

# Delivering Investment from Sustainable Development SPD - for Adoption

## Contents

|   |           |
|---|-----------|
| <b>Core Guidance</b>  | <b>3</b>  |
| <b>TP - 1 Affordable Housing</b>                                      | <b>14</b> |
| <b>TP - 2 Transport</b>   | <b>28</b> |
| <b>TP - 3 Education</b>   | <b>33</b> |
| <b>TP - 4 Libraries</b>   | <b>39</b> |
| <b>TP - 5 Community Facilities</b>                                    | <b>44</b> |
| <b>TP - 6 Healthcare</b>  | <b>46</b> |
| <b>TP - 7 Open Space</b>  | <b>51</b> |
| <b>TP - 8 Waste Management</b>  | <b>61</b> |
| <b>TP - 9 Environmental Enhancements</b>                              | <b>63</b> |
| <b>TP - 10 Archaeology, Conservation and the Historic Environment</b> | <b>68</b> |
| <b>TP - 11 Fire and Rescue Infrastructure</b>                         | <b>72</b> |
| <b>TP - 12 Preventing Crime and Disorder</b>                          | <b>74</b> |
| <b>TP - 13 Adult Social Care</b>                                      | <b>80</b> |
| <b>Example Contributions Document</b>                                 | <b>85</b> |

## Core Guidance

The Core Guidance document forms part of West Berkshire Council's Supplementary Planning Document (SPD) 'Delivering Investment from Sustainable Development'. The SPD sets out West Berkshire's approach to securing developer contributions towards local infrastructure, services and amenities. It is intended as a guide for landowners, developers and residents.

### Introduction

**1** Well planned and sensitive development offers great benefits to society. It provides the homes, workplaces and facilities that we need and stimulates the economy. However, development of all scales also creates considerable impacts on the environment, facilities and services of the area in which it is located and places burdens and costs on the community. The Council wishes to ensure that the impacts of new development in West Berkshire are minimised and that such development provides appropriate social, economic and environmental benefits to the community as a whole.

**2** To implement these objectives and its Local Plan policies, the Council will seek developer contributions, via Section 106 agreements and other statutory measures, in order to provide for additional facilities and the infrastructure demands that are generated as a result of new development. It will also require suitable obligations to restrict or control the use of land to mitigate development impacts and secure any necessary benefits.

**3** Planning obligations will continue to be considered on their merits and negotiated separately with developers in accordance with the provisions of the Community Infrastructure Levy Regulations 2010 (as amended by Community Infrastructure Levy (Amendment) Regulations 2011, the draft Community Infrastructure Levy (Amendment) Regulations 2012, and any other relevant provisions) and the National Planning Policy Framework of 2012.

**4** It is recognised that similar types of development create similar impacts and that contributions should be made in a consistent and transparent way. Therefore, this Supplementary Planning Document (SPD) provides landowners, developers, and West Berkshire residents with guidance on the type and scale of contributions and other obligations which the Council is likely to seek for defined types and scales of development.

### Format of the Supplementary Planning Document

**5** The SPD is presented as a set of documents – a Core Guidance paper supported by Topic Papers and an Example Contributions Document. This Core Guidance document sets out the Council's overall approach to the provision of developer contributions and other forms of planning obligation in support of development plan policies. It also sets out the forms of development from which the Council will seek contributions, the nature of what will be sought and the scale of development from which particular types of contribution will be sought.

## Core Guidance

**6** This Core Guidance is accompanied by a set of Topic Papers which set out details of the contributions and obligations which the Council will seek on a topic basis. The current set of supporting topic papers covers the following matters:

- Topic Paper 1 - Affordable Housing
- Topic Paper 2 - Transport
- Topic Paper 3 - Education
- Topic Paper 4 - Public Libraries
- Topic Paper 5 - Community Facilities
- Topic Paper 6 - Health Care Provision
- Topic Paper 7 - Open Space
- Topic Paper 8 - Waste Management
- Topic Paper 9 – Environmental Enhancements
- Topic Paper 10 - Archaeology, Conservation and the Historic Environment
- Topic Paper 11 - Provision of Fire and Rescue Infrastructure
- Topic Paper 12 - Preventing Crime and Disorder
- Topic Paper 13 - Adult Social Care

## Legislative and Policy Framework

**7** The Town and Country Planning Act 1990 (Section 106) includes a power which allows any person with an interest in land to enter into a planning obligation which:

- Restricts the development or use of land in a specified way
- Requires specific operations to be carried out
- Requires the land to be used in a specified way
- Requires a sum or sums of money to be paid to the local authority

**8** Planning obligations are legal agreements by developers to undertake to do something in connection with their development that could not be secured by imposing a planning condition or by other statutory means. Planning obligations are a proper and recognised part of the planning system. They can enhance the quality of development and enable proposals to go ahead which might otherwise be refused if such provision was not made. However, packages of developer contributions will not render acceptable developments which are inappropriate in principle in terms of their impacts and relationship to planning policy.

## National Policy

**9** The principle that a development should bear a proportion of the cost of facilities, for which it creates a need, is supported in Government policy. The National Planning Policy Framework (NPPF), published in March 2012, replaced Circular 05/2005 and provides the Government's current guidance on planning obligations. In addition Part 11 of the Community Infrastructure Levy (CIL) Regulations 2010 (as amended) provides regulations which limit the use of planning obligations.

**10** Paragraph 122 of the CIL Regulations states that a planning obligation may only constitute a reason for granting planning permission for the development if the obligation is:

- Necessary to make the development acceptable in planning terms;
- Directly related to the development; and
- Fairly and reasonably related in scale and kind to the development.

**11** When considering development proposals, the Council will take a positive approach that reflects the presumption in favour of sustainable development contained in the NPPF. It will always work proactively with applicants jointly to find solutions which mean that proposals can be approved wherever possible and to secure development that improves the economic, social and environmental conditions in the area.

## Community Infrastructure Levy

**12** The Community Infrastructure Levy Regulations 2010 came into force on 6th April 2010. It enables local planning authorities to raise a levy on new development in their area. The levy is to be used to fund infrastructure to support the development of the area where it is collected – such as roads, schools, hospitals and parks. The 2010 Regulations have been amended by Amendment Regulations in 2011 and 2012, and further regulations are expected.

**13** West Berkshire Council has a timetable in place to enable it to adopt a CIL by April 2014. Further details are available on the Council's website at [www.westberks.gov.uk](http://www.westberks.gov.uk)

**14** The Community Infrastructure Levy Regulations can be downloaded from the website of the Department for Communities and Local Government (DCLG) at [www.communities.gov.uk](http://www.communities.gov.uk)

**15** With the introduction of a CIL charge, the use of S106 obligations will be restricted to site specific impacts (i.e. access roads, or the provision of facilities on larger sites to serve the new development) and the provision of affordable housing.

**16** For clarification, it is intended that contributions currently sought on a formulaic basis under S106 will no longer be sought once a CIL charge is adopted, in accordance with Regulation 123. In general this is intended to include contributions towards highways, education, libraries, open spaces, healthcare, waste management and adult social care.

**17** The exception to this is intended to be large scale development where facilities and infrastructure are required to be delivered on site, or where impacts are directly related to a particular site, including enabling works such as site access.

## Core Guidance

### Development Plan Policies

#### Local Plan Core Strategy

**18** Policy CS5 of the adopted West Berkshire Core Strategy 2006-2026 says;

The Council will work with infrastructure providers and stakeholders to identify requirements for infrastructure provision and services for new development and will seek to co-ordinate infrastructure delivery, whilst protecting local amenities and environmental quality. The key infrastructure schemes required to facilitate development and secure the delivery of the Core Strategy include, but are not limited to, those schemes set out within the Infrastructure Delivery Plan. A schedule of the infrastructure which has been assessed as critical to the delivery of the Core Strategy is included within the Core Strategy as Appendix D.

**19** New development within West Berkshire needs to be supported by adequate infrastructure of all kinds including physical, social, and green infrastructure. The infrastructure requirements of new development need to be established to ensure improvements occur alongside new development. Development should not be permitted unless essential infrastructure can be completed in pace with new development.

**20** The Council has worked in partnership with other infrastructure providers, including both internal Council departments and external agencies, throughout the development of the Core Strategy to identify the infrastructure required to facilitate the development set out in the Core Strategy, including where, when, by whom, and by what means this is to be delivered to ensure that the spatial strategy is robust in terms of delivery.

**21** Further details of the provision sought by the Council is set out in policies:

|       |                                     |
|-------|-------------------------------------|
| CS 6  | Affordable Housing                  |
| CS 14 | Design Principles                   |
| SPD   | Quality Design – West Berkshire SPD |

**22** These policies will remain relevant until they are replaced by further parts of the Local Plan. For further information on the progress of the Local Plan please refer to the Planning Policy Pages of the Council's website.

### Application of the Supplementary Planning Document

**23** Developer contributions will be sought from both residential and commercial development, for both on and off site provision. In all cases contributions will be agreed through negotiation based on the provisions of this supplementary planning document and any other relevant considerations. In cases where contributions are not agreed the Council is likely to refuse planning permission for a development proposal as it is unlikely that the proposal will have made provision for the impacts it creates.

## Core Guidance

**24** The contributions and obligations sought will be based on the Council's assessment of the impact created by the development as indicated in this supplementary planning document. The Council will keep the impacts created from development under review and will bring forward revisions to this guidance as required. In some cases the developer will be required to carry out assessments of need in connection with planning applications.

**25** The tables in the following paragraphs summarise which contributions and other obligations the Council is likely to expect for different types and scales of development. Further details of each type of contribution are set out in the relevant supporting topic papers. The likely level of contributions, based on the scale and type of development can be found in the Example Contributions Document.

### Thresholds

**26** The Council considers that even relatively small forms of development create direct pressures on local services, facilities and infrastructure leading to a need for improvement. They add to the demands on West Berkshire's transport system, affect the needs for affordable housing and place demands on community facilities, open space and schools. This is particularly the case when the impacts of such developments are cumulative.

**27** Contributions will be sought from developments which generally exceed the thresholds stated below:

#### **Residential: Proposals of 1 (net) dwelling or more**

**28** The Council considers that the creation of a single new dwelling results in significant pressures on local services, infrastructure and facilities that should be addressed by developer contributions. Those pressures increase with the development of larger numbers of dwellings and cumulative impacts grow. The framework in Table 1 overleaf summarises the nature of contributions the Council is likely to seek. This forms the framework for negotiations on such contributions. Details of contributions are set out in the topic papers, and the current levels of contributions sought are set out in the Example Contributions Document.

## Core Guidance

**Table 1 - Summary of Contributions likely to be sought from residential development**

| <b>Potential Contribution.</b>                         |                    |   |
|--|--------------------|---|
| Affordable Housing                                     | see Topic Paper 1  | On schemes of 15 dwellings (0.5 ha) or more 30% on site provision of affordable housing on brownfield land, 40% on-site provision on greenfield land. 30% provision on sites between 10-14 dwellings, and 20% provision on sites of 5-9 dwellings. As stated in the supporting text to Policy CS6 of the adopted West Berkshire Local Plan Core Strategy, the requirement for affordable housing will be applied to the total number of gross dwellings on the proposed development site. |
| Transport  | see Topic Paper 2  | Cost of highway works and transport improvements dependent on requirements arising from the proposal from proposal of one dwelling or more  |
| Education  | see Topic Paper 3  | Contribution amount varies according to size of development, and may be adjusted where capacity exists at catchment school.   |
| Public Libraries                                       | see Topic Paper 4  | Contribution amount varies according to size of development.  |
| Community Facilities                                   | see Topic Paper 5  | Varies according to development. Financial contributions may be made for example to improvements to a village hall. Parish plans may provide an indication of local needs   |
| Health Care Provision                                  | see Topic Paper 6  | Contribution amount varies according to size of development,  |
| Open Space   | see Topic Paper 7  | Amount varies within overall formula for calculation depending on whether land purchase is required, specific space requirements and type of accommodation proposed   |
| Recycling Facilities                                   | see Topic Paper 8  | Varies according to the proposal and relates to thresholds in the Waste Local Plan for Berkshire Policy WLP9  |
| Environmental Enhancements                             | see Topic paper 9  | Varies according to the proposal.   |
| Archaeology, Conservation and the Historic Environment | see Topic Paper 10 | Varies according to the proposal  |
| Provision of Fire and Rescue Infrastructure            | see Topic Paper 11 | Varies according to layout and density of a proposal  |
| Preventing Crime and Disorder                          | see Topic Paper 12 | Varies according to the proposal.   |
| Adult Social Care                                      | see Topic Paper 13 | Contribution amount varies according to size of development.  |
| Legal and Administration Costs                         |                    | Cost is dependent on time taken and complexity. It will cover legal costs and the Council's co-ordination, management and monitoring of the process of securing contributions from start to finish  |



### Potential Contribution.

In all cases other contributions, or other forms of obligation, may be sought where the development results in impacts not otherwise fully addressed by the contributions listed above.

Very large schemes - Due to the scale of development it may not be possible to mitigate the impacts by a cash contribution or solely in the form indicated in the table above. For example, a development may require the construction of an entirely new facility, such a medical surgery, on or off site. The developer may need to carry out or fund studies to ascertain the impacts of a development and then to secure the solution to those impacts. For more details see the relevant topic papers.

### Very large schemes – approximately 200 dwellings or more

**29** Such schemes are assessed as for schemes of 1 dwelling and above. However, due to the large scale of proposals the contribution sought may be of a special character.

**30** Contributions towards particular services will not be sought from certain types of development where it is clear such services will not be required. For example, education contributions will not be expected from elderly person's accommodation.

**31** The Council will carefully scrutinise proposals which appear to fall artificially below any thresholds which may indicate a possible attempt to avoid making appropriate contributions. Such proposals are likely to be refused planning permission where they fail to make efficient use of land.

### Commercial: Proposals above approximately 120m<sup>2</sup> of B1 office floorspace (or equivalent for other Use Classes)

**32** Commercial development also creates impacts on local services and infrastructure. The contributions from commercial development are calculated in various ways according to the topic and the specific impact of the development type. In many cases the approach is based on the average number of employees likely to occupy the new floor space. The Council considers that it is appropriate for development equivalent to about 120m<sup>2</sup> of B1 office floorspace (able to accommodate, on average, about 10 employees) should routinely make contributions to address the impacts created.

**33** The Council may seek contributions from smaller developments where they are likely to create impacts which need to be addressed. In a smaller mixed use development, where individual uses may fall below the threshold, the impact of the whole development will be assessed.

## Core Guidance

**34** The table below shows the average number of employees the Council assumes will occupy new floor space

**Table 2 - Floorspace Thresholds**

| Use and Use Class    | Floorspace:Employee Ratio | Approximate threshold above which contributions will be expected (Gross Floorspace) |
|----------------------|---------------------------|---|
| Office B1a           | 12 m2:1                   | 120 m2  |
| Light industrial B1c | 47 m2:1                   | 470 m2  |
| Industrial B2        | 36 m2:1                   | 360 m2  |
| Distribution B8      | 70 m2:1                   | 700 m2  |
| Retail               | 19 m2:1                   | 190 m2  |
| Retail Warehouse     | 90 m2:1                   | 900 m2  |

Derived from: Homes and Communities Agency (HCA) Employment Densities Guide 2nd Edition 2010 - Table of Employment Densities by Drivers Jonas Deloitte.

**35** Details of the approach to contributions from commercial developments are set out in Table 3 below which provides a framework for the starting point for negotiations. Further details can be found in the topic papers and the Example Contributions Document shows current contribution levels.

**Table 3 - Contributions Expected from Commercial Development**

| Potential Contribution                                 |                    |  |
|--|--------------------|--|
| Transport  | see Topic Paper 2  | Contribution to provision of transport facilities based on the scale and impacts of the proposal |
| Public Libraries                                       | see Topic Paper 4  | Contribution per employee based on average floorspace ratios                                     |
| Open Space   | see Topic Paper 7  | Contribution per employee based on average floorspace ratios                                     |
| Recycling Facilities                                   | see Topic Paper 8  | Varies according to the proposal   |
| Environmental Enhancements                             | see Topic paper 9  | Varies according to the proposal   |
| Archaeology, Conservation and the Historic Environment | see Topic Paper 11 | Varies according to the proposal   |
| Provision of Fire and Rescue Infrastructure            | see Topic Paper 13 | Varies according to proposal. Determined on a risk assessment basis                              |
| Preventing Crime and Disorder                          | see Topic Paper 14 | Varies according to the proposal   |
| Legal and Administrative Costs                         |                    | Dependent on time taken and complexity   |

## Core Guidance

### Potential Contribution

Commercial development may also need to contribute to provision of skills training, child care facilities and other services/facilities which mitigates its impact on the demand for housing, labour and skills.

In all cases other contributions, or other forms of obligation, may be required where the development results in impacts not otherwise fully addressed by the contributions listed above.

Very large schemes - Due to the scale of development it may not be possible to mitigate the impacts by a cash contribution or solely in the form indicated in the table above. For example, a development may require the construction of an entirely new facility, such as a child care facility, on or off site. The developer may need to carry out or fund studies to ascertain the impacts of a development and then to secure the solution to those impacts. For more details see the relevant topic papers.

**36** Although the number of employees is a key factor in assessing the impact of commercial schemes it is also necessary to consider the impacts in terms of matters such as number of visitors/clients, amount and character of traffic created, visual impacts, potential for noise and pollution and crime and disorder matters. For example, a retail development will create impacts in terms of its employees and also in terms of shoppers generated, the need to prevent crime and disorder and the effects of delivery vehicles. Therefore, contributions may be expected from development which generally has fewer than 10 employees but which creates other impacts.

### Other Forms of Commercial Development

**37** The contributions to be made from other forms of commercial development will be assessed having regard to the matters set out above. For example a sui generis<sup>(1)</sup> development that is similar in character to an office use will be assessed having regard to the number of employees generated on average by a B1 office and any specific impacts associated with the development.

**38** The Council will carefully scrutinise proposals which appear to fall artificially below any thresholds which may indicate a possible attempt to avoid making appropriate contributions. Such proposals are likely to be refused planning permission where they fail to make efficient use of land.

### Processes and Implementation

**39** One of the aims of this SPD is that it will assist the development industry by giving a framework for developers to identify contributions at an early stage. The Council also recognises that it is important that securing appropriate developer contributions does not result in undue delays in the determination of planning applications once they are submitted.

**40** The Council would like as far as is possible to assist those considering the development of land to understand the likely scope and scale of developer contributions which may be sought. In cases where impacts of development are reasonably predictable it is possible to determine the likely scale of contribution with reference to the information in this document, the Topic Papers, and the Example Contributions Document. In some cases the impacts and likely mitigation through contributions are less predictable and can only be established through site specific investigation.

**41** When land becomes available for purchase the Council is frequently inundated with requests for information, including likely levels of developer contributions. The Council is unable to give detailed advice in response to these early, speculative queries but it recommends that this SPD is used to

1 Not falling within a Use Class as defined by the Town and Country Planning Use Classes Order

## Core Guidance

gain a general impression. However, negotiations for purchase of land should only be undertaken on the basis that any developer contributions which may be sought can only be finally determined through the planning application process.

### Legal Fees and Planning Administrative Costs

**42** The Council will seek contributions towards both the legal fees and administrative costs of planning obligations. Such costs will be relatively limited as a proportion of contributions overall but will enable the Council to deploy resources which will enable the negotiation and completion of legal agreements associated with planning applications to be carried out effectively. In addition to meeting legal costs such contributions will help to fund systems which manage and co-ordinate the process of handling applications liable to result in developer contributions from start to finish.

### Fund for Focusing Contributions

**43** Many developments may not by themselves generate the need for major investment in new infrastructure. However, a series of developments will have a cumulative impact on infrastructure, services and facilities. Those responsible for their provision will find it more cost effective to make a single improvement after a number of smaller developments have been carried out. There, where appropriate, service providers will create funds into which financial contributions arising from legal agreements will be paid which will be directed towards the cost of the additional infrastructure required on a phased basis.

### Parish Plans

**44** Parish plans will often identify services and facilities in local communities which would be subject to increased pressures in the event of new development. These may be taken into account by the Council when assessing the likely impacts of new development. Developer contributions may be sought which contribute towards the enhancement of such services and facilities.

### Review – Keeping this SPD Up to Date

**45** The SPD will be kept up to date in the following ways:

#### Up-dating costs and factual information

**46** This Core Guidance document and the accompanying topic papers, together with the Example Contributions document are available on the Council's web site [www.westberks.gov.uk](http://www.westberks.gov.uk) where they can be viewed or downloaded free of charge.

**47** Information on costs which form the basis of developer contributions will be updated regularly. This regular updating will also take into account the retail price index and any inflationary impacts particularly associated with construction costs or service provision costs where there is an implication for developer contributions.

**48** Factual up-dating which does not materially change the SPD will be made as and when required.

#### New or Revised Topic Papers

**49** It may be necessary from time to time to issue new topic papers or revise existing ones. Where material revision is needed the Council will undertake public consultation on its proposed changes.

### **Comprehensive Review**

**50** When the need arises this SPD will be subject to a comprehensive review. The new Supplementary Planning Document will be subject to public consultation before it is adopted. It is likely that the adoption of a Community Infrastructure Levy for West Berkshire will require revision to this SPD.

## 1 Affordable Housing

### TP - 1 Affordable Housing

This document is one of the supporting topic papers which form West Berkshire Council's Supplementary Planning Document (SPD) 'Delivering Investment from Sustainable Development'. The SPD sets out West Berkshire Council's approach to securing developer contributions towards local infrastructure, services and amenities. It is intended as a guide for landowners, developers and residents. This Topic Paper sets out how the Council will deal with planning applications where a contribution towards affordable housing will be sought.

#### Aim

**1.1** The overall aim of the Council's affordable housing planning policies and this SPD is to deliver, as far as possible, balanced and integrated communities, and to ensure that those in housing need in West Berkshire, both now and in the future, have access to decent affordable homes. Ensuring that there is an adequate supply of affordable housing is one of the Council's corporate priorities.

