

Woking Local Development Documents

Strategic Housing Land Availability Assessment Methodology



July 2017

CONTENTS

1	Introduction	3
2	Policy context	3
3	Planning the assessment	5
4	Determining which sources of sites will be included in the Assessment and desktop review of existing information	8
5	Determining which sites and areas will be surveyed	ç
6	Carrying out the survey	9
7	Estimating the potential of each site	10
8	Assessing when and whether sites are likely to be developed	10
9	Review of the Assessment	13
10	Identifying and assessing the potential for broad locations and windfall allowances	13
11	Monitoring and review	13
Appendix 1a	Site assessment sheet	14
Appendix 1b	List of constraints	16
Appendix 2	Intended approach to specific issues/ constraints	17
Appendix 3	Consistencies and differences between the Woking, Guildford and Waverley SHLAAs	20
Appendix 4	Estimating housing potential	25
Map 1	Town, District and Local Centres and 800m pedestrian catchment areas	26
Map 2	Pedestrian catchments of railway stations serving the Borough (1,250m)	27

WOKING STRATEGIC HOUSING LAND AVAILABILITY ASSESSMENT

METHODOLOGY

1.0 Introduction

- 1.1 This paper sets out the approach to be used by Woking Borough Council in the production of the Strategic Housing Land Availability Assessment (SHLAA) for Woking Borough.
- 1.2 The Council's methodology follows that set out in the Government's guidance on SHLAAs which was published in the Planning Practice Guidance in March 2014¹.
- 1.3 This updated SHLAA methodology does not set out any significant amendments to the previous methodology and has been prepared to reflect the current planning policy context at both a national and local level.
- 1.4 It should be noted that the SHLAA itself will not determine whether a site will be allocated for housing development. Sites for housing will be allocated in the Site Allocations Development Plan Document (DPD) which the Council is currently preparing. The Site Allocations DPD has been informed using the evidence in the SHLAA and other studies as a starting point and will involve the community in the choices to be made from the outset through wide reaching public consultation, and will be subject to independent Examination. Any conclusions reached in the SHLAA will be made without prejudice to the determination of any subsequent planning applications in respect of sites assessed.

2.0 Policy Context

- 2.1 The main role of the SHLAA is to provide information on the opportunities available to the Council to meet the Borough's housing requirement. The requirement to undertake a SHLAA is set out in the National Planning Policy Framework (NPPF) (2012). The SHLAA has been prepared in accordance with Planning Practice Guidance (March 2014) and in light of previous SHLAA studies.
- 2.2 The purpose of the SHLAA is to assist the Council in meeting the requirements set out in the NPPF regarding future housing delivery, namely:
 - To identify and update annually a supply of specific deliverable sites sufficient to provide five years worth of housing against the housing requirements with an additional buffer of five per cent (move forward from later in the plan period) to ensure choice and competition in the market for land;
 - To identify a supply of specific, developable sites or broad locations for growth, for years 6-10 and, where possible, for years 11-15;
 - To make allowance for windfall sites in the five-year supply only if there is 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 SHLAA, historic windfall delivery rates and expected future trends, and
 should not include residential gardens.
- 2.3 The national Planning Practice Guidance (2014) requires the following set of standard outputs to ensure consistency, accessibility and transparency:

¹ https://www.gov.uk/guidance/housing-and-economic-land-availability-assessment (PPG, March 2014)

- 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;
- Contain more detail for those sites which are considered to be realistic candidates for development, where others have been discounted for clearly evidenced and justified reasons;
- 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 and consideration of associated risks.
- 2.4 Woking Borough Council has an adopted Core Strategy (2012) which sets out the vision, objectives and spatial strategy for the area. The Core Strategy also sets out how the Council will meet known and anticipated development requirements to 2027 as well as setting out 25 strategic policies for Woking Borough. Core Strategy Policy CS10: *Housing provision and distribution* makes provision for at least 4,964 net additional dwellings in the Borough between 2010 and 2027. This is an annual average provision of 292 homes.
- 2.5 The SHLAA has strong links with the Strategic Housing Market Assessment (SHMA) which was updated in 2015. The SHMA provides local and sub-regional evidence of housing need and demand in terms of housing type, size and tenure within the West Surrey Housing Market Area (HMA). The latest SHMA identifies a need for an additional 517 new homes every year in Woking Borough. The need and demand for particular types of housing in Woking will be matched with potential housing sites in the Borough, which are being identified through the SHLAA.
- 2.6 The Core Strategy Examination Inspector found the level of housing provision set out in the Core Strategy to be sound, deliverable and justified by evidence to address the objectively assessed housing need for the area.
- 2.7 The Borough is therefore planning for the provision of 4,964 net additional dwellings between 2010/11 and 2027/28, as required by the Core Strategy. Delivery is currently behind the annual average housing requirement of 292 dwellings per year by a total of 255 dwellings since 2010/2011.
- 2.8 In line with the requirements of the NPPF, the SHLAA will identify sites which are considered to be deliverable and developable over the plan period and beyond (to ensure a 15 year supply period).
- 2.9 The Council has also adopted the Development Management Policies Development Plan Document (DPD) which provides a number of detailed policies to support the strategic policies of the Core Strategy. The Development Management Policies DPD was adopted by the Council in October 2016. The Council is currently in the process of preparing a number of other documents that will make up the Development Plan for the area:
 - Site Allocations DPD this will identify and allocate specific sites in the Borough where major development will take place in accordance with the vision and spatial strategy set out in the Core Strategy.

- Supplementary Planning Documents (SPD) a number of SPDs will be produced or updated which will supplement the policies in the Core Strategy and Development Management Policies DPD. These SPDs will provide details of how the Council will implement policies and cover issues such as parking standards, climate change and affordable housing.
- To date, a number of Neighbourhood Development Plans have been or are currently being prepared. The Hook Heath Neighbourhood Plan and the Pyrford Neighbourhood Plan have been adopted by the Council and now form part of the Development Plan for the area. West Byfleet, Brookwood and Bridley and Byfleet Neighbourhood Forum's are currently preparing Neighbourhood Plans for their respective areas.
- 2.10 The Local Development Documents must be based on a robust and credible evidence base. The Council will therefore undertake a number of research studies which include updating the Strategic Housing Land Availability Assessment (SHLAA) on an annual basis.
- 2.11 The National Planning Policy Framework requires local authorities prepare a Strategic Housing Land Availability Assessment to establish realistic assumptions about the availability, suitability and the likely economic viability of land to meet the identified need for housing over the plan period. Whilst the assessment is an important evidence base document to inform plan making, it does not itself determine whether a site should be allocated for development. Not all sites considered in the SHLAA will be suitable for development due to a number of reasons including planning policy constraints or development viability.
- 2.12 Alongside identifying land available for housing development, the Council has also published an Employment Land Review (ELR) (2010). The ELR was undertaken to inform policies regarding employment land supply and land use in the Borough, and includes an assessment of the suitability of existing employment land. The ELR comprises of two reports: a Market Appraisal which was prepared by consultants Lambert Smith Hampton and an Employment Position Paper which was prepared by the Council. The Employment Position Paper contains information about employment forecasts. Since the publication of the ELR, the Council has also published an Employment Topic Paper (June 2015), which sets out how the Council is meeting the identified employment need set out in the Core Strategy. This paper also addresses the requirement of the national Planning Practice Guidance to assess the availability of economic land.
- 2.13 The remainder of this document describes in detail the Council's intended approach to undertaking the SHLAA for Woking Borough.

