Scheduled Monuments, Registered Historic Parks and Gardens, and Listed Buildings should be exceptional or wholly exceptional.	Significant impact = RED Some impact = AMBER Minor / No impact = GREEN
Local Wildlife Site	In addition to nationally important sites, Warwickshire County Council has identified sites of local wildlife value. Development should not significantly affect the biodiversity value of these sites.	Significant impact = RED Some impact = AMBER Minor / No impact = GREEN
Local Geological Sites	The NPPF seeks to protect and enhance geological conservation interests. Local Geological Sites are geological or geomorphological sites in a county considered worthy of protection. Development	Significant impact = RED Some impact = AMBER Minor / No impact = GREEN

	should not significantly affect the biodiversity value of these sites.	
Major Infrastructure	Is the site affected by major infrastructure (e.g. the route of High Speed 2, HSE Pipelines, Pylons etc)?	Significant impact = RED Some impact = AMBER Minor / No impact = GREEN
Minerals and Waste	Development should not affect sites allocated or safeguarded for minerals extraction or waste management in the Minerals and Waste Local Plan.	Significant impact = RED Some impact = AMBER Minor / No impact = GREEN

Table 4: Other planning considerations

	Criteria	Comment	Assessment
Accessibility & Transport	Access to Site	Is there satisfactory access to the site from the road network that is likely to meet highway standards?	No access to site = RED Major works required = AMBER Minor works required = GREEN
	Accessibility to Local Facilities	Is the site within reasonable walking distance of local services and facilities (i.e.. convenience shop, primary school, doctor's surgery, public house)?	No facilities reasonably accessible = RED Some facilities reasonably accessible = AMBER All facilities reasonably accessible = GREEN
	Public Transport	Is the site accessible to public transport services i.e. (400m/5mins walk to bus or 800m/10mins walk to rail)?	Accessible to neither bus or rail = RED Accessible to bus or rail = AMBER Accessible to bus and rail = GREEN
	Relationship to Highway Network	Is the site well located in respect of the main road network and vehicle movements?	Poor = RED Improvements likely = AMBER Well related = GREEN
	Public Rights of Way	Does a Public Right of Way (PRoW) have a potential impact on the development of the site?	PRoW crosses the site = RED PRoW on site boundary = AMBER Site not affected by PRoW = GREEN
Built Environment & Heritage	Coalescence	Does the site form an important contribution to defining and maintaining the separate identity of the settlement?	Significant contribution = RED Some contribution = AMBER Minor / No contribution = GREEN
	Integration with Settlement	Does the site relate well to the existing built form / character of the settlement? NB: landscaping can help to mitigate impacts.	Sensitive site = RED Mitigation achievable through good design= AMBER Site / development integrates well = GREEN
	Neighbouring Amenity	Would development of the site significantly impact upon the amenity of neighbouring occupiers (e.g. overlooking etc)?	Significant impact = RED Some impact = AMBER Minor / No impact = GREEN
	Neighbouring Land Uses	Is the site affected by neighbouring uses (e.g. incompatible use)?	Significant impact = RED Some impact = AMBER Minor / No impact = GREEN
	Non-designated Heritage Asset	The NPPF seeks to conserve heritage assets in a manner appropriate to their significance, including non-designated features of historic and cultural importance.	Significant impact = RED Some impact = AMBER Minor / No impact = GREEN

	Criteria	Comment	Assessment
Land & Landscape	Landscape Sensitivity	The Sensitivity of the landscape is its ability to accommodate a certain type of change or development.	High & high-medium sensitivity = RED Medium & Medium-Low sensitivity = AMBER Low sensitivity = GREEN
	Agricultural Land Classification	Is the site classified as being the best and most versatile agricultural land? (1 = excellent; 2 = very good; 3a = good; 3b = moderate; 4 = poor; 5 = very poor)	Grade 1 or 2 = RED Grade 3a or partly Grade 1 or 2 = AMBER Grade 3b, 4 or 5 / not relevant = GREEN
	Contaminated Land	Is the site likely to be affected by contaminated land (e.g. petrol filling stations, industrial land etc) Detailed site assessment may be required to establish whether actual contamination exists irrespective of this analysis.	Contamination previously identified = RED Potentially contaminated = AMBER Less likely to be contaminated = GREEN
Site Characteristics	Tree Preservation Orders (TPO)	Trees provide amenity value and are an important feature of the townscape and landscape and should be retained.	Significant impact = RED Some impact = AMBER Minor / No impact = GREEN
	Natural Features	Are there natural features to the site that may have ecological value or may affect the design and layout? E.g. Watercourses, ponds, hedgerows etc.	Significant impact = RED Some impact = AMBER Minor / No impact = GREEN
	Pollution	Is the site likely to be affected by either noise or air pollution including AQMAs?	Significant impact = RED Some impact = AMBER Minor / No impact = GREEN
	Site Assembly	Could the site form part of a larger site that is suitable for development? Would development of this site restrain other development?	Prevent development = RED Mitigated by design = AMBER No = Green
	Site Topography & Shape	Do the topography/levels of the site or its shape constrain development?	Significant impact = RED Some impact = AMBER Minor / No impact = GREEN
Suitability Conclusion			