#### Introduction

**1.2** This paper specifically acts as supplementary guidance to policy CS1 (Delivering New Homes and retaining the Housing Stock) and policy CS6 (Provision of Affordable Housing) of the adopted West Berkshire Local Plan Core Strategy (2006-2026) and supports the Council's Housing Strategy. The Core Strategy constitutes part of the Development Plan which is the starting point for decision making of planning applications. This guidance will be reviewed in response to any changes to Government policies and programmes for affordable housing.

**1.3** The Government's National Planning Policy Framework, (NPPF) March 2012, enables local authorities to seek affordable housing on suitable sites. Paragraph 50 of the NPPF states:

'To deliver a wide choice of high quality homes, widen opportunities for home ownership and create sustainable, inclusive and mixed communities, local planning authorities should:

- plan for a mix of housing based on current and future demographic trends, market trends and the needs of different groups in the community (such as, but not limited to, families with children, older people, people with disabilities, service families and people wishing to build their own homes);
- identify the size, type, tenure and range of housing that is required in particular locations, reflecting local demand; and
- where they have identified that affordable housing is needed, set policies for meeting this need on site, unless off-site provision or a financial contribution of broadly equivalent value can be robustly justified (for example to improve or make more effective use of the existing housing stock) and the agreed approach contributes to the objective of creating mixed and balanced communities. Such policies should be sufficiently flexible to take account of changing market conditions over time'.

## Affordable Housing 1

**1.4** The Council will continually monitor the delivery of all forms of affordable housing and the impact of changes in the housing market on housing needs. This will be reflected in its negotiations in respect of the required tenure mix on individual sites.

**1.5** The Council's priority is to secure on site provision of affordable housing on qualifying sites. However, in exceptional circumstances, for example if the type of units proposed are not suitable for affordable housing or do not fit the need profile in the local area of the site, the Council recognises that this may not be appropriate. In such circumstances, the Council will consider whether a financial contribution in lieu of on site provision is appropriate, or whether alternatives, such as replacement provision on a separate site would meet its strategic priorities.

**1.6** Developers and landowners seeking to submit planning applications are encouraged to contact the Council directly for site specific advice.

### Housing Needs in West Berkshire

**1.7** The Council is seeking to address a range of affordable housing needs with the most vulnerable being its priority. The normal operation of the housing market does not act to meet these needs. Housing is in great demand and new dwellings secure high prices (usually above average prices), which are beyond the means of a significant proportion of those needing housing. Providers of subsidised housing are unable to compete with the private sector to secure land in the right locations to build affordable dwellings. Therefore, in accordance with Government policy it is necessary for the Council to intervene to ensure that the burden of providing affordable accommodation is shared with the development industry, rather than falling purely on the local community.

### What is affordable housing?

**1.8** The Core Strategy defines affordable housing in accordance with the NPPF as:

'Affordable housing is social rented, affordable rented and intermediate housing, provided to eligible households whose needs are not met by the market. Eligibility is determined with regard to local incomes and local house prices. Affordable housing should include provisions to remain at an affordable price for future eligible households or for the subsidy to be recycled for alternative affordable housing provision.

Social rented housing is owned by local authorities and private registered provider (as defined in Section 80 of the Housing and Regeneration Act 2008), for which guideline target rents are determined through the national rent regime. It may also be owned by other persons and provided under equivalent rental arrangements to the above, as agreed with the local authority or with the Homes and Community Agency.

Affordable rented housing is let by local authorities or private registered providers of social housing to households who are eligible for social housing. Affordable Rent is subject to rent controls that require a rent of no more than 80% of the local market rent (including service charges, where applicable).



## 1 Affordable Housing

Intermediate housing is homes for sale and rent provided at a cost above social rent, but below market levels subject to the criteria in the Affordable Housing definition above. These can include shared equity (shared ownership and equity loans), other low cost homes for sale and intermediate rent but not affordable rented housing.

Homes that do not meet the above definition of affordable housing, such as 'low cost market' housing may not be considered as affordable housing for planning purposes.

The Council uses the above definition of affordable housing and defines the term affordable as accommodation which is available at a price or rent which is not more than 30% of a households net income.

Affordable housing is normally and preferably provided on-site and through Housing Associations (Registered Provider; RP). Affordable housing can sometimes be provided on sites owned by the Housing Associations, but more often the provision comes through obligations placed on developments by the planning system'.

**1.9** Further details about each type of affordable housing are outlined in Appendix 1. The Council will encourage developers and Registered Providers to bring forward innovative proposals which meet the demonstrable needs of local communities.

**1.10** In order to accord with the definition, accommodation secured through planning policies must, regardless of tenure, be genuinely affordable to those in need having regard to the relationship between costs/rents and incomes.

**1.11** The Council considers it is critical for prices or rents of property of any form of tenure to be affordable to those categories of persons the Council is seeking to assist as a priority. Therefore, in assessing any affordable housing proposals, the Council will consider the projected cost, (whether via fixed equity, shared ownership or rent), and the level of incomes of households targeted.

### Meeting Priority Needs

**1.12** The Council's Housing Strategy states that a broad range of affordable housing types and tenures will be required if the objectives of the NPPF and the needs of the whole community are to be met. Therefore, the Council will not accept forms of affordable housing provision which will solely meet the needs of one particular group to the exclusion of others. Such provision will not be considered to provide affordable housing in terms of local plan policies and proposals for such forms of provision will not be permitted unless there are sound reasons.

### The Level and Type of Affordable Housing Obligations

**1.13** This section sets out how the Council will consider individual development proposals and what form of affordable housing contribution will be sought. Provision of affordable housing or contributions towards such provision will be sought from the following forms of development in accordance with Policy CS6 of the West Berkshire Core Strategy:



## Affordable Housing 1

'Subject to the economics of provision, the following levels of affordable housing provision will be sought by negotiation:-

On development sites of 15 dwellings or more (or 0.5 hectares or more) 30% provision will be sought on previously developed land, and 40% on greenfield land;

On development sites of less than 15 dwellings a sliding scale approach will be used to calculate affordable housing provision, as follows:-

- i. 30% provision on sites of 10 – 14 dwellings;
- ii. and 20% provision on sites of 5 – 9 dwellings.'

**1.14** The Core Strategy explains that on-site provision of affordable housing will be sought in all but exceptional cases. Today the Council faces a climate of reduced public finance following the cessation by the Government of Local Authority Social Housing Grant, which subsidised the delivery of affordable rented homes, in particular. The Housing Corporation, now the Homes and Communities Agency, stated in 2003 that, in future, it would not expect to grant fund schemes negotiated through Section 106 agreements. This position has now been reinforced by the introduction of the Affordable Homes Programme.

**1.15** Due to these changes the Council will have to balance its primary aim of securing on-site provision of dwellings with the necessity to secure financial contributions to enable dwellings to be developed elsewhere. It will also be necessary to adopt measures which compensate for lack of Social Housing Grant funding on Section 106 sites in future.

**1.16** Therefore, on sites where planning applications are submitted for residential development the required level of affordable housing must now be provided without undue pressure on public finance. The Council therefore needs to ensure that affordable housing developed on these sites is passed on to housing associations at a cost which ensures that it is really affordable to those in the priority need groups. Appendix 2 sets down the criteria at which affordable housing will be made available to Registered Providers in West Berkshire, that is the developer's on-site contribution on qualifying sites. Appendix 3 sets out the methodology to be used in the calculation of an in lieu payment on qualifying sites.

#### Allocated Local Plan sites

**1.17** The sites that were identified in HSG.5 (the now superseded policy which allocated new housing sites in the West Berkshire District Local Plan 1991 - 2006) have largely been completed or are under construction. These sites have provided excellent opportunities for the family size affordable housing most required across the district. The strategic sites allocated in the Core Strategy will provide further such opportunities in Newbury, while allocations to be made in the forthcoming Local Plan documents will deliver affordable housing on sites throughout the District.

#### Unallocated housing sites

**1.18** Unallocated sites in this context are residential development sites which come forward during the Plan period which have not been specifically allocated in the Local Plan. Policy CS6 of the Core Strategy indicates that the Council will seek at least 20% of the dwellings to be affordable housing on residential developments of 5 to 9 dwellings and 30% of the dwellings to be affordable housing

## 1 Affordable Housing

on residential developments of 10 dwellings or more. For those sites of 15 dwellings or more or 0.5 ha or more the policy seeks 30% of the dwellings to be affordable on brownfield sites and 40% on greenfield sites. As stated in the supporting text to Policy CS6 of the adopted West Berkshire Local Plan Core Strategy, the requirement for affordable housing will be applied to the total number of gross dwellings on the proposed development site.

**1.19** The size, location and character of unallocated sites vary considerably from densely developed sites in town centres to development in suburban areas, villages and countryside locations.

**1.20** In accordance with policy CS6 the requirement will be for full on-site provision unless there are exceptional reasons why this is not appropriate or an alternative approach is required in order to meet the Council's strategic housing priorities. It will be for the Council to determine in each case the appropriate form of obligation to be provided. In assessing the type and balance of provision of affordable housing obligations it will seek from unallocated sites, the Council will have regard to the following factors:

- The degree and type of housing need in the locality of the site
- The desirability of securing additional on-site provision having regard to the site's size or location
- The proposed or potential form of the residential development
- Existing provision of affordable housing in the vicinity, including proposed development sites likely to deliver on-site provision in the near future

**1.21** The Council will consider a range of options for affordable housing obligations on unallocated sites from:

- full on-site provision;
- a mix of on-site provision and a financial contribution; to
- full provision on an alternative site or financial contribution.

**1.22** The Core Strategy sets out that the Council's expected tenure mix for affordable housing will be a 70:30 split in favour of social rented accommodation, with other intermediate tenure options contributing the remaining 30%. This ratio reflects the housing needs requirements of the District as set out in the Housing Needs Assessment 2012 and is in line with recommendations set out in the Regional Housing Strategy for affordable housing provision on planning gain sites. Any diversion from this policy position will need to be backed up by a full open book viability assessment using the Homes and Communities Agency (HCA) toolkit or any subsequent methodology released by the HCA.

### Financial contributions

**1.23** It will be a requirement that a full consideration of other options is made before the Council agrees to accept a financial contribution in lieu of on-site provision.

**1.24** Where financial contributions are considered appropriate in place of some or all on-site provision, the value of the contribution will be calculated as set out in Appendix 3.

## Affordable Housing 1

**1.25** The financial contribution will be ring-fenced by the authority for the procurement of affordable housing.

### Layout, Design and Integration

Integration of affordable housing

**1.26** The Council wishes to ensure that new developments form balanced and mixed communities. In the past, the absence of a 'tenure mix' approach precipitated the neighbourhood problems and unbalanced communities which it is now in the public interest to avoid.

**1.27** To ensure satisfactory integration, affordable housing on new developments should be fully integrated within the general market housing. The Council expects affordable housing to be 'pepper potted' throughout a development. Where practicable, this means that affordable housing should be in groups of not more than 5 dwellings at any single location within the development. This approach is fully consistent with Government policy. The NPPF recognises the need 'to deliver a wide choice of high quality homes, widen opportunities for homeownership and create sustainable, inclusive and mixed communities' (paragraph 50, NPPF).

**1.28** The NPPF places the responsibility upon the Local Planning Authority to determine the strategy for the need and provision for addressing housing need on a local level.

**1.29** The report on Responses to Housing Green Paper (December 2000) highlighted the practical value of pepper potting. Paragraph 8.5 states:

'On the issue of mixed tenure development a number of respondents point out that mixed tenure developments may be more successful if the social element of the development is pepper-potted within the development, rather than concentrated within one specific area. Regardless of size of development, pepper potting is seen to be the best approach, integrating the tenures and not creating a recognised 'social housing' area or block of dwellings.'

### Design and Sustainable Development

**1.30** To complement the pepper potting approach it is essential that affordable housing is of good quality and indistinguishable from general market housing. The Council will take into account the quality of layout and design of the affordable dwellings. In addition, to ensure that rented homes are sustainable for families in the long term, and to ensure the development qualifies for any grant funding which might become available, all affordable housing must conform to the latest Design and Quality Standards published by the Homes and Communities Agency (HCA).

**1.31** Policy CS15 of the Core Strategy (Sustainable Construction and Energy Efficiency) requires the following standards of construction for residential development:

- From 2013: All development – Code for Sustainable Homes Level 4
- From 2016: All development – Code for Sustainable Homes Level 6

**1.32** All new build affordable housing should be constructed to a standard which accords with the approaches to energy and resource efficiency referred to in Core Strategy Policy CS15, in the Council's supplementary planning document 'Quality Design' West Berkshire - Part 4 Sustainable Design

## 1 Affordable Housing

Techniques' and in accordance with the Housing Strategy. The Council will encourage developers and Registered Providers to provide affordable housing which is environmentally sustainable in the use of energy and water. Where possible affordable housing should include the following features:

- rainwater collection butts
- low energy light fitting
- condensing boilers
- use of passive solar gain
- solar hot water systems.

**1.33** It is more cost effective to incorporate such measures at the initial construction stage of a new dwelling rather than add them later. Such features also contribute to reducing energy consumption helping with the continuing affordability of each unit.

### Accessibility

**1.34** All the affordable dwellings should be constructed to Lifetime Homes standards to ensure that they are readily adaptable for those with special needs if required. Further information on the Lifetime Homes standards can be found at [www.jrf.org.uk/housingandcare/lifetimehomes](http://www.jrf.org.uk/housingandcare/lifetimehomes)

### Special needs

**1.35** The Council's Housing Strategy highlights the needs of particular categories of persons with a special need for supported or adapted housing. The target group for specialist housing changes from time to time depending on changes in legislation (such as the Homelessness Act 2002), government funding priorities, changes in legislation (such as National Care Standards which affect residential care home standards), gaps in local provision identified through the Supporting People programme etc. As the Planning, Housing, and Social Services Authority, the Council has a duty to ensure that affordable housing is provided to meet a whole range of needs. Future revisions of the Housing Strategy will include details of housing priorities for special needs groups.

**1.36** Developers will be expected to consider the inclusion of special needs housing on appropriate sites. These will be part of the affordable housing provision. However, where larger residential or shared housing is required, the affordable housing requirement will be calculated based on the assumption that the average affordable dwelling size required is 76 m<sup>2</sup> and a shared housing project larger than this will be equivalent to more than one affordable dwelling.

**1.37** The vast majority of special needs housing delivered on private sites will be for tenants who are already living independently. In most cases, the affordable housing will not require any special facilities or adaptations. There is however need for a greater proportion of wheelchair 'standard' housing as part of the affordable housing element. Developers should discuss the number of wheelchair standard housing within the site with the Council.

## Phasing of the Affordable Dwellings

**1.38** The Council will normally require all affordable housing to be in place before, as a maximum 80% of the market housing on the site has been completed. A phased implementation approach will be expected on larger sites and will be agreed on a site-by site basis.

## Summary – contents of S106 agreement

**1.39** Section 106 agreements for developments of 5 dwellings (or 0.5ha) or more will be required to cover the following issues as set out in detail above:

- Arrangements for, and cost of transfer of affordable units
- Methods of securing affordability in perpetuity
- Proportion, mix of types and tenure of affordable dwellings
- Design and construction standards
- Creation of small groups of dwellings
- Inclusion of environmental design features
- Any arrangements for off site provision or financial contribution
- Arrangements for special needs dwellings.

## Rural Exception Schemes

**1.40** Policy HSG.11 of the West Berkshire District Local Plan 1991 – 2002, Saved Policies allows for the development of small scale affordable housing schemes to meet identified needs on sites in rural areas which would not otherwise receive planning permission for housing development. The Council expects exception schemes to be supported by the local Parish Council and actively encourages Parishes which are aware of a need for affordable housing to work with the Rural Housing Enabler to undertake housing needs analysis.

**1.41** When published in March 2012, the NPPF amended the definition of rural exception sites and introduced the ability of such sites to deliver small numbers of market homes at the local authority's discretion, for example where essential to enable the delivery of the affordable units without grant funding. Policy HSG.11 should therefore be read alongside the NPPF.

## 1 Affordable Housing

### Sources/ Documents referred to:

BCIS Quarterly Review of Building Prices August 2012

Homes and Communities Agency, Affordable Homes Programme Framework 2011-15

National Planning Policy Framework March 2012

Housing Green Paper 2000

HCA Design and Quality Standards April 2007

Lifetime Homes [www.jrf.org.uk/housingandcare/lifetimehomes](http://www.jrf.org.uk/housingandcare/lifetimehomes)

West Berkshire Local Plan Core Strategy 2006-2026 (adopted July 2012)

West Berkshire District Local Plan 1991 - 2006 (Saved Policies)

West Berkshire Council Housing Strategy 2011-15

West Berkshire Council supplementary planning document 'Quality Design' West Berkshire - Part 4 Sustainable Design Techniques'

## Appendix 1: Types of Affordable Accommodation

**1.42** The Council wishes to see developments which meet a broad range of needs, from the most vulnerable groups, those with special needs or the homeless to those on modest incomes such as key workers who need a more limited level of subsidy to enable them to purchase a home. Affordable housing will always need to meet local needs. The Council will encourage developers and Registered Providers to bring forward innovative proposals which meet the demonstrable needs of local communities. As a general guide large developments of around 10 affordable dwellings or more, should include a mixed scheme of subsidised rented and some form of low cost ownership (LCHO). The Council's expected tenure mix for affordable housing will be a 70:30 split in favour of social rented accommodation, with intermediate tenures such as new build homebuy contributing the remaining 30%. This ratio reflects the housing needs requirements of the District as identified in the Housing Needs Assessment 2012.

**1.43** The various forms of affordable housing provision, and their suitability to meet needs in West Berkshire, are explained in more detail below. As outlined above, the key test will be whether it is genuinely affordable.

### AH1 – Social Rent from a Registered Provider

**1.44** This form of affordable housing contributes most to meeting housing needs in West Berkshire, and will therefore be expected on most sites where provision is to be made. Expectation is that social rent will constitute a minimum of 70% of the overall percentage of affordable housing provision on any qualifying planning gain site. Delivery of affordable housing through a Registered Provider (RP) ensures appropriate building and space standards for housing for rent. The Council will expect all affordable housing (whether via an RP or not) to meet the HCA's current Design and Quality Standards published April 2007 or subsequent versions.

**1.45** Subsidised rented housing is especially important as it is the only tenure available to individuals or families who are unable to obtain a mortgage to purchase even a significantly discounted property e.g. households in receipt of benefits or those with support needs. RP rents are regulated by the HCA. This ensures homes are affordable in perpetuity.

**1.46** While the Council will not impose a particular RP partner on any developer, it will advise developers on those RPs which are currently active in the West Berkshire area. The Council will normally only support development by those RPs which have existing stock in or near West Berkshire, those which have a particular expertise which may be lacking amongst the RPs already active in the area or those which can demonstrate that they can maintain on-going investment within West Berkshire.

**1.47** The Council considers it is important that the units for rent are let at social rents, are available for rent in perpetuity and are built to the required standard. Long term ownership and management by an RP partner is the Council's preferred option for the majority of the affordable housing to be provided on residential development sites. However, the Council will consider alternative models which achieve these aims.

**1.48** Housing management standards should comply with the Homes and Communities Agency document: The Regulatory Framework For Social Housing in England From April 2012, or any subsequent guidance.



## 1 Affordable Housing

### AH2 – Affordable Rent from a Registered Provider<sup>1</sup>

**1.49** Affordable rent was introduced in the spending review on 1st April 2011 as part of the Affordable Homes Programme. Affordable rented homes are made available to tenants at up to 80% of market rent and will be allocated in the same manner as social rent via the Council's choice based lettings scheme. The Government has introduced new measures for affordable tenancies; among those is the opportunity for RP's to offer flexible tenancies at a minimum of 2 years. The definition of affordable rented housing in the NPPF is:

'Affordable rented housing is let by local authorities or private registered providers of social housing to households who are eligible for social housing. Affordable Rent is subject to rent controls that require a rent of no more than 80% of the local market rent (including service charges, where applicable)'.

**1.50** The Council considers it essential that rents remain as affordable as possible. Therefore it will be seeking, where possible, to achieve a percentage of market rent below the 80% cap.

**1.51** Whilst providing a useful alternative, affordable rent does not meet the needs of the majority of the clients on the West Berkshire Housing Register. This need is predominantly met by the social rented tenure. Therefore affordable rent will only be considered on planning gain sites if a full viability assessment backed up by a recognised tool-kit proves that it would not be viable to provide 70% social rent on site.

**1.52** The Council expects all tenancies to run for a minimum of 5 years to help maintain sustainable communities.

### AH3 - Shared Ownership

**1.53** Shared ownership refers to dwellings which are part purchased and part rented to leaseholders, usually but not exclusively by an RP freeholder. It is normally built to the same standards as rented accommodation but shared ownership requires occupiers to purchase a part share of a property (say 25-50%) and rent the remaining share from the freeholder. It is therefore affordable to a narrower range of people. To be affordable such accommodation needs to be targeted towards particular income groups. Proposals for shared ownership will be expected to demonstrate that the prices, inclusive of mortgage, rent and service charges, are affordable to the income group at which they are aimed.

**1.54** Shared ownership leaseholders usually have the right to 'staircase up' their equity share, even to full ownership. If this is permitted in the leasehold agreement and the section 106 planning agreement, the leaseholder is able to purchase additional equity at the current property valuation pro rata. Where an RP owns the freehold, the proceeds of sale by the leaseholder's purchase, must be used by the RP to fund additional affordable housing in West Berkshire in some other way. It is also essential that the RP has the first option on the eventual resale of a shared ownership property so that it remains affordable for subsequent occupiers.

**1.55** The Council's preferred model is for shared ownership to be provided and managed by a RP. The Council will consider models which do not involve an RP provided the basic parameters described above are applicable.



## Affordable Housing 1

**AH4 - Key Worker Accommodation**

**1.56** The difficulties with recruitment and retention of key workers, due in part to the high cost of housing in the South East are well documented. The Council has participated in a joint project with other Berkshire authorities, which has identified a need in the District for this type of accommodation and the Council will continue to assess proposals for the provision of accommodation of this type on a site by site basis.