3.0 Planning the Assessment

- 3.1 The planning practice guidance recommends that local authorities should work in partnership with all interested parties in the production of the SHLAA. It is recognised that a number of organisations and people can provide valuable information and input at all levels of the process.
- 3.2 It is recommended in the planning practice guidance that the SHLAA is undertaken jointly with other local authorities within the Housing Market Area. Woking Borough Council does not consider it practical to undertake a joint study at this time as the three authorities have different timetables for the production of Local Development Documents and undertaking a joint study could delay the production of Woking's Development Plan Documents. At this stage there is no established formal Housing Market Partnership and there are no plans to carry out a joint SHLAA. Nevertheless the Council will share the updated SHLAA Methodology and make subsequent SHLAAs available to Guildford and Waverley

Borough Council's. The Council has been and will continue to cooperate with other local authorities including Waverley and Guildford on strategic cross-boundary planning matters including housing delivery, in line with the NPPF.

- 3.3 In respect of specifically housing land supply evidence, provided that each local authority generally follows the methodology advocated in the latest guidance, it should be possible to ensure that each of the three assessments can be aggregates to the Housing Market Area level at a later date if required. Every effort has and will continue to be made by Woking Borough Council to ensure that the methodology as well as other relevant SHLAA information will be shared with Guildford and Waverley Councils, particularly through regular meetings of the West Surrey Local Plan Officer Group.
- 3.4 A summary of the consistencies and differences between the SHLAA methodologies of these three local authorities can be found in Appendix 3.
- 3.5 Planning Practice Guidance also recommends that developers, those with land interests, land promoters, local property agents, local communities, partner organisations, Local Enterprise Partnerships, business and business representative organisations and neighbourhood forums preparing neighbourhood plans are involved from the earliest stages of plan preparation which includes the evidence base in relation to land availability. The Council has involved relevant stakeholders in the preparation of the SHLAA methodology from the outset:
 - In November 2007, the Council consulted the Environment Agency, Natural England, English Heritage and Surrey Wildlife Trust in order to seek advice on the way in which the Council should assess sites with potential for housing development which were, for example, within close proximity of a Natura 2000 site or within areas at risk of flooding. The Council has continued to engage with these organisations throughout the SHLAA process in order to gain specialist advice. More recently this dialogue has been supplemented by parallel engagement with key consultees regarding the parallel work on the Site Allocations DPD in particular in respect of the site allocations Site Assessment Methodology.
 - In December 2007 and January 2008, the Council contacted a large number of landowners and other interested parties in order to identify sites that may become available for housing development to 2026.
 - The involvement of land owners, developers and agents in the SHLAA is essential in order to demonstrate deliverability and developability of the sites. In January 2008, the Council invited a number of stakeholders, including the Home Builders Federation, to attend two workshops which were intended to seek views on the Council's approach to the SHLAA at an early stage. The views of the stakeholders were taken in to consideration and used to inform the draft methodology.
 - In March 2008 the Council consulted on the draft SHLAA methodology. Almost 500 residents associations, community interest groups, local businesses, developers, landowners, infrastructure providers and statutory consultees were specifically invited to comment on the methodology. A press release, information of the Council's website and articles in the Council's regular LDF Newsletter were used to inform the general public of the Assessment. The results of that consultation are located in the Council's 2008 SHLAA methodology.
 - In October 2008 the Council consulted the Environment Agency, Natural England and Surrey Wildlife Trust on sites that had been identified in the SHLAA that are in close proximity to nature conservation designations or in areas most at risk from flooding in order to gain a clearer understanding of the constraints on those sites.
 - In November 2008, the Council ran a workshop attended by representatives from the development industry as well as local landowners. The workshop was facilitated by John

- Silvester Associates. The aim of the workshop was to seek views on the SHLAA methodology in order to ensure a robust assessment had been undertaken.
- Between November 2008 and January 2009, the Council contacted landowners in order to gain detailed information about the availability of sites for development.
- In April 2009, the Council undertook an informal consultation on the draft housing trajectory. Consulted were those stakeholders who had previously attended SHLAA workshops as well as Natural England, the Environment Agency, English Heritage, the South East England Partnership Board, the Surrey County Council.
- The Council has sought to involve residents in the SHLAA where appropriate. A press release, information on the Council's website and articles in the Council's regular LDF Newsletter was used to inform the general public of the Assessment. Residents Associations were also asked to put forward sites for consideration in the SHLAA and asked to comment on the proposed methodology. The Council has not, however, involved residents in detailed discussions about individual SHLAA sites. Residents will have the opportunity to comment on the findings of the SHLAA through consultation on the LDD documents such as the Site Allocations DPD.
- In April 2010 and April 2011 the Council contacted all applicants/ landowners/agents that had a site with unimplemented planning permission or a site identified in the SHLAA to determine the suitability, availability and achievability of sites for residential developments.
- In May / June 2014 the Council repeated this exercise, to inform this 2014 update of the SHLAA. Specific targeted availability checks were additionally made in respect of key sites
- Further details of consultation and engagement will be set out within subsequent SHLAA Reports.

