

Strategic Housing and Economic Land Availability Assessment Methodology

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COTSWOLD
DISTRICT COUNCIL

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Introduction

1.1 This paper sets out the methodology to be used in preparing the Cotswold District Strategic Housing and Economic Land Availability Assessment (SHELAA). The SHELAA Methodology (the Methodology) has been prepared in accordance with the policies and guidance set out in the National Planning Policy Framework (NPPF) and the Planning Practice Guidance (PPG) but sets out how local circumstances will be handled. Consequently, this document should be read in combination with the NPPF and the PPG, particularly in relation to 'housing and economic land availability assessment'.

1.2 The Methodology has also been subject consultation with a panel formed of various fields of expertise (the SHELAA Panel) between 08/12/2016 and 22/12/2016. Where appropriate, the Methodology has been updated to reflect the suggestions made by the SHELAA Panel. Further background information on land availability assessments is provided within the PPG at the following link:

<http://planningguidance.communities.gov.uk/blog/guidance/housing-and-economic-land-availability-assessment/>

Why undertake a SHELAA?

1.3 The SHELAA helps to inform plan making, the development industry and local communities by providing an early indication about whether sites across the District are available and suitable for development and whether development is achievable or viable. In so doing, the SHELAA provides robust evidence to inform the Local Plan process when allocating the most appropriate land uses. However, the SHELAA is one of a number of evidence base documents, in addition to Local Plan consultations, that contribute towards the decision about which sites will be allocated. **The SHELAA has no policy status.**

1.4 National policy and guidance both require local authorities to produce a SHELAA. More specifically, paragraph 14 of the NPPF requires Local Plans to meet objectively assessed needs, with sufficient flexibility to adapt to rapid change. The Cotswold SHELAA provides robust evidence to demonstrate that needs for different types of development can be met within the District. Paragraph 159 of the NPPF also requires local authorities to prepare an assessment of residential land to establish realistic assumptions about the availability, suitability and the likely economic viability of sites to meet the identified housing need over the Local Plan period. Furthermore, paragraph 161 of the NPPF requires the assessment of the existing and future supply of land available for economic development and its sufficiency and suitability to meet the identified needs.

1.5 The NPPF recommends carrying out land assessments for housing and economic development as part of the same exercise so that sites may be allocated for the use that is most appropriate. Land assessment also assists neighbourhood forums and parish/town councils in the development of their Neighbourhood Plans by identifying deliverable sites and highlighting any potential constraints.

How the SHELAA fits in with the Local Plan process

1.6 The primary role of the Cotswold District SHELAA is to pro-actively identify and assess sites that have the **potential** to deliver development for residential and economic development. However, **the inclusion of a site within the SHELAA does not determine whether a site should be allocated for development.** That can only be done through the Local Plan process. **The inclusion of a site in the**

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SHELAA does also not necessarily mean that planning permission will be granted. Planning applications are determined in accordance with the Cotswold District Local Plan, unless material considerations indicate otherwise. It should be noted that whilst a planning application is in progress, all correspondence must go through the Case Officer dealing with that application.

1.7 The suitability of a site and its capacity must be fully tested through either the development management (planning application) or Local Plan process. Indeed, the Council's recommendations on site suitability and capacities are informed by evidence that is proportionate to the role of the SHELAA, as recommended by the PPG. The supporting evidence for planning applications or the allocation of sites within the Local Plan has much more detail. As such, the SHELAA's recommendations on site suitability and capacities may change in light of any more detailed evidence.

1.8 As a technical document, the SHELAA is not subject to a formal consultation period, although the Council welcomes any additional site information that may affect the deliverability of a site. Anyone wishing to make a formal representation about the suitability of sites for development has the opportunity to do so through the Local Plan consultation process.

Previous SHELAA's produced by Cotswold District Council

1.9 Cotswold District Council produced a Strategic Housing Land Availability Assessment (SHLAA) in 2010 and 2012. A full review of all potential housing and economic development sites was also undertaken in May 2014. Addendums to the May 2014 SHELAA were subsequently published in November 2014 and December 2015. The SHELAA Review (May 2014) and its two Addendums were consolidated into a single report in January 2016.

1.10 Sites with planning permission are considered in detail within the Council's latest Residential Land Availability Report and the Five Year Supply Report. These reports, as well as the previous iterations of the SHLAA/SHELAA, are all available to download from the [Evidence Base and Monitoring](#) page of the Council's website.

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The geographical area covered by the SHELAA

2.1 The PPG recommends that SHELAA should be undertaken within the housing market area or the functional economic market area covered by the Local Enterprise Partnership. Cotswold District sits within the Gloucestershire housing market area, which also covers the Cheltenham, Gloucester, Stroud and Tewkesbury administrative areas. In addition, Cotswold District sits within the area covered by the Gloucestershire Local Enterprise Partnership, who operate within these same authority areas.

2.2 The Cotswold District SHELAA will be consistent with the approaches taken by the other district and borough councils within the Gloucestershire housing and functional economic market area. This will ensure that the SHELAA produced by these local authorities can be aggregated together to form a comprehensive SHELAA for the Gloucestershire housing and functional economic market area.

The organisations that will be involved in the SHELAA process

2.3 The PPG recommends that in preparing SHELAA, local authorities should work with, amongst others, neighbouring planning authorities, developers, those with land interests and local communities (including town and parish councils and those producing neighbourhood plans).

2.4 Cotswold District Council will work with the organisations recommended by the PPG throughout the SHELAA process. The Council will form an expert Panel to help identify development constraints, consider how constraints can be overcome. The Panel may also comment on lead-in times and build-out rates, which will give a better understanding of the timescales for development. The SHELAA Panel will also be invited to review the SHELAA Methodology to ensure that it is robust. All comments will be taken into account and adjustments made, where appropriate.

2.5 Invitations to be a Panel member will be sent to the Council's Duty to Cooperate partners and other organisations who can offer a range of local development industry expertise. The SHELAA Panel members may vary from year to year, although the invitees to the 2017 SHELAA Panel are shown at Appendix 1 as an example of the types of organisation who will be invited.

2.6 The Council will also work closely with town and parish councils and neighbourhood forums, who will be invited to submit new sites. The town and parish councils of any settlement where land will be allocated in the Local Plan will be invited to provide comments on the provisional site assessments in their parishes. This will ensure that any locally known issues can be identified at the earliest stage of the planning process.

Should the assessment be constrained by the need for development?

2.7 The PPG recommends that all available sites are identified, although only those that are deliverable should be taken forward for consideration within the Local Plan site allocation process. The Cotswold District SHELAA will form a catalogue all available land within the District regardless of deliverability. This has proven to be beneficial historically, as additional settlements were brought into the Local Plan's hierarchy of 'Principal Settlements'.

2 Stage 1: Site/broad location identification

2.8 The emerging Local Plan, which covers the period 2011-2031, permits development within the Development Boundaries of the Principal Settlements and/or on sites allocated for development on the Policies Maps providing that the type of development conforms with the allocated use. However, as an evidence base document, the SHELAA considers strategic growth independently of the Local Plan. Although regard is given to Local Plan policies to ensure that the assessment is realistic, the SHELAA methodology will eventually apply to a period beyond the current Local Plan period. Given the above, the Cotswold District SHELAA will only consider sites to be suitable for development if they are within or directly adjacent to the Development Boundary of a Principal Settlement identified within the emerging Local Plan.