**Appendix 2: The developer's contribution to on site affordable housing**

**1.57** The provision of affordable housing will normally be achieved through the involvement of a Registered Provider (RP) agreed by the Council and registered with the Homes and Communities Agency (or its successor), so that properties can be secured for successive occupiers. The Council would expect the freehold interest in the affordable housing to be transferred to the Registered Provider. Where the transfer is a leasehold arrangement, the lease will be for a minimum of 125 years (99 years in exceptional circumstances) and the land rent will be restricted to a peppercorn charge.

**1.58** The Council expects all affordable housing on planning gain sites to be delivered with nil public subsidy. Developers are expected to make full provision for nil grant affordable housing on all qualifying planning gain sites and pay due consideration when negotiating the land value of a site.

**1.59** Where an element of the on-site affordable housing is for shared ownership or fixed equity, the amount of the developer's contribution will be calculated as 35% of the open market value for each unit type. The open market value will be agreed between the receiving Registered Provider and the developer, or, in the event that agreement cannot be reached between those parties, by an average of three independent valuations.

**Appendix 3: Calculation of financial contributions**

**1.60** In the exceptional cases where the Council agrees to accept a financial contribution in lieu of on site affordable housing there are two stages to calculating the level of financial contribution. The first stage calculates the equivalence of the site, and the second stage calculates the level of the financial contribution.

Stage 1: Calculating the affordable housing contribution from the site

**1.61** A greater contribution towards affordable housing is sought from financial contributions to reflect the benefit the developer gains through 100% facilitation of the site as private market accommodation (compared to 70% when on-site affordable housing is provided on brownfield sites or 60% on greenfield sites) and to ensure equitable distribution of both private market and affordable housing to meet the needs of the local community.

**1.62** The element of affordable housing contribution from the site will therefore be calculated as follows:

$$\frac{\text{Number of units}}{70^* (\% - \text{private market housing})} \times 100 = \text{Affordable housing contribution}$$

\* The number of units would be 60(% - private market housing) on a greenfield site

## 1 Affordable Housing

### Example:

In a scheme of 30 units (and assuming that the site is a brownfield site requiring 30% affordable housing provision rather than a greenfield site requiring 40% affordable Housing provision), the Council's normal on-site affordable contribution is up to 30% (9 units) and thus the private market provision is 70% (21 units).

However, where a financial contribution is accepted in lieu of on-site provision, all 30 dwellings are for private market accommodation. The in-lieu payment will be used to provide affordable accommodation elsewhere, and should take into consideration all new housing units resulting from the facilitating site. The 30 housing units should still reflect 70% of the overall development.

The total development resulting from the facilitating site is therefore calculated as:

$$30/70 \times 100 = 42 \text{ units}$$

$$30\% \text{ of } 42 \text{ units} = 12 \text{ affordable units}$$

Total equivalence of site = 30 private market dwellings and 12 affordable dwellings

### Stage 2: calculating the level of financial contribution

**1.63** The level of the financial contribution sought will equate directly to the cost of delivering elsewhere the affordable housing requirement generated by the site in question. It will be calculated using the rental stream approach. The formula uses an average sum related to Total Capital Costs inflated by BCIS, less the capitalised rent.

**1.64** The calculation is the value in column "A" minus the value in column "B" equals the value (developer's contribution) in column "C"

| Unit type  | Assumed area in square metres | A<br>Total capital costs inflated by BCIS <sup>1</sup> | Assumed maximum annual rental income (based on rents cap levels) <sup>2</sup> | B<br>Capital loan supported by rental income | C<br>Funding shortfall (representing the developer's contribution) |
|------------|-------------------------------|--|---|--|--|
| 1 bedroom  | 46                            | £124,577   | £6,419  | £63,009                                      | £61,568  |
| 2 bedroom  | 76                            | £180,829   | £6,796  | £82,020                                      | £98,809  |
| 3 bedroom  | 86                            | £199,580   | £7,173  | £98,819                                      | £100,761   |
| 4+ bedroom | 96                            | £218,202   | £7,552  | £109,073                                     | £109,129   |

<sup>1</sup> BCIS General Building Costs Index from Q4 2010 to Q4 2011

<sup>2</sup> "Rents, rent differentials and service charges for housing associations 2011-12" published by Tenant Services Authority inflated by RPI from Sept 2011 to Sept 2012 plus 0.5% percentage increase, in accordance with the Regulatory Framework for Social Housing in England from 2012 published by HCA

## Affordable Housing 1

**1.65** In determining the unit type of the affordable housing element for the purposes of calculating the financial contribution, initial regard will be had to the proportionate mix of the open market element of the facilitating site. For example, if the open market element is 30% 3-bed units, 50% 2-bed units and 20% 1-bed units, the affordable housing element will be considered to comprise the same.

## 2 Transport

### TP - 2 Transport

This document is one of the supporting topic papers which form West Berkshire Council's Supplementary Planning Document (SPD) 'Delivering Investment from Sustainable Development'. The SPD sets out West Berkshire Council's approach to securing developer contributions towards local infrastructure, services and amenities. It is intended as a guide for landowners, developers and residents. This topic paper sets out how the Council will deal with planning applications where a contribution towards transport infrastructure and services will be sought.

#### Introduction

**2.1** The overarching policies supporting this guidance note are detailed in the Core Guidance Document.

**2.2** In considering planning applications for new development, the impact on the highway network will be assessed and consideration given as to how the impact could be overcome by planning conditions or by planning obligations.

**2.3** Developments should also include full provision of integrated transport and safety measures, commensurate with the development proposed, including improvements to the public transport system in accordance with Government policy seeking reduction in reliance on the private car and increase in the use of alternative forms of transport, as set out in the National Planning Policy Framework (NPPF).

**2.4** Planning applications for larger developments will be expected to be accompanied by Transport Statements or Transport Assessments and a Travel Plan. These should be provided in accordance with national 'Guidance on Transport Assessments' (March 2007) and the indicative thresholds in Appendix B of the guidance. There may be some other occasions where the local authority will require such assessments as a result of local circumstances which should be highlighted through pre-application discussions.

#### Improvements to Transport Infrastructure – Provision and Contributions

**2.5** Developers will be expected to provide on-site estate roads, footpaths, bridleways and cycleways, parking spaces, lighting, bus stops, lay-bys and associated landscaping in relation to the scale of the development proposed.

**2.6** In addition, where appropriate, West Berkshire Council will seek contributions towards off-site improvements such as new and improved road infrastructure, traffic calming, public transport improvements, cycleways, footpaths, lighting and associated landscaping to mitigate the potential transport impact of a development and to provide other forms of transport. The Council may also in appropriate circumstances seek ongoing revenue contributions to fund the running of a service made necessary by the development.

#### Residential Development

**2.7** Levels of contribution to transport infrastructure and service improvements are assessed having regard to the size of the development and the estimated increase in population and the estimated additional transport need and traffic generated.

## Transport 2

**2.8** Contributions towards transport services and infrastructure improvements may be sought from developments of 1 dwelling or more as set out in the SPD's Core Guidance paper.

## Commercial Development

**2.9** Contributions from industrial, commercial, retail and leisure developments may be sought in accordance with the thresholds which are set out in Table 2 of the SPD's Core Guidance paper. The level of contribution will be assessed having regard to the level of floorspace, the likely transport demands created and the character and volume of traffic likely to be generated. Contributions will be based on the approach set out in the table below.

| Class   | Development           | £ per | £ per   | Notes              |
|---------|-----------------------|-------|---------|--------------------|
|         |                       | sqm   | Bedroom |                    |
| A1      | Food                  | 140   |         |                    |
| A1      | Bulky Goods           | 80    |         |                    |
| A2      | Office, Banks         | 60    |         |                    |
| A3 – A5 | Food/Drink            |       |         | See Notes 1 & 2    |
| B1a     | Office                | 60    |         |                    |
| B1b     | Business              | 60    |         |                    |
| B1c     | Light Ind.            | 60    |         |                    |
| B2      | Industrial            | 40    |         |                    |
| B8      | Warehouse             | 40    |         |                    |
| C2      | Hotel                 |       |         | See Notes 1 & 2    |
|         | Health                |       |         | See Notes 1 & 2    |
|         | Nursing homes         |       |         | See Notes 1 & 2    |
| C3      | Residential           |       | 1,100   |                    |
| D1      | Education             |       |         | See Notes 1 & 2    |
| D2      | Social / Leisure      |       |         | See Notes 1 & 2    |
| SG      | Car Garages and sales |       |         | See Notes 1 & 2    |
| SG      | Garden Centres        | 80    |         |                    |
| SG      | Minerals & Waste      |       |         | See Note 3         |
| SG      | Other SG Uses         |       |         | See Notes 1, 2 & 3 |

## 2 Transport

### Notes to Table

1. Determine in each case with possible reference to survey databases such as the Trip Rate Information Computer System. See note 2 below
2. The Trip Rate Information Computer System (TRICS) is a national database of traffic surveys including most land uses. Reference may be made to TRICS or any other suitable traffic survey database in determining levels of contributions for these uses.
3. The level of contributions, highway improvements, maintenance, lorry routing and all other forms of mitigation will be determined within a Transport Statement / Assessment that should be submitted detailing proposed traffic levels compared to existing. The impact will be assessed on the expected route of traffic and regarding all modes of travel.

### Travel Plans

**2.10** Travel Plans are becoming an increasingly important tool in the delivery of sustainable outcomes. They provide, together with transport assessments, the mechanism for assessing and managing access to sites. In addition, they can help improve accessibility, both to and from the site, and to local amenities and services.

**2.11** The NPPF states that a travel plan is a key tool in the promotion of sustainable transport modes and should be submitted alongside planning applications that are likely to generate significant amounts of movement. Travel Plans are likely to be sought on applications for retail, leisure, business, employment, health, residential and educational development as appropriate. This includes applications for redevelopment, mixed use schemes, changes of use of buildings and applications to extend the duration of an existing planning permission. It may also be necessary for audits to be prepared covering road safety and provision for safety for motorbikes, pedestrians, and cycles.

**2.12** The Council will generally seek Travel Plans for developments where they fall within the thresholds indicated in the Government's 'Guidance on Transport Assessment'

**2.13** The level of contribution may be reduced should a robust Travel Plan be submitted with the planning application in proportion to the targets set within the Travel Plan to reduce traffic flows. The Council may also seek contributions towards the costs of on-going monitoring of Travel Plans.

### Public Transport

**2.14** All development should be served by public transport, at a level equal to, or greater than that identified in the Local Transport Plan and Passenger Transport Strategy.

**2.15** All new or improved bus services resulting from developer contributions should seek to utilise low floor, low emission vehicles meeting the requirements of the Disability Discrimination Act. They should be designed so as to be accessible to a wide range of the community. Any bus stop infrastructure on or adjacent to, the site should be fully compatible with the operation of low floor buses. The current standard is for a 180mm high kerb, which enables buses to stop parallel with the kerb, and with room adjacent to an area of hard standing which can easily be accessed by disabled people from the footpath network.

**2.16** Where new developments can reasonably be expected to be served by rail, contributions may be sought to deliver improvements to relevant rail stations. The improvements will relate to the facilities at the station, the station environment and access to and from the station for all modes. The West Berkshire Station Access Audit will be one source used to identify improvements along with

## Transport 2

close liaison with Network Rail and the Train Operating Company. Larger developments accompanied by Transport Assessments and Travel Plans should include an assessment of the impacts to existing rail infrastructure and recommend improvements and actions as appropriate.

### Large Housing Developments (200 Units and above)

**2.17** To ensure that the public transport service to a development meets the Council's objectives as identified in the Local Transport Plan and Passenger Transport Strategy, revenue contributions for a period of not less than five years, or an equivalent lump sum payable before commencement of any service that is necessary for the development to be acceptable in planning policy terms, will be required.

**2.18** Public transport services provided as a result of new development should not undermine existing service provision, particularly those services which are commercially viable.

**2.19** The Council can advise on the level of service provision that will be sought together with the necessary standards and definitions.

### Other Housing Developments

**2.20** The majority of household developments will not be large enough to generate the enhanced provision of public transport expected for large housing developments. However, the cumulative impact of smaller developments taken together will have an impact on the transport system requiring improvements.

### Other Forms of Development

**2.21** Contributions will be sought from other forms of development that will benefit from, and rely upon, service improvements or rely upon such access to achieve sustainable transport targets within approved travel plans.

### Walking and Cycling

**2.22** Improved pedestrian and cycling facilities will be sought for new development where appropriate. This may include pedestrian priority measures, pedestrian friendly crossing, traffic calming, cycleways, and staff shower facilities at large industrial, commercial, retail and leisure developments.

**2.23** Cycle parking and Motorcycle parking will be sought in line with the Council's current guidance (Cycling and Motorcycle Advice and standards for New Development Guidance note).

### Accessibility

**2.24** Improvements will be expected to provide for safe access for people with disabilities, the elderly and the sick, and those with young children, in accordance with West Berkshire Council's standards of accessibility.

## 2 Transport

### Contacts

**2.25** For further information please contact:

Highways and Transport Service  
West Berkshire Council  
Council Offices  
Market Street  
Newbury  
RG14 5LD

Tel: (01635) 519207

### Sources/ Documents referred to:

Department for Transport - Guidance on Transport Assessments published 7th March 2007.  
Appendix B – Indicative Thresholds for Transport Assessments.

National Planning Policy Framework (NPPF), Adopted March 2012.



## TP - 3 Education

This document is one of the supporting topic papers which form West Berkshire Council's Supplementary Planning Document (SPD) 'Delivering Investment from Sustainable Development'. The SPD sets out West Berkshire Council's approach to securing developer contributions towards local infrastructure, services and amenities. It is intended as a guide for landowners, developers and residents. This topic paper sets out how the Council will deal with planning applications where a contribution towards education provision will be sought.

### Introduction

**3.1** The overarching policies supporting this guidance note are detailed in the Core Guidance Document.

**3.2** West Berkshire Council is responsible for education provision in West Berkshire. The methodology set out below will be applied for all developments within the West Berkshire Council administrative area. In accordance with Government guidance, the Council recognises the importance of making proper provision for education needs in the early years, primary, secondary and sixth form age groups. The Council also recognises the need to make suitable and sufficient provision for pupils with Special Educational Needs. Provision will be made within the West Berkshire administrative area only.

**3.3** New housing generates an increased demand for school places. Where a new residential development generates additional demand for school places, from early years to secondary, which cannot be adequately met by existing provision, a contribution will be sought. This contribution will be used to meet the impact of the development and may include the provision of additional accommodation and ensuring that statutory site requirements are met.

**3.4** Examples of additional accommodation include extended teaching areas, extensions to non-teaching areas, or internal reorganisations that allow for the creation of extra space. Site requirements could include improved access, additional security requirements although it should be noted that this is not an exhaustive list.

### Assessing the application

**3.5** Each application is assessed by reference to the following:

- The likely child yield from the development.
- The likely yield of pupils with Special Educational Needs, requiring specialist provision, from the development
- The ability of the schools within the catchment area to meet the impact of the development and accommodate any additional pupils.
- The cost of providing extra pupil places.
- The impact of other proposed developments in the catchment area.
- The cost of the development and delivery of a project to meet the impact of the development.

## 3 Education

### The Child Yield

#### **The Yield of Pupils in Early Years Settings**

**3.6** The yield of early years pupils will be calculated using the numbers of 3 year olds from the housing study described below.

#### **The Yield of Pupils in Mainstream Schools**

**3.7** The child yield likely to be generated by a development is derived from research commissioned by five of the ex-Berkshire Unitary Authorities. An independent market research company carried out doorstep interviews across more than 500 new homes in West Berkshire in 2010 and 2011. A representative sample of dwelling types and sizes across the district was included in the survey. This survey updated the original housing study that was carried out by Revolution Research on behalf of all the ex-Berkshire unitary authorities in 2001 and the subsequent e-feedback survey of 2005. A copy can be made available electronically upon formal written request.

**3.8** The child yield will be calculated on the basis of the actual impact and will not be rounded up or down. The child yield will therefore be shown in fractions. The primary and secondary child yield calculations will be reduced by 1% to allow for the number of pupils requiring specialist SEN provision.

#### **The Yield of Pupils with Special Educational Needs**

**3.9** Of the population of West Berkshire schools 1% require specialist educational provision, therefore 1% of the child yield generated by the development will be considered as requiring this specialist provision and a contribution will be sought at an appropriate level.

**3.10** This provision is organised across the district rather than in local areas due to the complexity and variety of these needs, and therefore the contribution will be used across the district.

**3.11** This calculation will be the subject of an annual review, at the same time as the rest of the Topic Paper, to ensure that the percentage used reflects the level of need at that time.

### Meeting the impact of the development

#### **The Capacity of Early Years Settings**

**3.12** New housing generates additional Early Years pupils. Children of 3 years are entitled to 15 hours of free Early Years provision per week. It is these children that we propose to focus on in our assessment of need and impact.

**3.13** In our 2010 Childcare Sufficiency Assessment Report it was found that there were:

- Limited childcare places (due to impact of extension of Free Entitlement and single point of entry into education)
- Lack of childcare in areas (particularly rural locations)

**3.14** The report went on to find that provision in the outer lying rural villages is very limited and overall there is a need for increased provision for 3+ year olds with a significant number of places needed across the district. A definitive picture of need versus availability is difficult as parental choice has to be factored in as well as the suitability of provision. However we can determine from the report that overall there is insufficient Early Years provision across West Berkshire.

## Education 3

**3.15** It is on this basis, therefore, that we will seek Early Years contributions from all proposed housing developments.

**3.16** A copy of the Childcare Sufficiency Survey can be made available upon written request. A copy of a more detailed explanation of the diversity and complexity of provision can also be provided on written request.

### **The Capacity of the Catchment Area Schools**

**3.17** The capacity of schools within the catchment area of the development will be assessed to determine whether the pupils generated from the development could be accommodated.

**3.18** The capacity of the school is based on the Net Capacity methodology provided by the DfE (Department for Education). This provides us with the capacity and the associated admission number of the school. This is updated annually and changes are provided to the DfE. The capacity figures will be updated on an individual basis, to capture changes that are made to the schools at that time.

**3.19** The number on roll (NOR) figure will be based on the School Census information provided to the DfE. At secondary stage there is one point of entry therefore the September count will be used, which is available in October and therefore will be updated annually from 1st January. At primary and early years there are two points of entry but at the first point part time pupils may attend school but will not appear on the statutory figures. The January count will therefore be used, which is available in March and therefore will be updated annually from 1st April.

**3.20** Currently 4.38% of pupils of the Catholic faith in West Berkshire access a Catholic education. We have three schools that cover our district and share catchment areas across a number of schools.

**3.21** The number of primary pupils generated by a development will therefore be split, with 95.62% of pupils being assessed against the primary catchment school and the remaining 4.38% being assessed against the Catholic school that covers that area. There is a small part of the district that is not covered by the three schools. A development that falls into this area will be assessed against the closest Catholic school using our GIS system.

**3.22** Once the Catholic school has been identified, an assessment of capacity will be carried out as described above.

### **The Cost of Providing Pupil Places**

#### **The Cost of Providing Early Years Places**

**3.23** Children aged 3 are entitled to 15 hours of free Early Years provision. This constitutes 60% of a school week. We will therefore seek Early Years places at 60% of the cost of providing a primary school place.

#### **The Cost of Providing Mainstream School Places**

**3.24** The cost of pupil places is based on the Cost Multiplier figures, originally provided by the DfE. The DfE also provided the regional factor, to reflect the costs of providing these places in West Berkshire. An additional cost is also applied to reflect the need to achieve the BREEAM Excellent standard. The costs are based on the 2008 DfE study that identified these additional costs per sqm. The pupil place costs will be updated on an annual basis using either a recognised construction cost index or updated DfE figures and will take effect from the 1st April each year.

## 3 Education

### The Cost of Providing SEN Places

**3.25** The costs shall be calculated using the following calculation:

**3.26** An average of the latest published DfE cost rates (sqm) for Special Schools multiplied by the average gross internal floor area per pupil multiplied by the latest regional factor. As with mainstream school places, an additional cost has been included to achieve the BREEAM Excellent standard.

**3.27** The latest figures were calculated in the financial year 2004/05 and have therefore been uplifted using a recognised construction cost index inflation figure. This will be the basis of future increases, in line with the provision of pupil places above.

**3.28** The pupil place costs will be updated on an annual basis using a recognised construction cost index or updated DfE figures and will take effect from the 1st April each year.

### The Impact of Other Developments

**3.29** The impact of other housing developments will only be considered where the impact is being met, in full or in part, by capacity that already exists at the school. Once the existing capacity, or surplus, has been exceeded the developer will be expected to contribute as the school would no longer be able to mitigate the impact.

**3.30** Where the impact of a development is being met in full by a Section 106 contribution, the impact will be removed from the rolling calculator. The development will be considered to have made provision for the impact it would create and therefore did not need to be considered for future developments.

**3.31** A rolling calculator is kept to monitor the impact on the surplus places at the catchment area schools, where such a surplus might exist. This log includes all live and approved applications; withdrawn and refused applications are removed as soon as such decisions are communicated.

### Calculating the Contribution

**3.32** Once the likely child yield, capacity of the school(s), cost of providing places, cost of SEN places and impact of other developments have been established the contribution can be calculated. The cost of providing the places required for the likely child yield from the development is identified using a Development Impact Calculator (DIC). The calculator can be used to calculate the maximum contribution the Council may seek towards Education provision for developments that do not create the need for a completely new school or where the size or nature of the development or catchment school(s) requires it.

**3.33** There are separate DICs for each size of dwelling (2-bed, 3-bed, etc...) and also separate calculators for 2-bed flats and houses to reflect the differing nature of these properties. A development will therefore be assessed on a by bed basis.