Management and Scrutiny Arrangements

- 3.6 The Council has established an officer level Project Team to undertake the SHLAA. The members of the project team bring a wide range of expertise from a variety of disciplines:
 - Planning Policy Manager
 - Development Manager
 - Development Team Leader
 - Senior Planning Policy Officer
- 3.7 The following will join the Project Team to provide advice on their specific areas of expertise:
 - Scientific Officer (Contaminated Land)
 - Housing Officer
 - Design and Conservation Consultant
 - Arboricultural Officer
 - Drainage and Flood Risk Engineer
 - Highways Engineer (Surrey County Council).
- 3.8 As set out above, the original SHLAA methodology has been subject to public consultation. In particular, the methodology has been subject to the scrutiny of the Home Builders Federation. The updated SHLAA methodology does not set out any significant changes from the original methodology.
- 3.9 The SHLAA will be subject to the scrutiny of the Council's Local Development Framework (LDF) Members Working Group. The Assessment will also be background to the

considerations of the Council's Executive Committee and Full Council at the relevant stages of the Site Allocations DPD.

4.0 Determining which sources of sites will be included in the Assessment and desktop review of existing information

- 4.1 The Council, taking into account Planning Practice Guidance, has identified the following sources of sites for inclusion in the Assessment:
 - Sites allocated in the Core Strategy and emerging Development Plan (including Core Strategy safeguarded sites and proposed allocated and safeguarded sites from the draft Site Allocations DPD)
 - Existing employment sites
 - Unimplemented and commenced planning permissions
 - Sites where there has been a previous planning refusal or application withdrawn
 - Sites of previous development interest/sites where there is an undetermined planning application
 - National Land Use Database
 - Sites considered as part of PFI and land in public ownership
 - Previous Housing Potential Study sites
 - Sites for which unimplemented planning briefs have been prepared
 - Sites put forward by stakeholders.
- 4.2 Between 1 April 2010 and 31 March 2017, 89.7% of residential completions within the Borough were on sites of five or more units, and 81.2% of completions were on developments of 10 or more units. Therefore, as a basis for the assessment, the Council only intends to include sites that are capable of accommodating five or more residential units. This is primarily to keep the number of sites assessed to a manageable level and to reflect the requirements of the Planning Practice Guidance.
- 4.3 Once the list of sites has been collated, they will be mapped on the Council's GIS system and checked for potential constraints such as flooding and environmental designations.
- 4.4 The Council will draw on a number of sources of information to undertake the desktop review and selection of sites:
 - Safeguarded sites in the Woking Borough Core Strategy 2012 and emerging Site Allocations DPD
 - Planning permissions and Prior Approval applications
 - Planning application refusals, withdrawn and no further actioned
 - Dwelling starts, commencements and completions
 - Sites put forward by landowners, developers and other interested parties through a call for sites
 - Empty property register
 - National Land Use Database (NLUD)
 - National Register of Public Sector Land
 - Engagement with Statutory Undertakers and utility providers
 - Employment Land Review and Employment Topic Paper
 - Open Space, Sports and Recreation Audit
 - Valuation Office database
 - Vacant property register
 - OS Maps
 - Aerial photography

- Information from Development Management and Economic Development Officers and Woking Borough Council Asset Management
- Planning decision monitoring database and planning application registration database.

5.0 Determining which sites and areas will be surveyed

- 5.1 In addition to the sites identified in Section 4 above, the Council will undertake a detailed survey of broad locations in the Borough that are considered likely to contain development opportunities. The SHLAA guidance suggests that these should include town and district centres and their surrounding pedestrian catchments, principal public transport corridors and their walking catchment areas, development hotspots and other specific locations within or outside settlements where there might be potential due to regeneration, redevelopment, intensification of development or significant infrastructure provision nearby. With this in mind the Council will carry out a detailed desktop assessment followed by visiting specific sites in the following areas:
 - The Town, District and Local Centres (as defined in Core Strategy Policies CS2: Woking Town Centre, CS3: West Byfleet District Centre and CS4: Local and Neighbourhood Centres and shopping parades); (see Map 1)
 - The pedestrian catchments of the Town, District and Local Centres (i.e. the area within 800m of the centre boundaries); (see Map 1)
 - The pedestrian catchments of the railway stations serving the Borough (i.e. the area within 1,250m of Woking, West Byfleet, Byfleet and New Haw, Brookwood and Worplesdon Railway Stations). (see Map 2)
- 5.2 This street-by-street search for potential sites will be undertaken by the Project Team.
- 5.3 Planning Practice Guidance states that sites which have particular policy constraints should be included within the SHLAA for the sake of comprehensiveness but these constraints must be set out clearly, including where they severely restrict development. Any sites that are constrained by policy designations, such as Sites of Special Scientific Interest or the Thames Basin Heaths Special Protection Area, will be assessed by the Council as per the Planning Practice Guidance.

6.0 Carrying out the survey

- 6.1 The sites identified in sections 4 and 5 above will be visited by Council officers. The characteristics will be recorded for each site as follows:
 - Site size
 - Site boundaries
 - Current use(s)
 - Surrounding land use(s)
 - Character of surrounding area
 - Physical constraints (e.g. access, topography, flood risk, location of pylons)
 - Development progress (e.g. any ground works completed, number of homes started and completed)
 - Initial assessment of whether the site is suitable for housing as part of a mixed use development.
- 6.2 A copy of the site survey form and a full list of constraints that will be checked are located at Appendix 1. Appendix 2 sets out the Council's intended approach to specific issues and constraints such as flood risk and the Thames Basin Heaths Special Protection Area.

7.0 Estimating the housing potential of each site

- 7.1 SHLAA best practice states that the housing potential of each site should be guided by existing or emerging plan policy, particularly the approach to housing densities at the local level. Where the plan policy is out-of-date or does not provide a sufficient basis to make a local judgement, one approach to estimating potential is by sketching a scheme from scratch, or by using relevant existing schemes as the basis for an outline scheme, adjusted for any individual site characteristics and physical constraints.
- 7.2 An alternative and less resource intensive approach is to compare the site with a sample scheme which represents the form of development considered desirable in a particular area. Sample schemes selected should be exemplars (not necessarily from the Assessment area) and represent the range of site sizes and locations where housing development is anticipated. Comparison with the sample schemes can then be used in assessing the housing potential of individual sites, adjusted for any individual site characteristics and physical constraints. Using real schemes as comparators has the additional advantage that the form of development on a site can be visualised.
- 7.3 Woking Borough Council has used a combination of the approaches outlined above in order to estimate the housing potential of SHLAA sites. As a starting point, 24 exemplar schemes that reflect the form of development considered desirable in different parts of the Borough were selected by the Project Team. These exemplar schemes were used to determine the indicative densities that would be considered desirable across the Borough.
- 7.4 When assessing the housing potential of each site, regard was had to a number of factors including the character of the area, the type of housing desirable on the site and information available from landowners/developers. It should be emphasised that the densities of the exemplar sites also broadly reflect the indicative densities of the Core Strategy (Policy CS10). Regard was also had to site specific 'reality checks', for example where other factors would affect the density of development, such as the shape of the site and access to it or the effect of flood risk and topography.
- 7.5 The Council's methodology and Core Strategy Policy CS10 employ a density range, enabling officers to increase or decrease the density to be applied to a site depending on the factors outline above. Where site specific factors are not an issue, the general principle of densities in line with Core Strategy Policy CS10 applies.
- 7.6 During consultation with key stakeholders on the proposed methodology, concern was raised about how the character of an area would be assessed by officers. For the purpose of the SHLAA, character has been defined as the features of a place that contribute to its unique identity, including: location and setting, landscape, the inter-relationship of spaces within an area, the area's historic development, as well as building traditions and materials. Character appraisal involved a qualitative assessment of how an area performs in terms of urban design objectives. The characteristics of an area were assessed with regard to constraints (the presence of mature trees and listed buildings, for example) and opportunities and capacity for development. Regard was also had to national policy and guidance as well as local Conservation Area Character Appraisals and the Character Study that have been adopted by the Council. Regard has also been given to the Design SPD which provides contextual analysis on the townscape character of key centres of the Borough.