Assessing Availability

4.8. A site is available for development when, on the best information available, there is confidence that there are no legal or ownership problems, such as unresolved multiple ownerships, ransom strips, tenancies or operational requirements of landowners. A site should ideally be controlled by a housing developer who has expressed an intention to develop or by a landowner who has expressed the intention to sell. Where problems with availability are identified, an assessment will need to be made as to how and when they can realistically be overcome. Consideration should also be given to the delivery record of the developers or landowners putting forward sites, and whether the planning background of a site shows a history of unimplemented permissions.

4.9. Once again, the availability conclusion will be based upon professional judgement and the extent to which any identified constraints can be addressed.

Table 5: Availability criteria

Criteria	Comment	Assessment
Current Use	Is the site currently in use? Is the whole of the site in use? Would any existing users / tenants need to be relocated? Occupied sites may affect the likelihood or the timescales of development particularly in the short-term.	In active use / occupied = RED Agricultural use / Vacant / Under-used = AMBER Derelict / Undeveloped = GREEN
Intentions	Is there an intention by the landowner to sell/develop and is there a developer in place to bring the site forward for development?	No intention to develop / intentions unknown = RED Site promoted = AMBER Developer in place = GREEN
Legal	Are there any outstanding legal issues (e.g. multiple land ownerships, ransom strips) that may affect the site coming forward for development in the short-term?	Yes = RED Unknown = AMBER No = GREEN
Ownership	Has the landowner been identified?	Unknown = RED Known but no contact = AMBER Known = GREEN

Estimating the Housing Potential of each Site

4.10. The housing potential of a site will only be identified if it is found to be suitable and available.

4.11. The information available to inform the housing potential of each site is likely to vary. In the case of sites currently in the planning system, there is likely to be a layout scheme or a proposed number of dwellings and this will inform the housing potential assumed. Similarly, the estimates presented by those promoting sites will also be considered. For some authorities it may be appropriate to apply an appropriate net density based on existing or emerging plan policies on densities. For all other sites, housing monitoring data will be used to identify the net densities previously achieved in different locations within the study area and the extent to which these densities can be applied to the identified sites considered. The table below outlines the densities each authority will assume, based on the content of housing monitoring data available at the time this methodology was written:

Table 6: Indicative density assumptions for estimating housing potential

Local Authority Area	Indicative Density Assumptions
North Warwickshire	Net density of 30 dph on all sites except in town centres where the figure is 50 dph.
Nuneaton and Bedworth	For existing urban areas – a net density of 30 to 50 dwellings per hectare is applied to a net developable area of up to 75% depending on site size. For greenfield sites outside urban areas – a net density of 35 to 40 dwellings per hectare is applied to a net developable area of 65%.
Rugby	A net density of 33 dwellings per hectare is applied to a net developable area of 77%. A lower net developable area will be assumed for very large sites (e.g. those above 50ha) given the need for infrastructure and potential mix use.
Warwick	Large strategic greenfield sites (e.g over 200 dwellings): net density of 30-40 is assumed (based on 50% developable area). Other greenfield sites: net density of 30-40 is assumed (based on 67% developable area). Urban brownfield sites: assessed on site by site basis, but generally in range of net density of 40-50dph (generally based on 67%

	developable area, but % may vary depending on circumstances).
Stratford on Avon	A net density of 30 dwellings per hectare is applied to a net developable area of 67%.
Coventry	Within the existing urban area a density of 30, 35, 45 or 55dph will be applied to sites that are considered suitable for houses or a mix of houses and apartments. The exact density will depend on site size and characteristics. Sites within or adjacent to designated centres that are considered most suited to apartments will be considered at 200dph. All greenfield sites are considered at 30dph as a starting point. All density assumptions are based on net developable area. For further information please see the Councils density Assessment work which supports its SHLAA.