**3.34** In circumstances where the size and type of a dwelling being demolished is not replaced in the new housing development, the child yield from the existing dwelling which is to be demolished will be calculated (in the same way as child yield from a new dwelling) and deducted from the total child yield for the new development, to arrive at the relevant contribution.

**3.35** The cost of providing sufficient pupils places/infrastructure will be made up of the total of the calculators added together at early years, primary, secondary, sixth form and SEN stages. A detailed breakdown of dwelling types and sizes will therefore be required to provide this figure. Should this information not be available a general DIC will be used, that will give a cost for a mixed development

## Education 3

based on the housing study and taking into account all the dwellings sampled, until a mix of dwellings can be provided. It should be noted that 1-bed dwellings will be included in the general calculation but will be excluded from the by-bed calculations.

**3.36** The figure arrived at will only be altered if there is some available capacity at one or all of the catchment schools or if the development comes under the Major Development category described below.

### The Cost of Project Development and Delivery

**3.37** Once the contribution has been calculated, an additional 1% of the total cost will be sought. This will cover the costs of a Commissioning Officer's involvement in the development and delivery of a project. This will be directly related to the development and will take place solely to mitigate the impact caused by the development.

### Exceptions

**3.38** The exceptions will be the following types of developments from which the Council will not seek such contributions:

- Housing specifically restricted by planning condition or agreement to occupation by those aged 55 years or more.

### Deviations

**3.39** On occasion it may be necessary to deviate from our published approach. Deviations will only be considered where the formulaic approach, detailed above, is not sufficient to mitigate the impact of the development. It is anticipated that this will only be as the result of Major Housing Developments or where there is not sufficient scope to expand provision on a school site. There may be other occasions where a deviation becomes necessary and these would be agreed on an individual basis.

**3.40** Major housing development, as defined by the Core Guidance document, may generate the need to provide a new school on a suitable local site, may require extensive remodelling of a school or the schools provision within an area may need to be re-organised. The details of the contribution to be sought from the developer will be a matter for discussion at the time of a proposal and it is advisable that early discussions take place.

**3.41** Some of our school sites are already below recommended guidelines and are on restricted sites. In these cases it may not be possible to expand the schools by adding additional accommodation in the usual way. Discussions will be required to find alternative solutions that will make the development acceptable and will provide sufficient places to mitigate the impact. It is advisable that early discussions take place.

**3.42** In addition to the provision of the necessary facilities developers will be expected to finance the options appraisal studies and any necessary public consultation exercises which have been made necessary by the proposal.

## 3 Education

### Contacts

**3.43** For further information please contact:

Strategic Commissioning and Compliance Team  
Property Team  
Education Service  
West Berkshire Council  
West Street House  
West Street  
Newbury  
RG14 1BD

Tel: 01635 519366

E-mail: [fsimmonds@westberks.gov.uk](mailto:fsimmonds@westberks.gov.uk)

### Sources/ Documents referred to:

Baseline Designs – Education Funding Agency 2012

Building Bulletin 99: Briefing Framework for Primary School Projects – DfE

Building Bulletin 98: Briefing Framework for Secondary School Projects – DfE

Building Bulletin 77: Designing for Pupils with Special Educational Needs and Disabilities in Schools

Survey establishing the number of pupils resulting from new 1 and 5-bed dwellings 2011 – Cognisant Research Ltd on behalf of WBDC

Survey establishing the number of pupils resulting from new development 2010 –

Qa Research on behalf of the six Berkshire Unitary Authorities

Survey establishing the number of pupils resulting from new development 2005 –

E-feedback Ltd on behalf of five of the Berkshire Unitary Authorities

Survey establishing the number of pupils resulting from new development 2001 - Revolution Research on behalf of Berkshire Unitary Authorities

## TP - 4 Libraries

This document is one of the supporting topic papers which form West Berkshire Council's Supplementary Planning Document (SPD) 'Delivering Investment from Sustainable Development'. The SPD sets out West Berkshire Council's approach to securing developer contributions towards local infrastructure, services and amenities. It is intended as a guide for landowners, developers and residents. This topic paper sets out how the Council will deal with planning applications where a contribution towards public library facilities will be sought.

### Introduction

**4.1** The overarching policies supporting this guidance note are detailed in the Core Guidance Document.

**4.2** Libraries play a key role in underpinning education in its broadest sense. The information they supply promotes a wider understanding of the past, offers individuals the opportunity to acquire new skills and knowledge and gives everyone the opportunity to enjoy a rich and varied cultural life.

**4.3** Public libraries have an increasingly important role to play in making available the wealth of information now being provided electronically across the world. They also form a focal point for the local community improving self confidence and stimulating learning at all levels. New technologies will allow citizens to use their local libraries as an interface with Government at all levels.

**4.4** West Berkshire Library and Information Service aims to provide access to informational, educational, cultural and recreational library materials in a variety of formats and technologies and to be responsive to the public library needs of the community. The service seeks to encourage independent learning and lifelong reading enjoyment.

### Standard of Service Provided

**4.5** As a library authority West Berkshire Council has a statutory duty to provide a public library service and to ensure that it is "comprehensive and efficient". Whilst its obligation to lend extends only to those who live, work or study full time in the District, it has a duty to allow access to all comers to each of the District's libraries.

**4.6** Any development, be it residential or commercial, which increases the potential number of library users to which the authority has an obligation to lend, will undoubtedly impose an additional financial burden on the service. While the revenue costs of providing such a service should be met by increased council tax collection, the initial one off costs cannot be met in this way and a contribution from developers is sought for service improvements appropriate to the scale and nature of the development. These improvements will range from the enhancement of stock and ICT facilities to the extension of existing buildings or provision of new buildings. All contributions will underpin the existing service provision and will ensure that the Council maintains progress towards meeting the national standards.



## 4 Libraries

### Service Provision Requirements

**4.7** West Berkshire's local standards for library service provision state that the Council will seek to ensure that:

- Communities with up to 1,500 people are to be served by mobile libraries;
- Communities with populations between 1,500 and 4,000 are to be served by permanent libraries open from 10 - 30 hours a week;
- Communities with a population of 5,000 or more are to be served by a branch library open not less than 30 hours per week;
- Space standards in static libraries were set so that any new library building provided 28 square metres of space per 1,000 catchment population.

**4.8** A report on S106 contributions for library services in the South East commissioned by South East Museums Libraries and Archives Council called "Paying for Growth" recommended a minimum space standard of 30 square metres per 1000 population based on an average of a number of different authorities' standards and this increased space requirement is recommended for West Berkshire libraries. The report was updated for 2007 with the same recommended space requirement and an increased cost per m<sup>2</sup> based on building inflation rates.

**4.9** For 2012 the Building Costs Information Service (BCIS) general building costs index increase of 1.4% has been applied to the calculation of the S106 contribution for the library service.

### Provision of Libraries

**4.10** The West Berkshire Library Service is currently provided from nine static libraries and two mobile libraries. The mobile libraries cover every parish within the authority's boundaries, providing library and information services to the rurally isolated, the housebound and those in residential or care homes.

**4.11** The additional need generated by a development may be met in a number of ways. A development may justify the provision of a new library or require the upgrading of an existing service, e.g. an extension to an existing building or additional mobile library stops.

**4.12** For smaller developments, contributions may be sought for additional stock or public access PCs. As West Berkshire Library Service operates as a single unit with book stock being accessible through all libraries, any additional stock will form part of the total stock of the service and would not necessarily all be located permanently in the library nearest the development.

**4.13** New developments which include the provision of sheltered accommodation or other specialised housing for elderly or disabled people may require the extension of the mobile or housebound library service.

**4.14** The level of provision required will be based on the estimated increase in library use the development is expected to generate. The cost of provision includes the cost of stock and furniture and fittings as well as the building itself. The required standards and precise nature of contributions will reflect local need; but as a guide will be sought on the basis set out below.



## Cost of Enhancement / New Facilities

### Residential Development

**4.15** Based on West Berkshire's minimum library floorspace standards per 1,000 population, it is possible to attribute the additional library space generated by each additional dwelling (using information on average occupancy per size of dwelling unit). This can then be multiplied by the cost per square metre of library floorspace. The cost of library buildings has been calculated as £3,558 per m<sup>2</sup> using the BCIS General Building Costs Index increase of 1.4%.

**4.16** West Berkshire Education Service has recently completed a survey of local occupancy rates for different sizes of dwellings and this has been used to calculate the contribution which would be required from different sizes of dwellings.

**4.17** In order to determine an appropriate level of contribution per additional dwelling, the following formula has been derived:-

### Contributions from Residential Development per person

$$\frac{\text{Total cost of floorspace (actual and estimated costs)}}{\text{Total floorspace}} = \text{Average cost per m}^2$$

$$\text{Average cost per m}^2 = \text{£3,558}$$

West Berkshire minimum floorspace requirements for a static library:

$$30\text{m}^2 \text{ per } 1000 \text{ population} = 0.030\text{m}^2 \text{ per person}$$

$$\text{Floorspace (m}^2\text{) per person} \times \text{cost per m}^2 = \text{cost per person}$$

$$0.030\text{m}^2 \times \text{£3,558} = \text{£106.74 per person}$$

**4.18** The following table shows the cost per dwelling based on unit size. This level of contribution will be expected to ensure that adequate provision can be made for the increased demand in the district.

|                   | 1 bed unit | 2 bed flat | 2 bed house | 3 bed unit | 4 bed unit | 5 bed unit |
|-------------------|------------|------------|-------------|------------|------------|------------|
| Occupancy Rate    | 1.47       | 2.24       | 2.32        | 2.88       | 3.5        | 3.83       |
| Cost Per Dwelling | £157       | £239       | £248        | £307       | £374       | £409       |

## 4 Libraries

### Commercial Development

**4.19** Contributions will also be expected from commercial development on the basis that library authorities have a statutory obligation to lend to those who work in the district. The level of contribution required has been set with reference to the number of library members living outside West Berkshire as a proportion of total library membership. This is based on the premise that a proportion of commuters into West Berkshire will make use of library services. It is considered appropriate to use this methodology as being representative of the potential number of additional non-resident library members that will be generated by additional commercial development.

**4.20** An alternative approach would be to apply the following methodology. Information on the total number of employees in employment in West Berkshire is taken from the Annual Employment Survey. By applying the same proportion of residents commuting out of West Berkshire as recorded in the 1991 census and subtracting it from the current economically active population, it is possible to ascertain the number of commuters into the district. Based on this methodology, 35% of employees in West Berkshire live outside the district. This compares well with information on current non-resident library membership levels of 32%.

**4.21** It is recognised that different types of commercial development will generate different levels of employees. The floorspace: employee ratios set out within the core guidance are applied to ascertain an appropriate level of contribution per person. The floorspace: employee ratios are derived from the Employment Densities Guide 2nd Edition 2010 by Drivers Jonas Deloitte for the Homes and Communities Agency (see this SPD's Core Guidance Paper Table 2). Contributions will be assessed on the net additional number of employees generated as follows:-

### Contributions from Commercial Development

Cost of Library Provision per person = £106.74

$\frac{\text{Library Members Outside West Berkshire}}{\text{Total Number of Library Members}} \times 100 = \text{Commercial Membership Rate (\%)}$

Commercial Membership Rate x Cost per Person = Contribution per Person

32 % x £106.74 = £34.16 per person

Total Floorspace x Contribution per person = Floorspace Contribution

Floorspace: Employee Ratio

**4.22** A contribution of £34.16 per person will therefore be expected from commercial developments which meet the thresholds set out in this SPD's Core Guidance Paper Table 2, having regard to the table of Floorspace: Employee Ratios.

## Contacts

**4.23** For more information please contact:

Planning Policy Team  
 Planning & Countryside Service  
 West Berkshire District Council  
 Council Offices  
 Market Street  
 Newbury  
 RG14 5LD

Library Services Manager  
 Cultural and Environmental Protection Services  
 West Berkshire District Council  
 Council Offices  
 Market Street  
 Newbury  
 RG14 5LD

Tel: (01635) 519111

Tel: (01635) 519580

Email: [planningpolicy@westberks.gov.uk](mailto:planningpolicy@westberks.gov.uk)

Email: [mbrook@westberks.gov.uk](mailto:mbrook@westberks.gov.uk)

## Sources/ Documents referred to:

National Library Standards – Department of Culture Media and Sport

Annual Employment Survey – Nomis

Paying for Growth. Professor Martin Elson. November 2005. Report commissioned by Semlac. See [http://www.semlac.org.uk/payingforgrowth\\_finalreport.html#tariff](http://www.semlac.org.uk/payingforgrowth_finalreport.html#tariff)

The South East Public Library Tariff. MLA SE. Revised edition January 2007

Employment Densities Guide 2nd Edition 2010 by Drivers Jonas Deloitte for the Homes and Communities Agency (HCA)

BCIS Quarterly Review of Building Prices Issue No 126 August 2012

## 5 Community Facilities

### TP - 5 Community Facilities

This document is one of the supporting topic papers which form West Berkshire Council's Supplementary Planning Document (SPG) 'Delivering Investment from Sustainable Development'. The SPD sets out West Berkshire Council's approach to securing developer contributions towards local infrastructure, services and amenities. It is intended as a guide for landowners, developers and residents. This topic paper sets out how the Council will deal with planning applications where a contribution towards community facilities will be sought.

#### Introduction

**5.1** The overarching policies supporting this guidance note are detailed in the Core Guidance Document.

**5.2** The Local Plan Core Strategy has made allowance for an additional 10,500 new dwellings over the local plan period 2006 – 2026. There are a number of community facilities which are at or near capacity within West Berkshire. The Council considers that in many cases new residential development will place additional demands on services over and above existing provision. This applies equally to major new residential development and the cumulative effect of new single dwellings.

**5.3** To ensure that the community has sufficient facilities over the coming years to keep pace with the overall level of new residential development within the district, the Council may seek contributions to community facilities from residential development.

#### Contributions

**5.4** In accordance with this SPD's Core Guidance paper, contributions towards community facilities may be sought from residential schemes of one dwelling or more.

#### General Community facilities

**5.5** Facilities such as community centres, youth facilities and meeting rooms, play a vital part in community life. Community facilities provide for the health, welfare, social, educational, spiritual, recreational, leisure and cultural needs of the community. It is important that adequate facilities are provided with new development and that social and community facilities are accessible by all.

**5.6** Provision or extension of community facilities including community centres, meeting halls, heritage facilities, museums, youth centres, day centres and other similar social infrastructure, health facilities and places of worship will be sought in connection with new residential development. See Topic Paper 10 in relation to museums and/or other heritage provision.

#### Community and Youth Centres

**5.7** Major housing developments (approximately 200 dwellings or more) may be expected to make on-site provision for community facilities in the form of community and youth centres, often as part of a neighbourhood centre. Developers may be required to undertake a community needs assessment to assess the scale and nature of facilities required.

## Community Facilities 5

**5.8** Any facilities provided should be capable of use as a venue for voluntary groups, the Youth Service and where necessary social service uses. Where appropriate, these facilities shall be capable of dual use as community and youth centres. Community facilities should meet the appropriate registration standards in respect of space requirements and other physical facilities for playgroups or nursery provision.

**5.9** For smaller developments improvements to existing community facilities will be expected so that they are able to serve the needs of the additional residents occupying the new development.

### Contacts

**5.10** For more information please contact:

Planning Policy Team  
Planning and Countryside Service  
West Berkshire Council  
Council Offices  
Market Street  
Newbury  
RG14 5LD

Tel: 01635 519111

Fax: 01635 519408

e-mail: [planningpolicy@westberks.gov.uk](mailto:planningpolicy@westberks.gov.uk)

## 6 Healthcare

### TP - 6 Healthcare

This document is one of the supporting topic papers which form West Berkshire Council's Supplementary Planning Document (SPD) 'Delivering Investment from Sustainable Development'. The SPD sets out West Berkshire Council's approach to securing developer contributions towards local infrastructure, services and amenities. It is intended as a guide for landowners, developers and residents. This topic paper sets out how the Council will deal with planning applications where a contribution towards health care provision will be sought.

#### Introduction

**6.1** The overarching policies supporting this guidance note are detailed in the Core Guidance Document.

**6.2** The provision of adequate levels of health care is an essential part of any sustainable community; as such developers will be required to make contributions to help meet any new requirements. Within larger new developments land may be allocated for the provision of health care facilities. Alternatively financial contributions may be required to support the needs of new development either to provide new facilities in larger schemes or as a contribution towards improving existing facilities that are needed to meet the additional demand arising from development.

**6.3** National planning guidance recommends focusing the provision of new public and community facilities in larger settlements where providers can build upon existing provision and there is greater accessibility to the population. Although a local planning authority does not have direct control over the provision of health services delivered in the District, the Council has a responsibility to set out the policy framework to enable those who provide services to make investment decisions.

**6.4** The National Improvement Plan for the NHS (June 2004) describes the investment, new capacity & diversity of provision to be pursued by the NHS. This includes a wider range of primary care services to facilitate greater access and convenience for all and an increasing number of diagnostic procedures for NHS patients.

#### Primary Health Care

**6.5** The responsibility of commissioning primary care for the residents of West Berkshire passed on 1st April 2013 from West Berkshire Primary Care Trust to the Thames Valley Area Team of NHS England.

#### General Practitioners

**6.6** Everybody who lives permanently in England and Wales is entitled to the services of a general practitioner (GP). Under the National GMS contract introduced in April 2004 a practice is required to retain an open list (unless with prior agreement of the PCT) and therefore must register any patient living within their practice boundary.

## Healthcare 6

**6.7** GPs are self-employed contractors who have a contract with their local Primary Care Trust for the provision of general medical services. GPs operate in single-handed practices or in group partnerships, operating from the same premises. Although in theory a single GP could have up to 3,500 patients, list sizes are usually far smaller. The 35,000 GPs in the UK have an average list size of 1811. Information on the number of patients per GP in West Berkshire has been provided by the Thames Valley Primary Care Agency. Based on this information, it is possible to ascertain those GP practices in West Berkshire that are "under pressure" at the current time and which may need to be extended to accommodate further development in the area. The potential for developer contributions for such facilities is identified for those settlements served by an "under pressure" facility.

**6.8** The list below shows the Average List Size per whole time equivalent GP as at January 2012. It is subject to change either due to a significant increase/decrease in patient population or a change in the number of GP's working in a practice within year. Each application will be individually assessed based upon the most up-to-date information available at the time.

| Practice Name                   | Average List Size Per Whole Time Equivalent GP |
|---------------------------------|--|
| The Bucklebury Practice         | 1,843  |
| The Burdwood Surgery            | 2,448  |
| The Downland Practice           | 1,787  |
| The Eastfield House Surgery     | 2,155  |
| The Hungerford Surgery          | 1,506  |
| The Kintbury Medical Practice   | 1,954  |
| The Lambourn Practice           | 2,141  |
| The Northcroft Practice         | 2,223  |
| The St. Mary's Road Practice    | 2,320  |
| The Falkland Surgery Practice   | 1,801  |
| The Thatcham Group Practice     | 2,392  |
| The Burghfield Health Centre    | 2,228  |
| The Mortimer Surgery            | 2,040  |
| The Pangbourne Medical Practice | 1,922  |
| The Theale Practice             | 2,193  |

**6.9** The average list size for a whole time equivalent GP in West Berkshire is approximately 2,073 patients. A contribution is likely to be required from new developments where the list size of the local GP practice is greater than the UK average of **1811**.

## 6 Healthcare

**6.10** The level of contributions that will be expected will clearly depend upon the scale and type of the development proposed, and the amount, if any, of spare capacity in the local GP practice. Proposals which result in more than 1811 new residents may require a new facility to be provided as part of the development, to be either funded or constructed by the developer. On smaller residential development sites, and where the new development places demands on community facilities, the need for full provision will be replaced by the requirement for contributions. The Council will consult the appropriate organisations with regard to the need for provision as a direct consequence of development.

**6.11** The majority of developments by themselves will not warrant a new facility or even an extension to an existing facility. However, a number of small developments are likely to have a cumulative impact on the provision of existing medical services. Accordingly consideration will be given to negotiating appropriate contributions to primary health care facilities from all developments where it is likely to generate the need for such services. Contributions will be placed in a fund controlled by the Council or by the Primary Care Trust and may be 'pooled' to be used to supplement primary health care practices within the locality of new developments. The level of contributions required will be based on the estimated number of patients generated by the development.

### Calculation of Contributions

**6.12** Resources are allocated to GPs working for the NHS, including reimbursement of running expenses on practice accommodation, under the Rent and Rates Scheme rules which are laid down in the "The NHS (General Medical Services –Premises Costs) Directions 2013. The schedule of overall areas and costs provides maximum sizes against which to judge proposed areas for general medical services (GMS) accommodation. <sup>(2)</sup> These sizes are established in accordance with the number of GPs expected to practice from the proposed premises.

**6.13** Using information on Gross Internal Areas (GIA) and National Building Cost Allowances from the "Statement of Fees and Allowances" (April 2002) as a guide it is possible to attribute the cost of provision of the additional floorspace made necessary by new development. This can then be translated into a cost per patient.

**6.14** As there is not a direct relationship between the amount of floorspace required and the number of GPs in a particular practice (larger practices benefit from certain economies of scale), an average floorspace has been calculated. This is based on the Gross Internal Areas of practices ranging from between one and ten GPs. At present – there are no GP practices in West Berkshire with more than 10 GPs. The additional floorspace required per additional GP works out at an average of 127 square metres, with the cost of provision equating to approximately £1,000 a square metre.

**6.15** As primary care practitioners such as GPs are run as independent businesses, an appropriate mechanism is needed to ensure that any facilities paid for by developer contributions remain in community use in perpetuity. It would be inappropriate to seek funding for community facilities without such an agreement being in place.

2 Significant changes are expected to be made to the way GP surgeries are funded following the review of the General Medical Services Contract.