8.0 Assessing when and whether sites are likely to be developed

8.1 In line with the NPPF and national Planning Practice Guidance, assessing the suitability, availability and achievability of a site provides the information on which the judgement can

be made as to whether a site can be considered deliverable, developable or not currently developable for housing.

- Deliverable: A site is available now, offers a suitable location for housing development now and there is a reasonable prospect that housing will be delivered on the site within five years; and
- Developable: A site should be in a suitable location for housing development, and there should be a reasonable prospect that it will be available for and could be developed at a specific point in time.
- 8.2 Planning Practice Guidance states that where it is not known when a site could be developed, then it should be regarded as not currently developable. This may be for example, because one of the constraints to development is severe, and it is not known when this might be overcome.
- 8.3 In practice the considerations to be taken into account when deciding whether a site is deliverable, developable or not current developable, will be the same. It is the degree of availability and achievability, and, in particular, when any known constraints can realistically be overcome. The assessment of deliverability/developability of specific sites should be made irrespective of the level of housing provision that is actually needed over the plan period.

Suitability

- 8.4 The assessment of whether or not a site is in a suitable location for housing development involves a consideration of both policy and physical constraints of the site. Generally, sites allocated for residential development in a Local Plan or those with planning permission are considered to be suitable. However, all sites were assessed against the criteria set out below as circumstances can change after allocation or granting of permission which may affect suitability.
- 8.5 The Council will consider the following criteria when determining the suitability of a site for residential development:
 - Policy restrictions Are there any policy restrictions on or adjacent to the site that will
 affect its suitability for residential development. This will include national policy
 designations such as Sites of Special Scientific Interest as well as local policy
 restrictions such as the loss of designated employment land or community facilities.
 - Physical problems/limitations Are there any physical problems/limitations on a site such as topography, access, infrastructure and flood risk.
 - Potential impacts Are there any significant potential impacts likely to arise from developing the site on landscape features and conservation.
 - Environmental conditions Are there any potential negative environmental conditions
 which might be experienced by prospective residents should the site come forward for
 residential development, such as noise pollution.
 - Accessibility The accessibility of sites to public transport and key services such as schools and GP surgeries will be assessed to ensure future residential development is located in the most sustainable locations.

 Over-riding positive benefits - Are there any over-riding positive benefits associated with the development of the site for residential use such as opportunities for regeneration or the provision of affordable housing.

Availability

- 8.6 The assessment of whether or not a site is **available** for residential development involves a consideration of whether there are any legal or ownership problems with the site, for example. The determination of whether or not a site is available for development is dependent on information from a developer who has expressed an intention to develop a site or from a landowner who has expressed an intention to sell. The evidence of planning permission on a site does not necessarily mean that a site is available for development as applications can be made by third parties. If problems such as this are identified, a judgement will need to be made about how and when these problems can be overcome.
- 8.7 Specifically, the Council will consider the following questions:
 - Has the site already got planning permission (or a resolution to grant planning permission subject to the completion of a legal agreement) for residential development?
 - Does the site have less than six landowners? (note the figure of six was discussed and agreed as a reasonable guide for the purpose of this assessment at the Stakeholder Workshop in January 2008, but it is stressed that this figure should be used as a guide only and not a threshold beyond which sites should be rejected)
 - Has there been an expression of interest from a landowner?
 - Are there any possible legal or ownership problems associated with the site (e.g. ransom strips, tenancies, operational requirements)?
 - Can any identified problems be overcome?
 - What is the delivery record of the developers or landowners putting forward sites?
- 8.8 As set out above, information from landowners is essential to the determination of whether a site is available for development. The Council will therefore contact landowners in order to gain a clear understanding of the status of sites and to ensure a robust assessment. Where a landowner is unknown to the Council, a Land Registry search will be undertaken.

Achievability

- 8.9 The assessment of the **achievability** of the site involves making a judgement about whether development of the site is economically viable, including a judgement about the need for section 106 contributions, Community Infrastructure Levy (CIL) charges and affordable housing. This stage may involve specialist input on economic viability from a consultancy. The key questions to be addressed are:
 - Does the density considered desirable for the site exceed the density at which development of the site for residential use becomes economically viable?
 - Are there any 'abnormal' costs that are likely to reduce the economic viability of the site (e.g. the cost of basement parking, remediation of contaminated land)?

Overcoming constraints

8.10 This part of the Assessment will also involve a consideration of whether any constraints that have been identified can be overcome. This might involve securing investment in infrastructure, dealing with fragmented land ownership or amending development plan

policies, for example. It should be noted that the SHLAA itself cannot amend planning policies; this can only be done through the LDD process which is subject to public consultation and independent Examination.

9.0 Review of the Assessment

- 9.1 Following the initial survey of sites and the assessment of their suitability, achievability and deliverability, sites will be collated to inform a housing trajectory covering a 15 year period that sets out how much housing can be provided, and at what point in the future.
- 9.2 Details of the site surveys and assessments will be recorded in a database. In the event of a shortfall of sites, further sites may need to be brought forward. In the event of a surplus of sites, consideration will have to be given to prioritising and delaying the development of some sites given the type of constraints on site. Following the review, if there are insufficient sites identified to meet the targets, it will be necessary to investigate how this shortfall should best be planned for. The two options recommended in the Planning Practice Guidance are:
 - revisiting the assessment, for example changing the assumptions on the development potential on particular sites
 - the identification of broad areas for future housing growth, within and outside settlements.
 - the use of a windfall allowance.