2.9 It should be noted that the emerging Local Plan also permits 'small-scale' residential development outside the Principal Settlements providing that it (amongst other criteria) is of a proportionate scale and maintains and enhances sustainable patterns of development. The Council does not expect such 'small scale' developments to be of a strategic scale and they will not be allocated in the Local Plan. As explained in more detail later in this section, the SHELAA should also be proportionate to the level of detail required. Sites in rural settlements will therefore not be assessed in detail within the Cotswold District SHELAA.

Site/broad location size considered within the SHELAA

2.10 The PPG recommends that the assessment should consider all sites and broad locations capable of delivering five or more dwellings or economic development on sites of 0.25ha (or 500m² of floor space) and above. Previous SHELAAs have identified sufficient land to deliver the Local Plan's housing requirement. This threshold is therefore considered to be suitable in Cotswold District. Although many site submissions may fall below this threshold, the fact that a site is not assessed in detail within the SHELAA will not necessarily mean that the site is unsuitable for development.

Identification of sites and broad locations for development

2.11 The Council will be proactive in identifying sites through the desktop review process, using sources recommended by the PPG and several specific to Cotswold District. A list of the specific sources that will be used to identify sites is provided at Appendix 2.

Call for potential sites and broad locations for development

2.12 Several 'Call for Sites' campaigns have already been undertaken in the District, including in 2008, 2013 and 2016. The Council invited submissions of potential residential and economic development land for assessment in the SHELAA.

2.13 Call for Sites campaigns in future will be undertaken by sending either letters or emails to the Council's consultation database. The Call for Sites campaigns will also be advertised in local newspapers, such as the Gloucestershire Citizen, The Cotswold Journal, the Wiltshire and Gloucestershire Standard, the Gloucestershire Echo and the Tewkesbury ADMAG. In addition, a press release will also be made and information placed on the Council's website.

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2.14 No threshold to site sizes or the amount of development will be included within the Call for Sites. This will create an audit of all available land and, although sites capable of delivering fewer than five dwellings or 0.25ha will not be assessed, their inclusion in the SHELAA will inform those on the Self-Build Register. Landowners will also be encouraged to reconfirm the availability of sites that have previously been assessed within the SHELAA. Where new sites are submitted, a site location plan and site submission form will be required containing details of the suggested potential type of development (e.g. residential, economic, leisure, cultural etc.), the scale of development and any known constraints. An example of a site submission form is provided at Appendix 3.

2.15 The Council will also accept the submission of new sites at any time of year, regardless of whether or not a Call for Sites campaign is in operation. New sites will be collated to await assessment in the next review of the SHELAA.

2.16 New sites will be drawn onto an OS base map on the Council's Geographic Information System (GIS). This will also enable the site area to be measured accurately. Some sites will be split to provide a realistic account of the developable areas and the timescales in which they can be developed. Sites that overlap will also be split to ensure double counting is avoided. In addition, sites may be combined together to make a more conventional potential development plot. In doing so, consideration will be given to multiple-ownership that could affect the viability and deliverability issues given the potential for ransom strips and/ or differing financial expectations from landowners, which can prevent or delay the delivery of a site.

Site and broad location surveys and the level of detail contained within the survey

2.17 National guidance advises that identified sites and broad locations should be assessed against national policies and designations to establish the potential for development and the sites that should be carried forward to the next stage of the Local Plan process. The PPG recommends that site surveys should be proportionate to the detail required for a robust appraisal and that more detail should be provided for sites that are considered to be realistic candidates for development.

2.18 Consideration will therefore be given to each site's general availability, suitability and achievability before undertaking detailed site assessments. This will include consideration of extant and emerging national, local and neighbourhood planning policies and guidance. The initial site assessment will also consider any relevant planning history, Local Plan evidence base studies and work already undertaken in previous versions of the SHELAA.

Characteristics to be recorded during the survey

2.19 Full details of the assessment criteria recorded within the Cotswold District SHELAA surveys are provided within the site assessment form in Appendix 4. The site assessment form is split into two parts. Part 1 comprises a fact finding exercise through a desktop constraint identification process. Part 2 should be completed following a visit to the site and will consider suitability, availability and achievability, as well as making a provisional conclusion about whether sites are 'deliverable', 'developable' or 'not currently developable'. This is explained in more detail in the following section.

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Calculating development potential

3.1 A conservative approach will be adopted when assessing the capacities of sites to ensure that the housing and economic development trajectories are not over-optimistic. The aim will be to provide robust deliverable estimates. For instance, a site may be given a low capacity although in reality, a higher capacity could be achieved when a planning application is worked up.

3.2 As a starting point, the capacities of residential sites will be calculated using a Density Multiplier Assumption. This will use a basic assumption of 30 dwellings per hectare but will take account of the patterns of development. For example, larger developments will most likely provide new roads, parking areas, green spaces, etc., which will impact on the overall density of the development. To reflect this, the Density Multiplier Assumption will make a deduction on the capacity of larger sites. The following table shows how densities will be calculated:

Density Multiplier Assumptions within Cotswold District		
Site size (Ha)	Discounted site area	Area for housing
0 - 0.4	0	100%
0.4 - 2	17%	83%
2+	37%	63%

3.3 For economic development, the site capacities will be calculated using the site area in hectares. This is because the proposed uses of some site submissions will be undefined or take in several different types of employment or retail use, which will all have different average floorspace figures (e.g. an office building, which would typically be multi-storey, would be expected to have a much larger assumed floorspace than a single-storey warehouse). Furthermore, using the site area is a consistent and reasonable approach for the purpose of the SHELAA. The SHELAA will note the proposed floorspace in circumstances where it has been specified in the site submission, although this will be for information purposes only.

3.4 The capacities of some sites may be refined where there is reasonable justification to do so. The aim will be to achieve a realistic but robust indication of how many houses or how much economic development can be delivered. Factors that may be considered will include:

- Planning policies on density within the extant and emerging Local Plans;
- Whether the site already has previous planning permission, or where a planning application is in progress, the number of units will be considered;
- If the site is a Local Plan site allocation or is an emerging site allocation, the number of units allocated will be considered;
- If a constraint reduces the developable site area then the capacity will be adjusted accordingly;
- Existing building patterns that surround the development;
- The location of the proposed site (e.g. sites on the edge of settlements may require a lower building density to help integrate the development with the surrounding countryside);

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- The advice from the Heritage and Design and Development teams will be considered where they recommend that a lower density of development is more appropriate; or
- The capacities will be rounded to nearest whole number.

3.5 The information regarding the capacities of sites will feed into the viability assessments, which are discussed in more detail later in this section.