**6.16** The calculation of the cost per patient is shown below:

Floorspace per GP x Cost of Floorspace per M<sup>2</sup> = Cost of GP

OR

127m<sup>2</sup> x £1,000 = £127,000

$\frac{\text{Cost of GP}}{\text{GP Average List Size}} = \text{Cost Per Patient}$

OR

$\frac{£127,000}{1811} = £70.13$

**6.17** Based on the above formula, the contribution towards health facilities equates to £70.13 per person / patient. In order to calculate a cost per dwelling, West Berkshire Council has recently completed a survey of local occupancy rates for different types and sizes of dwellings. This results in a graduated payment based on size of dwelling unit, and the cost per unit is shown in the following table.

|                   | 1 bed unit | 2 bed flat | 2 bed house | 3 bed unit | 4 bed unit | 5 bed unit |
|-------------------|------------|------------|-------------|------------|------------|------------|
| Occupancy Rate    | 1.47       | 2.24       | 2.32        | 2.88       | 3.50       | 3.83       |
| Cost Per Dwelling | £103       | £157       | £163        | £202       | £245       | £269       |

**6.18** This methodology is intended only as a starting point for negotiations; each development must be considered in view of the prevailing local circumstances and its impact assessed in consultation with the relevant health agency.

## 6 Healthcare

### Contacts

**6.19** For more information please contact:

Planning Policy Team  
Planning and Countryside Service  
West Berkshire Council  
Council Offices, Market Street  
Newbury  
RG14 5LD

Tel: 01635 519111

Fax: 01635 519408

e-mail: [planningpolicy@westberks.gov.uk](mailto:planningpolicy@westberks.gov.uk)

### Sources/ Documents referred to:

“Statement of Fees and Allowances” (April 2002) – Department of Health

Thames Valley Primary Care Agency

Berkshire West Primary Care Trust

The National Health Service (General Medical Services-Premises Costs) (England) Directions 2004 ***NHS Information Centre for Health and Social Care. GP Practice trends in the UK March 2011( figures as at 2009)***

The National Health Service (General Medical Services-Premises Costs) Directions 2013

## TP - 7 Open Space

This document is one of the supporting topic papers which form West Berkshire Council's Supplementary Planning Document (SPD) 'Delivering Investment from Sustainable Development'. The SPD sets out West Berkshire Council's approach to securing developer contributions towards local infrastructure, services and amenities. It is intended as a guide for landowners, developers and residents. This topic paper sets out how the Council will deal with planning applications where a contribution towards open space will be sought.

### Introduction

**7.1** In considering planning applications for new development, the requirement for public open spaces will be assessed, and consideration will be given as to how this can be mitigated. Developments will either be required to provide an area of open space and/or a play area as part of the site, or will be required to make a financial contribution to improve local open spaces to be used by the occupiers of the development.

**7.2** Paragraph 7.5.1 of the West Berkshire District Local Plan 1991 – 2006 (Saved Policies 2007), defines public open space as land available to satisfy the recreation and leisure needs of the community. The Plan notes that such open space can fulfil a number of functions including:

- Areas for formal sporting activity;
- Areas for informal recreation and leisure purposes;
- Play areas; and
- Amenity land.

**7.3** This Supplementary Planning Document uses the same definition of open space as that set out within the West Berkshire District Local Plan 1991 – 2006 (Saved Policies 2007). Accordingly, the following guidance should be considered as valid for sports provision, informal recreational provision, children's play areas, and other amenity space.

**7.4** Notwithstanding the above, National Planning Policy Framework, NPPF, (March 2012) advises that open space should be taken to mean all open space of public value, including not just land, but also areas of water such as rivers, canals, lakes and reservoirs which offer important opportunities for sport and recreation and can also act as a visual amenity.

**7.5** Policy RL1 of the West Berkshire District Local Plan 1991 – 2006 (Saved Policies 2007) sets a public open space standard for developments of between 3 and 4.3 hectares per thousand population in such form, scale and distribution as may be considered appropriate depending on local circumstances. West Berkshire's standards for both Playing Fields, and for Equipped Play Space, are in line with the FIT (Fields in Trust) recommended levels. The standard is broken down as follows:

## 7 Open Space

|  |         |
|--|---------|
| Playing fields and specialist activity areas | 1.20 ha |
| Equipped Play Space                          | 0.25 ha |
| Public Amenity Space                         | 1.6 ha  |
| Total  | 3.05 ha |

**7.6** Policy RL1 recognises the form, scale and distribution of the public open space will depend on local circumstances, however, in determining the appropriate mix of open space types, the above breakdown will be used. It should also be noted that the above standards are minimum standards.

### Value of Open Space

**7.7** West Berkshire District Council, in line with government policy, recognises the value of open space, sport and recreation facilities. In paragraph 7.4.1 of the West Berkshire Local Plan 1991 – 2006 (Saved Policies 2007) the Council's aims for the provision of open space, sport and recreation are set out. These aims are:

- To ensure the appropriate level and distribution of public open space and recreational facilities to meet local needs;
- To improve available opportunities for recreation provision in West Berkshire and to make them accessible to as wide a section of the community as possible;
- To seek improved access to the countryside in a manner which conserves its landscape and wildlife value, is sustainable in the long term, and which minimises the conflict between users, landowners and local residents;
- To continue to support the restoration of the Kennet and Avon Canal and measures to enhance its recreational value, providing such measures do not demonstrably harm the environmental character and ecology of the canal;
- To identify and maintain an appropriate balance between recreation and nature conservation in areas important for both activities.

**7.8** In setting out the planning policies, the Local Plan 1991 – 2006 (Saved Policies 2007) establishes a standard of open space provision designed to help meet the aims as set out above.

### Commuted Maintenance Sums for Developments of 10 or More Dwellings

**7.9** Policy RL.1 of the Local Plan 1991 – 2006 (Saved Policies 2007) requires developments of ten or more dwellings to provide open space at a standard of between 3 and 4.3 hectares per 1000 population, and seek the transfer of the open space to local authority ownership, together with any appropriate sum for ongoing maintenance.

### Methodology

**7.10** The Council's methodology for calculating the appropriate sum for ongoing maintenance is set out below:

## Open Space 7

**7.11** The sum is calculated according to an approved landscaping plan for the open space to be provided, as set out within the approved planning application (normally dealt with by way of a condition requiring the submission and agreement of a landscape plan prior to development commencing). The approved landscape plan should show all relevant details of proposed landscaping, shrub planting and trees and, as appropriate, any recreational facilities such as play areas and equipment.

**7.12** The Council recognises Spon's "Landscape and External Works Price Book 2012" (Spon Press 2012) as providing the industry standard costs for the majority of grounds maintenance work, and will use the prices set out within the document to calculate the cost of maintenance per annum. As the "Landscape and External Works" document is updated annually, to reflect changing costs for maintenance, the Council's grounds maintenance costs will be subsequently updated in line with revised editions of "Landscape and External Works Price Book"

**7.13** In recognising Spon's Price Book as providing industry standard costs, the Council also recognises that Spon's does not necessarily provide figures for all landscaping and maintenance activities. Additionally the cost of landscaping and maintenance may vary as a result of factors such as local labour rates. In order to accommodate this variation the Council will apply in-house cost rates where costs cannot be calculated using Spon's. It may also apply landscape and maintenance costs lower than those set out within Spon's where there is clear evidence that the required maintenance can be provided at a lower cost than that calculated using Spon's. Conversely the Council also recognises that in exceptional circumstances required landscape and maintenance costs may exceed those set out in Spon's. Accordingly where there is clear evidence that the required works can only be provided at a higher cost than that calculated using Spon's the Council will apply the higher costs.

**7.14** Where it appears that the grounds maintenance figure cannot be calculated using Spon's "Landscape and External Works Price Book" or that it would be inappropriate to do so in the light of other factors (such as those set out in the above paragraph) applicants are advised to contact the Council's Grounds Maintenance Manager.

**7.15** The cost of the maintenance per annum figure is then multiplied by 20 years, including compound growth of the maintenance cost based on the General Index of Retail Prices (all items) published by the Central Statistical Office, at the time of the agreement.

### **Off-Site Financial Contribution for Open Space Provision or Improvements to Existing Facilities for Developments of 10 or More Dwellings**

**7.16** Policy RL2 of the Local Plan 1991 – 2006 (Saved Policies 2007), maintains that the provision of public open space may be satisfied by:

- i. Provision within a development site;
- ii. Provision made through formal agreement on other land in the applicants control which is readily accessible from the development site and appropriate for public open space/recreational use;
- iii. In certain circumstances by making payment to meet the necessary public open space or other recreational requirements within a reasonable distance of the development site. The Council will accept such a payment only if it is able to provide new public open space or other appropriate recreational facilities easily accessible to the development site within a reasonable period of time. In this instance, the contribution sought will be based on the formulae used for smaller developments.

**7.17** Or by a combination of i, ii and iii.

## 7 Open Space

### Methodology

**7.18** Due to the fluctuating nature of land costs and the likelihood of it varying depending on availability and location within the West Berkshire area, no assumed land cost rate is included within this SPD.

**7.19** In the majority of cases the Council expects the open space requirement to be met through the improvement to existing public recreational facilities. Where this is the case the Council will not seek to apply a land cost rate. For all other cases, in determining the land cost applicable the Council will have regard to local circumstances and the availability of suitable land, and will seek to apply a land cost rate commensurate with local circumstances.

**7.20** The Council will normally calculate the cost of landscaping using relevant data from Spon's "Landscape and External Works Price Book". However, in line with paragraph 7.12 (see above) the Council, where applicable, will apply its in-house cost rates. The landscaping to be provided will be as set out within a landscape plan, agreed between the Council and the applicant, normally prior to the granting of permission.

**7.21** The cost of ongoing maintenance of the resulting open space will be calculated using the methodology for calculating commuted maintenance sums, as set out above.

### Residential Developments of less than 10 Dwellings.

**7.22** In line with Policy CS 5 of the West Berkshire Council's Core Strategy (CS), the Council considers it appropriate to seek contributions towards open space provision from residential developments of less than 10 dwellings, as the cumulative effects of such development places additional demands on the existing open space provision within the District.

**7.23** Where developments of less than ten dwellings are sought, the Council considers it would be generally inappropriate to seek on-site provision of open space due to site constraints and the likelihood that any such provision would result in open space areas of unusable size. The Council will therefore seek contributions towards the improvement and maintenance of the nearest or most appropriate open space to the development or, where appropriate, the provision and subsequent maintenance of new open space.

**7.24** It is recognised that the contribution sought from new development may be insufficient or uneconomic on its own to provide new open space or improvements to existing open space. This may be particularly the case in some areas where a limited level of new development would be expected. The Council may therefore consider it appropriate and cost effective to provide new open space or undertake improvements once funding has been secured from a number of smaller developments.

**7.25** In determining the level of contributions required the Council will have regard to the public open space minimum standards set out in Policy RL.1 and paragraph 7.4 above.

### Methodology

**7.26** In line with paragraph 7.22 the sum per dwelling is calculated assuming the open space demands arising from the development will be met by improvements to existing open space, or where appropriate, the provision and subsequent maintenance of new open space, and will meet the minimum standards set out within Policy RL.1 and paragraph 7.4 above.

## Open Space 7

**7.27** In line with the methodology adopted for developments in excess of 10 dwellings, the Council recognises that Spon's may not provide figures for all landscaping and maintenance activities and that costs may also vary as a result of factors such as local labour market rates. In order to accommodate this variation, the Council will apply in-house costs where costs cannot be calculated using Spon's. It may also apply landscaping and maintenance costs lower than those set out within Spon's where there is clear evidence that the required work can be provided at a lower cost than that calculated using Spon's. Conversely the Council also recognises that in exceptional circumstances required landscaping and maintenance costs may exceed those set out in Spon's. Accordingly where there is clear evidence that the required work can only be provided at a higher cost than that calculated using Spon's the Council will apply the higher costs.

**7.28** For the purposes of providing a guide to developers, as to the likely sum per dwelling sought by the Council for the provision and subsequent maintenance of public open space arising from residential developments of less than 10 dwellings, the following methodology uses costs taken from Spon's "Landscape and External Works Price Book 2012" and the Council's current contract rates. These costs will be kept under review and will be subject to change in the light of revisions to Spon's and future contract rate changes.

**7.29** The following formulae are used to calculate a likely cost per person, which is then translated into a cost per dwelling. West Berkshire Council has completed a survey of local occupancy rates for different sizes and types of dwellings, and this has been used to calculate the average occupancy for different sized dwelling units. This results in a graduated payment based on size of dwelling unit.

**7.30** The survey has provided average occupancy rates for both adults and children and the formulae have been amended so that the occupancy rate for children has been used to calculate the sum payable for the Equipped Play Space element. Occupancy rates per person will continue to be used for Playing Fields and Public Amenity Space as these are used by both adults and children.

### Land Cost (where applicable)

**7.31** Where it is appropriate to apply an assumed land cost, the rate applied shall be commensurate with local market costs and calculated with regard to local circumstances and the availability of land (see paragraph 7.18).

**7.32** Where a land cost is applied a cost per dwelling (cost per employee in the case of commercial development) shall be calculated based on the applied rate of provision (the minimum rate of provision is 3 hectares per 1000 population)

### 7.33 Initial Landscaping Cost

| Playing fields and specialist activity areas |                     |
|--|---------------------|
| Cost of landscaping                          | £73,430 per hectare |
| Minimum provision standard per 1000 persons  | 1.20 hectares       |
| Landscaping cost per 1000 persons            | £88,116             |
| Landscaping cost per person                  | £88.12              |

**7.34** The same methodology is also applied to equipped play space and public amenity areas, which results in the following costs:

## 7 Open Space

| <b>Equipped Play Space</b>                  |                        |
|---|------------------------|
| Cost of provision                           | £1,029,458 per hectare |
| Minimum provision standard per 1000 persons | 0.25 hectares          |
| Provision cost per 1000 persons             | £257,364               |
| Provision per person                        | £257.36                |

| <b>Public Amenity Space</b>                 |                     |
|---|---------------------|
| Cost of landscaping                         | £20,680 per hectare |
| Minimum provision standard per 1000 persons | 1.6 hectares        |
| Landscaping cost per 1000 persons           | £33,088             |
| Landscaping cost per person                 | £33.09              |

|  |                |
|--|----------------|
| <b>Total initial landscaping cost per person</b> | <b>£378.57</b> |
|--|----------------|

### 7.35 Maintenance Cost

| <b>Playing fields and specialist activity areas</b> |                    |
|---|--------------------|
| Cost of maintaining playing fields                  | £1,061 per hectare |
| Minimum provision standard per 1000 persons         | 1.20 hectares      |
| Maintenance cost per 1000 persons per year          | £1,273             |
| Maintenance cost per person per year                | £1.27              |

**7.36** The same methodology is also applied to equipped play space and public amenity areas, which results in the following costs:

| <b>Equipped Play Space</b>                  |                     |
|---|---------------------|
| Cost of maintaining equipped play space     | £46,216 per hectare |
| Minimum provision standard per 1000 persons | 0.25 hectares       |
| Maintenance cost per 1000 persons per year  | £11,554             |
| Maintenance cost per person per year        | £11.55              |



## Open Space 7

| Public Amenity Space                        |                    |
|---|--------------------|
| Cost of maintaining public amenity space    | £2,087 per hectare |
| Minimum provision standard per 1000 persons | 1.6 hectares       |
| Maintenance cost per 1000 persons per year  | £3,338             |
| Maintenance cost per person per year        | £3.34              |

|  |                             |
|--|-----------------------------|
| <b>Total maintenance cost per person per annum</b> | <b>£16.16 (2012 prices)</b> |
|--|-----------------------------|

**7.37** The cost of the maintenance per annum figure is then multiplied by 20 years, including compound growth of the maintenance cost based on the General Index of Retail Prices (all items) published by the Central Statistical Office, at the time of the agreement.

**7.38** This gives a 20 year maintenance sum per person of **£319.47** (2012 prices)

|   |                              |
|---|------------------------------|
| <b>Total per person</b>   | <b>£698.04 (2012 prices)</b> |
| (Sum of initial landscaping cost and commuted maintenance sum - excludes assumed land cost) |                              |

## Exemptions

**7.39** Policy RL1 of the The West Berkshire Local Plan 1991 – 2006 (Saved Policies 2007) recognises that in respect of sheltered and other special needs housing greater flexibility may be applied in the application of this standard. For example, in such cases the Council accepts that the occupants are unlikely to have dependent children and are unlikely to have significant demands for playing fields and similar areas. The Council will not therefore seek contributions towards equipped play space or playing fields.

**7.40** Having regard to the above exemptions, the following table shows the contribution to be sought per unit of accommodation, making use of average occupancy as explained in paragraphs 7.28 and 7.29 above.

|                        | 1 bed unit | 2 bed flat | 2 bed house | 3 bed unit | 4 bed unit | 5 (and greater) bed unit |
|------------------------|------------|------------|-------------|------------|------------|--------------------------|
| Occupancy Rate (Child) | 0.14       | 0.38       | 0.66        | 0.83       | 1.30       | 1.71                     |
| Occupancy Rate (Adult) | 1.33       | 1.86       | 1.66        | 2.05       | 2.20       | 2.13                     |
| Total Occupancy        | 1.47       | 2.24       | 2.32        | 2.88       | 3.50       | 3.83                     |
| Cost Per Dwelling      | £440       | £765       | £943        | £1,177     | £1,596     | £1,910                   |

## 7 Open Space

### Commercial Development

**7.41** The Council considers that commercial, as well as housing development impacts upon existing public open space. In order to minimise this impact the Council will encourage open space provision and/or financial contributions towards existing open space provision from commercial development. Any provision or contributions agreed in respect of commercial development will be individually assessed or calculated dependent on the details of the development, its location and other site specific details.

#### Methodology

**7.42** Notwithstanding the above, the Council considers it is appropriate to base the level of contribution from commercial development in line with that established for residential development (see above).

**7.43** The Council recognises however, that the use of open space by employees and visitors to commercial developments will be unlikely to involve the use of equipped play space. Accordingly the methodology excludes equipped play space provision.

**7.44** The maintenance contribution per person sought for developments of less than 10 dwellings, excluding equipped play space, is **£4.61** (see page 7). The cost of the maintenance per annum figure is then multiplied by 20 years, including compound growth of the maintenance cost based on the General Index of Retail Prices (all items) published by the Central Statistical Office, at the time of the agreement. This gives a 20 year maintenance sum per employee of **£123.92** (2012 prices).

**7.45** Where it is appropriate to apply an assumed land cost, the rate applied shall be commensurate with local market costs and calculated with regard to local circumstances and the availability of land (see paragraph 7.18)

**7.46** Where a land cost is applied a cost per employee shall be calculated based on the applied rate of provision (the minimum rate of provision for commercial development is 2.4 hectares per 1000 population)

**7.47** The initial landscaping cost equates to **£121.20** per person.

| Total per employee  | £245 (2012 prices) |
|---|--------------------|
| (Sum of initial landscaping cost and commuted maintenance sum - excludes assumed land cost) |                    |

**7.48** The above contribution per person will be applied to the number of employees resulting from the commercial development. Unless otherwise given as part of the planning application process, and in cases where it appears to the Local Planning Authority that the number of expected employees resulting from the proposed development is artificially low, the number of employees will be established using the floorspace to employee ratios given in the following table.

## Open Space 7

| Use                           | Floorspace: Employee Ratio<br>(gross floorspace) |
|-------------------------------|--|
| Class B1a                     | 12 m <sup>2</sup> : 1                            |
| Class B1c (Light Industrial)  | 47 m <sup>2</sup> : 1                            |
| Class B2 (Industrial)         | 36 m <sup>2</sup> : 1                            |
| Class B8 (Distribution)       | 70 m <sup>2</sup> : 1                            |
| Class A1 (Retail)             | 19m <sup>2</sup> : 1                             |
| Class A1 (Retail Warehousing) | 90 m <sup>2</sup> : 1                            |
| Class A3 (Restaurants)        | 18 m <sup>2</sup> : 1                            |

Derived from: Homes and Communities Agency (HCA) Employment Densities Guide 2nd Edition 2010 - Table of Employment Densities by Drivers Jonas Deloitte.

## Exemptions

**7.49** In addition to the exemption set out at paragraph 7.43, contributions towards public open space provision from commercial development proposals will not be sought where public open space is provided on site as an integral part of the development.

## Assessment and Audit of Open Spaces

**7.50** The Government's policy for planning for open space, sport and recreation is set out within paragraphs 73 and 74 of the NPPF. This requires local authorities to undertake robust assessments of the existing and future needs of their communities for open space, sports and recreational facilities. Local authorities are also charged with undertaking audits (in both quantitative and qualitative terms) of existing open space, sports and recreational facilities.

**7.51** These assessments and audits are seen as necessary to allow the specific needs for open space, sport and recreational facilities in their areas to be identified, and the starting point for the local authority to establish an effective strategy for open space, sport and recreation.

**7.52** West Berkshire District Council, in line with the NPPF, has undertaken an assessment and audit of the District's open space. This indicates that the current public open space provision standard is meeting the needs of the existing population in terms of quantity, but there is a need to improve its quality.

**7.53** The NPPF recognises that 'Access to high quality open spaces and opportunities for sport and recreation can make an important contribution to the health and well-being of communities. In reviewing its standards for provision of open space (following the programmed assessment and audit of the District's open space as set out above) the Council will take into account the potential impact of commercial development and expects to include new standards of provision for commercial development within its subsequent revision to this SPD.

## 7 Open Space

### Contacts

Planning Policy Team  
Planning & Countryside Service  
West Berkshire District Council  
Council Offices  
Market Street  
Newbury  
RG14 5LD

Tel: (01635) 519111

Fax (01635) 519408

Email: [planningpolicy@westberks.gov.uk](mailto:planningpolicy@westberks.gov.uk)

Grounds Maintenance Manager  
Planning & Countryside Service  
West Berkshire District Council  
Council Offices  
Market Street  
Newbury  
RG14 5LD

Tel: (01635) 519553

Fax (01635) 519453

## TP - 8 Waste Management

This document is one of the supporting topic papers which form West Berkshire Council's Supplementary Planning Document (SPD) 'Delivering Investment from Sustainable Development'. The SPD sets out West Berkshire Council's approach to securing developer contributions towards local infrastructure, services and amenities'. It is intended as a guide for landowners, developers and residents. This topic paper sets out how the Council will deal with planning applications where a contribution towards Waste Management will be sought.