10.0 Identifying and assessing the potential of broad locations and windfall allowance

- 10.1 Following the review of the assessment, it will be possible for the Council to determine whether or not a sufficient number of deliverable and developable sites to meet the housing requirement over the required 15-year period are available. Should the review of the assessment not identify a sufficient number of specific sites for years 10-15 then it may be necessary for the Council to identify broad locations with housing potential. Broad locations are defined as areas where housing development is feasible but where specific sites cannot as yet be identified. Should it be necessary to identify broad locations, the SHLAA will identify the options and assess the housing potential of those options with regard to physical and environmental constraints.
- 10.2 The Council will only consider a windfall allowance if, following review of the Assessment and identification of broad locations, it is still not possible to identify sufficient future housing supply, for years 10 15 of the Plan. A windfall allowance will be considered inline with National Planning Practice Guidance and national planning policy, if the Council can identify genuine local circumstances.

11.0 Monitoring and Review

11.1 It is proposed that the SHLAA is updated by officers annually in order to ensure that a 5 year supply of deliverable sites is maintained. The progress of the sites through the planning and development process will be monitored as well as any changes in circumstances regarding deliverability constraints.

APPENDIX 1a: WOKING SHLAA - SITE ASSESSMENT SHEET

Site Survey assessment sheet

SHLAA Reference:	Ward:	Site Address
SHLAA		
SILEAN		
Officer:	Date:	
Site Area:		
Development Status:		
☐ Unimplemented		
☐ Work Started		
☐ Appears complete		
Contact information for landow	ner/agent if visible on	site:
Existing or last land use(s):		
☐ Residential ☐ Retail ☐ C	commercial 🔲 Open s	paœ 🔲 Community facility 🔲 Industrial
☐ Hotel ☐ Specialist accomm	nodation	Traveller site Sui Generis Leisure
☐ Non-residential Institution ☐	1 Agriculture □ Other	
Vacant or derelict land: ☐ Yes		
Land status: Previously Deve	loped Land	ield Land Mix
Site description:		
Age of existing buildings on sit	te: (if applicable)	
	dwardian	☐ Inter-war ☐ Immediate post-war
□ Modern		
Existing building heights: (if ap		D State to a stance D 444 at a second
☐ Single storey ☐ Two Storey	Inree to five store	y Six to ten storey 11+ storey
Neighbouring land uses:		
☐ Residential ☐ Retail ☐ C	commercial	pace Community facility Industrial
☐ Hotel ☐ Specialist accomm	nodation Gypsy and	Traveller site Sui Generis Leisure
☐ Non-residential Institution ☐	Agriculture Other	
Age of adjacent buildings:		
☐ Pre-Victorian ☐ Victorian/E ☐ Modern	owardian ∐ Arcadian	☐ Inter-war ☐ Immediate post-war
- Modelli		
Neighbouring building heights:	:	
☐ Single storey ☐ Two Storey	☐ Three to five store	y ☐ Six to ten storey ☐ 11+ storey

Site constraints and physical limitations:

	On-site	Adjacent		On-site	Adjacent
Existing road(s)			Heathland		
		_	Escarpment and rising	_	_
Existing railway line			ground of landscape importance		
Existing cycle route(s)			Green corridor		
Existing car parking			SANG		
Education provision			Public Rights of Way		
Healthcare provision			Low or wet ground		
•			Flood protection/flood	_	_
Supported accommodation			defence		
Community facilities			River or Canal		
Indoorsports			Railway embankment		
Outdoorsports			Noise pollution evident		
Children and/orteenage			Details:		
recreation provision			Visible contamination		
Waste disposal or recycling			visible contamination sources		
Library			Open and running water		
Cemetery	ä		Watersupply		
Place of worship			Waste water		
Allotments			Telecoms		
Green space within		_	High voltage power	_	_
brownfield sites			cables/pylons		
Any natural or semi-natural			Ambulance Services	_	
green space					
Trees of value			Police Services		
Woodland			Fire and Rescue Services		
Scrub or grassland			Gas services		
Road verges			Electricity services		
Amenity space			CHP		
Site topography: Any issues evident relating to the suitability of the existing site access(es)? No					
Potential for mixed use de	velopment	? 🗆 Yes (deta	ails below) 🔲 No		
Any other comments regar	ding the s	ite's suitabili	ty for future development and	l how to ove	rcome any
135003					
Any other comments:					

Remember to take site photos

APPENDIX 1b: LIST OF CONSTRAINTS

The following constraints will be checked for each site through the desktop review and site surveys.

General background information

- 1. Unique Ref.
- 2. Site Address
- 3. Current site use
- 4. Site Area
- 5. Existing units
- 6. Details of site owner(s)
- 7. Details of Stakeholder / Agent
- 8. Relevant planning history
- 9. Known developer interest
- 10. Existing use value

Development Plan designation/planning issues

- 11. Woking Borough Core Strategy and draft Site Allocations DPD sites allocated for particular purpose
- 12. Within Woking Town Centre?
- 13. Within other district/local or neighbourhood centre?
- 14. Public Transport Accessibility
- 15. Green Belt
- 16. Urban open space
- 17. SPA zone
- 18. SAC zone
- 19. SSSI
- 20. Listed/locally listed buildings/impact on setting of listed building
- 21. Flood risk zone
- 22. Existence of significant trees
- 23. Contamination issues
- 24. Highways assessment
- 25. Compatibility of neighbouring uses
- 26. Any other issues (e.g. topography of the site, Scheduled Ancient Monument)
- 27. Conservation area
- 28. Environmental designation (e.g. SNCI)
- 29. Other designations (e.g. Common Land; Public Open Space; escarpments; canal corridor);
- 30. Accessibility (e.g. by foot; by bike; to GP, primary and secondary schools and to the town centre)
- 31. Site survey notes

APPENDIX 2: INTENDED APPROACH TO SPECIFIC ISSUES/ CONSTRAINTS

Areas at risk of flooding

A2.1 The Council will assess sites with regard to all forms of flooding in accordance with the Strategic Flood Risk Assessment.

The Council intends to:

- 1. Initially only consider sites in Zone 1 (less than a 1 in 1000 year flood event probability)
- 2. If necessary, the Council will then look at sites in Zone 2 (between a 1 in 100 and 1 in 1000 year flood event probability) in line with the sequential test prescribed by the NPPF.
- A2.2 The Zones are defined in the Council's Strategic Flood Risk Assessment. This approach has been agreed by the Environment Agency.

