Appendix 4

Fylde Borough Council

Strategic Housing Land Availability Assessment 2012

Statement of Methodology

Fylde Borough Council's Strategic Housing Land Availability Assessment (SHLAA) has been carried out by Fylde Borough Council in accordance with the Strategic Housing Land Availability Assessments Practice Guidance which was issued by Communities and Local Government in July 2007.

The guidance identifies 10 stages of preparation and this report describes what has been done to date in relation to Stages 1 – 10.

It should be noted that whilst the SHLAA is an important piece of the evidence base needed to inform plan making, it does not in itself determine whether a site should be allocated for housing development this is the role of the Core Strategy.

The inclusion of a site as 'suitable' in the SHLAA does not mean that it will necessarily obtain planning permission for housing or mean that it is necessarily appropriate to develop the entire site for housing. There will be instances where substantial areas of landscaping or open space are necessary; a mixed use development proposal, or other overarching policy designations mean that part of the site cannot be developed for housing . Also the fact that sites may be considered as 'unsuitable' would not automatically mean that planning permission would be refused. The degree of consideration and detail undertaken in respect of a planning application would be much greater than the assessment of sites within the SHLAA process.

1.0 Stage 1: Planning the Assessment

1.1 The guidance states that the following management issues should be addressed at the outset of planning an assessment:

Whether it is possible to carry out the Assessment with the other local planning authorities in the housing market area;

1.2 Discussions took place with Blackpool and Wyre Councils but they had decided to undertake their respective SHLAAs independently and have now completed the work. In support of their respective SHLAAs, the three authorities have undertaken a joint Strategic Housing Market Assessment.

Whether there is an existing housing market partnership that could be used as the forum to take forward the Assessment and, if not, whether it could now be initiated;

1.3 There is no Housing Market Partnership, as such, it was decided to progress the SHLAA with the involvement of a steering group (SG) formed for that purpose.

Whether all relevant partners are already involved in the partnership, where it exists, and if not, which key stakeholders need to be included;

1.4 A stakeholder meeting was held in February 2008 and this resulted in the formation of a steering group comprising two local house developers, a private sector planning consultancy, the CPRE, Lytham St Annes Civic Society and the Local Strategic Partnership[1].

1.5 More recently, the Lancashire Wildlife Trust agreed to join the SG to give input on ecological matters and Morris Homes have also joined.

1.6 Any party with an interest in the SHLAA can join the wider stakeholder group at any stage and all information produced during the course of the assessment will be made available via the Council's website www.fylde.gov.uk.

1.7 Parish Councils have been informed of the process and asked to identify additional sites and land ownership details where possible.

1.8 Terms of Reference were agreed at the steering group meeting on 17th June 2009 and are appended.

1.9 Members of the stakeholder group will be able to make their views on the SHLAA known via submissions to the steering group.

The resources for the project – within the local planning authority(s) and the partnership;

1.10 All of the staff in the Planning Policy Team were available to work on the SHLAA which is viewed as a priority by the Council. Sufficient revenue funding has been made available to complete the project in accordance with this report. The members of the SG have agreed that they would make resources (man hours) available as and when required as part of their on going commitment to the SHLAA.

The composition and skills needed by any project team who will be carrying out the Assessment on behalf of the partnership;

1.11 The SHLAA was initially managed by Tony Donnelly, FBC Head of Planning (Policy). Julie Glaister (Principal Planning Officer) worked closely with him on the project. Data management skills were provided by Sally Thompson and Tanya Lechthaler. GIS Mapping services were provided by Tanya Lechthaler. Tony Donnelly left Fylde in November 2009 and Julie Glaister took over the running of the SHLAA. More recently Fiona Riley and Matthew Park have completed the update of the SHLAA and the responses report.

1.12 The in-house team did not have the requisite skills to undertake Stage 7c which involves assessing future viability of schemes. The Steering Group participated in 'round the table' discussions to assess the viability (achievability) of sites.

[1] The Local Strategic Partnership is currently under review and is unable to contribute to the SHLAA process at present.