Factors that decide when and whether sites/broad locations are likely to be developed

3.6 Paragraph 159 of the NPPF requires all local authorities to:

- *"identify and update annually a supply of specific **deliverable** sites sufficient to provide five years worth of housing against housing requirements... (to be considered deliverable, sites should be available now, offer a suitable location for development now, and be achievable with a realistic prospect that housing will be delivered on the site within five years and in particular that development of the site is viable. Sites with planning permission should be considered deliverable until permission expires, unless there is clear evidence that schemes will not be implemented within five years, for example they will not be viable, there is no longer a demand for the type of units or sites have long term phasing plans)"; and*
- *"identify a supply of specific, **developable** sites or broad locations for growth, for years 6-10, and where possible, for years 11-15 (to be considered developable, sites should be in a suitable location for housing development and there should be a reasonable prospect that the site is available and could be viably developed at the point envisaged)".*

3.7 In terms of economic land provision, the NPPF states that there is a need to ensure that “*sufficient land of the right type is available in the right places and at the right time to support growth and innovation*” (NPPF, paragraph 7). The NPPF also instructs local authorities to ‘meet the need for new business’ and ‘allocate sufficient land that is suitable for development, taking account of the needs of business communities’ (NPPF, paragraph 17).

3.8 The Cotswold District SHELAA will use a number of sources of information to help assess whether sites are suitable, available and whether development is achievable/viable. The sources of evidence will include:

- Information provided within the site submission or subsequent correspondence;
- Planning history;
- Appeal decisions and High Court Judgements;
- National, adopted and emerging planning policy;
- Other Local Plan evidence base documents;
- Information gathered from desktop and site visit research;
- An estimation of how long it will take to overcome identified constraints;
- Consideration of the owner or organisation promoting the site and their track record of selling or delivering sites;
- Accessibility modelling data provided by Gloucestershire County Council;

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- Advice from Cotswold District Council's Development Management and Heritage and Design teams;
- Expert advice given by the SHELAA Panel to help understand the local housing and economic markets and to make an estimation of site lead in times and build out rates;
- Comments received by town and parish councils and local planning groups; and
- Viability assessments.

3.9 The Cotswold SHELAA will only determine that sites are 'deliverable' or 'developable' where, to the best available knowledge, they are proven to be available and suitable for development and that development of the site is achievable and economically viable. The various steps that are taken towards reaching this decision are outlined in Appendix 4.

Factors considered when assessing the suitability of sites/broad locations for development

3.10 In Cotswold District, some sites will be discounted at the first stage of the Assessment process. The reasons for doing so will include:

- The site is an exact duplicate of another site;
- The site was included in error;
- The Council are unable to locate the site;
- The site has been withdrawn from the Assessment process;
- An extant planning permission exists on the site (residential sites only). These sites will undergo detailed scrutiny within the Five Year Housing Land Supply Report. Planning permissions on economic development sites will be assessed as being deliverable within 0-5 years unless there is evidence to suggest otherwise;
- Development of the site has been completed and there is no potential for further development;
- The site is within Strategic Flood Risk Assessment Level 2 Flood Zone 3b;
- The site would not deliver five or more dwellings or would deliver under 0.25ha or 500m² of economic development; or
- The site is not within or adjacent to the Development Boundary of a Principal Settlement identified within the emerging Local Plan (if a site is on the opposite side of a road, it is still considered to be adjacent to the Development Boundary).

3.11 The remaining sites that have realistic potential to deliver growth of a strategic scale will undergo detailed surveys. A desktop assessment will be undertaken using GIS mapping software and other internet resources to identify potential constraints. This will be used to partially complete the site assessment form, which contains the full list of assessment criteria is provided in Appendix 4. Each remaining site will also be visited by Officers. The sites will be photographed and information within the part-completed site assessment form will be verified to provide up-to-date and realistic view of the current situation 'on the ground' and a better understanding of the type and scale of development that will be appropriate. The site visit exercise will also help to identify further constraints and give an insight into how constraints can be overcome and how long this may take. The site visits may also help to identify further potential land to assess within the SHELAA.

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3.12 A preliminary conclusion will be made by Officers on the suitability of sites and whether the sites should be progressed to the next stage in the process. Typical reasons for sites being categorised as 'not currently deliverable' will include physical limitations or problems such as access, infrastructure, ground conditions, flood risk, hazardous risks, pollution or contamination that are so severe that development would be unacceptable in the context of the emerging Local Plan, the NPPF or the PPG. Further reasoning for sites being 'not currently deliverable' is provided in Appendix 4.

3.13 The remaining sites will be reviewed by Cotswold District Council's Heritage and Design and Development Management teams. This will improve the robustness of the assessment by helping to identify whether any further issues could potentially prevent a site from being granted planning permission.

3.14 The Research Team at Gloucestershire County Council will also undertake a modelling exercise, which will rank each site's accessibility to a primary school, full-time education collage, GP surgery, major brand supermarket or a Post Office. The accessibility modelling will take account of distance, walking time, cycling time and public transport availability.

3.15 Viability assessments, which are discussed in more detail later in this section, will provide further information regarding market and industry requirements in the Gloucestershire housing market and functional economic market areas, which will also inform each site's suitability. Where constraints are identified a commentary of possible actions that will be needed to overcome constraints will be provided, which is explained in more detail later in this section.

Factors considered when assessing availability

3.16 The PPG recommends that best available information is gathered to confirm whether sites are available for development. Such information may include legal or ownership problems, such as unresolved multiple ownerships, ransom strips, tenancies or operational requirements of landowners.

3.17 In Cotswold District, this information will be requested in the site submission process. The Call for Sites exercise will also request updated details of the availability of sites so that the most up to date position is known. The availability of sites with planning permission will be considered separately in greater detail within the Council's Five Year Housing Land Supply Report. Consideration will 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. It should be noted, however, that instances of sites not being delivered once they gain planning permission are extremely rare in Cotswold District due to the high residential land values.

3.18 Where possible, written confirmation will be obtained from site owners and/or property agents as evidence to demonstrate each site's availability and intended build programs. Sites that are unavailable will be classified as being 'not currently deliverable'.

Factors considered when assessing achievability including site viability

3.19 A Whole Plan and Community Infrastructure Levy (CIL) Viability Assessment on the emerging Cotswold District Local Plan was undertaken in April 2016. This considered the viability of potential sites contained within the emerging Local Plan. This viability assessment identifies 13 typologies that reflect typical residential development types (e.g. strategic site, small greenfield site, small brownfield site)

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within the emerging Plan and takes account the existing land use. The report modelled the typologies taking consideration of their ability to bear the Council's affordable housing and developer contribution requirements, as well as the other planning policies. Sheltered and extra care accommodation was modelled separately within this document.

3.20 The viability appraisal also modelled a range of non-residential development typologies. Nine typologies were identified including offices, industrial units, distribution units, shops in central locations, other shops, supermarkets, smaller supermarkets, retail warehouses and hotels. These were appraised for both greenfield and brownfield sites. The viability assessment was undertaken in line with the Harman Guidance and within the context of the NPPF and PPG. Similar typology based viability assessments were also undertaken on residential sites (POS Enterprises, March 2014) and economic development sites (Hewden Consulting, May 2014) for previous versions of the SHELAA. These reports are all available to download on the [Evidence Base and Monitoring](#) page of the Council's website.

3.21 The SHELAA will make use of such viability reports to help make informed judgements about the economic viability of delivering sites and the capacity of developers to complete developments and let/sell sites within a certain period of time.

