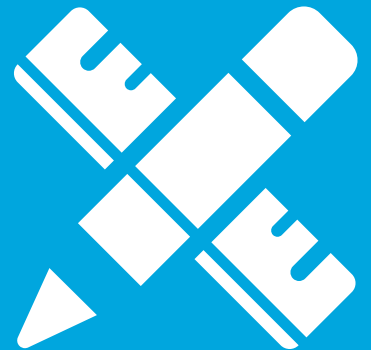




Bath and North East Somerset
Supplementary Planning Document

Planning Obligations



October 2008

Consultation draft

**Bath & North East
Somerset Council**



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Part One

1.1 Introduction

1.1.1 The aim of this Supplementary Planning Document (SPD) is to provide clear guidance on the Council's approach to Planning Obligations, "S.106 Agreements" or simply "Planning Agreements" as they alternatively are termed. Planning Obligations on developers are used to secure affordable housing and financial contributions to mitigate the impact of new development on social and other infrastructure such as roads and community facilities. The contributions provide finance to assist in the development of infrastructure and facilities where they are needed. The SPD will provide the general public, landowners, developers and other stakeholders with clarity about what planning obligations are, when they will be sought, and how they will be obtained.

1.1.2 The SPD is envisaged as a "living document". It will be updated regularly to ensure that it remains relevant and responsive to change, and new topic areas where contributions will be sought may be added during this evolving process. SPD can only be made to an adopted development plan. This version, therefore, is SPD to the B&NES Local Plan 2007. It is anticipated that a revised SPD will be prepared when the Council's Core Strategy Development Plan Document is adopted in 2010.

1.1.3 It is important to bear in mind that contributions for items not listed in Part 2 of the SPD may be sought if warranted by the circumstances of a particular development proposal. It is not possible or practical to produce a document that sets out every conceivable situation. The SPD should not therefore be seen as an exhaustive inventory of the Council's requirements, but as a guide to the Council's approach to dealing with matters that normally and generally are the subject of planning obligations. The relevant topic areas in this inaugural version of the SPD are set out below and expanded upon in Part 2 of the document.

1.1.4 The SPD has been produced in accordance with National Planning Guidance, Regional Planning Guidance and Local Planning Policy. The document should be read in conjunction with the Bath & North East Somerset Local Plan 2007

having particular regard to Policy IMP.1. The adopted SPD will carry considerable weight as a material consideration in the determination of planning applications.

- 1.1.5 The Draft SPD will be subject to formal public consultation and has been the subject of a sustainability appraisal.

1.2 Planning Policy Context

Legislative Context and National Policy

1.2.1 The source of the Council's power to seek planning obligations is s.106 of the Town and Country Planning Act 1990 (as amended). This is where the term "Section 106 Agreement" is derived. It is synonymous with the phrase "Planning Obligations" in planning terms.

1.2.2 The government has issued guidance on Planning Obligations in Circular 05/2005 in which it provides detail on how planning obligations should work and when and how they can be sought by Councils.

1.2.3 Planning Obligations are used in a series of different ways as set out in Circular 05/2005 at Para B11 to B16.

- To prescribe the nature of development (e.g. by requiring that a given proportion of housing on a site is affordable);
- To secure a contribution from a developer to compensate for loss or damage created by a development (e.g. loss of open space); or
- To mitigate the impact of a development (e.g. through increased public transport provision)

1.2.4 The use of Planning Obligations has to be appropriate, so knowing when to use them is important. The fundamental principle that has to be adhered to in dealing with planning obligations and their use is that planning permission cannot be bought or sold.

1.2.5 Para B5 of the Circular provides a list of 5 tests that a planning obligation should comply with.

A Planning Obligation must be:

- i. relevant to planning;
- ii. necessary to make the proposed development acceptable in planning terms;
- iii. directly related to the proposed development
- iv. fairly and reasonably related in scale and kind to the proposed development; and
- v. reasonable in all other aspects

1.2.6 Planning Obligations can be obtained in a series of ways as follows.

- Site by site basis
- Use of standard formula/tariff
- Provision of area based infrastructure, e.g. where developments occur within close proximity to each other and the cumulative effect will result in the requirement a new community facility, the Council may pool contributions from each of the developments to fund improvements in an equitable way, for example the provision of a new school
- Strategic Infrastructure e.g. new bus link

1.2.7 The Circular advises that Planning Obligations can be used as follows:

- To restrict the development or use of the land in a specified way;
- To require specified operations and activities to be carried out on the land;
- To require the land to be used in a specified way;
- To require that a sum or sums to be paid to the authority on a specified date or dates or periodically

1.2.8 The Circular also provides important advice on two topics, Off-Site provision, and Pooled Contributions.

Off Site Provision.

1.2.9 On suitable sites provision of affordable housing, open space, Children's Services facilities, community facilities and transport infrastructure and other infrastructure may be provided on-site, subject to agreement by the Council and the developer, i.e. a S.106 Agreement or Planning Obligation. However, in some cases on-site provision may not be appropriate. In these instances the Council may enter into an agreement with the developer for off-site provision of the necessary facilities and/ or infrastructure or seek financial contribution towards off-site provision.

Pooled Contributions

1.2.10 For certain smaller scale developments the contributions raised through planning obligations may not be of a level that could contribute significantly towards improvements in an area. However, if considered cumulatively the contributions raised through smaller scale development may be pooled together to allow the Council to make a single improvement to an area. Similarly for larger infrastructure improvements, including strategic infrastructure projects, contributions may also be pooled so that they can be used more cost effectively. It is important to note that the financial contributions pooled will be ring-fenced to contribute towards the programmes and schemes that have been identified in the relevant planning agreements. In the unlikely event that financial contributions secured from developers cannot be spent within the timescale provided for in the agreement, the money will be refunded to the developer.

Regional Policy

1.2.11 The current regional planning policy guidance is RPG 10 which shortly will be superseded by the Regional Spatial Strategy (RSS).

Local Policy

1.2.12 The Bath & North East Somerset Local Plan seeks the use of Planning Obligations under Policy IMP.1.

Policy Imp.1:

In determining planning applications, Planning Obligations under section 106 of the Town and Country Planning Act 1990 may be sought:

- i) where a particular form of development is required to comply with policy; or*
- ii) to provide compensatory provision for what is lost or damaged as a result of the development; or*
- iii) to mitigate an otherwise unacceptable impact of the development on local facilities and infrastructure; or*
- iv) to overcome any other identified harm which would make the development otherwise unacceptable.*

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- iii) to mitigate an otherwise unacceptable impact of the development on local facilities and infrastructure; or*
- iv) to overcome any other identified harm which would make the development otherwise unacceptable*

1.2.13 The Community strategy 2004 and Beyond for Bath & North East Somerset has set out improvement ambitions for the district which the SPD has taken into account.