The management and scrutiny arrangements, including who is responsible for what and who makes the decisions;

1.13 Julie Glaister will be responsible for managing the project and will make the day to day decisions about the running of the project. There will be regular team meetings to ensure that the project is kept to timetable and the methodology is being applied in a consistent way.

1.14 A progress report was presented to the Council's Planning Policy Scrutiny Committee on 18th June 2009. This gave the elected members of the Council an opportunity to be informed and involved in the process.

1.15 The steering group was and will continue to be closely involved in scrutinising the methodology and the quality of the work carried out. There were three meetings with the Steering Group.

How will the quality of the project work be ensured;

1.16 The quality of the project work was ensured by:

- regular team meetings to ensure that all members of the Council's team were clear about the methodology for that particular stage;
- involvement of the steering group which enabled the FBC work to be checked independently;
- reference of Steering Group outcomes to the wider Stakeholder Group for comments/verification.
- reference of the work to Planning Policy Scrutiny Committee

The work programme and project milestones, taking into account resources, timings of the relevant plans or assessments of five years supply of specific deliverable sites, or evidence gathering exercises, such as the employment land review.

1.17 The SHLAA was commenced in Spring 2009 with a base date of 31st March 2009. The SHLAA was completed and put out for consultation during March 2010.

1.18 Relevant consultation comments have fed into subsequent reviews of the SHLAA. This is the fourth review of the SHLAA.

2.0 Stage 2: Determining which sources of sites will be included in the Assessment

The guidance lists the following sources of sites:

Land allocated (or with permission) for employment or other land uses which are no longer required for those uses

2.1 An Employment Land Review was carried out by GVA Grimley in 2007. The study anticipated an annual rate of employment development equivalent to 67.2ha of employment land by 2027. Without any evidence to the contrary, it is concluded that all land currently designated/allocated for employment use is still required for this purpose.

2.2 Also the Council has witnessed a progressive loss of employment land to housing development over many years, particularly in Lytham.

2.3 Allocated employment sites (EMP1) and existing employment sites (EMP2) in the Fylde Borough Local Plan have not been considered as part of this assessment unless they have been put forward for assessment by developers/landowners. However, at the current stage, these have been discounted as unsuitable because they are protected by Policies EMP1 and EMP2 of the Fylde Borough Local Plan.

2.4 At a later stage in a subsequent review of the SHLAA all employment sites which are underused, underdeveloped or likely to become redundant will be assessed to see if any of them are suitable for housing.

Existing housing allocations and site development briefs

2.5 There are no housing allocations in the Fylde Borough Local Plan (FBLP) since the most recent edition was based on a 'moratorium' position following a very low previous housing requirement figure. Equally there are no site development briefs for housing sites in Fylde.

Unimplemented/outstanding permissions for housing

2.6 All unimplemented/outstanding permissions for housing have been included in the assessment.

Planning permissions for housing that are under construction

2.7 All planning permissions for dwellings that are under construction have been included in the assessment.

Vacant and derelict land and buildings

2.8 All known vacant and derelict land and buildings have been included in the assessment.

Surplus public sector land

2.9 All known surplus public sector land has been included in the assessment.

Land in non-residential use which may be suitable for re-development for housing, such as commercial buildings or car parks, included as part of mixed-use development

2.10 A number of commercial buildings and car parks have been included in the assessment.

Large scale redevelopment and re-design of existing residential areas

2.11 The Pilling Avenue area of St Annes has been redeveloped by New Fylde Housing. 80 dwellings were demolished and replaced with 111 new dwellings. The redevelopment is now complete.

Sites in rural settlements and rural exception sites

2.12 A comprehensive survey of the rural areas was carried out as part of the last urban capacity study. Identified sites have been included in this assessment. The site survey work enabled these areas to be looked at again on the ground and a small number of additional sites were included in the assessment.

Urban extensions

2.13 A number of potential settlement extension sites have been identified and are included in the assessment. Many of these sites were put forward by land owners as part of a call for site exercises carried out by the Council. These sites are in the main currently designated as Countryside Area (SP2) in the FBLP.

2.14 Although the term urban extension is used in the SHLAA practice guidance it was agreed by the Steering Group that for the purpose of Fylde's SHLAA these sites would be referred to as settlement extensions.