Canal and River Corridors

A2.3 The Council will have regard to Core Strategy Policy CS17: *Open space, green infrastructure, sport and recreation* which requires a minimum buffer between any proposed development and a watercourse (5m for ordinary watercourses and 8m for main rivers). These buffer zones should be managed for their nature conservation interests. This approach has been agreed by the Environment Agency.

Special Protection Area

- A2.4 The whole of Woking Borough falls within 5km of the Thames Basin Heaths SPA. It is the Council's intention to discount any sites that come forward within 400m of the SPA on the basis that Natural England has advised that within this zone harm to the SPA cannot be avoided.
- A2.5 The Council's Thames Basin Heaths SPA Avoidance Strategy sets out avoidance measures which will allow sites in the rest of the Borough to be mitigated against the impacts of residential development on the SPA. The Council do not therefore intend to discount sites that fall between 400m and 5km of the SPA for the purpose of this study. This approach has been agreed by Natural England.

Special Area of Conservation

- A2.6 A part of the Thursley, Ash, Pirbright and Chobham SAC lies within the Borough boundary. Special Areas of Conservation are protected by the EU Habitats Directive and Core Strategy Policy CS7: *Biodiversity and nature conservation*. Development within the SAC or located outside their boundaries but with the potential to affect features within them will be evaluated on a case by case basis. Any sites that fall within 500m of the SAC would be referred to Natural England for their specialist advice.
- A2.7 Sites outside of this zone which may have an adverse impact on the hydrology of the SAC may be discounted. This approach has been agreed by Natural England.

SSSIs

A2.8 There are also a number of SSSIs within the Borough. It is the Council's intention to consult with Natural England on any sites that may be identified within 500m of a SSSI.

The Council will also consult Natural England on any sites which may be upstream of a wetland or an aquatic SSSI. Natural England will also be consulted on sites adjacent to the undesignated section of the Basingstoke Canal in recognition of the important link between the two sections of the Basingstoke Canal SSSI and its importance as a wildlife corridor. This approach has been agreed by Natural England.

Sites of Nature Conservation Importance

A2.9 It is not the Council's intention to consider sites that fall within a SNCI. Surrey Wildlife Trust will be consulted on sites that fall within 500m of an SNCI.

Listed Buildings, Ancient Monuments & Conservation Areas

- A2.10 The following approach has been agreed with English Heritage:
 - 1. Sites that are within the curtilage or adjacent to Listed Buildings and Scheduled Ancient Monuments will be subject to appraisal by the Council's Design and Conservation Consultant.
 - 2. Sites that come forward within or adjacent to Conservation Areas will be subject to appraisal by the Council's Design and Conservation Consultant.

Green Belt / Greenfield

A2.12 Sites that are in the Green Belt or that are greenfield will not be excluded from the SHLAA. Any sites identified within the Green Belt for residential use will be used to inform the Council's emerging Site Allocations DPD.

Areas of Public Open Space

A2.13 The Council's audit of open spaces which was carried out in 2005, concluded that there was not a surplus of open space in the Borough. The audit has been reviewed and it is clear that the Council still cannot afford to lose any identified urban open space to development. For this reason, the Council does not intend to comprehensively review the potential of all its identified and protected open spaces for housing development as part of the SHLAA, but will not exclude from the SHLAA any open spaces suggested by stakeholders where there may be the potential to provide alternative or additional open space as part of potential housing development. Again, it should be noted that the SHLAA is a technical document and cannot itself change policy. Any change in policy regarding development of public open space for residential development would be subject to the LDD process.

Areas of Ancient Woodland

A2.14 It is not the Council's intention to consider any sites that fall within areas of Ancient Woodland.

Site Assembly

A2.15 For the purpose of the SHLAA, the Council will generally discount sites that have more than 6 landowners/occupiers, due to the complexity of site assembly. However where there is clear developer/landowner intent to develop then the site will be considered in further detail.

Gypsy and Traveller Accommodation

A2.16 In line with Government guidance, the SHLAA will assess the potential of sites for all types of housing including Gypsy and Traveller accommodation. The Council will consult with Surrey County Council and Gypsy and Traveller groups to identify potential sites.

APPENDIX 3 -CONSISTENCIES AND DIFFERENCES OF THE WOKING, GUILDFORD AND WAVERLEY SHLAA/LAA

Stage 1: Planning the Assessment

Joint Working Opportunities

Woking commissioned the Strategic Housing Market Assessment (SHMA) jointly with Guildford and Waverley Borough Council's and looked first to these authorities for potential joint working opportunities. Furthermore, the three local authorities have also identified a functional economic market area that comprises the three West Surrey local planning authorities.

At the time that work was due to start on Woking's SHLAA in July 2017, Guildford Borough Council had already published a 2017 addendum to their Land Availability Assessment (LAA). Waverley Borough Council had also recently published its Land Availability Assessment (2016).

Stage 2: Determining the sources of sites

The following table sets out the sources being used by each local authority to identify sites for the SHLAAs.

Source of site	Woking	Waverley	Guildford
Sites in the planning process			
Land allocated (or with permission) for			
employment or other land uses which are no	✓	✓	✓
longer required for those uses			
Existing housing allocations and development	✓	√	√
briefs	Y	·	•
Unimplemented/ outstanding planning	✓	✓	√
permissions for housing	•	v	•
Planning permissions for housing that are	✓	√	✓
under construction	•	v	•
Sites where planning permission has previously	✓	√	_
been refused for residential development	·	,	·
Sites where a planning application has been			
submitted but not yet determined or that are	✓	✓	✓
subject to pre-application advice			
Sites not currently in the planning process			
Vacant and derelict land and buildings	✓	✓	✓
Surplus public sector land	✓	✓	✓
Land in non-residential use which may be	✓	√	_
suitable for redevelopment for housing	·	,	,
Housing opportunities in existing residential	/	√	/
areas	•	,	,
Large scale redevelopment/redesign of existing	x	x	/
residential areas	^	^	,
Sites in rural settlements and rural exception	✓	✓	✓
sites		·	
Greenfield sites adjacent to settlements	✓	✓	✓
Major developed sites outside of settlements	✓	✓	✓
New free standing settlements	X	×	_
	^	^	,
Sites put forward by stakeholders through a	✓	✓	/
'call for sites'			

Source of site	Woking	Waverley	Guildford
Sites suggested through Site Allocations DPD	✓	✓	✓

The SHLAA practice guide states that the assessment should not be narrowed down by existing policies to constrain development. However, the Councils have determined that particular types of land or area inappropriate for housing as set out in the table below.