4.12. Density assumptions will be regularly reviewed to take account of the most recent monitoring data. In all cases, the extent to which the specific location, topography or setting of a site will restrain layout and density will be considered and adjustments made accordingly.

4.13. In each case, the individual Planning Authorities will outline the evidence that has been used to inform the estimation of housing potential, including a detailed explanation of the housing monitoring data used and how it has been manipulated to reach an approximate density. This reflects the variation in density patterns that are evident across the HMA.

Assessing Achievability, including viability timescales for delivery

4.14. As stated above, the achievability of a site will only be assessed where it has been concluded that it is suitable and available.

4.15. A site is considered achievable for development where there is a reasonable prospect that residential development will be achieved on the site at a particular point in time. Assessing achievability is essentially a judgement about the economic viability of the site, the availability of infrastructure and the ability of the developer to complete the development within a specific time period. Factors to be taken into account include development costs, the housing market, the ability to overcome constraints and issues of phasing.

Viability

4.16. The SHLAA will provide a starting point for the consideration of the viability of a site that will inevitably be informed by more detailed consideration and evidence as a site is progressed through the plan making process. Individual viability assessments for each site will not be carried out. If there are obvious constraints present on a site that will have implications for the viability of development, such as contamination as an example, these will be recorded at this stage. In the absence of such constraints it will be assumed that all sites can be made financially viable through the plan making process. Where a landowner can demonstrate unviability, the Local Authorities can be flexible in requiring planning obligations, such as affordable housing, to allow a site to become viable.

4.17. It will be necessary for each authority to cross reference the findings of the SHLAA process with other aspects of the technical evidence base, including Local Plan Viability Assessments and Community Infrastructure Work. That will lead to a more site specific assessment of viability.

Timescales for delivery

4.18. Assessing the timescale and rate of development should use the information on suitability, availability, achievability and constraints to assess the timescale within which each site is capable of development. This may include indicative lead-in times and build-out rates for the development of different scales of sites, as recommended by the guidance.

4.19. As required by the guidance, each site will be assigned a reasonable expected timescale for delivery: 1-5 years, 6-10 years, 11-15 years, or 16 years or beyond from the base date of the SHLAA (2014). These timescales depend on the information known about each site in relation to its suitability and availability for housing at the time of the assessment.

4.20. Assumptions will also need to be made about build out rates and lead in times, reflecting trends and previous performance in local authority area. In general terms, if there are no known constraints to development and the site is owned or controlled by a landowner / developer who is in the process of bringing the site forward for development or intends to take the site forward for development immediately, this site will fall into the 0-5 year timescale. If a site is complex, is in multiple ownership, has constraints to development or there is no clear immediate intent to develop, this site is assigned a later timescale e.g. 6-10 years or 11-15 years. If a site is expected to come forward for housing within the plan period but there are severe constraints to delivery or intention to develop is not clear it will assumed that these are longer term sites.

4.21. Each Local Authority will outline the methodology and assumptions used to estimate delivery timelines in their individual reports.

Table 7: Achievability Criteria

Criteria	Comment	Assessment
Local Market Analysis	Is there demand within the local market for the site to sell? What competition is there for prospective purchasers?	Likely poor market conditions = RED Likely marginal market conditions = AMBER Likely good market conditions = GREEN
Site History	Does the planning history provide any information as to the likely development of the site? (NB: the presence of planning permission does not automatically mean site will be developed)	Permission refused / No permission = RED Permission expired = AMBER Extant permission = GREEN
Viability	Is development currently considered economically viable?	Not viable = RED Issues likely to be overcome = AMBER Viable = GREEN
Achievability Conclusion Including an assessment of type of scheme likely to come forward (e.g. flatted, mixed-use)		
1- 5 Years		6 – 10 Years
		11 – 15 Years
		16+ Years

Assessing Deliverability

4.22. Taking the suitability, availability and achievability assessments together, an overall conclusion will then be reached about the deliverability of the site.