1.3 Scope and Procedure

Scope of the SPD

1.3.1 The SPD provides guidance on planning obligations in respect of five key policy areas:

- Affordable Housing
- Children's Services & Life-long Learning
- Sustainable Transport
- Green Space & Play
- Sport & Leisure

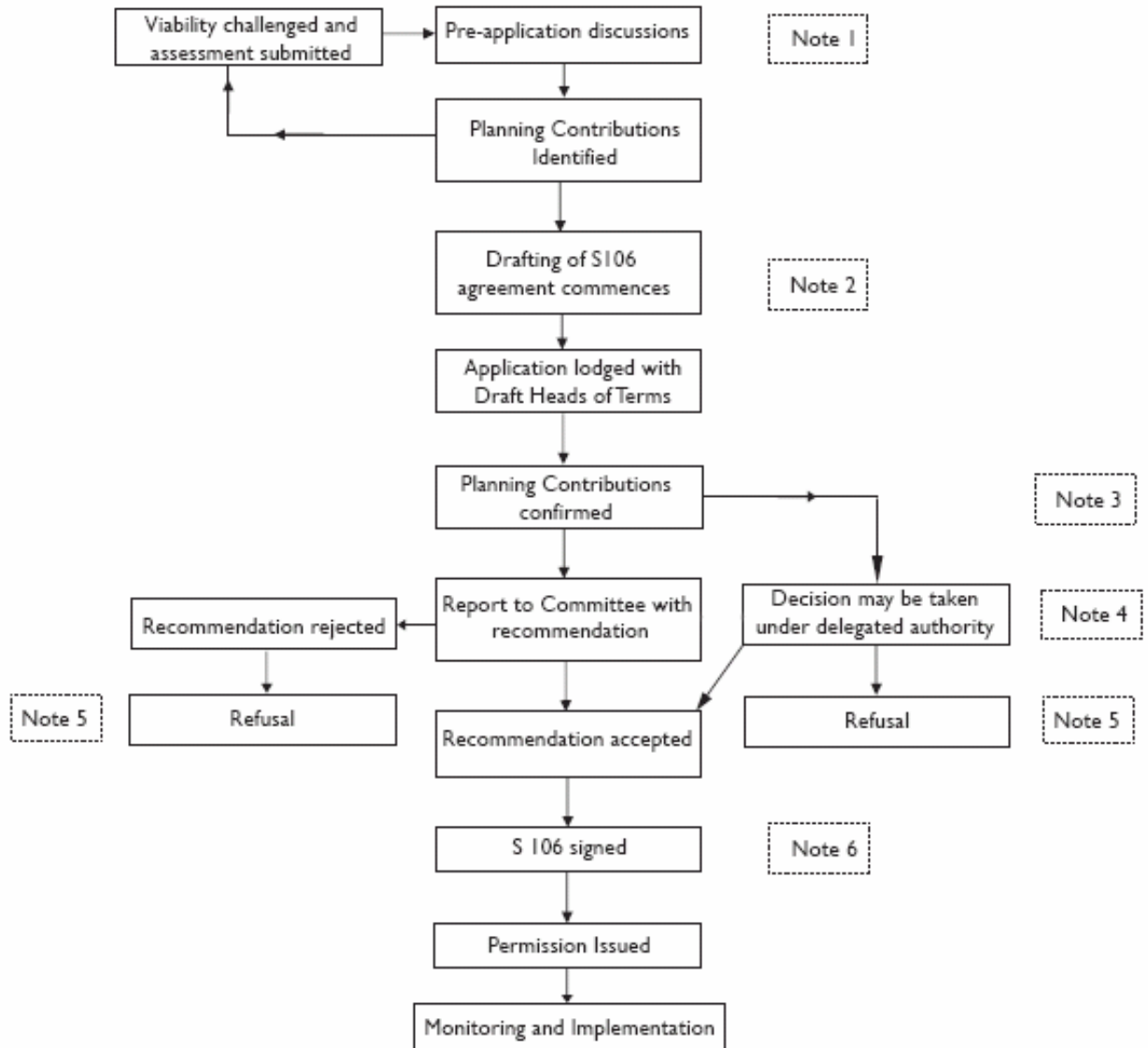
1.3.2 The list identifies the areas that have commonly been the subject of planning obligations in relation to various planning permissions granted in Bath and North East Somerset in recent years, or for which adequate evidence now exists to support their inclusion in this SPD. As further work is undertaken to identify other needs arising from development in the Council's area, then the list may be expanded by means of a periodic review of this SPD (see para 1.1.2).

1.3.3 A detailed explanation of the approach to each of these five topic areas is provided in Part 2 of this SPD which will outline the circumstances and mechanics of how the planning contributions will be required and negotiated.

Procedure

1.3.4 It is essential that developers enter into early discussions with the Council's planning officers during the pre-application stage about planning obligations that may be required for their development by the Council. The nature of planning obligations that are likely to be required for a particular development will be made known to the developer as early as possible in the planning process including contributions based upon this SPD unless the circumstances are exceptional. Diagram 1 summarises the planning obligation process under this SPD.

Planning Contribution Process under the SPD



Note 1 - There will be a charge for pre-application discussions on major applications. This ensures that applicants are able to proceed with a clear understanding of what is required from them in order to obtain planning permission, assuming that the scheme is generally compliant with adopted policies and national advice. At this stage the likelihood of the scheme being acceptable in policy terms will be discussed.

Note 2 - Use of a Model Agreement is under consideration.

Note 3 - Or Unilateral Undertaking for small applications.

Note 4 - Where in accordance with the Council's delegation scheme.

Note 5 - At this stage applications may be refused on other grounds.

Note 6 - Applicants failing to deliver the necessary agreement or obligation within the statutory time period can expect their application to be refused, unless alternative arrangements have been agreed.

- 1.3.5 Officers will advise on the planning obligations based upon this SPD as set out in Part Two and where necessary on other matters which need to be the subject of the Section 106 Agreement. These might include phasing of development, restrictions on use, or other requirements which cannot be covered by planning conditions and matters such as travel plans designed to maximize the use of sustainable transport modes of travel.
- 1.3.6 In doing so the early discussions will help to ensure that formal planning applications can be dealt with in a more informed and efficient manner, and avoid unnecessary delays over complex negotiations following a Committee decision to approve the application subject to an obligation.

Case Studies

- 1.3.7 In order to illustrate the operations of this SPD, three case studies are attached in Part Three covering three types of development likely to occur in the district in the next few years.

Viability

- 1.3.8 If a developer considers that the level of obligations required would render their proposal unviable, then the developer will be expected to provide the full financial details of the proposal to the Council, in a financial appraisal submitted and signed by an appropriately qualified and independent financial professional. For the Council to consider an “unviable” argument, it will be essential that the developer shares information substantiating this on an open book basis. If there is any disagreement on the financial appraisal the Council will expect the developer to agree to an adjudication by an independent financial body and with the costs of the adjudication funded by the developer.
- 1.3.9 A change in the Council’s standard obligations will be considered as an unusual exception. If this occurs the developer will be required to demonstrate what exceptional circumstances would give rise to the case made.

If the Council agrees that a scheme cannot reasonably afford to meet all the normal requirements after going through the above process, then these requirements may be prioritised.

Drafting of Agreements

1.3.10 The drafting of Section 106 Agreements will be undertaken by the Council's Legal Services team or by solicitors contracted by the Council to represent them. The developer will be expected to meet the full cost of drawing up the Section 106 Agreement.

Administration Fee

1.3.11 In order to meet the costs of the Council in monitoring the agreement an additional fixed rate fee will be levied, dependant on the sum of the contribution to be paid. This additional administration fee will be set as follows:

Table 1.3.1

Contribution	Fixed Administration Fee
£0-£250,000	£1000
£251,000-£500,000	£2500
Over £500,000	£5000

Monitoring

1.3.12 Compliance with Section 106 Agreements will be monitored by the Council. A series of targets will be set that will activate the payment of Section 106 monies, i.e. payment of monies upon occupation of a development. These monies will be allocated to the specific pot or a pooled fund and the Council will ensure that these monies are being spent in the areas for which the sums have been paid, in accordance with the Section 106 Agreement.

1.3.13 Planning Obligations will be monitored and an annual monitoring report will be prepared.

Part Two

2.1 Affordable Housing

Policy Background

2.1.1 The policy justification for requesting planning contributions for affordable housing flows from Planning Policy Statement 1 (PPS1) Delivering Sustainable Development, Planning Policy Statement 3 (PPS3) Delivering Affordable Housing, Bath & North East Somerset Local Plan policies IMP1 and HG8. The Council's Supplementary Planning Guidance(2003) on Affordable Housing will be superseded. The Affordable Housing Companion complements this document and gives detailed guidance on the required affordable housing outputs.

Trigger for Obligation

2.1.2 The Council will seek 35% affordable housing with a 25/75 percent split between social rent and intermediate housing in perpetuity and without the need for public subsidy before determining applications for planning permission in the following circumstances:

- In Bath, Keynsham, Norton Radstock, Saltford, Peasedown St John and Paulton where permission is sought for 15 dwellings or more or the site has an area of 0.5ha or more; and
- In settlements where the population is 3000 or below, where permission is sought for 10 dwellings or more or the site has an area of 0.5ha or more.
- Where the calculations on affordable housing requirement which is not a whole number of units the figure will be rounded up when 0.5 or above and down below 0.5.