	Woking	Waverley	Guildford
Thames Basin Heath SPA	✓	✓	✓
Sites within 400m of the SPA	✓	✓	✓
Special Areas of Conservation (SAC)	✓	✓	✓
Sites within 500m of a SAC – consult Natural England	✓	x	х
Sites of Special Scientific Interest (SSSI)	✓	✓	✓
Sites within 500m of a SSSI – consult Natural England	✓	x	х
Sites of Nature Conservation Importance (SNCI)	✓	x	х
Sites within 500m of an SNCI – consult Surrey Wildlife Trust	✓	x	х
Local Nature Reserve (LNR)	✓	Х	Х
National Nature Reserve (NNR)	n/a	Х	n/a
Flood Zone 2	✓*	✓*	√ *
Flood Zone 3a	√*	✓*	√ *
Flood Zone 3b	✓	✓	✓
Public Open Space	✓	Х	Х
Green Belt	Х	Х	Х

^{*}Only to be introduced in to the assessment if there are not sufficient sites in flood zone 1

Site size/unit thresholds are set in order to keep the number of sites assessed to a manageable level and in recognition of the requirement not to include a windfall allowance for the first five years of housing land supply unless there are specific and justifiable local circumstances. The following table sets out the site size/ unit threshold being applied by each local authority for the purpose of the SHLAA.

	Site size/ unit threshold	Site assembly threshold
Woking	Sites with potential for 5 or more	Generally, sites with more than 6
VVORING	dwellings assessed	landowners will not be considered
Waverley	Sites with potential for 5 or more dwellings assessed	Assessed on a site-by-site basis taking account of available information and making an informed judgement
Guildford	Sites with potential for 5 or more dwellings assessed	Assessed on a site-by-site basis taking account of available information and making an informed judgement

Stage 3: Desktop review of existing information

The table below shows the sources of information that each local authority will use in order to undertake the desktop review and selection of sites.

	Woking	Waverley	Guildford
Plan allocations	✓	✓	✓
Planning permissions/ sites under	./	./	1
construction	•	•	•
Site specific development briefs	n/a	✓	✓
Planning application refusals	✓	✓	✓
Dwelling starts and completions	✓	✓	✓
Urban Capacity Study	✓	✓	✓
Empty property register	✓	✓	✓
English house condition survey	✓	Х	X
NLUD	✓	✓	✓
Register of surplus public sector land	✓	✓	✓
Employment Land Review	✓	✓	✓
Valuation Office database	✓	Х	Х
Vacant property register	✓	✓	✓
Commercial property databases	✓	✓	✓
OS Maps	✓	✓	✓
Aerial photography	√	√	√
Development Control Officers	✓	✓	✓

Stage 4: Determining which sites and areas will be surveyed

The following table sets out which sites and areas will be surveyed by each local authority in addition to those identified in Stage 3 above.

	Woking	Waverley	Guildford
Sites identified in the desktop survey	✓	✓	✓
Sites identified through a call for sites	✓	✓	✓
Sites within town and district centres	✓	✓	✓
and their pedestrian catchments			
Principal public transport corridors	✓	✓	✓
and their walking catchments			
Other areas with known development	✓	Х	✓
pressure			
Sites put forward by stakeholders	✓	✓	✓
through Site Allocation DPD			

Stage 5: Carrying out the survey

The following table sets out the characteristics that will be recorded for each site during the site surveys.

	Woking	Waverley	Guildford
Clarify site boundaries	✓	✓	✓
Current use(s)	✓	✓	✓
Surrounding land use(s)	✓	✓	✓
Character of surrounding area	✓	✓	✓
Physical constraints	✓	✓	✓
Development progress	✓	✓	✓
Initial assessment about suitability	✓	✓	✓

Stage 6: Estimating the housing potential of each site

The approaches to estimating housing potential for each local authority are as follows:

- Woking Housing potential will be estimated through an exemplar scheme approach
 having regard to the character of the area, the type of housing desirable on the site and
 indicative density ranges set out in Core Strategy Policy CS10: Housing provision and
 distribution. Regard will also be had to a number of other factors which will affect density
 including the consideration of issues such as the shape of and access to the site which
 will influence capacity, as well as the effect of flood risk and topography, for example.
- Waverley Housing potential based on landowner/promoter information or an
 assessment of the nature of the area, historic development yields achieved on
 comparable schemes within the locality of the site, local density policies in the current
 and emerging Local Plan and other site specific factors including the shape and access
 to the site and on-site infrastructure requirements.
- Guildford Housing potential will be estimated using a combination of existing
 information including land constraints, planning history of the site, character of the area
 and an assessment by planning officers.

Stage 7: Assessing when and whether sites are likely to be developed

The approaches to assessing deliverability and developability for each local authority are as follows:

- Woking Assessments of achievability, suitability and availability undertaken by officer level project team with verification from stakeholder representatives.
- Waverley Assessments of achievability, suitability and availability undertaken by officer level project team with verification from stakeholder representatives.
- Guildford Assessments of achievability, suitability and availability undertaken by officer level project team with verification from stakeholder representatives.

Stage 8: Review of the Assessment

The approaches to reviewing the assessment for each local authority are as follows:

- Woking Follow the advice of the national Planning Practice Guidance²
- Waverley Follow the advice of the national Planning Practice Guidance²
- Guildford Follow the advice of the national Planning Practice Guidance²

Stage 9: Broad locations

The approaches to broad locations for each local authority are as follows:

- Woking Should the review of the Assessment not identify a sufficient number of specific sites for years 10-15 then it may be necessary for the Council to identify broad locations with housing potential. Should it be necessary to identify broad locations, the SHLAA will identify the options and assess the housing potential of those options with regard to physical and environmental constraints.
- Waverley Should the review of the Assessment not identify a sufficient number of specific sites for years 10-15 then it may be necessary for the Council to identify broad locations with housing potential.

.

² National Planning Practice Guidance, Paragraph 026 (March 2014)

 Guildford – Should the review of the Assessment not identify a sufficient number of specific sites for years 10-15 then it may be necessary for the Council to identify broad locations with housing potential.

Stage 10: Windfalls

The following table sets out the proposed approaches to windfall allowances for each local authority.