Impact of constraints on suitability, availability and achievability

3.22 Actions will be recommended to overcome identified constraints, where appropriate. Such actions may include the need for investment in new infrastructure, dealing with fragmented land ownership or environmental improvement. The recommended actions will be provided on a site by site basis within the assessment. However, to avoid repetition, a number of standard actions that will be recommended to overcome constraints are outlined in the table below.

Constraint	Actions required to overcome constraints
Flood Zone 2 or 3a	The site will be required to undergo the Sequential Test and the Exception Test in line with paragraph 100 of the NPPF.
Source Protection Zone	Consult with the Environment Agency to ensure that the proposed development will not cause any contamination to ground water.
Waste water treatment facility buffer zone	The developer will need to consult the local sewerage undertaker (e.g. Thames Water or Wessex Water) to establish whether the proposed development is affected by the Odour Consultation Zone of the sewage treatment facility.
Noise or odour issue	An odour or noise impact assessment may be required, which will require further investigation and could require an Odour or Noise Impact Assessment.
Potential waste water treatment infrastructure capacity issues	Developers may be required to demonstrate that there is adequate sewerage infrastructure capacity both on and off the site to serve the development and that it would not lead to problems for existing or new users. In some circumstances it may be necessary for developers to fund studies to ascertain whether the proposed development will lead to overloading of existing sewerage infrastructure. Developers are advised to consult their local sewerage undertaker from the outset of their development designs.
Filled quarry or landfill buffer zone or any potential contamination issues	A 'Phase 1 Study' (desktop study and site reconnaissance) should be submitted with a planning application. Depending on the findings of the Phase 1 Study, there may be a need for a more intrusive 'Phase 2 Study'.
Best and most versatile agricultural land: Land in grades 1, 2 and 3a of the Agricultural Land Classification.	NPPF paragraph 112 states that " <i>Local planning authorities should take into account the economic and other benefits of the best and most versatile agricultural land. Where significant development of agricultural land is demonstrated to be necessary, local planning authorities should seek to use</i>

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Constraint	Actions required to overcome constraints
	<p><i>areas of poorer quality land in preference to that of a higher quality</i>". DEFRA provides information on land use classification. For some sites, detailed survey work has been undertaken that marks out the exact areas of best and most versatile agricultural land. In such cases, NPPF paragraph 112 implies that it will need to be demonstrated that other areas of poor quality land cannot be used first.</p> <p>For sites in active or non-active agricultural use where a detailed survey of best and most versatile agricultural land has not been carried out, a ground survey will be required to establish whether the land is best and most versatile agricultural land.</p>
Heritage assets and their setting including Scheduled Monuments, Listed Buildings, Registered Parks and Gardens, Registered Battlefields, Conservation Areas, Listed Buildings, parks and gardens and and non-designated heritage assets.	Liaise with Cotswold District Council and Gloucestershire County Council heritage teams to determine the evidence/assessment required to inform key design principles and ensure the conservation (protection and enhancement) of affected heritage assets and their setting. There may also be a requirement to liaise with Historic England. Within Scheduled Monuments there is a presumption that development that further damages archaeological deposits would not be appropriate.
Archaeology issues	Assessment and evaluation may be required prior to the determination of any planning application (where this has not already been carried out), to include an assessment of the impact of the development on the significance of any heritage assets and their settings. Contact Gloucestershire County Council heritage team for further details.
Habitats Regulations Assessment Screening	In line with the precautionary approach applied by the Habitats Regulations Assessment Screening Report, a number of settlements have been identified where development could have an impact on European designated wildlife sites. Until significant effects can be ruled out, any development within the following settlements must undergo Habitats Regulations Assessment Screening: Cirencester; Strategic site south of Chesterton, Cirencester; Andoversford; Blockley; Fairford; Kemble; Lechlade-on-Thames; Mickleton; Siddington; South Cerney; Tetbury; and Willersey.
Ecology issues	Ecological assessment required
Consultation Zone for an Airport	Consult the Civil Aviation Authority at the earliest stage of the planning application process.
Consultation Area for the Minerals Local Plan	Consult the Gloucestershire County Council Minerals and Waste Development Management service at the earliest stage of the planning application process.

3.23 It should be noted that the SHELAA will only provide a broad outline of potential constraints. However, sites taken forward for allocation within the Local Plan will be subject to a much greater level of scrutiny by numerous Local Plan evidence base documents that will demonstrate each site's deliverability in more detail. Planning applications will also require a much greater level of detailed analysis to demonstrate that the development is acceptable in planning terms. It is recommended that discussions are undertaken with planners and other organisations with an interest at the earliest stage of the planning application process.

3.24 The SHELAA may identify situations where Local Plan policies are proving to be ineffective. The SHELAA will therefore inform the Local Plan Monitoring Framework to ensure that any deficiencies in Local Plan policies can be identified and corrected in the next review of the Local Plan.

Timescales and rate of development

3.25 An initial conclusion of the development potential of sites will be made by Officers after completing Part 2 of the site assessment form, as shown at Appendix 4. This will draw from the evidence that has been gathered on the suitability, availability and achievability of development. Consideration will be given to information submitted in the site submission forms and Officer's own findings from their desktop and site surveys. Consideration will also be given to indications from the site owner or property agents

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regarding the number of developers that will be expected to deliver the site, as well as their anticipated time-frame for submitting planning applications, preparing the site and commencing development. A provisional estimate will outline whether sites are 'deliverable' (0-5 years), 'developable' (6-10 or 11-15 years) or 'not currently deliverable'.

3.26 Sites will be considered to be deliverable within 0-5 years if the site:

- Has an extant planning permission and it has been clearly demonstrated that the site will be delivered within five years; or
- There is clear evidence to show that a site will be delivered in five years (e.g. the site is allocated in the Local Plan, the Council has resolved to grant planning permissions or there is unequivocal other evidence that that site will be delivered within five years).

3.27 Sites will be considered to be developable (i.e. 6-10 or 11-15 years) if:

- It has been demonstrated that the site is or will become available for development to enable a scheme to be delivered within 15 years (e.g. there are leasing or tenancy issues that need to be resolved before the site can be developed);
- The site has potential land contamination requiring clean up or an access problem that can be overcome in time (e.g. demolish garages);
- The scale of the site is such that it would take more than five years to develop;
- Alternative parking / allotments / employment land can be implemented to supplement any loss to the existing site;
- Difficulties concerning urban design can be overcome;
- Improvements to screening or landscaping will be required that would take time to overcome;
- Another plot (which is deliverable / developable) will need to be developed before construction on the site in question can commence;
- Significant infrastructure works will be required; or
- Development is likely to be able to positively respond to the historic character, landscape and townscape and any affected heritage asset and its setting to ensure the significance of those assets will be protected and where appropriate enhanced.