The Council would normally expect affordable housing to be provided on site, however in exceptional circumstances it may be possible to provide this off site or through a commuted sum (see paragraphs 2.1.5 and 2.1.6).

What will developers have to provide?

2.1.3 It is important that developers make early contact with the planning and housing development departments to discuss the affordable housing requirements for the proposed development.

2.1.4 The Council will require the developer to provide the following information prior to agreeing the planning contribution in terms of affordable housing to ensure that the proposals comply with current Affordable Housing Policies and Supporting Guidance:

- Details of the mix of housing, number units, type of units(e.g. social rented/intermediate) size of units
- Details of design layout and construction standards(e.g location of affordable units, phasing of development, compliance with lifetime homes standards)
- Details on affordability of intermediate housing unit
- Details of funding requirements (subject to availability) arrangements and viability assessment
- Site or Building acquisition cost
- Construction costs
- Fees and other on-costs
- Projected sale prices for dwellings
- Gross and Net margin
- Other costs and receipts
- Details of long Term management and Maintenance Standards of the Affordable Housing Provider (e.g. Registered Social Landlord)

2.1.5 In situations where on-site provision is not proposed the developer will need to provide the following:

- sound and detailed reasons why affordable housing cannot be provided on-site and/or
- sound and detailed reasons why affordable housing cannot be provided off-site in the vicinity of the proposal, and
- show how off-site provision or a commuted sum contribute to the creation of mixed communities in the local authority area

Off-site

2.1.6 Where the Council accepts that off-site provision is appropriate, the tables below show the basis of calculating the off-site elements of affordable housing contributions

Formula for Calculating the number of affordable units where off-site provision is agreed:

For schemes where 35% affordable housing is expected the following formula can be used to calculate the number of off site affordable units expected:

Table 2.1.1

<p>$B = \frac{A \times 35}{65}$</p> <p>Where</p> <p>B = No of affordable homes required off site</p> <p>A = No of market homes provided on applicants site</p> <p>For example, site for 100 units, all of which will be market housing</p> <p>$B = \frac{100 \times 35}{65} = 53.8$</p> <p>Therefore, in this example, the number of off-site dwellings needed are 54 (after rounding to nearest whole number)</p>

Commuted Sum Formula

In exceptional cases where the Council accepts neither on-site or off-site can be provided following formula should be used:-

Step 1

Calculate the number of off-site affordable housing units in line with table 1.

Step 2

Take the supportable deficit, the amount payable by the Affordable Housing Provider (AHP), away from the full market value of the market houses as if provided on site

For example:

Step 1 100 unit residential application, all of which to be market housing - calculations from table1 prove that 54 affordable homes are justified as off site contribution.

Step 2 Total Market value of 54 properties = £16,200,000

Less notional price affordable by AHP = £3,240,000

Therefore the commuted sum = £12,960,000

The formula for Step 2 is as follows:

Table 2.1.2

<p>CS = MV – SD</p> <p>Where,</p> <p>CS = Commuted Sum</p> <p>MV = Market Value of affordable housing with vacant possession/no restrictions</p> <p>SD = Supportable Deficit (amount payable without the need for grant by a (RSL or AHP)</p>
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Guide to Supportable Deficit Figures

2.1.7 The Council does not prescribe what amount RSLs or AHPs should pay developers for affordable housing contributions, provided it is delivered on a grant free basis with all the outputs of Policy HG.8 and this SPD fully met. However to calculate commuted sum contributions the Council has given below supportable deficit figures that are to be used for the sole purpose of calculating these sums. They are:

Social Rent Units (to be updated annually)

Table 2.1.3

Unit	AH- social rent supportable deficit 2008/9
1 bed flat 46m2	£51,248
2 bed flat 61m2	£63,379
2 bed house 76m2	£68,832
3 bed house 86m2	£80,663
4 bed house 110m2	£90,342

Intermediate Housing Units:

2.1.8 In order to achieve affordability, an AHP could realistically pay the developer a maximum of 40% of the market value for the intermediate units. In higher value areas of the district, this figure may be as low as 30%. This figure would become the supportable deficit for intermediate housing in terms of commuted sum calculations. Developers are recommended to discuss this with the housing development team at as early a stage as possible.

2.2 Children's Services & Life-long Learning

Policy Background

2.2.1 The policy justification for requesting planning contributions for Children's Services flows down from the Schools White Paper: Higher Standards, Better Schools for all and 14-19 education and Skills White Paper at national/regional level and the Bath & North East Somerset Local Plan Policies IMP1 and CF3. The latter also applies to Life-long Learning

Trigger for Obligation – Children's Services

2.2.2 The trigger for Children's Services can fall into two categories as follows:

- The extension or upgrading of existing off-site facilities where a housing development results in a school's capacity being exceeded or in a shortfall in Early Years facilities, Special Educational Needs (SEN) facilities and Youth Services provision.
- The provision of new facilities where the impact of a new housing development requires this.

2.2.3 The type of provision required will range from:

- Primary and Secondary School Provision

Where additional capacity is required in the school or schools that serve the area of the development. The determination of whether or not there is sufficient capacity in the school or schools in the area will usually be done with reference to the Net Capacity Figures as reported to the Department for Children Schools and Families (DCSF) in the annual Surplus Places Return and to the school census, which records number of children on roll (NOR). As a certain number of unfilled places are necessary in order to allow for parental choice, unfilled places up to a maximum of 5% of a schools capacity will be excluded when calculating surplus capacity. Calculations will be based on current and projected school population figures.

- Post 16 Provision

Where additional capacity is required in the school or schools that serve the area of the development. Calculations will be based on current and projected school population figures. The number of post 16 pupils is based on the assumption that 60% of pupils aged 16-17 stay on to access Post 16 education in B&NES.

- Early Years Provision

Where additional provision is required in the area of the development. The determination of whether or not there is sufficient Early Years provision in the area of the development will be done via reference to the Bath and North East Somerset Childcare Sufficiency Report. The 2006 Childcare Act states that Local Authorities have a statutory obligation to ensure that they have a strategy in place for the provision of childcare sufficient to meet the needs of parents who require childcare in order to work or to undertake training to obtain work. Calculations will be based on the assumption that 20% of children aged 0 – 2 and 95% of children aged 3 -4 take up services.

- SEN Provision

Calculations are based on the percentage of SEN pupils in B&NES and are reviewed annually. Currently these percentages are 1.66% for primary age pupils

and 1.57% for secondary and post 16 age pupils. This applies to every new dwelling that generates primary, secondary or post 16 pupils, as provision is widespread across B&NES and not specific to one location)

- Youth Services Provision

Covers the 13-19 age group and applies to all new houses of 2 beds or more.

What developers will have to provide

2.2.4 Where an existing off-site primary, secondary or post 16 school is to be extended or upgraded, the DCSF cost per place multiplier will be used to calculate a contribution. Where there is a requirement for a new school the developer will be expected to pay the full cost of construction, including design fees and charges and provide the site free of charge, as the DCSF multiplier is based only on the average new build costs and extension costs and not the full cost of building new whole schools. The accommodation requirements will be calculated by reference to the maximum DCSF guidelines as outlined in Building Bulletin 98 and Building Bulletin 99. The specification will also need to meet the needs of the Government's Extended School and Services agenda, comply with current Council design, build and space requirements, meet best practice for the type of school and Government advice on design and environmental issues.

2.2.5 Where an existing off-site Early Years facility is to be extended or upgraded, the Early Years cost per place multiplier will be used to calculate a contribution. Where there is a requirement for a new Early Years facility the developer will be expected to pay the full cost of construction, including design fees and charges and provide the site free of charge. The accommodation requirements will be calculated by reference to Building Bulletin 99 and to the Sure Start Guidance.