4.23. The final SHLAA report will include a list of deliverable and developable sites as well as a list of sites currently deemed undeliverable. Not only will this enable a transparent presentation of the findings but assist with the annual review process and enable the SHLAA to be updated to reflect any change in the deliverability status of the sites

5. STAGE 3: WINDFALL ASSESSMENT

5.1. Windfall sites are those which have not been specifically identified in the SHLAA due to the Local Authorities not being aware of them until a planning application is submitted. As defined in NPPF (Annex 2: Glossary) they are *“sites which have not been specifically identified as available in the Local Plan process. They normally comprise previously developed sites that have unexpectedly become available”*. All sites assessed as part of the SHLAA process are considered to be identified sites and so are not windfall sites.

5.2. Windfall sites may be justified by the Local Authority as part of the housing land supply if *“they have compelling evidence that such sites have consistently become available in the local area and will continue to provide a reliable source of supply. Any allowance should be realistic having regard to the Strategic Housing Land Availability Assessment, historic windfall delivery rates and expected future trends, and should not include residential gardens.”* (NPPF, paragraph 48).

5.3. There is limited guidance on how to assess windfalls in the PPG. A starting point for the estimation of windfall development has to be a review of monitoring data to identify windfall sites that have historically been developed in each area. It must also include an estimation for the quantity of small sites, excluded from the SHLAA process at Stage 1, that are likely to come forward for development during the plan period. Local Planning Authorities will ensure that there is no ‘double counting’ of data.

5.4. Guidance is available in the former SHLAA Practice Guidance (CLG, July 2007) and is not inconsistent with the Guidance. It says that any windfall allowance should be based on an estimate of the amount of housing that could be delivered in an area on land that has not been identified through the SHLAA process. It is therefore possible to calculate the average annual completion rate from each likely source of windfall site and come to an informed view as to:

- whether the annual rate is likely to increase or decrease;
- whether the pattern of redevelopment is likely to remain the same, grow or decline;
- whether current market conditions are likely to stay the same, worsen or improve.

5.5. The Windfall Assessment is specific to each Local Authority area. Local evidence base will be used to undertake this work and decide the extent to which windfall development should be considered in the SHLAA process. A full explanation of the assessment and justification of resulting conclusions will be outlined by each authority.

6. STAGE 4: REVIEW OF THE ASSESSMENT

Assessing the potential supply of housing land

6.1. The assessment of the suitability, availability and achievability of each site will result in a collection of deliverable and developable sites that have been assigned to specific time periods.

6.2. If the Assessment concludes that there are insufficient deliverable and developable sites to meet the needs identified in evidence, even after all reasonable constraints have been explored and where appropriate mitigation measures identified, there are two options for addressing the shortfall:

- identify broad locations for housing growth for the longer term;
- consider the potential for a part of an Authority's local housing requirement to be met within a neighbouring authority through the Duty to Cooperate.

6.3. Each SHLAA would be reviewed annually as part of the preparation of each Council's Authority Monitoring Report (AMR) to update information about specific sites, in particular the deliverability conclusions. For example, if it was demonstrated that identified constraints had been overcome a site may go from being undeliverable to being considered deliverable (or vice-versa). It is not the intention that the SHLAA would be comprehensively reviewed every year.

Identifying and Assessing the Housing Potential of Broad Locations for longer term growth

6.4. Broad locations are areas where housing development is considered feasible and will be encouraged, but where specific sites cannot yet be identified. The advantage of identifying broad locations is that the community will be clear about where future development will be directed and there will be greater certainty for developers about where development will be encouraged.

6.5. According to Government guidance, broad locations include areas within and adjoining settlements or areas outside settlements. Areas within settlements could include, for example, areas where housing development is or could be encouraged or small extensions to settlements. Outside settlements, broad locations could include major urban extensions, growth points, growth areas or new settlements.

6.6. At the outset of a broad location assessment, stage 1 will be revisited and sites and broad locations not previously identified, because of their location, will be identified. The methodology outlined above will then be repeated in order for a full assessment of the broad location to be undertaken.

Consider the potential for need to be met within an adjoining area

6.7. The adoption of this Joint Methodology across C&W will provide a consistent and effective approach to land availability assessment that will facilitate cross boundary working to resolve capacity issues through the duty to co-operate process.