New free standing settlements

2.15 The Regional Spatial Strategy makes no reference to a new free standing settlement in the Central Lancashire City Region. On this basis such an option was not considered appropriate.

Land excluded from the assessment

2.16 Land protected by existing designations in the saved Fylde Borough Local Plan e.g. employment land, public open space, golf courses, green belt etc have not been included in the assessment. This is because:

- Areas of greenbelt (Policy SP 3) are relatively small and incursions into them for housing development would not be necessary, even in the longer term future;
- The BAe protection area (Policy SP 15) prevents development in an area subject to potential danger and noise from aircraft;
- Kirkham Prison (Policy SP 4) is in active use and there has been no indication from the Home Office that the use is to be vacated;
- Weeton Camp (Policy SP 16) is in active use and there has been no indication from the MOD that the use is to be vacated;
- There is a shortage of employment land (Policies EMP 1 and EMP 2);
- Land at Blackpool Airport is protected in order to facilitate future expansion of the airport and is in active airport use (Policy TREC 19);
- The defined 'primary holiday areas' underpin the tourist resort offer of St Annes and are intended to prevent changes of use to non-tourism related uses, including housing (Policy TREC 1);
- Ribby Leisure Village is a vital part of the tourist offer of the borough and has seen significant investment in that use in recent years (Policy TREC 4);
- There are no significant sports or open space sites etc which are surplus to the future needs of the population (Policies TREC 12, 13 and 14);

- Nature conservation sites and areas of open coastline are protected from development for very appropriate and sustainable reasons (Policies EP 10, EP 15, EP 16, and EP 17).

3.0 Stage 3: Desktop review of existing information

3.1 All of the sources of information listed in Figure 5 within the guidance 'Sources of Information' were considered. The following comments are made in relation to the headings in the table.

Sites in the Planning Process

Site allocations not yet the subject of planning permissions

3.2 There are no site allocations in Fylde Borough

Planning permissions/sites under construction (particularly those being developed in phases)

3.3 All sites with planning permission and under construction were included in the survey

Site specific development briefs

3.4 There are no site specific development briefs

Planning application refusals

3.5 All refusals of residential permission were included back as far as 2003 (which was the start of the regional spatial strategy monitoring period)

Dwelling starts and completions

3.6 This information is readily available in the Housing Land Availability Schedule and was used to double check the list of planning permissions and sites under construction.

Other Sources of information that may help to identify sites

Local Planning Authority urban capacity study

3.7 The Urban Capacity Study 2003 was a very useful source of sites.

Local Planning Authority empty property register

3.8 The Council does not have an empty property register.

English House Condition survey

3.9 This did not reveal any buildings.

National Land Use database

3.10 This had previously been used to inform the Urban Capacity Study. It is updated annually using planning permission records. It did not contribute any new sites.

Register of surplus public sector land

3.11 A number of Council owned sites have been included in the assessment. Some of these are currently unused and some would become surplus to requirements when the Council's accommodation project comes to fruition.

Local Planning Authority Employment Land Review

3.12 The Employment Land Review was carried out by GVA Grimley in 2007. The study anticipated an annual rate of employment development equivalent to 67.2ha of employment land by 2026. Therefore, it is concluded that all land currently in employment use is still required for this purpose.

Valuation office database

3.13 This did not reveal any buildings

Local Planning Authority vacant property registers (industrial and commercial)

3.14 The Council does not have a vacant property register (industrial and commercial)

Commercial property databases e.g. estate agents and property agents

3.15 Commercial property data bases have been checked and a small number of sites were found.

Ordnance Survey Maps

3.16 These were used to identify potential extensions to settlements.

Aerial Photography

3.17 These were used to identify land and also ecological features within sites.

Other Sources

3.18 There were also two 'calls for sites' undertaken by the Council. The first was April 2007. The second was 17th January 2008 until 15th February 2008. Other sites have been nominated since this time. A third call for sites was made as part of the consultation which lasted from 4th March to 6th April 2010. Sites were also put forward as part of the Issues, Vision and Objectives consultation which took place from 7th February – 25th March 2011 and the Issues and Options consultation which took place from 7th June – 19th July 2012. All sites put forward have been included as part of the assessment.