2.2.6 Where an existing off-site SEN facility is to be extended or upgraded, the SEN per cost per place multiplier will be used to calculate a contribution.

2.2.7 Where Youth Services provision is to be extended or upgraded, the Youth Services cost per place multiplier will be used to calculate a contribution.

2.2.8 A formula is set out for the calculation and the following paragraphs and tables provide a breakdown of the expected planning obligations costs the developer will in most cases have to meet. The elements in the formulae below will be subject to annual review in line with government guidance and where new or updated information becomes available from relevant government or Council departments that update current use values or cost indicators, the Council will make amendments to levels of contribution on this basis.

2.2.9 The DCSF cost per place multiplier is the assessment made by the government of the cost of building a primary, secondary and post 16 school place. The DCSF also issue a regional factor for each Local Authority which is derived from the Building Cost Information Service (BCIS) run by the Royal Institute of Chartered Surveyors (RICS). This regional factor is applied to the cost per place multiplier to arrive at the cost of providing a place in Bath and North East Somerset. This multiplier is updated every financial year.

2.2.10 The cost per place multiplier for Early Years provision is derived from actual recent build costs in Bath and North East Somerset.

2.2.11 Building Bulletin 77 issued by the DCSF, provides guidance on the provision of special schools and SEN space. This guidance identifies an average space requirement per SEN pupil as 34m². Recent average build costs in Bath and North East Somerset are in excess of £2,300 per m² giving an indicative build cost of £78,200 per place.

2.2.12 The cost per place multiplier for Youth Services is based on actual costs of current provision in Bath and North East Somerset.

The current 2008-2009 DCSF cost per place multipliers (including regional factor) that will be used when calculating contributions are as follows:

Table 2.2.1

Primary School per place	£12,011.86
Secondary School per place	£18,099.62

Post 16 per place	£19,629.40
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2.2.13 The other multipliers that will be used when calculating contributions are as follows:

Table 2.2.2

Early Years per place	£18,739.60
SEN per place	£78,200.00
Youth Services per place	£1,334.00

2.2.14 The Council will be notified of the proposed mix of dwellings in the development and the following formula based on type of dwellings and number of bedrooms will be used to calculate the contribution:

Table 2.2.3

	Number of Bedrooms						
	Flats		Houses				
	1 or 2	3+	1	2	3	4	5+
Early Years children age 0-2 per 100 dwellings	1.2	1.8	0	2.4	3.6	3.9	3.2
Early Years children age 3-4 per 100 dwellings	5.7	8.5	0	11.4	17.1	18.5	15.2
Primary pupils per 100 dwellings	4	30	4	9	30	46	65
Secondary pupils per 100 dwellings	0	0	3	3	14	27	46
Post 16 pupils per 100 dwellings	0	0	0	1	3	10	8
Youth Services per 100 dwellings	0	0	0	15	15	15	15

2.2.15 Where the precise housing mix is not known the following will apply:

- early years children age 0-2: 3 places per 100 dwellings of 2 bedrooms or more
- early years children age 3-4: 13 places per 100 dwellings of 2 bedrooms or more.

- primary school pupils: 36 places per 100 dwellings of 2 bedrooms or more
- secondary school pupils: 18 places per 100 dwellings of 2 bedrooms or more
- post 16 pupils: 5 places per 100 dwellings of 2 bedrooms or more
- 13-19 year olds: 9 places per 100 dwellings of 2 bedrooms or more
- primary SEN pupils: 0.66 places per 100 dwellings of 2 bedrooms or more
- secondary and post 16 SEN pupils: 0.40 places per 100 dwellings of 2 bedrooms or more.

Bed sits and temporary housing would not be expected to contribute as the number of children generated would be marginal. All other dwellings of 1 bedroom or more will be included in the calculations.

2.2.15 There is no threshold for contributions and contributions could be sought for any number of dwellings of 1 bed or more from 1 upwards. However, for very small single developments, the Council may consider waiving a contribution if it can be proven to the satisfaction of the Council, that the level of contribution required would jeopardise a proposal's viability and that the school or schools, Early Years provision and Youth Services in the area will not be affected.

2.2.16 When calculating a contribution, the impact of any previously approved housing developments will be taken into account.

Contribution Calculations

The following table shows the contribution per dwelling in £:

Table 2.2.4

	Number of Bedrooms						
	Flats		Houses				
	1 or 2	3+	1	2	3	4	5+
Early Years (age 0-2) per dwelling	224.87	337.31	0	449.75	674.62	730.84	599.66
Early Years	1,068.15	1,592.86	0	2,136.31	3,204.47	3,466.82	2,848.41

(age 3-4) per dwelling							
Primary (age 5-11) per dwelling	480.47	3,603.55	480.47	1,081.06	3,603.55	5,525.45	7,807.70
Secondary (age 12-16) per dwelling	0	0	542.98	542.98	2,533.94	4,886.89	8,325.82
Post 16 (age 17-18) per dwelling	0	0	0	196.29	588.88	1,962.94	1,570.35
Youth (age 13-19) per dwelling	0	0	0	200.10	200.10	200.10	200.10
SEN Primary (age 5-11) per dwelling	51.92	389.43	51.92	116.83	389.43	587.13	843.77
SEN Secondary (age 12-16) per dwelling	0	0	36.83	36.83	171.88	331.48	564.76
SEN Post 16 (age 17-18) per dwelling	0	0	0	12.27	36.83	122.77	98.21

Payment of Contributions

2.2.17 As the Council is responsible for providing the additional education infrastructure at a rate which matches the increase in demand from the proposed housing development, any contribution will normally be paid in full on the commencement of the development. Where it is reasonable for the developer to

ask for a phased payment arrangement, the Council will require all outstanding sums of money to be bonded and the phased payments made at the completion of agreed percentages of properties. All sums will be indexed from signature of the Section 106 agreement up to the payment date using the RICS BCIS All-In Tender Price Index.

Trigger for Obligation Life-long Learning

2.2.18 The trigger for life-long learning contributions will be new housing which will carry a minimum standard cost of £90 per person for a contribution towards libraries.

2.2.19 The type of provision required will range from:

- 216 additional books per 1000 population
- 10,000 population – work stations must exceed or equal 6
- static library requirement to households - 100% within 2 miles or 88% within one mile
- 128 annual hours the aggregate opening hours per 1000populations

What will developers have to provide?

2.2.20 The MLA (Museums, Libraries and Archives) Council have been consulting on a National Public Library Tariff, so that library authorities can be consistent in their approach to developers.

This National Tariff recommends that local planning and library authorities adopt a minimum tariff of £90 per person in new housing, for negotiation with developers. This is made up as follows;

- a minimum standard of 30 sq meters of new library space per 1,000 population
- a construction and initial equipment cost of £2,987 per sq meter.

This gives a cost of $(30 \times \pounds 2,987) = \pounds 89,610$ per 1,000 people or $\pounds 89.61$ per person (rounded to **£90**). For a new household with an average size of 2.4 persons, the tariff would therefore be $\pounds 216$.

Table 2.2.5

Type of Dwelling	Occupancy
1 bedroom	2 persons
2 bedroom	2 persons
3 bedroom	3 persons
4 bedroom	3 persons
5 or more bedrooms	4 persons

Contribution Calculations

- in the case of libraries the tariff should Apply to all new housing sites from one new unit upwards
- apply to sites for affordable or local needs housing, student halls of residence, and residential homes and sheltered housing, the residents of which will also make use of public libraries
- allow for pooled contributions, so that contributions from a number of small sites can be assembled together for meaningful enhancements to library provision in the appropriate catchment.
- be updated annually to reflect building and equipment cost inflation
- form part of any Supplementary Planning Document, produced as part of the local development framework, by the authority.