7. STAGE 5: FINAL EVIDENCE BASE

Assessment Outputs

7.1. The following outputs are produced from the assessment:

- a list of all sites or broad locations considered, cross-referenced to their locations on maps;
- an assessment of each site or broad location, in terms of its suitability for development, availability and achievability (including whether the site/broad location is viable) to determine whether a site is realistically expected to be developed and when;
- the potential type and quantity of development that could be delivered on each site/broad location, including a reasonable estimate of build out rates, setting out how any barriers to delivery could be overcome and when;
- an indicative trajectory of anticipated development in 5 year blocks; and
- where practical, a list of those sites assessed in other SHLAAs that are located adjacent to settlements in a particular local authority area.

7.2. The assessment will be published on the Local Authority's website.

Strategic Housing Land Availability Assessment (SHLAA)

Call for Sites Pro-forma

- Please complete this form if you would like to suggest proposals for future land use and development within X District on sites capable of delivering 5 or more homes.
- The sites will be assessed as part of the SHLAA and used in the preparation of the X Plan which can be viewed at Y.
- Please complete a separate form for each site. Complete each section clearly and legibly to the best of your knowledge. If you require more space please use section 6. You are also welcome to attach any relevant additional information.
- You must attach a 1:1250 scale Ordnance Survey map clearly showing the precise boundaries of the site and details of site ownership.
- In submitting a site you consent for your name and postal address to be made publicly available.

1. Your Details (please provide details)

Title				Name			
Organisation (if relevant)						Representing (if relevant)	
Address							
Post Code				Telephone			
Email							

2. Site Location (please provide details)

Site Name	
Site Address (Inc. postcode if	

Appendix 1: Sample Call for Sites Pro Forma

known)			
OS Grid Ref: Easting		OS Grid Ref: Northing	
Total Site Area (Hectares)		Area of Site Suitable for Development	
<p>Please attach a 1:1250 scale Ordnance Survey map clearly showing the precise boundaries of the site with a red line. If appropriate, show other land in your ownership in blue. If relevant, also provide details of land parcels where the site is under multiple land ownership (see Section 3).</p>			

3. Site Ownership (please tick as appropriate and/or provide details)				
Do you own the site? (please tick)	Yes – sole owner <input type="checkbox"/>	Yes – part owner <input type="checkbox"/>	Yes – acting on behalf of the owner/s <input type="checkbox"/>	No <input type="checkbox"/>
If you are a part owner or are not the owner, please provide name(s) and address(s) of the other landowners	DRAFT			
Have you notified the landowner / other landowners that you have submitted this site?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	

4. Site Constraints (on site or on the boundary) (please tick as appropriate and/or provide details)					
Current / Previous Use					
Adjacent Land Uses					
Planning History					
Existing Infrastructure	Electricity <input type="checkbox"/>	Gas <input type="checkbox"/>	Mains Sewerage <input type="checkbox"/>	Mains Water <input type="checkbox"/>	Telecoms <input type="checkbox"/>

Appendix 1: Sample Call for Sites Pro Forma

Access from the Highway	Yes (classified road) <input type="checkbox"/>	Yes (unclassified road) <input type="checkbox"/>	No <input type="checkbox"/>
Highway Works			
Ransom Strips			
Legal Issues			
Existing Occupiers			
Public Access / Rights of Way			
Wildlife Designations (wildlife site, protected species)			
Heritage Designations (e.g. listed buildings)			
Agricultural Land Classification			
Environment Constraints (e.g. mature trees, TPOs, ponds, watercourses)			
Physical Constraints (e.g. flooding, potential land contamination)			
Infrastructure Constraints (e.g. pylons, gas mains)			

Appendix 1: Sample Call for Sites Pro Forma

Other Known Issues / Constraints	
Interventions to Overcome Constraints?	

