

(For Democratic Services use)

Decision Number: 24 (2015/16)

## Portfolio Holder Executive Decision Statement

The Local Authority (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012

### Subject:

The District Council has recently undertaken a call for sites to establish the amount of land that is available for future development in the District. In the region of 250 sites have been submitted and the District Council must now undertake an assessment of each site to establish suitability.

### Details of Decision taken

To agree the methodology for assessing sites submitted during the District Council's call for sites.

### Reason for Decision

To ensure consistency across the assessments and to maximise supply opportunities.

### All Documents considered:

SHLAA and ELAA Methodology - see attached.

### Details of any alternative options considered and rejected by the Member when making the Decision:

N/A

### Financial implications

None

### Legal Implications and Risk Assessment Statement

None

### Equality Impacts (Consideration of impacts under the Public Sector Equality Duty)

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

When completed a copy of this record must be sent to the Democratic Services Section by e-mail and a signed copy by internal mail

(For Democratic Services use)

Decision Number:

**Local Member (s), other Portfolio Holders and/or Directors/Heads of Service Consulted**

None

**Details of any conflicts of interest**

**a) declared by any executive member who is consulted by the Decision Taker**

**b) and any details of dispensations granted by the Chief Executive in respect of any declared conflict**

<b>Decision taken by:</b>	Portfolio Holder for Planning
<b>Signed by Portfolio Holder</b>	[REDACTED]
<b>Date of Decision</b>	05/01/16
<b>Record made by:</b>	E. BOSTELL
<b>Date of record:</b>	05/01/16

When completed a copy of this record must be sent to the Democratic Services Section by e-mail and a signed copy by internal mail

**Methodology for undertaking the Strategic Housing Land Availability Assessment (SHLAA) and Economic Land Availability Assessment (ELAA)**

**Stage 1 – Site Identification**

1. Determine assessment area and site size:

- a. Assessment area = Sevenoaks District boundaries.
- b. Site size (housing) = sites capable of delivering 5 or more dwellings.
- c. Site size (employment) = sites of 0.25ha (or 500m<sup>2</sup> of floorspace) or more.

2. Desktop review of existing information:

- a. In accordance with the requirements set out in the government's Planning Practice Guidance (PPG), identify sites for development including those existing sites that could be improved, intensified or changed, including:
  - i. Existing allocations without planning permission
  - ii. Existing allocations with unimplemented planning permissions
  - iii. Refused/withdrawn planning applications
  - iv. Land owned by the District Council
  - v. Surplus and likely to become surplus District Council land
  - vi. Vacant and derelict land and buildings
  - vii. Additional opportunities e.g. under-utilised facilities such as garage blocks
  - viii. Business requirements and aspirations
  - ix. Sites in rural locations
  - x. Large scale redevelopment
  - xi. Sites in and adjoining villages/rural settlements and rural exception sites
  - xii. Potential urban extensions and new free standing settlements

3. Call for sites:

- a. Development sites including for housing (to meet all accommodation needs), mixed use, retail and employment development.
- b. Dates = initial deadline 11<sup>th</sup> November, but keep call for sites open.
- c. Notify Town & Parish Councils, landowners, developers, businesses, relevant local interest groups.
- d. Use mailing list newsletter, In Shape, local newspaper, Developers & Agents Forum, posters for libraries, local offices and Town & Parish Councils.
- e. Call for sites pro forma to request the following information as a minimum:
  - i. Name
  - ii. Contact details
  - iii. Landowner / relationship to landowner
  - iv. Site address
  - v. Site size
  - vi. Current use
  - vii. Proposed use and number of units / amount of floorspace
  - viii. When will the site become available?

- ix. When will the development be complete?
- x. Any known site constraints
- xi. Any relevant planning history
- xii. Site location plan at appropriate scale
- xiii. Caveat that we are unable to keep the information confidential

4. Site survey:

- a. Assess all identified sites against national planning policy and designations e.g. Green Belt, AONB, flood zones etc.
- b. The most sustainable sites (i.e. sites within existing settlement boundaries and sites subject to fewer constraints) will be assessed first. Sites that are considered less sustainable, in accordance with the findings of the Sustainability Appraisal, will be given a brief assessment and put aside for further consideration later on.

**Stage 2 – Site Assessment**

5. Site assessment:

- a. Site assessment pro forma will include:
  - i. *Suitability assessment* - site size, site boundaries, site location, current land use and character, land uses and character of surrounding area, physical constraints (e.g. access, contamination, steep slopes, flooding, natural features of significance, location of infrastructure/utilities), potential environmental constraints
  - ii. *Availability assessment* – is the site available for the proposed use?
  - iii. *Achievability assessment* – have any abnormal costs or other constraints to development been identified which would prevent or delay the site being delivered?
  - iv. *Timing assessment* – sites should be categorised into 0-5 years (deliverable) and 6-15 years (developable) to include realistic lead-in times, build-out rates and site phasing. These timing details should be agreed up front and kept up to date as they will be a key part of determining the 5 year supply
  - v. Site capacities:
    - The density of developments will be drawn from the local character of the area, accessibility and location
    - Gross and net developable areas will be calculated
    - Submitted site capacities will be taken into consideration, but where the assessment disagrees there will be a full explanation
- b. The above ‘tests’ will be evaluated using a traffic light system.
- c. Sites subject to suitability constraints will be given a brief assessment and put aside for further consideration later on, in accordance with the findings of the Sustainability Appraisal. Potential mitigation for any suitability issues should be explored.
- d. Sites will be briefly assessed against the Sustainability Appraisal objectives.

**Stage 3 – Windfall Assessment**

6. Windfall assessment:

- a. Review windfall allowance having regard to the SHLAA, historic windfall delivery rates and expected future trends.
- b. Identify any broad locations for development for years 6-15, which could include a windfall allowance based on a geographical area.

#### Stage 4 – Assessment Review

##### 7. Assessment review:

- a. Apply a reduction for non-implementation on deliverable (0-5 years) sites based on past rates.
- b. Quantify the results of the SHLAA / ELAA – can the identified housing / employment needs be met?
- c. If not, go back to 4b and 5c and revisit these assessments.
- d. Are there any other broad locations for years 11-15 that can be considered?

#### Next Steps

8. If the housing need cannot be met through sites identified in the SHLAA, then it will be necessary to investigate how this shortfall could best be planned for:
  - a. Duty to co-operate with adjoining authorities.
  - b. Green Belt Review, including consideration of all Green Belt SHLAA and ELAA sites.