3.28 Sites will not be considered to be suitable for development if they do not comply with the national policy or the Local Plan's policies, including the emerging Local Plan. Amongst other reasons (provided in Appendix 4), sites will be considered to be 'not currently deliverable' if:

- Insufficient evidence to demonstrate that the site will be developed within the time period given;
- Uncertain achievability due to multiple ownership / land acquisitions that will be needed to develop the site / difficult to assemble / legal issues;
- Increase flood risk on-site or elsewhere or would have a negative impact on groundwater contamination;
- Unacceptable negative impact on an area of wildlife conservation or biodiversity;
- Setting of the site is too prominent (e.g. High impact on the Area of Outstanding Natural Beauty or the Special Landscape Area);
- Loss of important / valued site (e.g. open space or car park) that could not be replaced with an acceptable solution elsewhere;

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- Inappropriate development within the setting of the surrounding land uses (e.g. incompatible retail and industrial / school / office uses or detrimental impact on surrounding residential uses / incongruous or not in keeping with the surrounding area);
- Topographically constrained (i.e. by a steep slope);
- Not viable - costs outweigh development potential, construction difficulties;
- Significant constraints concerning access (i.e. no apparent or appropriate access, too narrow, through an industrial estate etc.);
- Unacceptable loss of established walls / mature gardens / Tree Preservation Orders or other significant site features;
- A detailed site survey has demonstrated that the site's development would result in an unacceptable loss of best and most versatile agricultural land;
- Unacceptable impact on the setting of a Listed Building or a Conservation Area or other heritage asset, including sensitive archaeology;
- Contamination issues that cannot be overcome;
- Within the buffer zone of a piece of strategic infrastructure where development would not be permitted (e.g. gas pipeline or electricity pylon buffer zone);
- Safeguarded site within the Local Plan for another land use; or
- Contrary to the policies of a Neighbourhood Plan or the County Council's Minerals or Waste Local Plans.

3.29 As discussed in Section 1, the provisional site assessments will be presented to the SHELAA Panel. The Panel will help identify further development constraints and consider how constraints can be overcome. The Panel may also comment on lead-in times and build-out rates, which will give a better understanding of the timescales for development. This will help to inform whether sites are suitable and available and that development is achievable and economically viable in the next 15 years.

3.30 The Panel will be asked to use some general assumptions that will accord with the SHELAA Methodology to ensure that a pragmatic and consistent approach is applied. The Panel will also be required to agree to a Terms of Reference to ensure that their advice is impartial and fair. The Terms of Reference is provided in Appendix 5.

3.31 The provisional site assessments will also be sent to town and parish councils and the neighbourhood areas that are progressing a neighbourhood plan. Comments will be invited relating to the same issues covered in the Panel meeting.

3.32 An Officer meeting will later be held to consider the comments gained from the Panel meeting and from parish and town councils and neighbourhood plan representatives, as well as all other evidence gathered to date. Final conclusions will then be made about whether sites are available, suitable and achievable and adjustments will be made to the site capacities where needed. Following the initial assessment conclusions from Officers, the deliverable and developable residential and economic sites will be plotted onto a trajectory for a 15 year period.

4 Stage 3: Windfall assessment

Determination of the windfall allowance in relation to housing

4.1 Windfall developments are sites that have not been specifically identified as available in the Local Plan process. They normally comprise previously development sites that have unexpectedly become available. Due to the rural nature of Cotswold District, a significant number of the District's windfalls come from sites that are not previously developed. In outlining whether windfalls can be taken into account within the housing land supply, paragraph 48 of the NPPF states that:

“

Local Planning Authorities may make an allowance for windfall sites in the five-year 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

”

4.2 When determining whether new dwellings in Cotswold District are windfall developments, any dwellings built on land that has previously been identified within the Local Plan or in the SHELAA are excluded, as well as sites developed on residential gardens.

4.3 The PPG also makes clear that windfalls may also be taken into consideration in years 6-15 using the same criteria as set out in paragraph 48 of the NPPF. In order to provide evidence to support the inclusion of windfall sites, Cotswold District Council will look in detail at the housing completions since the beginning of the Local Plan period to determine the number of windfall developments. This coincides approximately with the publication of the NPPF. The supporting evidence he justifies the inclusion of a windfall allowance in the housing trajectory will be updated annually and provided within the Council's Five Year Housing Land Supply Report.

Stage 4: Assessment review 5

Reviewing the development trajectory

5.1 The situation surrounding sites will change over time. For example, changes in planning policy or further evidence studies may result in a previously unsuitable site being reassessed and found to be suitable. In addition, a change may occur to a site such, as it becoming available or a neighbouring piece of land being developed that makes the development of a site achievable. New sites may also be submitted to the SHELAA that will require assessment.

5.2 The SHELAA will be updated annually to take consideration the continually changing situation within the District. The Council will also cross check the housing trajectory against the Local Plan's development objectives to ensure that the proposed levels of growth will be met throughout the Local Plan period. In particular, SHELAA sites will be reappraised where there is a risk of the housing land supply falling below five years + 5%. This risk will be considered in light of the following indicators:

- Two consecutive years of housing delivery below the housing requirement;
- Three years housing delivery in the past five years below the housing requirement;
- An average of delivery from the previous five years below the housing requirement for that period;
- The five year housing land supply falls below 5 years + 25% (the Council is required to maintain a five year supply + 5% buffer. If the supply position falls below 5 years + 25%, there is still an additional year of supply that will still enable the Council to be proactive in locating new sites before the supply falls below the minimum requirement);
- Years 6 and 7 of the housing trajectory are below the housing requirement; and
- A review of the trigger points should the Council have a record of persistent under delivery of housing.

5.3 It should be noted that the SHELAA is an evidence base document that informs the Local Plan site allocation process but is undertaken independently of this process. It may therefore be the case that a site is not allocated within the Local Plan but is found to be deliverable or developable in the SHELAA. As a technical document, the SHELAA is not subject to public consultation. However, comments may be submitted to the Council at any time, which will be considered as part of the ongoing review process.

Instances of insufficient sites/broad locations to meet the objectively assessed need

5.4 Where the development trajectory shows that the need for a particular type of development will not be met within the expected timescale (e.g. where the trajectory shows that the Local Plan's housing or employment requirements will not be delivered), consideration will be given to how that need can be met. This may involve the reassessment of sites or further site identification exercises. If the development needs of the District are still not being met, consideration will be given to a change to the Local Plan's policies or working with neighbouring authorities to deliver the required growth in line with the Duty to Cooperate.

6 Stage 5: Final evidence base

Core outputs

6.1 The Cotswold SHELAA will provide the following core outputs:

- A table showing each site that has been assessed within the SHELAA. This will be provided in settlement order with more detailed assessments for sites that have a realistic chance of being delivered;
- A map of all sites within and immediately adjacent to the Development Boundaries of the emerging Local Plan's Principal Settlements. Maps of individual sites or the rural settlements will be made available upon request;
- An assessment of each site or broad location, in terms of its suitability for development, availability and achievability. This will also draw from information about whether the site/broad location is viable and when the site is realistically expected to be developed. This will be split into 6-10 and 11-15 year development timescales (sites that are deliverable within 0-5 years will be considered in the Five Year Housing Land Supply report. This report will also contain an indicative trajectory of anticipated development).
- Sites that are 'discounted' or 'not currently deliverable' will also be shown within the table, although the assessment will be proportionally less detailed given that these sites are not considered to be realistic candidates for delivering the Local Plan's strategic growth. Where sites have been found to be unavailable, unsuitable or where development is unachievable/not viable, the reasoning behind the assessment will be clearly evidenced and justified;
- The developable site area;
- The potential type and quantity of development that could be delivered on each site/broad location, including a reasonable estimate of build out rates; and
- An indication of how any barriers to delivery could be overcome and when, including any risks to development.