**8.1** The overarching policies supporting this guidance note are detailed in the Core Guidance Document.

**8.2** West Berkshire Council has a statutory responsibility for the collection and disposal of all municipal waste, the majority of which is household waste. In 2002 West Berkshire Council adopted its 20 year plan for Waste Management entitled 'A Municipal Waste Management Strategy for West Berkshire'. This sets out one of the Council's strategic priorities to maximise recycling and composting and limit the amount of waste confined to landfill.

**8.3** It is reasonable to expect developers to contribute financially to the provision of recycling, biowaste and refuse collection services for all new residential developments to enable residents to manage their waste sustainably.

**8.4** In 2011/2012 78,156 tonnes of household waste was collected meaning that each household on average creates 1.20 tonnes of waste per annum. Additional residential development will increase the pressure on the district's existing household waste and recycling services.

**8.5** The need for Municipal Waste Management in the district for the future is the expansion of the Mini Recycling Centres (MRC's) to deal with recyclables that may not necessarily be collected as part of the household waste collections, such as clothing, tetra paks and WEEE. It is anticipated that potential sites of hard standing will be sought for MRC's, one for every 5000 households. Space for these facilities may either be sought within new housing developments or in association with new local centre/shopping provision. The indicative cost of a MRC is £26,000, and therefore a proportion (1/5000<sup>th</sup>) of this cost will be sought from each household.

**8.6** The following contributions are based on a contribution per household to waste storage receptacles along with a contribution towards the provision of additional MRC's. The figures are based on the costs incurred under the terms of the Integrated Waste Management Contract.

**Figure 1 – Waste Management Figures 2011/2012 costs**

| Receptacle/Facility                            | Contribution Sought |
|--|---------------------|
| 240L wheeled bin for rubbish                   | £20                 |
| 240L wheeled bin for biowaste (food and green) | £24                 |
| 2x 55L boxes and 1x 90L bag for recycling      | £7                  |
| Mini Recycling Centre                          | £5.20               |
| Total per household                            | £56.20              |

## 8 Waste Management

**8.7** Due to the different nature of waste collections from flats and in the event that the Council is expected to supply the waste provision, the following contributions per 5 new flats built will be sought.

**Figure 2 – Waste Management Figures 2011/2012 costs (flats)**

| Receptacle                                    | Contribution Sought |
|---|---------------------|
| 1100L wheeled bin for rubbish                 | £142                |
| 240L wheeled bin for paper and card           | £24                 |
| 240L wheeled bin for glass                    | £24                 |
| 360L wheeled bin for plastic bottles and cans | £39                 |
| Mini Recycling Centre                         | £26                 |
| Total per 5 flats                             | £255                |

**8.8** Please note that 660L wheeled bins for refuse can also be used (depending on the number of flats being built) and a contribution of £104 would be sought.

**8.9** In 2013 food waste collections will be rolled out to flats and as such further contributions will be added for this service at a later date.

**8.10** For the purpose of bin provision, Houses of Multiple Occupation developments are treated as large households except where the house is divided into separate dwellings for the purpose of council tax, in which case they are treated as flats.

### Contacts:

Planning Policy Team  
 Planning and Countryside Service  
 West Berkshire District Council  
 Council Offices  
 Market Street  
 Newbury  
 RG14 5LD

Tel: 01635 519111

Fax: 01635 519408

e-mail: [planningpolicy@westberks.gov.uk](mailto:planningpolicy@westberks.gov.uk)

Waste Management Team  
 Culture and Environmental Protection  
 West Berkshire District Council  
 Council Offices  
 Market Street  
 Newbury  
 RG14 5LD

Tel: 01635 519193

e-mail: [jlyons@westberks.gov.uk](mailto:jlyons@westberks.gov.uk)

## TP - 9 Environmental Enhancements

This document is one of the supporting topic papers which form West Berkshire Council's Supplementary Planning Document (SPD) 'Delivering Investment from Sustainable Development – West Berkshire Council's approach to securing developer contributions towards local infrastructure, services and amenities'. It is intended as a guide for landowners, developers and residents and sets out how the Council will deal with planning applications where a contribution towards environmental enhancements will be sought.

### Introduction

**9.1** The Council expects new development to improve the quality of the environment. To this end this topic paper has been guided by the specific aims contained within the relevant sections of the Overall Strategy and Policies CS 17 & CS 18 of the West Berkshire Core Strategy (2006-2026) (adopted July 2012).

**9.2** The National Planning Policy Framework (adopted March 2012) (NPPF) together with DEFRA Circular 01/2005 provide guidance on how Local Authorities should protect and enhance biodiversity and geodiversity. Section 40 of the Natural Environment and Rural Communities Act 2006 placed a duty on Local Authorities to conserve biodiversity so far as it is consistent with the proper exercise of its functions. It defines conserving biodiversity as including the restoration or enhancement of populations of a living organism or type of habitat. The Natural Environment White Paper (June 2011) provides further guidance on the value of the environment to business, health and education.

**9.3** It is also, in turn, supplemented by background strategies, plans and agreements which have increased information, understanding and consensus regarding the environmental qualities in the District. They ultimately provide a more detailed policy framework and include:

- North Wessex Downs AONB Management Plan
- Landscape Character Assessment for Berkshire
- North Wessex Downs AONB Landscape Character Assessment
- Newbury District-wide Landscape Assessment
- Newbury 2025 A Vision for Newbury Town Centre
- Lower Kennet Valley Management Plan
- Framework for Biodiversity Action in Berkshire
- Habitat Action Plans for Berkshire
- Parish Plans/Village and Town Design Statements
- West Berkshire Living Landscape Project Agreement

## 9 Environmental Enhancements

### Assessing the contribution

**9.4** Where planning applications affecting a site or feature of environmental interest are submitted, detailed site surveys will be sought from developers to establish the quantity and quality of the existing features so that decisions may be made about those which should be safeguarded and enhanced and others where offsetting benefits may be acceptable. In large projects the Council will require an environmental assessment at the application stage.

**9.5** The Council recognises that the Quality of Life Capital<sup>(3)</sup> approach is a useful tool which seeks to identify the actions needed to ensure that there is no overall loss to the environment and quality of life. It also signals where gains to the environment and quality of life will bring greatest benefit. It therefore creates clear messages about the objectives that should be aimed for on individual sites. As an approach it is not just concerned with the rare and special, but with conserving, enhancing and creating the more commonplace which provide a sense of locality and are valued by local people.

**9.6** Any development, whether residential or commercial, which is associated with a site or issue of environmental significance (such as Special Protection Areas, Special Areas of Conservation, Sites of Special Scientific Interest, Local Wildlife Sites, and Local Geological Sites) will need to be assessed individually. Within the context of the development proposals, if the Council considers that environmental enhancements are required to mitigate the impact of the development, and that these cannot be appropriately secured through planning conditions, then the Council will seek to secure them through planning obligations. Consideration will be given to negotiating appropriate contributions to provide net gains in biodiversity from all residential and commercial development as advised in Section 109 of the NPPF.

**9.7** Planning obligations could be used to:

- restrict development so as to reduce, mitigate or compensate existing features e.g. the protection and enhancement of appropriate habitats and species through translocation or other appropriate mitigation; pollution mitigation measures e.g. noise mitigation, soil decontamination, air quality amelioration measures, landfill gas management plans, and flood alleviation measures.
- support works/projects that provide a net gain in biodiversity.
- secure the works necessary to restore, maintain or enhance existing features e.g. the improvement of visual amenity and biodiversity through tree and hedgerow planting and habitat management agreements.
- secure the works necessary to create new features e.g. local environmental improvement schemes; village design/street scene improvements; habitat creation schemes; the provision of public art<sup>(4)</sup>
- secure contributions to facilities in the vicinity of the site e.g. provision of a village/urban green, allotments, country park, pocket park, picnic site, visitor/interpretation centre; contributions to existing countryside sites e.g. Snelsmore Country Park, Thatcham Nature Discovery Centre including additional staff resources; access for informal recreation such as through a greenway

3 Countryside Agency, English Heritage, English Nature, Environment Agency (March 2001) Quality of Life Capital – Managing environmental, social and economic benefits, CAG Consultants and Land Use Consultants.

4 Public art could include sculpture, engraving, paving designs, fountains, other water features, mosaics, murals, tapestries, flags, street furniture, fencing or railing, decorative walling, landscaping, planting schemes, festivals or other visual displays and creative or decorative lighting or illumination. Other forms of public art or contribution to culture will also be considered



## Environmental Enhancements 9

system, waymarked trail, footpath/bridleway/cycleway, community woodland, nature reserve, green corridors, payment for countryside access agreements, biodiversity education leaflets and interpretation boards.

- secure management/monitoring to ensure that environmental gain is delivered e.g. funding of and monitoring of mitigation and/or enhancement schemes, such as air quality or flood defence; contributions to support the Thames Valley Environmental Records Centre; implementation of management plans/agreements; sustainable urban drainage systems (SUDS)<sup>(5)</sup>

**9.8** The costs associated with such obligations will need to be individually assessed for each project/development and could involve either one of or a combination of the following:

- a cash commission of the relevant programme of work.
- control of a sensitive site through an appropriate legal agreement in order to safeguard its future in the public interest.
- commuted sum for capital costs of implementation and/or revenue costs for maintenance/monitoring.

**9.9** Where appropriate, commuted sums will be calculated according to an approved environmental management plan for the site/area as set out within the approved planning application.

**9.10** Such management plans should at least detail:

- All aims and objectives required to produce net environmental gain
- All proposals to enable the creation, strengthening and enhancement of identified environmental features
- Any requirements to ensure that any environmental features are adequately protected and enhanced
- All necessary tree works to be carried out - including protection measures for planting trees, maintenance standards and a specification for planting to include size, density and species.
- Specific timings for all works relating to the plan
- Any restrictive requirements imposed on the applicant
- Proposals for the maintenance and monitoring of those identified environmental features over a specified period of time (not less than 5 years)
- Proposals for the longer term management/maintenance of the site/features such as an agreement with the local Wildlife Trust, the West Berkshire Farming & Countryside Project, the local parish council or West Berkshire Council (usually 10 - 25 years)

---

5 The following document may be of assistance to developers - National SUDS Working Group (May 2003) Framework for Sustainable Drainage Systems (SUDS) in England and Wales (Consultation Draft)

## 9 Environmental Enhancements

**9.11** The Council recognises Spon's "Landscape and External Works Price Book" (Spon Press) as providing the industry standard costs for the ongoing maintenance of appropriate features, and will use the prices set out within the document (which is updated annually) to calculate the costs of implementation and also of maintenance per annum.<sup>(6)</sup> In cases where this cannot be used the Council will substitute its existing 'in house' contract costs, or usual supplier costs, to calculate the appropriate sum or use costs identified by the West Berkshire Farming & Countryside Project, as appropriate. The cost of the maintenance per annum figure is then multiplied by 10 – 25 years (as appropriate), including compound growth of the maintenance cost based on the General Index of Retail Prices (all items) published by the Central Statistical Office, at the time of the agreement.

**9.12** Although each planning application will be assessed individually, it is acknowledged that in general the larger the development the greater the cumulative impacts. This will be reflected in the contributions sought towards environmental enhancements. For example, as far as the provision of public art is concerned, smaller development should aim for an appropriate uplift over normal construction/finishing costs to incorporate artistic elements in the scheme. However, developers of major schemes will be expected to set aside a proportion of their budget to commission works of art that are fully accessible, for the benefit of the community and which make a significant contribution to the appearance of the scheme or the character of the area.

**9.13** Similarly, as far as air quality is concerned, any major application should be accompanied by appropriate air quality amelioration measures. Larger developments are likely to have an effect upon air quality beyond their site boundaries, particularly through the additional traffic they may generate. The monitoring of air quality both within the locality of the proposed development and along identified transport routes is, therefore, vital in ensuring that national objectives are not exceeded. Contributions will therefore normally be sought from large developments of 550 dwellings or more and from industrial and commercial development on sites larger than 10 hectares, or with a gross floor space of more than 20,000 square metres. In addition contributions may be sought on smaller sites where the location or nature of development is felt to warrant monitoring of air quality. The financial contribution will need to be calculated on a site-by-site basis.

**9.14** Conversely, it is recognised that particularly in some areas the level of contributions that will be sought from the limited level of new development that will take place may be insufficient on its own to lead to any new facilities or services being provided. However, a number of small developments are likely to have a cumulative impact on the local environment. It would therefore be more appropriate and cost effective to make a single improvement after a number of smaller developments have been completed.

**9.15** It may also be appropriate that in some cases contributions to more strategic environmental enhancements in the vicinity of the site may be appropriate. Applicants would help to implement wider policies for environmental enhancement by contributing to public sector initiatives that go beyond the nexus of a single project on a single site such as through the Berkshire Local Nature Partnership, the West Berkshire Farming & Countryside Project, the Kennet Chalkstream Project, the RENEWAL Project, West Berkshire Council/BBOWT's Living Landscapes Project, or other Biodiversity Opportunity Area/Nature Improvement Area projects. Such contributions will have regard to the strategic policy framework as identified in paragraph 9.2 and the West Berkshire Sustainable Community Strategy 2008 – 2026 'A Breath of Fresh Air'. This will ensure that the justification for seeking contributions is relevant, undertaken in a clear and transparent way and channelled in the most appropriate way to maximise service delivery.

## Environmental Enhancements 9

**Contacts**

**9.16** Developers and landowners seeking to submit planning applications for residential and commercial development are encouraged to contact the Council's Planning Service and also Countryside and Environment Service directly for site specific advice at an early stage. (Contact details are provided below) Early discussions will provide guidance as to whether and how a site could be developed from an environmental perspective.

Planning Policy Team  
Planning & Countryside Service  
West Berkshire Council  
Council Offices  
Market Street  
Newbury  
RG14 5LD  
Tel: 01635 519111

Countryside Team  
Planning & Countryside Service  
West Berkshire Council  
Council Offices  
Market Street  
Newbury  
RG14 5LD  
Tel: 01635 519080

Fax: 01635 519408

e-mail: [planningpolicy@westberks.gov.uk](mailto:planningpolicy@westberks.gov.uk)

## 10 Archaeology, Conservation and the Historic Environment

### TP - 10 Archaeology, Conservation and the Historic Environment

This document is one of the supporting topic papers which form West Berkshire Council's Supplementary Planning Document (SPD) 'Delivering Investment from Sustainable Development'. The SPD sets out West Berkshire Council's approach to securing developer contributions towards local infrastructure, services and amenities. It is intended as a guide for landowners, developers and residents. This topic paper sets out how the Council will deal with planning applications where a contribution towards archaeology, conservation and the historic environment will be sought.

#### Introduction

**10.1** The Government's policies on the conservation and enhancement of the historic environment are set out in the National Planning Policy Framework or NPPF (2012). It states that the purpose of planning is to help achieve sustainable development, and that the environmental dimension necessitates 'contributing to protecting and enhancing our natural, built and historic environment' (Para 7). 'Pursuing sustainable development involves seeking positive improvements in the quality of the built, natural and historic environment' (Para 9), and one of the 12 core planning principles is that planning should 'conserve heritage assets<sup>(7)</sup> in a manner appropriate to their significance, so that they can be enjoyed for their contribution to the quality of life of this and future generations' (Para 17).

**10.2** The NPPF continues, 'Local planning authorities should set out in their Local Plan a positive strategy for the conservation and enjoyment of the historic environment, including heritage assets most at risk through neglect, decay or other threats. In doing so, they should recognise that heritage assets are an irreplaceable resource and conserve them in a manner appropriate to their significance' (Para 126). Local planning authorities should consider the impact of a proposed development on the significance of all heritage assets when determining applications: for a designated heritage asset, 'great weight should be given to the asset's conservation' (Para 132).

**10.3** The NPPF attaches particular importance to pre-application engagement with the local authority. Applicants should 'describe the significance of any heritage assets affected, including any contribution made by their setting' (Para 128); as a minimum the relevant Historic Environment Record (HER)<sup>(8)</sup> should have been consulted, and the assets assessed 'using appropriate expertise where necessary' (Para 128). Emphasis is also put on making information gathered as part of plan-making or development publicly accessible. If heritage assets will be wholly or partly lost as the result of a proposal, developers should be required to record and advance understanding of the significance of these assets, in a manner proportionate to their importance and impact. 'Copies of this evidence should be deposited with the relevant HER, and any archives with a local museum or other public depository' (Footnote to Para 141).

7 A heritage asset is 'a building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest' (NPPF Annex 2), and includes those that are nationally designated and assets identified by the local planning authority (including local listing).

8 Historic Environment Records are 'Information services that seek to provide access to comprehensive and dynamic resources relating to the historic environment of a defined geographic area for public benefit and use' (NPPF Glossary).

## Archaeology, Conservation and the Historic Environment 10

### Stewardship of the Historic Environment

**10.4** West Berkshire has a very rich cultural heritage. The buildings, townscapes, landscapes, collections and archives that comprise the heritage of West Berkshire include many that are nationally and regionally significant. The heritage of West Berkshire contributes to the overall quality of life of everyone in the District. It represents many of the essential characteristics of the area which contribute to the pleasures of living and working in or visiting West Berkshire. The future of this valuable resource depends on public understanding and appreciation - this is critical for its long-term care and well being.

**10.5** To this end the West Berkshire Local Plan Core Strategy (adopted July 2012) has a strategic objective for Heritage: 'to ensure that development to 2026 is planned, designed and managed in a way that ensures the protection and enhancement of the local distinctive character and identity of the built, historic and natural environment in West Berkshire's towns, villages and countryside.' This is elaborated in Policy CS19:

'In order to ensure that the diversity and local distinctiveness of the landscape character of the District is conserved and enhanced, the natural, cultural, and functional components of its character will be considered as a whole. In adopting this holistic approach, particular regard will be given to:

- a. The sensitivity of the area to change.
- b. Ensuring that new development is appropriate in terms of location, scale and design in the context of the existing settlement form, pattern and character.
- c. The conservation and, where appropriate, enhancement of heritage assets and their settings.
- d. Accessibility to and participation in the historic environment by the local community.'

**10.6** West Berkshire's Council Strategy 2013-2017 has the priority of 'Protecting the environment', with a particular objective to 'ensure the protection and promotion of our historic environment and heritage'.

### Assessing the contribution

**10.7** Any development, whether residential or commercial, which is associated with a site or issue of cultural or heritage significance (including archaeological remains) will need to be assessed individually.

**10.8** Within the context of the development proposals, if the Council considers that archaeological or other works are required and that these cannot be appropriately secured through planning conditions, then the Council will seek to secure them through planning obligations.

**10.9** The costs associated with such obligations will need to be individually assessed for each project/development. In most cases this will normally mean a cash commission of the relevant programme of work. In other cases it may mean that control of a sensitive site through an appropriate legal agreement might be appropriate in order to safeguard its future in the public interest. In addition, contributions to capital or revenue costs may also be appropriate for site management and/or on or off-site management/research/interpretation schemes such as:

## 10 Archaeology, Conservation and the Historic Environment

- Historic Landscape Character Assessment
- Monument Management Projects
- Projects identified through the North Wessex Downs Area of Outstanding Natural Beauty (AONB) Management Plan
- Small Towns Survey
- HER database enhancement and environment surveys

### Archaeology

**10.10** It is particularly relevant for heritage assets of archaeological interest<sup>(9)</sup> to be considered at a pre-application stage. 'Where a site on which development is proposed includes or has the potential to include heritage assets with archaeological interest, local planning authorities should require developers to submit an appropriate desk-based assessment and, where necessary, a field evaluation' (NPPF Para 128).

**10.11** Where planning conditions are not appropriate, obligations will be used to secure the protection and/or investigation of archaeological remains in advance of development. For example, it may be appropriate to secure an area containing significant remains so as it is protected in perpetuity and incorporated into the design of the scheme. The best way to safeguard a site of archaeological significance is for it to be preserved in situ and positively managed. Excavation is very much a second best option as although knowledge can be increased through this process, the site is destroyed. An obligation may, therefore, require the investigation, recording, excavation and publication of any archaeological features and finds. There may also be occasions where obligations should be used to secure the conservation of archaeological finds recovered and/or to secure wider 'public benefit', for example through the interpretation of the results of archaeological investigation, publication, touring exhibition or display. Contributions to existing museums or other buildings and facilities or to new buildings or facilities to enable their touring exhibition or museum display might also therefore be appropriate.

**10.12** It is the responsibility of the developer to pay for any and all archaeological work required. This will include any fieldwork, the analysis of findings after fieldwork, conservation of objects where appropriate, report writing and publication, museum archiving, and any educational material required to explain the site or findings to the public. The archaeology service can provide information on archaeological organisations that are available to carry out work in West Berkshire. The scope of any work that needs to be done should be agreed in advance with the archaeology service.

### Historic Buildings, Conservation Areas, Historic Parks and Gardens, Historic Battlefields and the wider historic landscape

**10.13** Where planning conditions are not appropriate, obligations will be used to enable restoration enhancement and/or other works to be carried out to a Listed Building or to enable restoration, enhancement and/or other works to be carried out on buildings, structures, or other land in a Conservation Area in order to conserve or enhance its character.

<sup>9</sup> 'There will be archaeological interest in a heritage asset if it holds, or potentially may hold, evidence of past human activity worthy of expert investigation at some point. Heritage assets with archaeological interest are the primary source of evidence about the substance and evolution of places, and of the people and cultures that made them' (NPPF Glossary).



## Archaeology, Conservation and the Historic Environment 10

**10.14** Similarly, obligations will be used to enable the restoration/enhancement and/or other works to be carried out to historic parks and gardens, and to enable the preservation/management and/or other works to historic battlefields, locally significant heritage assets and the wider historic landscape.

**10.15** There may also be occasions where obligations will be used to secure the off-site interpretation of particular sites through publication (e.g. cycle/walks leaflets, website development and/or enhancement), touring exhibition or display.