2.3 Transport

Policy Background

2.3.1 The policy justification for requesting planning contributions in respect of Transport flows from PPG13 Transport and the Bath & North Somerset Local Plan policies IMP1, T24 and the Bath & North East Somerset Joint Local Transport Plan(JLTP)

2.3.2 The district suffers from traffic congestion and there is a need to ensure that further development does not result in further congestion and an overloading of the highway and transport network. Therefore contributions are anticipated to feed into the objectives of the JLTP which includes the Greater Bristol Bus Network, Bath Public Transport Package, CIVITAS project and the A36 Rossiter Road traffic management and environmental scheme. The aim is to reduce reliance on the vehicular car and promoting other forms of transport to provide sustainable transport.

Trigger for Obligation

2.3.3 The Council will seek planning contributions to any improvements to the transport system necessary due to any impact created by the proposed development.

Access and Local Impact Works

2.3.4 All development, irrespective of size, must be capable of being accessed safely by vehicles, including public transport, pedestrians, cyclists and people with disabilities. To achieve this, the developer may need to carry out and/or fund on and off site works. The type of works secured under this heading may include:

- new junction/site access works for all modes;
- works for cycle, pedestrian and disabled facilities close to the site that provide a route for cyclists, pedestrians and the disabled into the site;

- traffic calming close to the site if there is a risk of the development generating unsuitable traffic on residential roads close by;
- improvements to bus services and/or bus/rail infrastructure;
- parking controls in nearby streets where there is a risk of overspill parking from the development.
- individualised marketing projects to promote sustainable travel
- commuted sums for maintenance of structures, drainage systems, traffic signals and enhanced paving materials.
- environmental improvements for the benefit of pedestrians

Strategic Highway and Transport Works

2.3.5 As more development occurs within Bath & North East Somerset, there is increased pressure for travel. To meet JLTP targets this increased demand for travel must be accommodated whilst the increase in vehicles traveling around the highway network in Bath and North East Somerset must be limited. This will only be achieved by ensuring there is a shift from car use to more sustainable modes of travel. This will only happen if the alternatives are available, safe, comfortable, convenient and affordable when compared to the car and have journey times comparable with or quicker than the car.

2.3.6 For development to be accommodated without prejudicing these targets, it should minimise any increase in vehicular traffic by ensuring that those traveling to and from it can do so using more sustainable transport modes than the private car. Development should also contribute towards removing vehicular traffic already on the network to compensate for increases resulting from the development eg by contributing towards Park and Ride facilities.

2.3.7 Contributions will therefore be sought in relation to development which adds 20 trips per day or more to the highway and transport network towards works and/or services to:

- ensure that visitors to and occupiers of a site have available to them and are encouraged to use sustainable modes of travel.

- encourage a modal shift to more sustainable modes of travel along transport corridors into town and city centre's to ensure that the additional motorised vehicular traffic from the development can be accommodated without an unacceptable increase in congestion, delays to public transport or reduced safety to any road user.
- improve access by walking and cycling to local primary and secondary schools.
- improve access by public transport to local hospitals and other amenities
- improve the pedestrian environment in city and town centre's
- promote walking and cycling by providing a network of pedestrian and cycle routes, including recreational routes.

2.3.8 The works which a contribution is to fund will be specified for each development to ensure that they pass the tests of Circular 05/2005. The works will be schemes required to achieve the objectives of the JLTP by improving the quality, safety provision and reliability and ease of use of sustainable modes of travel along that corridor and the safety of all modes of transport.

2.3.9 The works will be based on strategies and action plans included in the JLTP, but not anticipated to be fully funded through the Capital Programme and works to achieve these strategies may include:

- bus facilities including bus priority measures, junction improvements, improvements to bus stops, the provision of real time information.
- funding of bus services
- improvements to rail stations
- park and ride (facilities and/or services)
- cycle facilities
- pedestrian facilities
- disabled facilities
- traffic management (eg provision of variable message or other signing, traffic calming and speed management, traffic regulation orders)
- on street parking controls
- car clubs

- off street public car parks in urban centre's
- improvements to the pedestrian environment in town and city centre's.

Onsite works, services or incentives

2.3.10 Onsite works, services and incentives required to encourage occupants of residential development to use more sustainable modes of travel to access local services may also be sought by planning condition and/or as part of a Section 106 Agreement. Measures to encourage visitors, employees and customers of non residential development to travel by a means other than private car may also be sought as part of Section 106.

2.3.11 The type of works secured under this heading may include, on site cycle, pedestrian, disabled and public transport facilities travel plans (for employment/retail/educational developments, which may include things such as car sharing, free bus passes, interest free loans for cycle/bus pass purchase. Lockers showers, provision of travel information, car park charging amongst other things) provision of travel information, cycles and free bus passes (in residential development)

What developers will be expected to provide?

2.3.12 The developer will be expected to provide a contribution in instances where the threshold for transport contributions is triggered as outlined above.

2.3.13 The contribution that would be required from the developer would be calculated by multiplying the contribution rate per trip by the maximum number of trips per day and then applying a discount depending on the location of the site and the existing level of accessibility by public transport or by walking as represented by the following formula.

- Contribution = $t \times n \times d$
- Where t = contribution per trip
- n = number of trips per day

Calculation of Developer Contribution

2.3.14 The calculation of developer calculation will be as follows:

- i. Estimated Funding Gap at 8th March 2008 (see Table 2.3.1 below)

£4,362,000

- ii. Forecast at 8th March 2008 of development not previously subject to legal agreements but expected to be implemented between 2008 and 2011.

1032 units	Dwellings
9400 sqm	B1
21150 sqm	B2
0 sqm	B8
2000 sqm	Food Retail
0 sqm	Non-Food Retail

- iii. Approximate multi-modal daily trip rates by development type

7.0	per unit dwellings	
18.7	per 100 sqm gfa	B1
7.5	per 100 sqm gfa	B2
9.4	per 100 sqm gfa	B8
96*	per 100sqm gfa	Food Retail
51*	per 100sqm gfa	Non-Food Retail

* - *variable, to be negotiated on site by site basis*

- iv. Estimate at 8th March 2008 of the total number of daily trips generated by forecast development:

= 12488

Developer contribution towards funding gap required per trip at 8th
 March 2008 £349-30

Table 2.3.1

List of Transport Schemes	Total Funding Gap @ 28/02/08	Private Sector Contribution Received @ 28/02/08	Resultant Funding Gap @ 28/02/08	Stage of Implementation
GREATER BRISTOL BUS NETWORK A4 Bristol to Bath Corridor 4 A37 Bristol – Norton Radstock Corridor 6 A367 Bath - Norton Radstock Corridor 10	£472k	£221k	£251k	DfT Programme Entry Design Stage
BATH PACKAGE BRT Routes New & Expanded Park and Ride Showcase Bus Routes Pedestrian and Pedestrian Safety <ul style="list-style-type: none"> - High St and Grand Parade Lorry Management <ul style="list-style-type: none"> - Loading Restrictions Bath City Centre Information Systems <ul style="list-style-type: none"> - Driver Variable Message Signs - Real Time Passenger Information 	£4000k	£1980k	£2012k	DfT Programme Entry Design Stage

CIVITAS Pedestrianisation and Pedestrian Safety - Cheap St, Westgate St and upper Borough Walls - Bath main shopping spine - Dorchester St, Southgate St, Avon Street, Green Park and Bath Western Riverside Information Systems - Bath City Centre Lorry Management - Bath Consolidation Centre - HGV Restrictions Bath City Centre	£899k		£899k	Design Stage
A 36 Rossiter Road/Claverton St	£1200k		£1200k	Design Stage
Total Sum	£6571k	£2209k	£4362k	

Table 2.3.2 below gives further information regarding the Council's requirements for Public Transport and Infrastructure provision:

Table 2.3.2

Criteria for Public Transport Bus Service and Infrastructure Provision
4 buses per hour 0700-1900 Mondays to Saturdays to the main locally accepted centres of employment, shopping, medical and leisure purposes.
Appropriate services to any locally accepted subsidiary employment, shopping, medical or leisure centres.
A feeder service to the appropriate local rail station.
Services providing a direct and convenient link between all parts of the development and any local shops, schools, medical centres and leisure facilities.
Bus stop within 400m maximum walking distance of entrance to furthest building for occupation within development.
Bus stop, with lay-bys where appropriate, shall be provided with high quality bus stop furniture including shelters, stop posts with plates and timetable information displays.
Footpaths shall provide a direct, convenient and safe pedestrianised route to any bus stops. Direct routes shall be provided between neighbourhood areas for buses, with bus gates where required.
Minimum bus requirement = Optare Solo, or equivalent and Euro IV compliance.
Public transport service levels shall be provided by either:
A free-standing service
A diversion of an existing service
Reinforcement of the frequency
A combination of the above
Highways on the development shall be of sufficient width to accommodate buses without undue difficulty and turning circles shall be provided for buses where appropriate.