3.19 The Council have written to the Parish Councils explaining the purpose of the SHLAA and asking if they have any information on the identified sites and whether they could suggest any additional sites.

4.0 **Stage 4: Determining which sites and areas will be surveyed**

4.1 All sites identified by the desk-top review were visited. Some additional sites were identified during the survey process.

4.2 The factors to be taken into account in determining how comprehensive and intensive the survey element of the assessment needs to be included:

4.3 **The nature of the housing challenge** – the guidance states that assessments will need to be more comprehensive and intensive where existing or emerging housing provision targets in the study area are high and /or where housing market conditions signal worsening affordability, reflecting the need to identify more sites for housing.

4.4 In Fylde the Regional Spatial Strategy housing requirement is 306 dwellings per year, an approximate doubling of the previous figure. Affordability is a very significant issue, there being a need for approximately 162 affordable dwellings per year. Fylde is a very popular area to live (particularly for retirement) and witnesses significant in-migration.

4.5 It can be concluded that there is a need to identify as many sites for housing as possible within the assessment. Therefore the survey aimed to be as comprehensive as possible within the time and resource constraints available, and looked in detail at the whole borough. In the first instance sites down to one dwelling were identified however, the steering group decided that a minimum threshold of six dwellings should be used. Thus, a site was not included unless six dwellings could be completed at a density of 30 dwellings per hectare that is a minimum site area of 0.2 hectares.

4.6 **The nature of the area** – in areas dominated by smaller rural settlements, it may be necessary to identify all of the sites with potential for housing, whereas this may not be necessary or feasible in more urban areas.

4.7 Fylde has a complete range of settlement sizes. It was deemed necessary to identify all sites with potential for six dwellings or more (>0.2ha) within every settlement defined in the FBLP.

4.8 **The nature of land supply** – the guidance indicates that where a large proportion of housing is expected to be delivered on small sites this may mean that the survey needs to identify smaller sites than would be necessary in an area where larger sites are likely to make up the bulk of supply.

4.9 A minimum site size of 0.2 hectares was used and an allowance was made for sites smaller than this.

4.10 **The resources available to the partnership** – the guidance indicates that resources should be made available which reflect the scale of the task. The methodology provides different approaches for some stages to reflect any differences in resources.

4.11 Appropriate resources in terms of staff and money have been made available by the Council to undertake the work. These resources have been augmented by those of the Steering Group.

4.12 Paragraph 26 of the guidance recommends that mapping the following areas will help to identify which geographic areas could be covered by the survey. Where the survey is to be focussed on certain geographic areas, the aim should be to carry out a street-by-street survey in these areas. Such areas include:

- **Development hotspots**
- **Town and district centres**
- **Principal public transport corridors**
- **Specific locations within settlements**
- **Specific locations outside settlements**

4.13 The town centres of St Annes, Lytham and Kirkham will be surveyed "on a more detailed street by street basis" as will the areas immediately surrounding them.

4.14 No specific locations outside settlements from the sources described were identified in Fylde, although a range of settlement extensions outside settlement boundaries have been identified and this is covered later in this report.

4.15 In general, the SHLAA will be a 'living document' such that new sites will be added when identified and new information will be recorded against individual sites as it is obtained on an annual basis.

5.0 Stage 5: Carrying out the survey

5.1 All of the sites identified during stages 2, 3 and 4 were visited by members of the planning policy team.

5.2 This survey work resulted in the identification of a number of additional sites distributed throughout the borough.

5.3 The survey team were briefed at the commencement of the survey to ensure consistency and quality of recording. Weekly meetings were held throughout the surveying period to ensure this consistency was maintained.

5.4 The first part of the pro forma relating to the suitability of each site was completed following the site visit, concluding with a decision by the officer as to whether or not the site was suitable having regard to the criteria identified in the guidance (see Section 7a).

6.0 Stage 6: Estimating the housing potential of each site

6.1 A variety of methods were used to decide the housing potential of each site.

6.2 If a planning application had been submitted/approved, the number of dwellings in the application was used as the site's capacity.