### Museums and Heritage Facilities

**10.16** Where appropriate, and in accordance with thresholds and other provisions set out in respect of contributions towards community facilities set out in Topic Paper 5, the Council will seek the provision and/or enhancement of museums and/or other heritage facilities within the District or contributions towards such provision. Such facilities may include the provision of space in new community buildings; adaptation, or extension of existing museums or other buildings to afford locations across the District suitable for the display of temporary or permanent museum or local history exhibitions or of archaeological discoveries such as those resulting from developer funded archaeology in the locality.

### Contacts

**10.17** Developers and landowners seeking to submit planning applications for residential and commercial development are encouraged to contact the Council's Heritage team and Planning team directly for site specific advice at an early stage. (Contact details are provided below) Early discussions together with an examination of the West Berkshire Historic Environment Record<sup>(10)</sup> will provide guidance as to whether a site could be developed from an archaeological and/or conservation perspective.

Archaeological Officer  
West Berkshire Council  
Culture and Environmental Protection  
Market Street  
Newbury  
RG14 5LD  
Tel: 01635 519534  
Fax: 01635 519811  
e-mail: [archaeology@westberks.gov.uk](mailto:archaeology@westberks.gov.uk)

Conservation Officer  
West Berkshire Council  
Planning and Countryside Service  
Market Street  
Newbury  
RG14 5LD  
Tel: 01635 519111  
Fax: 01635 519408  
e-mail: [planning@westberks.gov.uk](mailto:planning@westberks.gov.uk)

### Sources/ Documents referred to:

National Planning Policy Framework - March 2012  
West Berkshire Local Plan Core Strategy - adopted July 2012  
West Berkshire Council Strategy 2013-2017

<sup>10</sup> The West Berkshire HER is the primary index of all known archaeological and historical sites in West Berkshire. It also includes information on fieldwork and excavations (Events), bibliographic references (Sources) and archaeological objects (Finds). Much of this knowledge is stored in a database linked to a computerised map. At present over 9000 monuments are known. However, the record is growing all the time as new sites and objects are discovered. HER resources also include books, articles and unpublished reports, aerial photographs, and historic and modern maps.

## 11 Fire and Rescue Infrastructure

### TP - 11 Fire and Rescue Infrastructure

This document is one of the supporting topic papers which form West Berkshire Council's Supplementary Planning Document (SPD) 'Delivering Investment from Sustainable Development'. The SPD sets out West Berkshire Council's approach to securing developer contributions towards local infrastructure, services and amenities. It is intended as a guide for landowners, developers and residents. This topic paper sets out how the Council will deal with planning applications where a contribution (or other measures) towards fire and rescue infrastructure will be sought.

#### Introduction

**11.1** The overarching policies supporting this guidance note are detailed in the Core Guidance Document.

**11.2** The Council considers that Fire and Rescue infrastructure should not be distinguished from other items of community infrastructure necessitated by a development. Where development would result in increased risk or the extension of developed areas then mitigation measures will be required to safeguard the provision of adequate fire and rescue infrastructure.

#### Assessing the Requirement

**11.3** Water supply works may be needed to fulfil the Royal Berkshire Fire & Rescue Service's duty to ensure the provision of an adequate supply of water for fire fighting. Requirements for the provision of fire hydrants and for other works necessary to ensure adequate supplies of water, in terms of both volume and pressure, may be required by the fire service. Developers should bear in mind that these requirements may relate to small-scale developments, particularly in more isolated locations without adequate infrastructure.

**11.4** The nature of risk will vary according to the type, density and location of development and each development will need to be assessed on an individual basis. The following guidelines are intended to inform and assist landowners and developers in assessing potential fire and rescue requirements;

- In residential areas fire hydrants should generally be positioned at 400 metre intervals and no dwelling should be more than 200 metres from the nearest hydrant. In industrial areas hydrants should be positioned at 250 metre intervals and not more than 125 metres from any development. Fire hydrants covering public buildings, hotels, and commercial developments should be spaced at distances determined on a risk assessment basis defined by the fire service.
- The cost of providing a new fire hydrant on a new water main will vary depending upon the size of the main with an average cost in the region of £650 (excluding VAT) in 2010.
- The size of water mains provided is determined by the Water Undertaking. Where water undertakers are not proposing to lay mains of adequate size for fire fighting purposes, the cost of a supply from the nearest main of adequate size would be determined on an individual basis. Before laying a main, confirmation from the fire service would be required that the intended size would fulfil the fire fighting needs identified for the nature of risk presented by the proposed development.



## Fire and Rescue Infrastructure 11

- In planning provision of fire hydrants in countryside areas, particular attention should be given to specific risks and no definitive distances can be provided.
- For developments that are considered to be of significant risk e.g. processing activities involving the use of highly flammable materials, proposals will be considered on their merits to ensure that the overall provision for fire fighting is adequate. This may include internal water based protection systems, private fire hydrants, statutory fire hydrants and other “open water” supplies where appropriate.
- Fire hydrants should be sited in positions to be agreed by the Royal Berkshire Fire Authority and the Local Planning Authority. Such locations will be at main roads, feeder roads or road junctions where they are readily visible.

### Contacts

**11.5** For more information please contact:

Planning Policy Team  
Planning and Countryside Service  
West Berkshire Council  
Council Offices  
Market Street  
Newbury  
RG14 5LD

Tel: 01635 519111  
Fax: 01635 519408

e-mail: [planningpolicy@westberks.gov.uk](mailto:planningpolicy@westberks.gov.uk)

## 12 Preventing Crime and Disorder

### TP - 12 Preventing Crime and Disorder

This document is one of the supporting topic papers which form West Berkshire Council's Supplementary Planning Document (SPD) 'Delivering Investment from Sustainable Development'. The SPD sets out West Berkshire Council's approach to securing developer contributions towards local infrastructure, services and amenities. It is intended as a guide for landowners, developers and residents. This topic paper sets out how the Council will deal with planning applications where a contribution towards preventing crime and disorder will be sought.

#### Introduction

**12.1** The overarching policies supporting this guidance note are detailed in the Core Guidance Document.

**12.2** Crime prevention can be a material consideration in the determination of a planning application and new development in the District should be designed to reduce the potential for crime. Failure to do so could result in the Council refusing planning permission.

**12.3** Policy CS14 – Design, of the Council's Core Strategy (adopted July 2012) expects development proposals to 'create safe environments, addressing crime prevention and community safety'.

**12.4** Supplementary Planning Document 'Quality Design West Berkshire', which sets out guidelines for the design and layout of new development in District and encourages creative designs which balance the need to prevent crime with the need to create high quality environments.

**12.5** This supplementary planning document is not intended as a substitute to the Council's existing Quality Design SPD. It is not guidance on the layout of schemes or 'planning out' crime. This guidance provides an outline of the contributions the Council will seek from developers towards initiatives aimed at deterring and preventing crime and anti-social behaviour.

#### Government Guidance

**12.6** Planning Policy Statements were superseded by the National Planning Policy Framework (NPPF) in March 2012. The fifth bullet point of paragraph 58 states that;

'Planning policies and decisions should aim to ensure that developments create safe and accessible environments where crime and disorder, and the fear of crime, do not undermine quality of life or community cohesion'

**12.7** Planning authorities should have regard to good practice as set out in 'Safer Places: The Planning System and Crime Prevention (ODPM / Home Office 2004).

## Preventing Crime and Disorder 12

### Crime and Disorder Act 1998

**12.8** The Crime and Disorder Act 1998 places a duty upon local authorities to seek to prevent crime and disorder in its area in carrying out its duties.

**12.9** Specifically, Section 17 of the Act requires:

“Without prejudice to any other obligation imposed on it, it shall be the duty of each authority to which this section applies to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area.”

**12.10** The duty imposed by the Crime and Disorder Act therefore is for the Council to seek to prevent crime and disorder, to have regard to the crime and disorder implications of its decisions and the need to do all it reasonably can to prevent crime and disorder in its area. The duty applies to all of the Council’s functions; therefore the issue is neither the responsibility of any particular department nor one particular element of its theatre of operation, but a cross-departmental corporate responsibility. In this regard planning can contribute to the success of preventing crime and disorder, but does not operate in isolation and will not, on its own, provide the mechanism or the means for the Council to prevent crime and disorder in its area.

**12.11** Under the requirements of the Crime and Disorder Act 1998, and in line with National and local policy, the Council considers that it is appropriate to seek to minimise the impact of development on community safety and ensure the development contributes to measures to prevent and deter crime and vandalism and other anti-social behaviour.

### Contributions from Development

**12.12** In line with West Berkshire Council’s SPD ‘Quality Design – West Berkshire’ (adopted June 2006) the Council expects all new development to be designed so as to reduce the potential for criminal activity and anti-social behaviour.

**12.13** In addition, the Council considers it is appropriate to seek contributions towards wider crime prevention measures, where development would result in an increased risk to actual or perceived public safety or an increased risk of vandalism or anti-social behaviour. The Council considers such development will place a greater burden on the crime prevention initiatives adopted by the Council, (in association with its crime prevention partners), and will seek contributions based on the cost of mitigating this additional burden.

**12.14** Contributions will be sought from both residential and commercial development proposals.

**12.15** It is recognised that the contribution sought from new development may be insufficient or uneconomic on its own to meet the costs of the crime prevention initiatives (or parts thereof) identified as appropriate to the development. This may be particularly the case in some areas where a limited level of new development would be expected. The Council may therefore consider it appropriate and cost effective to seek to implement certain crime prevention initiatives (arising from the impact of the development) once funding has been secured from a number of developments.

## 12 Preventing Crime and Disorder

### Contributions from Residential Development

**12.16** All residential developments will be expected to contribute towards crime prevention initiatives (see below).

**12.17** Contributions will be individually assessed or calculated dependent on the details of the development, its location and other site specific details, and with regard to the aims and objectives of the Council's crime prevention initiatives.

**12.18** The level of contributions will be based on both the cost of implementation and subsequent operation / monitoring (for a minimum period of 20 years) of the relevant element of the particular initiative to which contributions will be directed. In order to allow for inflation the contribution will be calculated including a compound growth cost to the operation / monitoring element, which will be based on the General Index of Retail Prices (all items) published by the Central Statistical Office at the time of the agreement.

**12.19** On strategic new developments, Thames Valley Police (TVP) may seek the provision of appropriately sized Neighbourhood Offices that will provide TVP officers with a location to utilise as a touch down office and allow members of the public and community groups to directly speak to and liaise with the officers patrolling their neighbourhood.

**12.20** Typically such facilities would only be delivered on significant new developments, often those which propose facilities such as schools, neighbourhood centres and community facilities. However each case will be assessed on its own merits.

### Contributions from Commercial Development

**12.21** The Council expects all commercial development schemes to recognise the need to prevent crime and ensure, through the design and layout of any scheme, that the potential for criminal activity and anti-social behaviour are reduced. However, the Council recognises the security risks for commercial development will differ from those for residential development.

**12.22** The Council considers the impact of commercial development on the personal safety of employees of such development and the protection of land and buildings from anti-social actions should be the responsibility of the developer and/or employer. However, the Council considers commercial development should also contribute to the wider remit of crime prevention initiatives pursued by the Council, in the interests of maintaining a safe and secure environment for employees, visitors and the general public. Accordingly, where commercial development is proposed above the thresholds for contributions set out in Table 2 of the Core Guidance, the Council will seek contributions towards its crime prevention initiatives. The level of contribution sought will be individually assessed or calculated dependent on the details of the development, its location and other site specific details.

**12.23** For all Use Classes except Class A3 and D2 uses the contributions sought will be based on net floor area of the proposal. For Class A3 and Class D2 uses the contributions sought will be based on the net floor area of the proposal and consideration of the visitor capacity of the development (for example the number of covers for a restaurant or the number of cinema seats).

**12.24** The level of contributions will be based on both the cost of implementation and subsequent operation / monitoring (for a minimum period of 20 years) of the relevant element of the particular initiative to which contributions will be directed. In order to allow for inflation the contribution will be calculated including a compound growth cost to the operation / monitoring element, which will be based on the General Index of Retail Prices (all items) published by the Central Statistical Office at the time of the agreement.

## Preventing Crime and Disorder 12

### Crime Prevention Initiatives

**12.25** With its partners the Council is engaged in a number of crime prevention initiatives. These are outlined below. Developers should not necessarily regard this list as exhaustive, as the Council will look to implement additional initiatives as and when resources permit and need arises as a result of development.

**12.26** In addition to those set out below, there are other initiatives and schemes promoted by other bodies, in particular Thames Valley Police, that may provide assistance in reducing crime and disorder. The provision of buildings or other facilities, police kit and equipment, or financial contributions, in order to facilitate the implementation of such schemes, may also be considered acceptable.

### CCTV

**12.27** The Council operates a CCTV system, known as the 'West Berkshire CCTV System' comprising a number of cameras installed at strategic locations throughout the district. The Council's CCTV Policy notes that the use of CCTV in West Berkshire is considered a necessary and suitable tool to help achieve a reduction in crime, reduce fear of crime and improve public safety. The stated objectives of the West Berkshire CCTV System are defined as:

- To help reduce the fear of crime
- To help deter crime
- To help detect crime and provide evidential material for court proceedings
- To deter vandalism
- To improve public protection
- To assist in the overall management of towns where CCTV is sited
- To enhance community safety, boost the economy and encourage greater use of the town centre / shopping mall etc
- To assist the Local Authority in its enforcement and regulatory functions within the town centre
- To assist with traffic management
- To assist in supporting civil proceedings help detect crime
- Any other objective agreed by the owners of the scheme.

**12.28** The Council is committed to sustaining a CCTV System in West Berkshire in accordance with the objectives detailed above.

**12.29** The Council will utilise CCTV and other data, including crime data, to inform future developments in respect of the CCTV System and to establish the level of contributions sought from development for the provision of CCTV. Until such time as this SPD is reviewed, the Council will continue to encourage and expect contributions towards CCTV provision. Any provision or contributions agreed will be individually assessed or calculated and will be dependent on the details of the development, its location and other specific details.

## 12 Preventing Crime and Disorder

**12.30** TVP, via the Council, may seek contributions towards the provision of Automatic Number Plate Recognition Cameras (ANPR) when considered necessary, appropriate and directly related to a proposed development. ANPR has proved particularly effective in rural areas and in areas on or close to the strategic road network. West Berkshire clearly has large rural areas and its proximity to the A34 and M4 means that it is readily accessible from large parts of the wider region.

**12.31** Where contributions are sought for the provision of CCTV and/or ANPR, such contributions will be based on the provision of cameras and the cost of operation of the cameras including monitoring costs for a period of at least 20 years, including compound growth of the monitoring cost based on the General Index of Retail Prices (all items) published by the Central Statistical Office, at the time of the agreement.

**12.32** Developers are advised to contact the West Berkshire Safer Communities Partnership Team Manager for further information regarding the likely need and costs of CCTV and/or ANPR provision arising from their development proposals.

### Safer Communities Partnership

#### Partnership Strategic Assessment

**12.33** The Crime and Disorder Reduction Partnership, of which the Council is a responsible authority, is required to annually conduct a Partnership Strategic Assessment following the review in 2006 of the Crime and Disorder Act 1998 and Police Reform Act 2002. The Partnership Strategic Assessment is required to:

- analyse levels and patterns of crime, disorder and substance misuse in West Berkshire;
- analyse changes to these levels or patterns;
- seek to determine why changes have occurred;
- assess the extent to which the previous strategy or partnership plan was implemented.

**12.34** The Strategic Priorities identified by the Partnership Strategic Assessment 2010/11 are:

- Domestic Abuse
- Crime committed by known offenders
- Anti-social Behaviour
- Crime committed by young people
- Public Confidence in how crime and anti-social behaviour is tackled

#### Partnership Plan

**12.35** The Partnership Plan sets out the Outcomes for each of these Strategic Priorities, objectives and actions

**12.36** Developers are advised that further information on these initiatives can be obtained from the West Berkshire Safer Communities Partnership Team Manager.

## Preventing Crime and Disorder 12

**Contacts**

Planning Policy Team  
Planning & Countryside Service  
West Berkshire District Council  
Council Offices, Market Street  
Newbury  
RG14 5LD

Tel: (01635) 519111  
Fax: (01635) 519408  
Email: [planningpolicy@westberks.gov.uk](mailto:planningpolicy@westberks.gov.uk)

Safer Communities Partnership Team Manager  
Safer Communities Partnership Team  
Policy & Communication  
West Berkshire District Council  
20 Mill Lane  
Newbury  
RG14 5QU

Tel. (01635) 264703  
Fax. (01635) 264666  
Email: [spowell@westberks.gov.uk](mailto:spowell@westberks.gov.uk)

**12.37** Sources/Documents referred to:

Safer Places: The Planning System and Crime Prevention – ODPM / Home Office April 2004  
Quality Design West Berkshire – Supplementary Planning Document Adopted June 2006  
National Planning Policy Framework (NPPF) – National policy adopted March 2012  
West Berkshire Core Strategy – Development Plan Document adopted July 2012



## 13 Adult Social Care

### TP - 13 Adult Social Care

This document is one of the supporting topic papers which form West Berkshire Council's Supplementary Planning Document (SPD) 'Delivering Investment from Sustainable Development'. The SPD sets out West Berkshire Council's approach to securing developer contributions towards local infrastructure, services and amenities. It is intended as a guide for landowners, developers and residents. This topic paper sets out how the Council will deal with planning applications where a contribution towards adult social care provision will be sought.

#### Introduction

**13.1** The overarching policies supporting this guidance note are detailed in the Core Guidance Document.

**13.2** West Berkshire Council is responsible for assessing the care needs of adults in West Berkshire, and commissioning services to meet these needs. In accordance with Government legislation, the Council has a duty to support those individuals with the greatest care needs, who are unable to finance their own care. Adults may have care needs because of impairment or disability, frailty through age or vulnerability and isolation. Many adults with care needs are supported by families, and the Council has a duty to offer support to family carers as well.

**13.3** New housing development generates an increased demand for social care. Many of the key Government indicators measure the Council's performance by the proportion of the total population it is supporting, clearly showing an expectation that the service is directly linked to the number of people resident in the area. The nature of social care work is such that an individually tailored package of care has to be devised for each new person assessed as eligible for a service. This means that the costs of providing care are less able to be tied to specific buildings or capital projects, and need to fund the on-going flexible care for the person in need.

**13.4** Furthermore, the Government requires the Council to offer people support in the form of a "Personal Budget", a cash sum to cover the assessed cost of their care needs, which they have control over. This is seen as encouraging people to remain independent, and Government expects us to adopt this as the default way of providing care support. Clearly, the implication is that a cash contribution can be used where the care is most effective, and people with care needs have the choice of how, what and where they purchase their care. This is a disincentive for Councils to focus on being the main provider of services, whether they be Home Care, residential homes, or day centres; and requires us to be one player in a "mixed economy of care".

**13.5** So, the main functions of the Council are the assessment of people against consistent criteria, to determine the level of their need, and having done so, to offer support to those in the greatest need, by giving them a choice of facilities or services, some, but not all of which, may be run by the Council itself. This function requires a skilled care management workforce, and support to secure a contract covering the appropriate services. Financially, the Council requires revenue to pay its skilled workers, and to purchase care, and it is these budgets which come under most pressure when the overall population (and demand) increases.



## Government Funding

**13.6** The Government calculates the amount it believes each Council requires to provide adult social care services, based on the population in West Berkshire. This forms part of the annual settlement to the Council. It takes two years for increases in population to be reflected in government funding, i.e. a development in 2010 resulting in increased pressure on Adult Social Care services will not be reflected in government funding until the 2012 settlement. It is this two year lag in the funding for growth in population, as a direct result of the development, that the developers' contributions are designed to cover.

## Principles of the contribution formula

**13.7** The formula for calculating developer contributions is based on the following principles:

- Extra population gives a pro-rata increase in demand for social care
- Extra demand causes extra revenue, rather than capital, cost pressures
- There is a two year gap between demand and government contribution

**13.8** The contributions have been calculated purely on the costs of front-line staff and services: they have not included any marginal increase in premises, management or infrastructure costs.

## Types of service included in the formula

**13.9** The contribution formula is based on the costs of the six key services which are delivered to people with care needs. These are reported to the Commission for Social Care Inspection as part the annual performance assessment framework for Adult Social Care, and are measured by the volume of service delivered. These indicators summarise the full range of services which are supported by the council, with the exception of services offered to family carers.

## List of Key services

- C29 Adults with Physical Disabilities helped to live at home
- C30 Adults with Learning Disabilities helped to live at home
- C31 Adults with Mental Health problems helped to live at home
- C32 Older People helped to live at home
- C72 Older People admitted into residential care each year
- C73 Adults aged 18-64 admitted into residential care each year

**13.10** Using the unit cost for providing each service, and calculating what proportion of the population receive each service, a figure representing the cost per year of extra population can be calculated. The figure is therefore doubled, to represent the cost over two years. This calculation can be updated each August, following the collation of activity and unit cost figures for the previous financial year.

## 13 Adult Social Care

### Average number of adults per dwelling:

**13.11** A sliding scale of average number of adults per dwelling is used, which takes into account the different sizes of dwellings. The dwelling occupancy rate is reduced by average child occupancy to result in an adult occupancy rate. The rates are derived from a recent survey carried out by West Berkshire Council of occupancy rates for different sizes and types of dwellings.