2.4 Green Space & Play

Policy Background

2.4.1 The policy justification for requesting planning contributions in respect of Green Space flows from PPS1 Sustainable Development, Planning Policy Guidance(PPG) 17 Planning for Open Space, Sport and Recreation down to the Bath and North East Somerset Adopted Local Plan Policies IMP1 and CF3 and SR3 and the Council's Green Space Strategy.

Trigger for the Obligation

2.4.2 The Council will seek planning contributions where development would create a demand for additional green space and/or places additional pressure on existing facilities. The trigger will in general be activated by residential development. However, it is recognised that other proposals such as commercial development (for example, offices, retail or tourism proposals) could trigger the need for planning contributions towards the provision of Green Space.

What developers will be expected to provide?

2.4.3 There are three categories of Green Space for which contributions may be sought as follows:-

- Formal Green Space (including Doorstep Green Spaces, Local Green Spaces, Neighborhood Formal Green Spaces, District Formal Green Spaces)
- Natural Green Spaces (including Neighborhood Natural Green Spaces, District Natural Spaces)
- Allotments

2.4.4 All development attracting green space planning obligations will create additional potential demand for use of green space set out above (apart from allotments in the case of non-residential development). Where the council is taking financial contributions towards green space provision to meet the local standards, the commuted sums will be directed towards providing the full range of facilities in the hierarchy. However, in the case of the provision on site by developers, there will be very few circumstances where the full range of facilities can be achieved within the application site given the size and scale of Neighborhood and District Green Spaces. The council will, therefore, in cases where only doorstep or local green spaces are provided on site, require an additional contribution from the developer to enhance the facilities of the neighborhood and district formal green spaces. This contribution will be equal to 50% of the normal off site contribution.

2.4.5 The calculation is based on local standards of provision as follows:

Table 2.4.1

Quantity Standards for the Provision of Green Space	
Type	Quantity
Formal Green Space	a minimum of 15 sq. m per person
Natural Green Space	a minimum of 15 sq. m per person
Allotments*	a minimum of 3 sq. m per person with a minimum site size of 1,500 sq. m / 10 plots

2.4.6 Generally, on site provision will be required where the size, topography and other characteristics of the application site makes this feasible. On site green space should be an integral part of the development's design concept and should fully take account of, for example, considerations relating to access, orientation, topography, biodiversity and the character of the locality.

2.4.7 Where green space is provided by the developer, it must be maintained to the satisfaction of the Council for a period of no less than 12 months. In some cases this period may be extended (e.g. if remedial works required prior to transfer are not completed within an agreed timescale). Developers will then be required to dedicate the green space and any associated facilities (e.g. changing facilities, play equipment, landscaping) to either the District or Parish Council and to make a capital commuted contribution to cover their maintenance over a 15 year period.

2.4.8 The commuted sums used by the Council represent the cost of maintaining the different types of open space per annum and will be revised annually. The current rates (2007/08) are as follows.

Table 2.4.2

Annual Maintenance Costs (on & off site)	
Type	(£/sq.m)
Formal Green Space	58.33
Natural Green Space	16.48
Allotments	13.75

2.4.9 In cases where a proportion of the required green space is to be provided on site with the rest off-site, there will be a need for a similar level of financial contribution towards annual maintenance, but also a contribution to pay for the capital costs of construction. The current rates for the construction costs (2007/08) are as follows:

Table 2.4.3

Off-site Green Space – Construction costs	
Type	Cost of Provision (£/sq.m)
Formal Green Space	36.23
Natural Green Space	6.65
Allotments	7.99

2.4.10 NB -these rates do not include land purchase which would be an additional cost to be added. These rates include a 6% supervision fee.

Alternatively it may be that offsite provision can be made (at least in part) through enhancement of existing facilities rather than new construction. The current rates (2007/08) for off-site enhancement are as follows.

Table 2.4.4

Off-site Green Space – Cost of enhancement of existing facilities	
Type	Cost (£/sq.m)
Formal Green Space	47.29
Natural Green Space	11.56
Allotments	10.84

2.4.11 This is a combined cost which includes both capital and commuted revenue elements. The capital element includes a 6% supervision fee. If the quantity of land dedicated by the developer to the Council is greater than the minimum local standards, then the commuted sums to cover maintenance will relate to the total land area not just that required by the standards. In all cases the calculation is to be based on the anticipated net increase in population based on the following occupancy rates.

Table 2.4.5

Residential Development	
Type of Dwelling	Occupancy
1 bedroom	2 persons
2 bedroom	2 persons
3 bedroom	3 persons
4 bedroom	3 persons
5 or more bedrooms	4 persons

Commercial Development
10% total no. of occupiers

Play Space

Trigger for Contribution

2.4.12 A contribution to play provision should be sought from developers regardless of the size of development due to the flexible nature of how play services can be delivered.

2.4.13 Where families and children do not find adequate places to play near their homes they will travel, frequently by car, to neighbouring areas that offer opportunities for play. A primary objective of sustainable communities must be to encourage people to access services within walking distance of their homes. Barriers to movement such as busy roads and rail lines can limit the catchment area of play provision and mean that children and young people do not have access to facilities within reasonable distance from their homes.

2.4.14 Where there contributions towards play are too small to develop play services that stand alone and cater for the specific area of the development they will be used to enhance play services nearby. For example additional time for Community Play Rangers working in the vicinity to develop play sessions in an open space that is accessible on foot to families and children from the new development.

What developer will be expected to provide?

2.4.15 Where developments are likely to have 100 or more houses a Play Impact Assessment will be carried out to examine what impact the development will have upon both children and young people living in the surrounding area and children and young people who will be living in the new development.

2.4.16 Play Impact assessment which will carry a developer cost of £200 will analyse the following issues relating to the development;

1. What is the likely increase in local population from the new development?
2. What is the potential child yield of the development?
3. Does the development have potential (due to location, size, proximity to other areas) to detract from children's exiting play experiences.
4. What is the proximity to existing play services and play areas?
5. What is the proximity to existing green space (both informal and formal)
6. Are there any physical barriers that will affect children's access to play in the area?
7. What are the existing social issues in the surrounding area that effect children's ability to play freely?
8. Are there routes that are easily accessed by children and young people to local community amenities?

Calculating how much planning gain is made available for play

Cost of Community Play Ranger Scheme

Cost per annum of Community Play Ranger Scheme	£30,000
Number of Children served	£ 382
Cost Per Child	£79
Cost Per Residential Unit (2 bed +) at .239 per unit	£18.88
Commuted Sum @ Factor of 10	£188.80

2.5 Sport & Recreation

Policy Background

2.5.1 The policy justification for requesting planning contributions in respect of Sport & Leisure flows from PPS17 Planning for Open Space, Sport and Recreation down to the Bath and North East Somerset Local Plan IMP1 and SR3.

Trigger for Obligation

2.5.2 All new residential developments (including single dwellings) place additional burdens on sport and recreation facilities and therefore contributions will be sought towards their provision and maintenance

What developer will be expected to provide?

2.5.3 Sport and recreational facilities can be provided on or off site. Where possible the requirement should be provided on site, as it is usually the most practical way to serve the recreational needs of residents of the new housing development unless the provision can be more cost effectively meet if combined with an identified shortfall off site.