6.2 The assessment will be published on the Council's website and will be available as a hard copy for the cost of printing and postage.

Housing and economic needs considered against constraints on the use of land

6.3 The PPG advises that the NPPF should be read as a whole and that need alone is not the only factor to be considered when drawing up a Local Plan. Cotswold District is heavily constrained by a large number of designations, including a large part of the District being within the Area of Outstanding Natural Beauty.

6.4 The SHELAA will aim to assess sites in the real world, taking consideration of NPPF, the PPG, the existing and emerging Local Plans and Neighbourhood Plans. In so doing, the SHELAA will aim to provide a realistic assessment of whether sites could be developed. However, the inclusion of a site in the SHELAA will not necessarily mean that planning permission will be granted. The suitability of sites and their capacity will need to be fully tested through the development management (planning application) process.

Stage 5: Final evidence base 6

The Five Year Housing Land Supply

6.5 The five year housing land supply in Cotswold District will be calculated annually and provided in a separate report to the SHELAA. The Five Year Housing Land Supply methodology will also be reviewed and updated annually to ensure that the supply calculation accurately reflects recent planning appeal decisions, case law or new policies and guidance.

Monitoring the SHELAA

6.6 The Cotswold SHELAA will be monitored on a regular basis to identify:

- Sites that have gained planning permission;
- Applications that have been submitted, withdrawn or refused (and the reasons why);
- Progress with delivery of development on allocated sites (sites with planning permission will be reviewed in more detail within the Five Year Housing Land Supply Report);
- Progress that has been made in removing constraints on development and whether a site is now considered to be deliverable or developable;
- New evidence that results in unforeseen constraints that now mean a site is no longer deliverable or developable, and how these could be addressed;
- Whether the windfall allowance (where justified) is coming forward as expected, or may need to be adjusted.

1 Stakeholders involved in the SHELAA Panel

Organisation	Type of Organisation
Civil Aviation Authority	Aviation regulatory authority
English Heritage	Building conservation
Environment Agency	Flood risk management / water quality and resources / waste regulation / climate change / contaminated land / conservation and ecology
Gloucestershire Clinical Commissioning Unit	NHS Primary Care Trust
Gloucestershire Local Enterprise Partnership	Economic development experts
Highways England	National highway authority
Homes and Communities Agency	National house building agency
Local Nature Partnership	Local nature conservation experts
Natural England	National nature conservation experts
Office of Rail Regulation	Rail authority
Gloucestershire Care Services	NHS Representative
Thames Water	Water Infrastructure Provider
Wessex Water	Water Infrastructure Provider
Cheltenham Borough Council	Neighbouring authority
Forest of Dean District Council	Neighbouring authority
Gloucester City Council	Neighbouring authority
Stratford District Council	Neighbouring authority
Stroud District Council	Neighbouring authority
Swindon Borough Council	Neighbouring authority
Tewkesbury Borough Council	Neighbouring authority
Vale of White Horse District Council	Neighbouring authority
West Oxfordshire District Council	Neighbouring authority
Wiltshire Council Council	Neighbouring authority
Wychavon District Council	Neighbouring authority
South Gloucestershire Council	Neighbouring authority
Warwickshire County Council	Neighbouring authority
Oxfordshire County Council	Neighbouring authority
Worcestershire County Council	Neighbouring authority
Gloucestershire County Council (Highways)	Responsible for the Local Highway Network
Gloucestershire County Council (Development Management)	Responsible for dealing with planning applications for Minerals and Waste development

Stakeholders involved in the SHELAA Panel 1

Organisation	Type of Organisation
Gloucestershire County Council (Economic Development Team)	Local Economic Development Experts
Gloucestershire County Council (Assets & Estates)	Land Holders in Cotswold District
Alder King	Land promoter / property consultants
Bovis Homes	Developer / land interests in Cotswold District
Brodie Planning Associates	Land promoter / property consultants
Bromford Group	Housing association (affordable housing)
Bruton Knowles	Land promoter / property consultants
Carter Construction	Construction company
Colliers	Land valuation
Cotswold Conservation Board	Landscape protection organisation
Cotswold District Council (Heritage & Design)	Landscape / urban conservation
CPRE - Campaign for the Protection of Rural England	Landscape protection organisation
Gloucestershire Local Enterprise Partnership	Local Enterprise Partnership
Gloucestershire Rural Community Council	Rural housing experts
Markey Group	Construction company
McLoughlin Planning	Land promoter / property consultants
Pegasus Planning	Land promoter / property consultants
Perry Bishop	Local property agent
Redrow	Developer / land interests in Cotswold District
Robert Hitchins Limited	Local property experts

2 Site identification sources

Type of site	Specific Information sources for Cotswold District
Existing housing and economic development allocations	<ul style="list-style-type: none"> ● Cotswold District Local Plan 2001-2011; and ● Residential and Economic Land Availability Studies (various years of monitoring studies).
Omission sites submitted through the Local Plan process	<ul style="list-style-type: none"> ● Cotswold District Local Plan Inspector's Report (Evidence to Local Plan Inquiry April - Sept 2004); and ● Consultation reports following the Cotswold District Local Plan Regulation 18 and Regulation 19 consultations.
Site development briefs not yet with planning permission	<ul style="list-style-type: none"> ● None available
Planning applications that have been refused or withdrawn	<ul style="list-style-type: none"> ● UNIFORM development management database; and ● Planning appeal correspondence.
Lapsed planning permissions	<ul style="list-style-type: none"> ● Residential and Economic Land Availability Studies (various years of monitoring studies); and ● UNIFORM development management & building control databases.
Land in the local authority's ownership / surplus and likely to become surplus public sector land	<ul style="list-style-type: none"> ● Local authority records; ● Register of surplus public sector land (English Partnerships); ● National register of public sector land; Engagement with strategic plans of other public sector bodies such as County Councils, Central Government, National Health Service, Police, Fire Services, utilities providers, statutory undertakers.
Vacant and derelict land and buildings (including redundant and disused agricultural buildings, potential permitted development changes e.g. offices to residential)	<ul style="list-style-type: none"> ● Local authority empty property register (residential, industrial and commercial) English House Condition Survey (CLG); National Land Use Database Commercial property databases (e.g. estate agents and property agents); ● Valuation Office database; ● Active engagement with sector; and ● Council Tax information.
Additional opportunities in established uses (e.g. making productive use of under-utilised facilities such as garage blocks)	<ul style="list-style-type: none"> ● Ordnance Survey maps; ● Aerial photography; ● Planning applications; and ● Site surveys.
Business requirements and aspirations	<ul style="list-style-type: none"> ● Enquiries received by local planning authority; and ● Active engagement with sector.