5. Proposal Details (please tick as appropriate and/or provide details)

Description of Proposed Development					
Proposed Land Use (please tick)	Residential <input type="checkbox"/>	Employment <input type="checkbox"/>	Retail <input type="checkbox"/>	Mixed <input type="checkbox"/>	Other <input type="checkbox"/>
Site Capacity / Density (i.e. no. of homes / floor space)			Details of Mixed / Other Land Use		
Potential for Development	For sale / marketed for Development <input type="checkbox"/>	Negotiations with a Developer <input type="checkbox"/>	In control of a Developer <input type="checkbox"/>	Ready for Release by Site Owner <input type="checkbox"/>	
Availability for Development	Short-term (within 5 yrs) <input type="checkbox"/>	Medium-term (6-10 yrs) <input type="checkbox"/>	Long-term (11-15 yrs) <input type="checkbox"/>	Beyond Plan Period (16+ yrs) <input type="checkbox"/>	
Development Timescale / Phasing (Inc. build rates)					

6. Continuation Section

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Signature

In submitting a site you consent for your name, postal address and site details to be made publicly available and for a representative of the Council to access the site (if necessary) to undertake a site assessment with or

Appendix 1: Sample Call for Sites Pro Forma

without prior notification.

Your details will also be added to the Council's Planning Policy database and you may receive notifications of forthcoming public consultations and stages of plan preparation. You can request that your details are removed from the database at any time.

Name	
Signature	
Date	

DRAFT

SHLAA Panel Terms of Reference

Please note – these Terms will be altered to reflect the relevant Coventry and Warwickshire authority undertaking a SHLAA.

Purpose of the SHLAA Panel

1.1 The purpose of the Strategic Land Availability Assessment (SHLAA) Panel is to assist in the preparation of the SHLAA that forms part of the evidence base for the relevant [Coventry and Warwickshire Authority's] Local Plan.

1.2 The SHLAA Panel will act as an independent body, appointed by the [relevant Coventry and Warwickshire Authority] that is representative of key stakeholders in the district, for the sole purpose of the preparation of the SHLAA.

1.3 The objectives of the SHLAA Panel are as follows:

1. To provide advice and opinions on the deliverability and developability of identified sites in an efficient and timely manner; and,
2. To add value to the SHLAA process through the skills, expertise and knowledge of each of the Panel's members.

Scope of the SHLAA Panel

1.4 The methodology of the SHLAA is set out in the C&W Joint SHLAA Methodology, which interprets the Government's standard methodology for undertaking SHLAA's, as required by the National Planning Policy Framework and National Planning Guidance.

1.5 The scope of the SHLAA Panel is as follows:

1. To consider and give advice and opinions on the findings of the initial assessment undertaken by [the relevant Coventry and Warwickshire Authority] of the suitability of potential development sites within the study area;
2. To consider and give advice on the availability of the potential development sites by indicating by what five year period for development (if any) the site should be included;
3. To assess the achievability of the potential sites for development which are being assessed for the purpose of the SHLAA.

1.6 In considering the developability of the sites, each Panel member will have regard to any relevant published documents and draw from their own experience. Panel members will not be expected to advise on areas beyond their experience.

Membership of the SHLAA Panel

1.7 Membership of the SHLAA Panel will be on a voluntary/unpaid basis. [The relevant Coventry and Warwickshire Authority] will not be liable for any expenses incurred by Panel Members during the SHLAA process.

Appendix 2: SHLAA Panel Terms of Reference

1.8 Key stakeholders who will be invited to sit on the Panel are listed in the Project Plan. Where there are numerous stakeholders, a representative may be appointed. If a stakeholder is unable to attend, a nominated substitute will be accepted. The names and contact details of Panel members will be recorded and published in the SHLAA report.

1.9 A representative of [the relevant Coventry and Warwickshire Authority] will chair all meetings and will hold the casting vote in any decisions made. [The relevant Coventry and Warwickshire Authority] will aim for a consensus on the result amongst relevant Panel members. Members will be asked to respect the views and opinions of other members and act at all times in a professional and courteous manner.

1.10 Meetings will be held during normal office hours [the relevant Coventry and Warwickshire Authority] offices. Notes of meetings will be taken and minutes recorded which will be published and made available following publication of the SHLAA report itself.

1.11 Interest in the development of one or more potential sites will not preclude membership on the Panel. However, members of the Panel will be expected to indicate where potential conflicts of interest might arise with regard to sites that are being considered and shall take no part in the deliberations concerning such sites. This does not preclude providing information as to the deliverability (e.g. suitability, availability and achievability) of a particular site.