On Site Provision

2.5.4 On site provision is an option where:

- there is a deficiency in the local area for provision.
- developments are large enough to create their own demand for facilities and the sum of contributions is large enough to create a site of appropriate size.

Off Site Provision

2.5.5 Off site provision is an option where:

- there is a local deficiency in the quantity of provision.
- there is a local deficiency in the quality of provision.
- the development is not large enough to create demand for on site provision.

2.5.6 Off site provision can be delivered through:

- the creation of new sites within the same analysis area as the development by the housing builder.
- the enhancement of facilities within the appropriate analysis area by the developer.
- the provision of a contribution to be used to create/upgrade provision within the District.

Thresholds

2.5.7 In all cases the calculation is to be based on the anticipated net increase in population. Therefore, the theoretical occupancy rate of any existing dwellings to be lost in the proposed development is deducted from the demand generated.

The Local Plan occupancy rates are as follows:

Table 4.2.6

Type of Dwelling	Occupancy
1 bedroom	2 persons
2 bedroom	2 persons
3 bedroom	3 persons
4 bedroom	3 persons
5 or more bedrooms	4 persons

In the case of non-residential forms of development attracting planning obligations (i.e. office and retail) the following occupancy and contribution rates will apply:

Table 4.2.7

Type of Development	Occupancy Rate	Contribution rate
Business development (e.g. office and retail)	Total number of employees	10% total number of employees x local quantity standards

Employees of such development will only be likely generate demand for the use of facilities in the locality of the development for a smaller proportion of the time than local residents or hotel guests. This is reflected in the contribution rate.

2.5.8 The minimum provision standards for sport and recreational provision are summarised in the Appendix 2. Quantity standards for the period to 2011 are calculated by:

- A. calculating current provision in square meters.
- B. calculating future additional requirements in square meters.
- C. adding A to B to calculate total future requirements.
- D. dividing C by projected future population (i.e., 181,700).
- E. multiplying D by 1,000.

(Note: the Assessment does not identify any ‘over provision’, which is not included in this calculation)

Table 4.2.8

Type of facility	Spatial 1 requirement for a single facility (square metres)	A Current provision (square metres)	B Future additional requirements (square metres)	C Total future requirements (square metres)	D Total future requirements divided by future population	E Quantity standard per 1,000 people (square metres)
Swimming pools (i.e., 25m swimming pool)	230	3,541.56	115	3,656.56	0.02	20.12
Synthetic turf pitches (STPs)	6,095	73,140	6,095	79,235	0.43	436.08
Multi-use (or small) halls (i.e., 1-badminton court hall)	207	13,455	None	13,455	0.07	74.05
Multi-use games areas	787.2	23,616	7,872	31,488	0.17	173.29

¹ Spatial requirement includes the recommended minimum size for a single facility plus 15% for circulation, changing accommodation, reception, run-off (as required) etc.

2.5.9 For residential development the calculation of financial contributions will be based on the following information:

- potential number of persons per dwelling in new development.
- the future spatial requirement for the provision of the required type of facility.
- the cost per sq. m of provision and maintenance of the required facility or enhancement of existing facilities.

2.5.10 When a financial contribution is secured in lieu of new development, it will be used to improve existing facilities or purchase new land for recreation. Financial contributions will be required where it is clear that the new development would create additional demands for such facilities. Generally financial contributions will be directed towards local facilities.

2.5.11 Circumstances where 'off site provision' or a payment of a financial contribution to improve existing provision may be acceptable are:

- where the development site is too small or of an inappropriate shape to reasonably accommodate sport and recreation facilities.
- high density schemes in the urban areas where on site provision would not optimise the use of land or meet sustainability objectives.
- where topography or other site constraints would not allow for acceptable provision. Examples include sites which flood, or with steep gradients or other site features, such as pools, streams, vegetation or man-made structures which would prevent effective use as a sport / recreation area.

2.5.12 Where new off site provision is proposed, an area should be identified by the developer in consultation with the Local Planning Authority. The area identified should be within easy walking distance of the new development and should be consistent with the layout and sitting principles referred to elsewhere in this guide.

2.5.13 Where a financial contribution is required, the form of the proposed improvements should be in consultation with the community.

The level of commuted payment is calculated from the number of houses.

Commuted Sums for Maintenance

2.5.14 Where facilities are provided by the developer, they/it must be maintained to the satisfaction of the Council for a period of no less than 12 months. In some cases this period may be extended (e.g. if remedial works required prior to transfer are not completed within an agreed timescale). Developers will then be required to dedicate the facilities, including ancillary facilities to either the District or Parish Council and to make a capital commuted contribution to cover their maintenance over a 15 year period following adoption by the Council.

Capital Costs of Provision

2.5.15 The table below outlines the costs of various components of sport and recreation provision. Figures are based on data provided by Sport England for 4th Quarter 2007. They will be updated annually.

2.5.16 The following costings are for the development of community sports facilities and are based on the costs of providing good quality sports facility for the 4th Quarter 2007. These rounded costs are based on schemes most recently funded through the Lottery, updated to reflect current forecast price indices for 4th Quarter 2007 provided by the Building Cost Information Service (BCIS).

Table 4.2.9

Facility Type	Facility Details	Costs	
Sports Hall	1-badminton court (i.e. a small hall,)	£675,000	£3,260
	4-badminton court	£2,700,000	£3,952
Swimming pools	25m pool (5 lane)	£2,600,000	£11,304
Synthetic Turf Pitches	Sand based 100 x 64m fenced and floodlit	£580,000	£79
	Rubber crumb 100 x 64m fenced and floodlit	£720,000	£98
	Water based 100 x64m fenced and floodlit	£890,000	£121
Multi-use games areas	40 x 18m fenced and floodlit	£75,000	£90

2.5.17 The costs above include allowances for the following:

- external works (car parks, roads, paths, services connections etc) are included at an average rate of 15% addition to the cost of the works.
- fees are included at 15% for;
 - a. sports Halls
 - b. pools
 - c. changing rooms
 - d. indoor tennis centres
 - e. indoor bowls centres
 - f. fees are included at 5% for:
 - g. synthetic Turf Pitches
 - h. multi-use games areas
 - i. athletics Tracks

j. outdoor tennis courts

The costings above exclude the following:

- inflation beyond current 4th Quarter 2007 prices.
- site abnormals such as poor ground conditions, difficult access, long service connections.
- VAT.
- land acquisition costs.
- regional cost variations in materials and labour.

Commutated Sums for Future Maintenance

2.5.18 All schemes that necessitate sport and recreation facility provision will require the developer to maintain the facility or pay for the maintenance costs incurred by the scheme. The contributions will be in the form of a commuted sum payment, which relates to the size and content of the facility. The table below shows the commuted sum calculation for a new facility comprising a 25 metre swimming pool, fitness suite, small hall, reception and two changing rooms (i.e., a total of 494.5 square metres) – criteria used should be appropriate to the facility. Costing for specific developments should be carried out in conjunction with the facility's 'operator' or 'manager'.

2.5.19 In the table it is assumed that the machinery for maintenance is leased over a five year period and written off over the same period. The cost of consumables and maintenance should be included but finance costs for the machinery should not. The frequency of operations should be in line with current maintenance schedules but may be adjusted according to site.

Example Calculation of Financial Contribution for Future Maintenance

2.5.20 The table below provides a format of the calculation of financial contribution. It is based on a facility comprising a 25 metre swimming pool, small hall and MUGA. The table provides indicative costs for maintaining this type of sport and recreation facility.