	Woking	Waverley	Guildford
Windfall allowance included in years	Х	Х	✓
1 – 5			
Windfall allowance included in years	Х	✓	✓
5 – 10			
Windfall allowance included in years	Х	✓	✓
10 - 15			

- Woking It is not the intention of the Council to include a windfall allowance.
- Waverley it is the intention that the LAA will include details of potential supply that
 could come forward through windfall sites. However, this element of supply will not be
 counted within the first 3 years of supply for the purposes of the assessment. Any
 judgement on the principal of incorporating a so-called 'windfall allowance' in relation to
 the Local Development Framework will be taken outside of the scope of the SHLAA.
- Guildford Windfall sites have been included within the LAA, including within the first five years.

Stage 11: Monitoring and review

All three local authorities have committed to monitoring and reviewing the SHLAAs through the Annual Monitoring Report process.

Conclusion

It is considered that the methodologies employed to undertake the Woking, Guildford and Waverley SHLAA/LAAs are sufficiently consistent to enable to results to be aggregated to the Housing Market Area level at a later date.

In light of the evolving nature of SHLAAs/LAAs and emerging good practice, it is intended that this commentary of consistencies and differences in approach be updated in future updates of Woking's SHLAA.

APPENDIX 4 – ESTIMATING HOUSING POTENTIAL

Application: In line with the SHLAA methodology, housing potential for each of the SHLAA sites will be based on the use of exemplar schemes taking in to consideration constraints on the site such as the shape of the site, access, tree coverage and listed buildings etc. Where the site is significantly constrained, the lower range density will be applied (and vice versa).

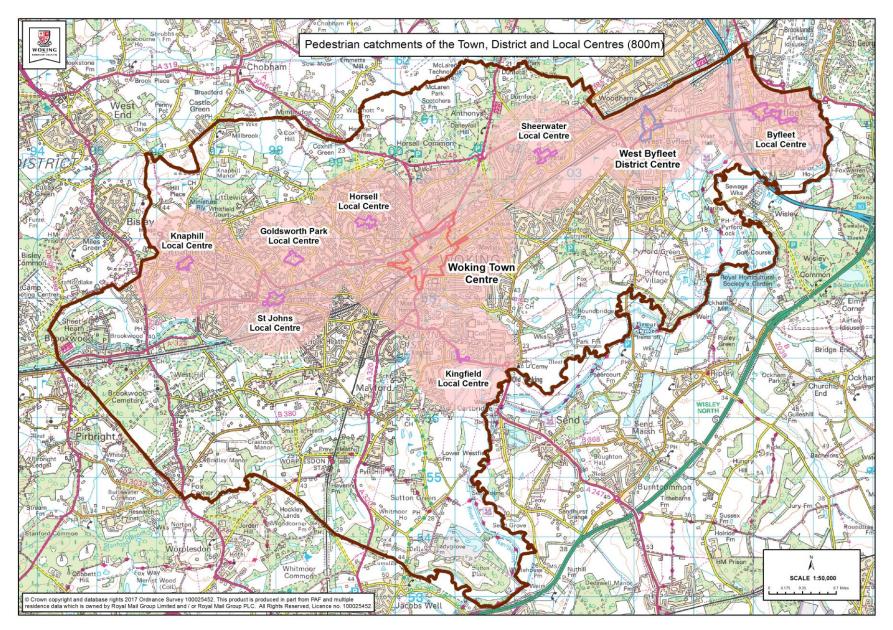
Note: indicative densities are set out in Core Strategy Policy CS10: *Housing provision and distribution*.

	Exemplars	Indicative density (dph)	Upper range density (dph)	Lower range density (dph)
Town Centre Flats	 New Central, Guildford Road Centrium, Victoria Road Waterside, Victoria Way Former Salvation Army, Walton Road 	328	400	200
District and Local Centre Flats	 Clifton Court, 15 High Street Roxburghe House, Lavender Park Road Vanners Parade, High Street Wentworth House, Pyrford Road 	180	390	30
High Density Residential Area	 Sandringham, Guildford Road Goldsworth Reach, Goldsworth Road The Clock Tower, Maybury Road Former Bracken Hill, Heathside Crescent 	95	128	70
District and Local Centre Fringe Flats	 73 Horsell Moor St Johns Lodge, St Johns Hill Road Hazel House, Sycamore Avenue 18-28 Oyster Lane 	116	200	30
Housing in urban areas	 Bentley Place, York Close Moor Lane Brookwood Farm Rydens Way 	38	71	30
Lower density housing	 Horsell Mews White Trees, White Rose Lane Padmores Yard, St Johns Mews Pinehurst Gardens, Parvis Road 	24	30	30
Mixed use developments	20-32 Goldsworth RoadVictoria Square Development	Case by ca	se basis.	

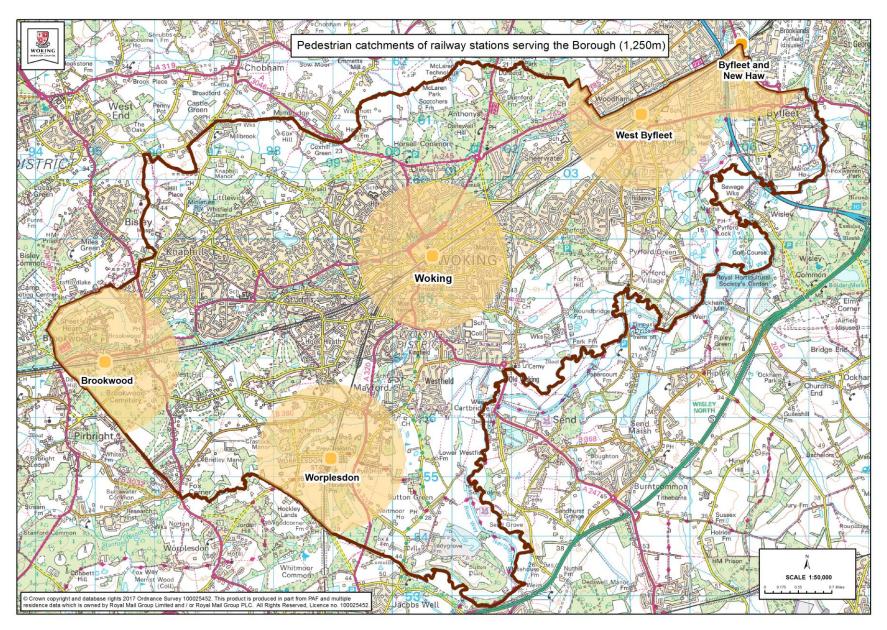
Indicative density: average of exemplars (rounded)

Upper range density: Highest exemplar density (rounded)

Lower range density: Lowest indicative density set out in Core Strategy Policy CS10



Map 1



Map 2