6.3 Within the settlement boundaries if there was no planning permission then a density of 30 per ha was used.

6.4 On brownfield sites, outside settlement boundaries, the density used will also be 30 dwellings per ha.

6.5 The steering group agreed that there should be three different categories of developable area determined according to the area of the site.

Site Area < 0.4 ha	100%
Site Area 0.4 – 4 ha	80%
Site Area > 4 ha	60%

A density of 30 per hectare was applied to the developable area of the site.

6.6 In relation to build out rates it was assumed that 20 dwellings will be built in the first year, 20 dwellings in the second year, and 30 dwellings in subsequent years. If the site has a capacity of more than 200 dwellings then it is assumed that there will be two developers and the output will be doubled.

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

7.1 This part of the methodology involves assessing suitability, availability and achievability of a site. This provides information in respect of whether a site can be considered deliverable, developable or not currently developable for housing development. The following definitions appear in the guidance:

- **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 5 years from the date of the adoption of the plan; 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.

7.2 Where it is unknown when a site could be developed it is regarded as not currently developable. In practice the considerations to be taken into account when deciding whether a site is deliverable, developable or not currently developable, will be the same. It will be the degree of availability and achievability, and, in particular, when any known constraints can realistically be overcome.

7.3 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.

Stage 7a: Assessing suitability for housing

7.4 A site is suitable for housing development if it offers a suitable location for development and would contribute to the creation of sustainable mixed communities.

7.5 From the guidance, a site's suitability will be assessed using the following factors:

Policy restrictions – such as designations, protected areas, existing planning policy and corporate, or community strategy policy;

Physical problems or limitations – such as access, infrastructure, ground conditions, flood risk, hazardous risks, pollution or contamination;

Potential impacts – including effects upon landscape features and conservation; and

The environmental conditions – which would be experienced by prospective residents.

7.6 The assessment pro forma was specifically designed to incorporate all of the above factors. The information from the pro formas was then incorporated into a database.

7.7 Some of the sites within existing built up areas identified as part of the SHLAA are in Flood Risk Zones 2 and 3 as identified by Planning Policy Statement 25. Flooding is highlighted as a constraint in the database. These sites have not been deemed to be unsuitable at this stage. The Environment Agency have been consulted and have not raised any objection to sites within the existing urban area not being discounted on that basis.

7.8 Flooding will be a significant issue outside settlement boundaries when sites are being proposed for allocation via the Local Development Framework.

7.9 If it is proposed to allocate sites which are outside Flood Risk Zone 1, whether within the existing urban area or outside settlement boundaries, then it will have to be demonstrated that there is no site at lesser flood risk and if it is intended to allocate sites in Flood Risk Zone 3 then the exception test will have to be applied.

7.10 In respect of archaeological constraints, sites were reviewed against the Sites and Monuments Register for Lancashire to determine whether sites will affect a recorded ancient monument.

7.11 Blackpool Airport's air safety zone was taken into account in deciding site suitability.

7.12 The pro forma was completed following the site visit and a judgement made as to whether or not the site was suitable for residential development. Where specific information was not known e.g. ground conditions a response of 'no known constraint', was recorded.

7.13 Once a site has been assessed and found to be unsuitable, it can not be removed from the SHLAA and it is then classified as unsuitable. Sites were found to be unsuitable for a variety of reasons e.g.:

- Problematic access;
- Conflict with an adopted policy of the Fylde Borough Local Plan (e.g. EMP 2);

- The presence of protected trees.

7.14 For the purpose of the assessment, sites were categorised into 3 groups:

Suitable sites within settlement boundaries

Unsuitable sites within settlement boundaries

7.15 **Potential settlement extensions**. Potential housing capacities were assessed but all urban extensions were deemed to be unsuitable for development until the analysis at stage 8 was carried out.

Stage 7b: Assessing availability for housing

7.16 A site is considered available for development, when, on the best information available, there is confidence that there are no legal or ownership problems, such as multiple ownerships, ransom strips, tenancies or operational requirements of landowners. This means that it is controlled by a housing developer who has expressed an intention to develop, or the landowner has expressed an intention to sell.