Operation of the SHLAA Panel

1.12 The SHLAA report will be prepared on behalf of [the relevant Coventry and Warwickshire Authority]. Copyright will rest with [the relevant Coventry and Warwickshire Authority]. The SHLAA database will remain the property of [the relevant Coventry and Warwickshire Authority], which will be responsible for any amendments to the SHLAA database as a result of the Panels assessments. [the relevant Coventry and Warwickshire Authority] will also be responsible for the regular updating and monitoring of the SHLAA.

1.13 The SHLAA Panel will provide advice and guidance in respect of the deliverability and developability of sites. [the relevant Coventry and Warwickshire Authority] reserves the right to amend any assessment of sites between the preparation of the draft report and the publication of the final SHLAA report.

1.14 Panel members will be provided with all necessary information, which may include unpublished information. They will be required to keep this information confidential until publication of the SHLAA report.

Agreement

1.15 Agreement of these Terms of References includes acknowledging the purposes of the SHLAA to assist with the preparation of the [the relevant Coventry and Warwickshire Authority] Local Plan in a timely manner. Contravention of the Terms of Reference may lead to dismissal from the SHLAA Panel.

Appendix 3 List of Attendees at Workshop Event and Organisations Making Written Responses

List of Attendees at Work Shop Event

Organisation	Name
Coventry City Council	Mark Andrews
Nuneaton and Bedworth Borough Council	Gemma Yardley
North Warwickshire Borough Council	Mike Dittman
Rugby Borough Council	Sarah Fisher
Rugby Borough Council	Matthew Stanczyszyn
Warwick District Council	Dave Barber
Stratford-on-Avon District Council	Mohammed Azram
Allesley Parish Council, Coventry	Diane Weir
Allesley Parish Council, Coventry	Ian Farrar
Amec Foster Wheeler Environment & Infrastructure UK Limited	Julian Austin
Arthur Griffiths and Mumford	Richard Mumford
Barton Wilmore for Taylor Wimpey Strategic Land	Russell Crowe
Bellway Homes	Micheal Donohoe
Benfield Homes	Clive Benfield
Bluemark Projects	Nigel Bates
Cala Homes	R Bellamy
Cala Homes	Mark Gay
Campaign to Protect Rural England	Peter Langley
Catesby Property Group	David Morris
Coventry and Warwickshire LEP	Chris Wightman
D & P Holt Ltd	Peter Holt
Framptons	Greg Mitchell
Godfrey Payton	Jim Jacobs
Godfrey Payton	Rupert Rayson
Godfrey-Payton	James Morton
Harris Lamb	Simon Hawley

Appendix 2: SHLAA Panel Terms of Reference

Organisation	Name
Indigo Planning	Ben Frodsham
Johnson Bros (Coventry) Ltd	Graham Johnson
Keresley Parish Council, Coventry	Walter Milner
Loveitts	David Robinson
LSI Ltd representing Johnson Bros Coventry Ltd	Sylvia Martin
Marrons	Jane Gardner
North Warwickshire Area Committee of Parish & Town Councils	Alan Vaughton
Pegasus Planning Group	Neil Cox
Philpot Properties Ltd	Tony Philpot
Richborough Estates Ltd	Mike Jones
Strutt and Parker	Piers Beeton
Sworders	Rachel Padfield
Tetlow King Planning	Jonathan Adams
Vagdia Holmes	Neville Webb
Warwickshire County Council	Janet Neale
Wilbraham Associates	Patrick Reid
WM Housing Group	Lee Wheeler

List of Organisations Making Written Responses

Organisation	Name
William Davis Ltd	John Coleman
English Heritage	Rohan Torkildsen
Highways Agency	Lisa Maric
R John Craddock Associates	John Craddock
Homes and Communities Agency	Lindsey Richards
Turley for David Wilson Homes	Kathryn Young
Natural England	Lisa Boden
RPS Planning & Development	Cameron Austin-Fell
Nathaniel Lichfield & Partners for CALA Homes	Mark Gay
David Lock Associates for Lafarge Tarmac	Kate Skingley

Appendix 2: SHLAA Panel Terms of Reference

Sworders	Rachel Padfield
Worcestershire County Council	Simon Williams
Pegasus Planning for: <ul style="list-style-type: none">• Persimmon Homes / South Midlands• Gallagher Estates Ltd	Neil Cox
Cherwell District Council	Adrian Colwell