**13.12** Table for calculating number of adults per dwelling:

|                         | One bedroom units | Two bedroom flats | Two bedroom units | Three bedroom units | Four bedroom units | Five + bedroom units |
|-------------------------|-------------------|-------------------|-------------------|---------------------|--------------------|----------------------|
| Dwelling occupancy rate | 1.47              | 2.24              | 2.32              | 2.88                | 3.50               | 3.83                 |
| Less Child occupancy    | 0.14              | 0.38              | 0.66              | 0.83                | 1.30               | 1.71                 |
| Adult occupancy         | 1.33              | 1.86              | 1.66              | 2.05                | 2.20               | 2.12                 |

NOTE: Figures are rounded to two decimal places

### Applying the costs and activity formula:

**13.13** This calculation is given as an example, to illustrate the actual cost, per three bedroom unit, using the above adult occupancy formula.

|      |   |                |
|------|---|----------------|
| C29: | Adults with PD helped to live at home, cost per new dwelling                    | £43.72         |
| C30: | Adults with LD helped to live at home, cost per new dwelling                    | £53.98         |
| C31: | Adults with MH helped to live at home, cost per new dwelling                    | £8.65          |
| C32: | Older People helped to live at home, cost per new dwelling                      | £159.33        |
| C72: | Older People admitted to residential home, cost per new dwelling                | £89.48         |
| C73: | Adults aged 18-64 admitted to residential, cost per new dwelling                | £9.50          |
|      | <b>Total cost of extra social care services, per new three bedroom dwelling</b> | <b>£364.66</b> |

**13.14** Therefore, the contribution required for two years costs = 2 x £364.66 = **£729.32**

## Adult Social Care 13

**13.15** Using this formula, applying the different occupancy levels for each size of dwelling, gives the following total contribution figures per dwelling:

|                     |      |
|---------------------|------|
| One bedroom unit    | £473 |
| Two bedroom flat    | £662 |
| Two bedroom house   | £591 |
| Three bedroom unit  | £729 |
| Four bedroom unit   | £783 |
| Five + bedroom unit | £754 |

**13.16** This figure will be reviewed annually following the publication of each financial year's final cost and activity data, as reported to the Department of Health in the annual PSSEX1 return.

## Major Developments

**13.17** Within major housing developments on-site facilities for use by adult social services and their partners, such as voluntary organisations, and those operating at the health/social care delivery interface, such as community health practitioners, may be required. Such facilities may also be needed to provide day facilities run by the voluntary sector, other voluntary groups, meals on wheels and as an office base for staff working in the area. These facilities could be integrated into existing or proposed community centre/halls where appropriate.

**13.18** The Council may also seek the provision of housing within major developments for people with physical and learning disabilities and mental health problems.

**13.19** Major housing development will also generate pressure and demand on other existing social services and voluntary sector delivery resulting in a need for expanded or additional services, not necessarily on site. For example day care facilities for older people, people with mental health problems and people with learning and physical disabilities will require to be expanded and contributions will be expected to support any necessary expansion programmes.

## Exceptions

**13.20** As the Council's duty is to provide social care services for the resident population, all business, commercial and non-residential developments are not expected to make a contribution towards this service.

**13.21** In addition, adjustments will be made to the formula in the case of development where impacts are more specific, for example extra care developments, or elderly persons accommodation.

## 13 Adult Social Care

### Contacts

**13.22** For further information please contact:

Performance Team  
Social Care Commissioning and Housing  
West Berkshire Council  
West Street House  
West St  
Newbury  
RG14 1BZ

Tel: 01635 519586

## Example Contributions Document

### Example Contributions Document

This document is one of the supporting papers which form West Berkshire Council's Supplementary Planning Document (SPD) 'Delivering Investment from Sustainable Development'. The SPD sets out West Berkshire Council's approach to securing developer contributions towards local infrastructure, services and amenities. It is intended as a guide for landowners, developers and residents. This document details the planning application process and procedures and sets out example contributions for development using a formulaic approach.

#### Introduction

- 1** The Council would like as far as is possible to assist those considering the development of land to understand the likely scope and scale of developer contributions which may be sought. In cases where impacts of development are reasonably predictable it is possible to determine the likely scale of contribution with reference to the Core Guidance document and the relevant Topic Papers. In some cases the impacts and likely mitigation through contributions are less predictable and can only be established through site specific investigation.
- 2** When land becomes available for purchase the Council is frequently inundated with requests for information, including likely levels of developer contributions. The Council is unable to give detailed advice in response to these early, speculative queries but it recommends that the SPD is used to gain a general impression.
- 3** To further assist, the Council has produced the following tables of example contributions. They aim to set out, as far as is possible, a typical picture of contributions which will be sought from residential proposals of various scales and from commercial development. However, they only act as an indicator of the scale and scope of contributions which may be necessary as these will vary according to the proposal. Negotiations for purchase of land should only be undertaken on the basis that any developer contributions which may be sought can only be finally determined through the planning application process.
- 4** Please note that the prices set out below are subject to change to take account of annual cost variations and other factual updating. The base date for individual prices is set out in the topic papers. This paper will be updated as necessary to take account of such changes.

#### Planning Application Processes

- 5** The Council wishes to ensure that securing necessary developer contributions does not result in delays to processing planning applications. Applicants will be required to enter into a legal agreement as defined by S106 of the Town & Country Planning Act 1990. These agreements are known as S106 agreements.
- 6** There will be a charge for the Council's legal costs in drawing up the agreement and a separate fee for planning administration. All agreements must be completed and signed within the timescale for the determination of the planning application. The legal agreement will usually require financial contributions to be paid upon commencement of development, in order for the infrastructure to be in place to mitigate the impact of the development. Legal agreements will also contain requirements for notification of commencement of development. A S106 agreement is registered as a charge on the land, and is payable by the owner of the land at the time the development commences, so if the land is sold on, the new owner is liable, not the applicant.

## Example Contributions Document

### Minor Applications

**7** In the case of minor applications (e.g. residential developments up to 9 dwellings, commercial developments under 1000m<sup>2</sup>), a letter will be sent to the applicant (or agent if one is used) confirming the likely contribution with reference to the table of example contributions. This letter will be sent out at the beginning of the process, usually once the application has been validated. It should be noted that the assessment of likely financial contributions is subject to consultation and verification with the service units concerned (for instance Education, Highways etc), and figures could change as a result. The Council will aim to determine all minor applications (including the completion of the legal agreement) within 8 weeks of registration.

### Major Applications

**8** For major applications (of 10 dwellings or more or commercial development of over 1,000m<sup>2</sup>) a similar process will be followed. However, applicants are strongly encouraged to seek pre-application discussions so that financial contribution matters can be determined in advance. The Council will aim to determine all major applications (including the completion of the legal agreement) within 13 weeks of registration.

**9** More information on processes for dealing with planning applications is available on the Planning pages of the Council's website. The SPD Core Guidance and Topic Papers are available on the Planning Policy pages of the Council's web site.

**10** To provide further help and guidance this Example Contributions document includes some Frequently Asked Questions, which are shown at the end of the document.

## Example Contributions Document

**Dwelling Occupancy Rate**

**11** West Berkshire Council undertook a survey to establish the occupancy levels of new properties in 2011. The rates shown below are used as part of the formulaic approach to calculate contributions.

|   | 1 bedroom units | 2 bedroom flats | 2 bedroom houses | 3 bedroom units | 4 bedroom units | 5+ bedroom units |
|---|-----------------|-----------------|------------------|-----------------|-----------------|------------------|
| Dwelling Occupancy Rate (All Children) <sup>1</sup>               | 0.14            | 0.38            | 0.66             | 0.83            | 1.30            | 1.71             |
| Dwelling Occupancy Rate (School Age Children) (3-17) <sup>2</sup> | 0.02            | 0.24            | 0.39             | 0.65            | 0.98            | 1.33             |
| Dwelling Occupancy Rate (Adult) <sup>3</sup>                      | 1.33            | 1.86            | 1.66             | 2.05            | 2.20            | 2.12             |
| Dwelling Occupancy Rate (Total) <sup>4</sup>                      | 1.47            | 2.24            | 2.32             | 2.88            | 3.50            | 3.83             |

**Notes:**

<sup>1</sup>The All Children Dwelling Occupancy Rate is used to calculate the element of the Open Spaces contribution relating to Equipped Play Space.

<sup>2</sup> The School Age Children Dwelling Occupancy Rate is used to calculate the Education contribution.

<sup>3</sup> The Adult Dwelling Occupancy Rate is used to calculate the contribution towards Adult Social Care.

<sup>4</sup>The Total Dwelling Occupancy Rate is used to calculate the contributions for the elements of Open Spaces relating to Playing Fields and Public Amenity Space, and for the Libraries and Healthcare contributions.

## Example Contributions Document

### Example Contributions

#### Residential - 1 to 4 dwellings

**12** For proposals of 1 to 4 dwellings the focus will be on impacts upon transport provision, education, open space, libraries, primary health care facilities, adult social care, and waste management. Occasionally contributions to mitigate other impacts may be necessary.

| Example Contribution (in £s)   |   |                 |                  |                 |                 |                  |                    |
|--------------------------------|---|-----------------|------------------|-----------------|-----------------|------------------|--------------------|
|                                | 1 bedroom units   | 2 bedroom flats | 2 bedroom houses | 3 bedroom units | 4 bedroom units | 5+ bedroom units |                    |
| Transport <sup>1</sup>         | 1,100   | 2,200           | 2,200            | 3,300           | 4,400           | 5,500            | See Topic Paper 2  |
| Education <sup>2</sup>         | 186   | 2,680           | 4,513            | 8,124           | 12,737          | 17,194           | See Topic Paper 3  |
| Open Space <sup>3</sup>        | 440   | 765             | 943              | 1,177           | 1,596           | 1,910            | See Topic Paper 7  |
| Libraries                      | 157   | 239             | 248              | 307             | 374             | 409              | See Topic Paper 4  |
| Health Care                    | 103   | 157             | 163              | 202             | 245             | 269              | See Topic Paper 6  |
| Adult Social Care              | 473   | 662             | 591              | 729             | 783             | 754              | See Topic Paper 13 |
| Waste Management               | 56  | 56              | 56               | 56              | 56              | 56               | See Topic Paper 8  |
| <b>Example totals per unit</b> | <b>£2,515</b>   | <b>£6,759</b>   | <b>£8,714</b>    | <b>£13,895</b>  | <b>£20,191</b>  | <b>£26,092</b>   |                    |
| Administration Cost            | £675 per application (will be refunded if the application is not approved)        |                 |                  |                 |                 |                  |                    |
| Legal Cost                     | Charged separately by our legal team depending on the complexity of the agreement |                 |                  |                 |                 |                  |                    |

#### Notes:

<sup>1</sup> A separate contribution, or obligation to carry out highways works may also be required.

<sup>2</sup> The Education contribution should be estimated using the figures above. The Education Assets Team will make an assessment of the impact on the catchment schools during the course of the application which may result in an amendment to the final contribution. Please contact the Education Assets Team (01635 519366) for information on 'other' dwellings including caravans and mobile homes at a fixed address.

<sup>3</sup> The Open Spaces contribution is towards improvements to off site provision and excludes assumed land cost.



## Example Contributions Document

**Residential - 5 to 9 dwellings**

**13** For proposals of 5 to 9 dwellings the focus will be on impacts upon transport provision, education, open space, libraries, primary health care facilities, adult social care, and waste management. 20% provision of affordable housing will also be required.

| Example Contribution (in £s)    |   |                 |                  |                 |                 |                  |                    |
|---------------------------------|---|-----------------|------------------|-----------------|-----------------|------------------|--------------------|
|                                 | 1 bedroom units   | 2 bedroom flats | 2 bedroom houses | 3 bedroom units | 4 bedroom units | 5+ bedroom units |                    |
| Affordable Housing <sup>1</sup> | 20% provision required  |                 |                  |                 |                 |                  | See Topic Paper 1  |
| Transport <sup>2</sup>          | 1,100   | 2,200           | 2,200            | 3,300           | 4,400           | 5,500            | See Topic Paper 2  |
| Education <sup>3</sup>          | 186   | 2,680           | 4,513            | 8,124           | 12,737          | 17,194           | See Topic Paper 3  |
| Open Space <sup>4</sup>         | 440   | 765             | 943              | 1,177           | 1,596           | 1,910            | See Topic Paper 7  |
| Libraries                       | 157   | 239             | 248              | 307             | 374             | 409              | See Topic Paper 4  |
| Health Care                     | 103   | 157             | 163              | 202             | 245             | 269              | See Topic Paper 6  |
| Adult Social Care               | 473   | 662             | 591              | 729             | 783             | 754              | See Topic Paper 13 |
| Waste Management <sup>5</sup>   | 56  | 56              | 56               | 56              | 56              | 56               | See Topic Paper 8  |
| <b>Example totals per unit</b>  | <b>£2,515</b>   | <b>£6,759</b>   | <b>£8,714</b>    | <b>£13,895</b>  | <b>£20,191</b>  | <b>£26,092</b>   |                    |
| Administration Cost             | £675 per application (will be refunded if the application is not approved)        |                 |                  |                 |                 |                  |                    |
| Legal Cost                      | Charged separately by our legal team depending on the complexity of the agreement |                 |                  |                 |                 |                  |                    |

**Notes:**

<sup>1</sup> The requirement for affordable housing will be applied to the total number of gross dwellings on the proposed development site.

<sup>2</sup> A separate contribution, or obligation to carry out highways works may also be required.

<sup>3</sup> The Education contribution should be estimated using the figures above. The Education Assets Team will make an assessment of the impact on the catchment schools during the course of the application which may result in an amendment to the final contribution. Please contact the Education Assets Team (01635 519366) for information on 'other' dwellings including caravans and mobile homes at a fixed address.

<sup>4</sup> The Open Spaces contribution is towards improvements to off site provision and excludes assumed land cost.

<sup>5</sup> See Topic Paper 8 for further details on flatted developments.

## Example Contributions Document

**14** On schemes of this size, contributions may also be required for the following depending on the character and location of the proposal:

|                                |                    |
|--------------------------------|--------------------|
| Community Facilities           | See topic paper 5  |
| Environmental enhancements     | See topic paper 9  |
| Historic environment           | See topic paper 10 |
| Fire and rescue infrastructure | See topic paper 11 |
| Preventing Crime and Disorder  | See topic paper 12 |

## Example Contributions Document

**Residential – 10 to 14 dwellings**

**15** For proposals of 10 to 14 dwellings the focus will be on impacts upon transport provision, education, open space, libraries, primary health care facilities, adult social care and waste management. 30% provision of affordable housing will also be required.

| Example Contributions (in £'s)  |   |                 |                  |                 |                 |                  |                    |
|---------------------------------|---|-----------------|------------------|-----------------|-----------------|------------------|--------------------|
|                                 | 1 bedroom units   | 2 bedroom flats | 2 bedroom houses | 3 bedroom units | 4 bedroom units | 5+ bedroom units |                    |
| Affordable Housing <sup>1</sup> | 30% provision is required   |                 |                  |                 |                 |                  | See Topic Paper 1  |
| Transport <sup>2</sup>          | 1,100   | 2,200           | 2,200            | 3,300           | 4,400           | 5,500            | See Topic Paper 2  |
| Education <sup>3</sup>          | 186   | 2,680           | 4,513            | 8,124           | 12,737          | 17,194           | See Topic Paper 3  |
| Open Space <sup>4</sup>         | On Site Provision is normally required  |                 |                  |                 |                 |                  | See Topic Paper 7  |
| Libraries                       | 157   | 239             | 248              | 307             | 374             | 409              | See Topic Paper 4  |
| Health Care                     | 103   | 157             | 163              | 202             | 245             | 269              | See Topic Paper 6  |
| Adult Social Care               | 473   | 662             | 591              | 729             | 783             | 754              | See Topic Paper 13 |
| Waste Management <sup>5</sup>   | 56  | 56              | 56               | 56              | 56              | 56               | See Topic Paper 8  |
| Administration Cost             | £1,350 per application (will be refunded if the application is not approved)      |                 |                  |                 |                 |                  |                    |
| Legal Cost                      | Charged separately by our legal team depending on the complexity of the agreement |                 |                  |                 |                 |                  |                    |

## Notes:

<sup>1</sup> The requirement for affordable housing will be applied to the total number of gross dwellings on the proposed development site.

<sup>2</sup> A separate contribution, or obligation to carry out highways works may also be required.

<sup>3</sup> The Education contribution should be estimated using the figures above. The Education Assets Team will make an assessment of the impact on the catchment schools during the course of the application which may result in an amendment to the final contribution. Please contact the Education Assets Team (01635 519366) for information on 'other' dwellings including caravans and mobile homes at a fixed address.

<sup>4</sup> The Open Spaces contribution is normally on site – contribution will depend on how the initial provision is made and on future ownership and maintenance arrangements.

<sup>5</sup> See Topic Paper 8 for further details on flatted developments.

## Example Contributions Document

**16** On schemes of this size, contributions may also be required for the following depending on the character and location of the proposal:

|                                |                    |
|--------------------------------|--------------------|
| Community Facilities           | See topic paper 5  |
| Environmental enhancements     | See topic paper 9  |
| Historic environment           | See topic paper 10 |
| Fire and rescue infrastructure | See topic paper 11 |
| Preventing Crime and Disorder  | See topic paper 12 |

### Residential - 15 dwellings or more

**17** On schemes of 15 dwellings or more contributions may be required for the following depending on the character and location of the proposal as indicated in the topic papers:

|  |   |
|--|---|
| 30% provision of Affordable Housing on previously developed land and 40% provision of Affordable Housing on greenfield land (applies to sites of 15 units gross or 0.5 ha or more) | See topic paper 1                         |
| Transport  | See topic paper 2                         |
| Education  | See topic paper 3                         |
| Libraries  | See topic paper 4                         |
| Community Facilities   | See topic paper 5                         |
| Health Care  | See topic paper 6                         |
| Open Space   | See topic paper 7                         |
| Waste Management   | See topic paper 8                         |
| Environmental Enhancements   | See topic paper 9                         |
| Historic Environment   | See topic paper 10                        |
| Fire and Rescue Infrastructure   | See topic paper 11                        |
| Preventing Crime and Disorder  | See topic paper 12                        |
| Adult Social Care  | See topic paper 13                        |
| Administration Costs   | £1,350 per application                    |
| Legal Costs  | Cost dependent on complexity of agreement |

## Example Contributions Document

### Very Large Residential Schemes – approximately 200 dwellings or more

**18** Due to the large scale of proposals the contribution sought may be of a special character. See topic papers for specific references.

### Commercial development

**19** Contributions from commercial development will generally be sought from proposals above the thresholds set out in the Core Guidance (e.g. B1 development over 120m<sup>2</sup>). However, it may be necessary to seek contributions on schemes below those thresholds depending on the character and location of the proposal.

**20** The table below gives an indication of the levels of contribution typically sought from commercial development. However, due to the diverse nature of such development and the impacts it creates, other or additional contributions may be required. Please refer to the Core Guidance document and the Topic Papers for further details on how to estimate the level of contribution for other use classes.

| Example Contribution (in £s per m <sup>2</sup> ) |  |        |        |        |                   |
|--|--|--------|--------|--------|-------------------|
|  | A1   | B1a    | B2     | B8     |                   |
| Transport <sup>1</sup>                           | 140.00   | 60.00  | 40.00  | 40.00  | See Topic Paper 2 |
| Open Space <sup>2</sup>                          | 12.89  | 20.42  | 6.81   | 3.50   | See Topic Paper 7 |
| Libraries <sup>3</sup>                           | 1.80   | 2.85   | 0.95   | 0.49   | See Topic Paper 4 |
| Example sub totals per m <sup>2</sup>            | £155.01  | £83.77 | £47.92 | £44.08 |                   |
| Planning Administration cost                     | An administration charge of £675 or £1,350 will be made on schemes of under 1000m <sup>2</sup> or 1000m <sup>2</sup> and over respectively.. |        |        |        |                   |
| Legal fees                                       | Charged separately by our legal team depending on the complexity of the agreement  |        |        |        |                   |

#### Notes:

<sup>1</sup> A separate contribution, or obligation to carry out highways works may also be required.

<sup>2</sup> The example contribution is towards improvements to off site provision and excludes assumed land cost. Payment is based on £245 per employee.

<sup>3</sup> The contribution is based on £34.16 per employee.

## Example Contributions Document

### Frequently Asked Questions

Q. Is a contribution required when a house is being replaced?

No. Contributions are only sought in cases where there is a net increase in dwellings. Where one dwelling is knocked down and replaced with another no contribution will be sought. Where a single dwelling is replaced with two, contributions will be sought for the one new dwelling (net) which has been added.

Please note that the thresholds for affordable housing are calculated on a gross basis i.e. no account is taken of demolitions when determining the level of affordable housing to be provided.

Q. Is there a charge for house extensions?

No. Contributions are sought from residential developments of 1 dwelling (net) or more. See the Core Guidance paper on the Council's web site. This explains the development size thresholds above which contributions will be sought.

Q. Do contributions have to be made when outline applications are submitted?

Outline applications determine the principle of development, and as such a legal agreement will be required in order to secure contributions. The legal agreement will normally require payment of contributions on commencement of development,

Q. Do contributions have to be made in reserved matters applications?

In most cases there would be no contribution requirements attached to reserved matters applications. Exceptionally, where the outline scheme was very generalised (e.g. the number of dwellings was not stated) it may be necessary for contributions to be sought by means of completing a legal agreement. Such cases are rare.

Q. Is the amount of contribution always the same regardless of site circumstances?

No. An assessment of the impact of the scheme is made in each case during the planning application process. However, the impacts of development on local services and infrastructure are generally predictable. The examples in this document are based on the formulas and standard charges set out in the SPD.

Q. I am planning to demolish one 3 bed house and erect 3 new 4 bed houses. How will the Council assess the impact of the development?

The Council will take account of the size and scale of the dwelling(s) being demolished, and will reduce the contribution required for the development accordingly, so that the net impact of the development is mitigated. In this example, the contributions for the 3 bed dwelling being demolished will be deducted from the contributions payable for the 3no 4 bed dwellings being erected.

Q. My plans show a study/playroom. How are the contributions calculated in this case?

Each planning application is assessed individually by the service units and the case officer. However, if the drawings show a room that could accommodate a single bed, and therefore could be used as a bedroom, the service units, with discussion with the case officer, may decide to treat it as such. This could include rooms described as 'study', 'playroom', 'dressing room,' 'bonus room' (e.g. in loft space) etc. The council has to make sure that the impacts of any development are fully mitigated.

## Example Contributions Document

If you have any further queries please contact the Planning & Countryside Service on (01635 519111

backCover