7.17 It was agreed by the Steering Group that unless there was a planning permission on a site then the site should not be included in the list of available /achievable sites.

7.18 If the Section 106 agreement relating to a permission has not been signed, then the site does not have planning permission. Sites where this was found to be the case were put into the 6-10 year supply.

7.19 The Council will reserve the right to write to owners of all suitable sites if this was deemed to be appropriate at any stage in the process.

Stage 7c: Assessing Achievability for Housing

7.20 A site is considered achievable where there is a reasonable prospect that housing will be developed on the site at a particular point in time. This is essentially a judgement about the economic viability of a site, and the capacity of the developer to complete and sell the housing over a certain period. It will be affected by:

7.21 **Market factors** – such as adjacent uses, economic viability of existing, proposed and alternative uses in terms of land value, attractiveness of the locality, level of potential market demand and projected rate of sales (particularly important for larger sites).

7.22 Fylde has in the recent past been an area of high demand for housing development. Housing development has occurred on small, sometimes relatively unattractive brownfield sites within the settlement boundaries. Houses were quickly built, sold and occupied.

7.23 As a result of the current economic climate, the situation has changed dramatically. There are currently development sites within the Fylde that are under construction but where development has been halted because of the current economic climate. There is uncertainty about how long this situation will last.

7.24 **Cost factors** – including site preparation costs relating to physical constraints, any exceptional works necessary, relevant planning standards or obligations, prospect of funding or investment to address identified constraints or assist development.

7.25 Cost Factors will vary tremendously depending for example on whether the site is greenfield or brownfield with remediation works needed. There are particular issues in areas of Lytham St Annes with ground stability because there is sand over peat. In these areas properties have to have more expensive piled foundations. Planning standards and obligations are set out in Council policies. Fylde does not have any areas undergoing housing regeneration therefore, there is unlikely to be any external funding or investment.

7.26 **Delivery factors** – including the developer's own phasing, the realistic build-out rates on larger sites (including likely earliest and latest start and completion dates), whether there is a single developer or several developers offering different housing products, and the size and capacity of the developer.

7.27 Many developers have been downsizing due to the current economic situation. Consideration will have to be given as to how quickly the market will be able to develop sites when the economic situation changes.

7.28 In the current economic circumstances, site viability assessments in relation to achievability were undertaken by the steering group by considering each site in turn at the round the table session on 4th August 2009.

Sites were put into five categories:

7.29 **The Five Year Supply** - Deliverable (Suitable/Available and Achievable)
Those sites with a valid planning permission where the Section106 agreement had been signed. The steering group decided that these sites were achievable. It was agreed that these sites would be used to calculate the five year supply along with the conversions and small sites allowance.

7.30 **The Six – Ten Year Supply** - Developable
This group of sites included those where there was a resolution to grant planning permission but where a Section 106 agreement had not been signed. Sites with outline planning permission were included in this group as the Section 106 agreement had not been signed. It also included sites which in the opinion of the steering group were likely to come forward in the next 6-10 years. The conversions and small sites allowance was also included.

7.31 **The Eleven – Sixteen Year Supply** – Developable in the long term Sites were put into this category if there were more significant constraints to development which in the opinion of the steering group could not be overcome in the next 10 years. The conversions and small sites allowance was also included.

7.32 **The Sixteen Years plus sites** - (Undeliverable in the longer term)
These were sites which were suitable for housing development but where in the opinion of the steering group it was considered highly unlikely that development would come forward even in the long term.

7.33 **Write to Ascertain Owners Intentions**
Where it was unclear which category the site should be put into it was decided to write to the owner to ascertain any intentions they had to develop the land for housing in future years. The results of this exercise were fed into the SHLAA.

Stage 7d: Overcoming Constraints

7.34 All the sites deemed suitable, but unlikely to come forward in the next 5 years were looked at again to see what action would be needed to remove constraints.

7.35 A table was produced showing what action (if any) would be required to overcome the constraint, who would be responsible for carrying out that action, and the likely timescale involved.

This table is included as Appendix 3 in the SHLAA report.