Site identification sources 2

Type of site	Specific Information sources for Cotswold District
Sites in rural locations	<ul style="list-style-type: none"> Local and neighbourhood plans (including emerging neighbourhood plans);
Large scale redevelopment and redesign of existing residential or economic areas	<ul style="list-style-type: none"> Planning applications;
Sites in and adjoining villages or rural settlements and rural exception sites	<ul style="list-style-type: none"> Ordinance Survey maps (Geographical Information System OS base); Aerial photography (Google Map, Google Earth, Bing); and
Potential urban extensions and new free standing settlements	<ul style="list-style-type: none"> Site surveys.
Additional sources of information used in the Cotswold SHELAA	
Previous SHELAA's	<ul style="list-style-type: none"> A database of sites has been amassed from previous iterations of the Cotswold District SHELAA. This will form the starting point of sites to be assessed in future reviews of the SHELAA.
Calls for sites campaigns - invitation to development industry, agents, landowners, communities, parish councils, and the public to submit new sites.	<ul style="list-style-type: none"> Three Call for Sites campaigns were undertaken in 2008, 2013 and 2016; and Call for sites campaigns will also be undertaken in future reviews of the SHELAA.
New sites submitted on an ad-hoc basis	<ul style="list-style-type: none"> The Council will accept new site submissions throughout the year, which will be assessed in the next review of the SHELAA.
Urban Capacity Study	<ul style="list-style-type: none"> Cotswold District Urban Capacity Study (2001)
Local plan evidence base documents	<ul style="list-style-type: none"> Employment studies; and Retail Studies.
Town and parish councils	<ul style="list-style-type: none"> Town and parish councils will be asked to recommend potential development sites for inclusion in the SHELAA.
Cotswold District Council (CDC) Officer local knowledge and street by street survey	<ul style="list-style-type: none"> Discussions will be held within the Planning teams and the wider Council to help identify any potential further development sites.

3 Site submission form - part 1

Strategic Housing and Economic Land Availability Assessment Site Submission Form

Please provide a map, clearly showing the site that you wish to submit. Please also provide photographs (if possible):

NEW SITE SUBMISSIONS	
OWNERSHIP	
Site reference / name	
Site address	
Please provide your name, organisation name (if applicable), address, telephone number and email address	
Name and contact details of all owners (postal address, telephone numbers and email address)	
Are all owners in agreement with the proposed development?	
DEVELOPMENT PLANS	
Potential uses (e.g. housing, mixed use, retail, employment, etc.)	
Proposed number of new houses or estimated floorspace for other uses?	
When do you propose to develop the site (e.g. 1-2 years, 3-5 years, 6-10 years, 11-15 years)? What needs to be done before development can commence?	
SITE DETAILS	
Site description, including existing and previous uses	
Surrounding uses	
Site area (hectares)	
Market attractiveness / economic viability of the site (i.e. are there any factors that would make the development prohibitively expensive to build or issues that would make the development difficult to sell on?)	
Existing infrastructure	Does the site have existing: Water supply? Y / N Waste water infrastructure? Y / N Electricity supply? Y / N Gas supply? Y / N Any other infrastructure issues?
Site features (e.g. landscape, ecological, heritage, significant trees or hedges etc.)	
Physical constraints (e.g. would the gradient of the landscape make the site difficult to develop? Are there any water courses running through the site? Are there pylons)	

Site submission form - part 1 3

NEW SITE SUBMISSIONS	
Designations (e.g. Area of Outstanding Natural Beauty or other landscape designation, Site of Special Scientific Interest or other wildlife designations, Conservation Area or other heritage designations, etc.)	
Suspected constraints (i.e. restrictive covenants etc., ransom strips, etc.)	
Drainage (i.e. location of adjacent watercourses which could be suitable to accept run off, areas/space for SuDs features, has any infiltration testing has been completed?)	
How do you think these constraints could be overcome?	
Planning status (i.e. has planning permission been applied for in the past? If so, was it granted? If not, why?)	
Possible linkages to other likely development opportunities improving sustainability of the site	
Public transport availability (i.e. How close is the site to a bus stop? Which bus services run? Where do they operate to and how frequently? Is the site close to a railway station? Etc.)	
Access to essential services (e.g. employment, schools, hospitals, major shopping centres etc.)	
List of services and local facilities within walking distance (both within 400 meters and 800 meters)	<u>5 minutes</u> (400 metres) <u>10 minutes</u> (800 metres)
Are existing walking and cycling routes safe and convenient (e.g. Are they direct? Is it safe to walk or cycle to local facilities? Which routes are not safe or convenient? Etc.)	
Additional comments (Please continue on a separate sheet if necessary.)	

Please send a copy of the information in Microsoft Word format to:

Forward Planning Service, Cotswold District Council, Trinity Road, Cirencester, GL7 1PX. Emails should be sent to:

localplan@cotswold.gov.uk

(the Council's systems do not allow for emails in excess of 10mb). The site(s) will then be included into the Strategic Housing and Economic Land Availability Assessment prepared by Cotswold District Council.

4 Site assessment form - part 2

Part 1: Site Assessment Form

Site Details	
SHELAA site reference number & site name	
Brief of location (i.e. north of settlement x)	
Information source (i.e. how was it originally identified?)	
Planning status (if relevant)	
Landowner contact details	
Agent details (if relevant)	
Parish / town council - contact details	
CDC Ward Councillor - contact details	
Site Characteristics	
Description of site	
Site size (or range if appropriate)	
Indicative capacity of dwellings (taken from density multiplier assumption)	
Boundaries identified on map?	
Current land use(s)	
Surrounding land use(s)	
Character of surrounding area	
Greenfield or brownfield	
Constraints Investigated in Desktop Study	
Does the site fall within a Development Boundary or policy area identified in the Cotswold District Local Plan or the emerging Local Plan?	
Any other policy allocation/designation (e.g. allocated for development within a Neighbourhood Plan or Minerals and Waste Development Plan)?	
Does the site fall within either: <ul style="list-style-type: none"> ● Strategic Flood Risk Assessment (SFRA) Level 2 Climate Change Flood Zone 2, 3a (with climate change) or 3b; ● Source Protection zone; or ● Areas Susceptible to Ground Water Flooding. 	
Is the site within either: <ul style="list-style-type: none"> ● A gas pipeline; ● An explosive safeguarding; or ● An oil pipeline buffer zone. 	
Are there any natural features of significance, such as topography?	
Does the site fall within an area with a landscape designation, such as: <ul style="list-style-type: none"> ● Area of Outstanding Natural Beauty (AONB); or ● Special Landscape Area (SLA). 	
Is the site located within the greenbelt?	
Does the site impact on any other ecological / natural designations, such as: <ul style="list-style-type: none"> ● Special Area of Conservation (SAC); 	