8.0 Stage 8: Review of the Assessment

8.1 This assessment is being carried out for two purposes:

- To support the preparation of the Core Strategy and other Local Development Documents by demonstrating the number of dwellings which could come forward on deliverable and developable sites within existing settlements over the next 15 years; and

- If in the future housing allocations are found to be necessary outside settlement boundaries, to identify the main options for residential settlement extensions.

8.2 Once the initial survey of sites and the assessment of their deliverability/developability was made, the results were used to produce an indicative housing trajectory that sets out how much housing development is likely to come forward, and at what point in the future. The trajectory is included in the SHLAA report.

8.3 The Five Year Supply document reveals the Fylde has a 1.5 year supply of sites. (following the SHLAA methodology, which includes previous year under achievements).

Two further options are identified in the guidance:

- The identification of broad locations for future housing growth, within and outside settlements; and /or

- The use of a windfall allowance.

8.4 The steering group decided not to make an allowance for large windfalls although allowances will be made for small sites and conversions.

8.5 The SHLAA will be a ‘living document’ that is continuously updated with new information such as proposed sites, planning permissions, appeal decisions etc. The SHLAA will be formally reviewed and updated annually. A summary of the results of the SHLAA will be provided in the Monitoring Report.

8.6 The SHLAA was put out for consultation in March 2010. The consultation requested comments on the methodology, whether there are any other sites that could be included and whether there is any new information about sites already within the SHLAA which may affect their potential for development.

8.7 The results of the consultation have been used as part of the review of the SHLAA to a base date of 31st March 2010 and for subsequent reviews.

8.8 As part of the review, the status of all sites have been reassessed and a small number of errors were found and corrected.

9.0 Stage 9: Identifying and assessing the housing potential of broad locations (where necessary)

9.1 The guidance defines 'broad locations' as areas where housing development is considered feasible and will be encouraged, but where specific sites cannot yet be identified.

9.2 Examples of broad locations include:

Within and adjoining settlements – for example, areas where housing development is or could be encouraged, and small extensions to settlements; and

Outside settlements – for example, major urban extensions, growth points, growth areas, new free standing settlements and eco towns.

9.3 A number of settlement extension sites have been identified as part of the initial search for sites and the development capacity of these has been assessed.

Marketability

9.4 The steering group concluded that marketability is not an issue in Fylde.

9.5 The settlement extension sites were put into three groups:

- Sites with potential for housing development
- Sites unsuitable for housing development
- Small sites

9.6 Those that were potentially suitable have a boundary which is contiguous with a settlement, are not in greenbelt or in Flood Risk Zone 3.

9.7 It was agreed by the Steering Group that the settlement extension sites would not be put into any timeframe.

10.0 Stage 10: Determining the housing potential of windfall (where justified)

10.1 The guidance makes it very clear that a windfall allowance should not be made unless it can be justified.

10.2 The Steering Group decided not to use a large site windfall allowance.

Steering Group

Terms of Reference

1. To agree the methodology and related actions on behalf of the Stakeholder Group;

2. To give informed advice to the LPA on behalf of the Stakeholder Group and oversee the preparation of the SHLAA;

3. To communicate information to or hear representations from those groups on the wider Stakeholder Group;

4. To undertake tasks (by agreement) in association with the preparation of the SHLAA where such tasks relate to the interest or expertise of the Steering Group member;

5. To review the outputs of the assessment having regard to the methodology.

Disagreement

1. The preparation of the SHLAA is the responsibility of the LPA as an essential piece of evidence informing the Council's LDF. The LPA will have to account for the quality of the work at any EIP.

2. Wherever possible decisions will be sought on the basis of consensus of the Steering group members.

3. Where consensus is not possible, decisions will be sought on a majority basis.

4. In all cases, in view of 1 above, executive responsibility for decisions remains with the LPA.

Stakeholder Group

1. The Stakeholder Group is represented by the Steering Group;

2. The Stakeholder Group is entitled to see all documents produced in preparation of the assessment.

3. The Stakeholder Group may make submissions to the Steering Group at any stage in the process.

4. The Stakeholder Group may make a request to the Steering Group for a meeting of the Stakeholder Group.