Site assessment form - part 2 4

<ul style="list-style-type: none"> ● National Nature Reserve (NNR); ● Special Scientific Interest (SSSI); ● Local Nature Reserve (LNR); ● Key Wildlife Site (KWS); ● Regionally Important Geological Site; ● Strategic Nature Area; ● Grass inventory areas; ● Priority habitat. 	
<p>Area there any tree considerations, such as:</p> <ul style="list-style-type: none"> ● Tree Preservation Orders (TPOs) or specimens worthy of protection; ● Ancient Woodland; or ● Wooded areas / hedges. 	
<p>Does the site impact on historic or cultural heritage, such as:</p> <ul style="list-style-type: none"> ● Listed Building; ● Conservation Area; ● Historic Park or Garden; ● National Trust / English Heritage asset; ● Scheduled Ancient Monument (SAM); ● Historic battleground; ● Known archaeology constraints; or ● Any other special historical interest. 	
Is the site subject to an Article 4 Direction?	
Does the site fall within an area of either Grade 1, 2, or 3a best and most versatile agricultural land? Has a detailed agricultural survey been undertaken on the site?	
<p>Are there any known or potential contamination issues on or near the site? Is the site located within the buffer zones in the list below?</p> <ul style="list-style-type: none"> ● Radon; ● Water treatment facilities buffer zones; ● Filled quarry or landfill buffer zones; or ● Any other contamination. 	
<p>Does the site fall within any of the following Safeguarding areas?</p> <ul style="list-style-type: none"> ● Major hazard sites; ● Explosive safeguard area; or ● Airfield safeguard area. 	
<p>Does the site impact on land of existing or future strategic importance?</p> <ul style="list-style-type: none"> ● Highway network; ● Railway line (existing and former); ● Canal (existing and former); ● Car park facility; or ● 'Lorries in the Vale of Evesham' route. 	
Infrastructure	
Water supply?	
Drainage Issues?	
Sewerage issues?	
Electricity? Any pylons located within site or nearby?	
Strategic transport Infrastructure nearby or required?	
Accessibility	

4 Site assessment form - part 2

Sustainable transport accessibility (e.g. range of means of public transport and frequency of service; cycling & walking opportunities to services and facilities)	
Access to primary services, facilities and jobs (e.g. employment, retail & leisure) i.e. distance to nearest main town e.g. Cirencester, Principal Settlements, or surrounding towns e.g. Swindon, Cheltenham, Witney etc.	
Access to key local services & facilities (e.g. Post Office, health, primary school, village hall, pub, general store) within settlement or distance to nearest.	
Are there any additional constraints that can be identified?	
Initial Conclusion of Part 1 Site Assessment	
Proceed to Part 2 of the Site Assessment? (Y/N with reasons)	

Site assessment form - part 2 4

Part 2: Site Assessment Form

Estimating housing and economic development potential of the site
What does the site submission indicate about housing and/or economic development potential?
What does the Officer consider the housing and/or economic development potential of the site to be?
Assessing the 'suitability' of a site for housing or economic development
A site is suitable for housing and/or economic development if it offers a suitable location for development and would contribute to the creation of sustainable, mixed communities. The following factors should be considered to assess a site's suitability:
Has the site been allocated in the current Local Plan or has it already received planning permission? <i>(these sites will generally be suitable, unless circumstances have changed that would alter their suitability or the proposed development would cause a change of use that is against the Local Plan's policies)</i>
Are there any policy restrictions? (such as designations, protected areas, existing planning policy and corporate or community strategy policy).
Are there any physical problems or limitations? (such as access, infrastructure, ground conditions, flood risk, hazardous risks, pollution or contamination)
Are there any potential impacts? (including effect upon landscape features and conservation)
Is there an issue with appropriateness or the likely market attractiveness of the type of development proposed?
What environmental conditions would there be? (i.e. which would be experienced by prospective residents)
Conclusion: Is the site SUITABLE?
Assessing the 'availability' for housing or economic development
A site is considered available for development when, on the best information available, there is confidence that there are no legal or ownership problems.
Is the site in multiple ownership?
Are there any ransom/ access strips, tenancies, or operational requirements of landowners?
Is the site controlled by a housing developer who has expressed an intention to develop?
Has the land owner expressed an intention to sell?
If a problem has been identified, how could it be realistically overcome?
Conclusion: is the site AVAILABLE? (timescale 6-10 or 11-15 yrs?)
Assessing the 'achievability' of a site for housing or economic development
A site is considered achievable for development where there is a reasonable prospect that housing and/or economic development will be delivered on the site at a particular point in time. This is a judgement about the economic viability of a site, and the capacity of the developer to complete and sell the housing or other types of development over a certain period of time.
What are the market factors affecting the site (such as adjacent uses, economic viability of existing, proposed and alternative uses in terms of land values, attractiveness of the locality, level of potential market demand and projected rate of sales)?
What are the cost factors affecting the site (including site preparation costs relating to any physical constraints, any exceptional works necessary, relevant planning standards or obligations, prospect of funding or investment to address identified constraints or assist development)?
Are there any delivery factors (including the developer's own phasing, the realistic build-out rates on larger sites, likely earliest and latest start and completion dates, whether there is a single developer or several developers offering different housing or commercial products, and the size and capacity of the developer)?

4 Site assessment form - part 2

Estimating housing and economic development potential of the site
Is the use of a 'residual valuation model' necessary to help determine whether housing and/or economic development is an economically viable prospect for a particular site?
What is the estimate of the housing and/or economic development potential of the site? How does it affect its economic viability?
What are the views of construction companies and local property agents on the 'achievability' of the site?
Conclusion: is the site ACHIEVABLE?
Overcoming constraints on sites
What action is needed to overcome any constraints identified (e.g. Is investment needed for new infrastructure? How can fragmented land ownership be dealt with? Are environmental improvements required? Does planning policy currently constraining housing development need amending?)?
Conclusion: Can CONSTRAINTS be overcome?
OVERALL CONCLUSION OF SITE ASSESSMENT
Is the site considered DELIVERABLE (i.e. the site is available now, offer a suitable location for development now, and be achievable with a realistic prospect that housing and/or economic development will be delivered on the site within five years and in particular that development of the site is viable)? NB. Sites with planning permission are assumed to be deliverable unless there is clear evidence that schemes will not be implemented within five years.
Is the site considered DEVELOPABLE (i.e. its in a suitable location for housing and/or economic development and there should be a reasonable prospect that the site is available and could be viably developed at the point envisaged)?
Is the site considered NOT CURRENTLY DEVELOPABLE (i.e. It is not seen how the site can be delivered in the plan period)?

SHELAA Panel Terms of Reference 5

Terms of Reference for the SHELAA Advisory Panel

5.1 To ensure that the SHELAA Panel act in a fair and consistent way, they will be asked to agree to the following Terms of Reference:

1. The SHELAA Panel will help identify potential development constraints and consider how or if these can be overcome.
2. The SHELAA will form part of the Cotswold District Local Plan evidence base.
3. The Panel will comprise representatives invited by Cotswold District Council and will include a range of development industry expertise.
4. Panel Members must declare any financial or other interests in sites under discussion. Panel members must also disclaim any interests that prevent their advice from being impartial, for example, an interest in a nearby site. Panel Members will not be allowed to provide comments on sites where there is a conflict of interests. Panel Members will also be required to leave the room during the Panel meeting whilst that site is being discussed.
5. The comments provided by the Panel will be collated along with all other evidence gathered throughout the assessment. This will be considered at an Officer meeting to determine whether sites are deliverable / developable or whether they are not currently developable or should be discounted.
6. The names and contact details of Panel Members and any comments provided will be recorded and made available to the public request if requested.
7. No payment will be offered for attendance at the Panel meeting or if comments are provided via separate cover.
8. The SHELAA sites database will remain the property of Cotswold District Council and any changes to the database as a result of the advice of the Panel will be made by Cotswold District Council.

This document can be produced in Braille, large print, audio tape and in other languages.

If you would like a copy in one of these formats, please phone the Print and Design Department on 01285 623215.