Table 4.2.10

Item	Description	Annual total
Weekly checks (including preventive maintenance)	General: 15 hours per week @ £9 per hour	£7,020
	Specialist plant @ £1,250 per month	£15,000
Annual risk assessment	9 hours @ £15 per hour	£135
Hard surface cleaning	2.5 hours per day (equivalent) @ £6.50	£5,850
Building maintenance (external)	Contingency	£5,500
Building maintenance (internal)	Repair and maintenance	£15,000
Maintenance of equipment	Contingency	£10,000
Health & safety	Compliance with policy	£3,000
Bins emptying/Litter picking	Refuse contract, including recycling	£2,500
	Cost per annum	£64,005
	Annual cost per m2	£8.77

Example Calculation of Financial Contribution in Lieu of on Site Provision

2.5.21 The table below provides a format of the calculation of financial contribution. It is based on a facility comprising a 25 metre swimming pool, small hall and a MUGA.

Table 4.2.10

Size of development		40 dwellings			
No. of people generated by development		100			
Type of facility	Swimming pool	Small hall	MUGA	STP (sand based)	Total
Quantitative standard (m ² per 1,000) – from table 4	20.12	74.05	182.28	526.58	-
Space requirement generated by development (m ²)	2.01	7.405	18.23	52.658	-
Capital cost per m ² of provision – using table 7	£11,304	£3,260	£90	£79	-
Capital costs of space requirement	£22,744	£24,140	£1,641	£4,160	£52,685
Maintenance costs of provision per m ² – using table 8	£8.77	£8.77	£8.77	£8.77	-
Maintenance costs (over 10 years) of space requirement	£1760	£650	£1520	£3820	£7750
Total contribution (based on one year's maintenance)	£24,504	£24,790	£3,161	£7,980	£60,435

Notes:

- number of people generated by development equates to size of development (i.e., the number of dwellings) multiplied by 2.3 (i.e., the average number of persons per dwelling)

- space requirement generated by development equates to the number of people divided by 1,000, multiplied by the quantitative standard identified in table 4.
- capital costs of provision are derived from table 7.
- capital costs required equals the capital cost of provision divided by the space requirement.
- maintenance costs of provision per m² are derived from table 8 (i.e., £120.99).
- maintenance costs (per annum) equal the space requirements multiplied by maintenance cost of provision per m².
- the value of the total maintenance cost should equate to 10 years maintenance.
- total contribution is the capital costs and the maintenance costs of space required added together.

3.0 Case Studies

Case Study 1

Urban Brownfield Site in Bath
 1000 sq m retail (non-food)
 500 sq m offices
 30 residential flats, 20x2 bed, 10 x 1 bed

AFFORDABLE HOUSING	On site:	Affordable 35% = (10.5) 11 units 75% Rented = 8 25% Intermediate = 3
	Off site:	Affordable = $30 \times 35 / 65 = 16$ 75% Rented = 12 25% Intermediate = 4

CHILDREN'S SERVICES	Early Years 0-2	224.86		
	Early Years 2-4	1068.12		
	Primary	446.02		
	SEN Primary	51.92		
	Total	1790.92	30	53727.6

LIFELONG LEARNING	Library	30x2=60	60	90	5400
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£59,127.60

STRATEGIC TRANSPORT	Area sq	Trips/100 sq m or	Contribution/trip
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	m	unit			
Retail	1000	51	510		
Office	500	18.7	93.5		
Resid	30	7	2.1		
			605.6	349.3	£211,536.08

GREEN SPACE

Assume no on-site provision - enhancement of existing only

Occup:	Resid 30x2	60
	Comm 150x10%	15
		75

	Standard	Quantity	Capital	Maint.	Cost/sq m	Total
Formal Green Space	15	1125	47.29	58.33	105.62	£118,822.50
Natural Geen Space	15	1125	11.56	16.48	28.04	£31,545.00
Allotments	3	225	10.84	13.75	24.59	£5,532.75
						£155,900.25

SPORT & LEISURE &
PLAY

Occup as for Green Space	75					
Provision required/1000			Cost/sq			
occup	Prov sq m	Capital	Maint.10yrs	m	Total	
Sports Hall	74.05	5.55375	3260	87.7	3347.7	£18,592.29
Swimming	20.12	1.509	11304	87.7	11391.7	£17,190.08
STP	436.08	32.706	79	87.7	166.7	£5,452.09
MUGA	173.29	12.99675	90	87.7	177.7	£2,309.52
						£43,543.98
Play Ranger - not relevant, less than 100 units						

TOTAL
CONTRIBUTION

£470,107.91

STRATEGIC TRANSPORT			Trips/100 sq m or unit		Contribution/trip	
	Resid	40	7	280		
				280	349.3	£97,804.00

GREEN SPACE

Assume on-site provision 50% Formal Green Space - remaining provision by enhancement of existing
 Occup: Resid as above 110
 Total 110

	Standard	Quantity	Capital	Maint.	Cost/sq m	Total
Formal Green Space	7.5	825	47.29	58.33	105.62	£87,136.50
Natural Green Space	15	1650	11.56	16.48	28.04	£46,266.00
Allotments	3	330	10.84	13.75	24.59	£8,114.70
						£141,517.20

SPORT & LEISURE &
PLAY

	Occup as for Green Space Provision required/1000 occup	110 Prov sq m	Capital	Maint.10yrs	Cost/sq m	Total
Sports Hall	74.05	8.1455	3260	87.7	3347.7	£27,268.69
Swimming	20.12	2.2132	11304	87.7	11391.7	£25,212.11
STP	436.08	47.9688	79	87.7	166.7	£7,996.40
MUGA	173.29	19.0619	90	87.7	177.7	£3,387.30
						£63,864.50

Play Ranger - not relevant, less than 100 units

TOTAL CONTRIBUTION

£710,245.80

Case study 3

Greenfield Site
c.3ha

100 residential units, 20x 2 bed, 60x3 bed, 20 x 4 bed houses + Formal Green Space & MUGA

AFFORDABLE HOUSING

On site: Affordable 35% = 35 units
75% Rented = 26
25% Intermediate = 9

Off site: Not acceptable

CHILDREN'S SERVICES				2 bed hses	3 bed hses	4 bed hses		
	Total				4649.59	10956.41	17002.27	
No. of units				20	60	20		
Total Contribution				92991.8	657384.6	340045.4	£1,090,421.80	

LIFELONG LEARNING

Library	Occup	2	3	3			
Units		20	60	20			
Total		40	180	60	280		
Cost/person					90	Total	£25,200.00

STRATEGIC TRANSPORT

Res units	100	Trips/100 sq m or unit		Contribution/trip	
		7	700		
			700	349.3	£244,510.00

GREEN SPACE

Assume on-site provision of Formal Green Space only -other categories new provision off-site

Occup: Resid as above	280
Total	280

	Standard	Quantity	Capital	Maint.	Cost/sq m	Total
Natural Green Space	15	4200	6.65	16.48	23.13	£97,146.00
Allotments	3	840	7.99	13.75	21.74	£18,261.60
						£115,407.60

SPORT & LEISURE & PLAY

Occup as for Green Space		280				
		Prov sq			Cost/sq	
Provision required/1000 occup		m	Capital	Maint.10yrs	m	Total
Sports Hall	74.05	20.734	3260	87.7	3347.7	£69,411.21
Swimming	20.12	5.6336	11304	87.7	11391.7	£64,176.28
STP	436.08	122.1024	79	87.7	166.7	£20,354.47
						£153,941.96
Play Ranger-100 units	100				188.88	18888

TOTAL CONTRIBUTION

£1,623,169.36

PLANNING OBLIGATIONS SPD: AFFORDABLE HOUSING COMPANION GUIDE

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ANNEXES

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2. Extract from the Ark Report – Opening Doors, Improving Access to Affordable Home Ownership
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1. INTRODUCTION PURPOSE AND STATUS

- 1.1 Bath and North East Somerset Council has prepared a Planning Obligations Supplementary Planning Document (SPD) to support Policy IMP.1 ‘Planning Contributions’ of its Local Plan.
- 1.2 In relation to affordable housing, planning obligations can be used to prescribe the nature of a development by requiring the inclusion of a given proportion of affordable housing. The affordable housing element of the Planning Obligations SPD focuses on the delivery of the on site provision and in exceptional circumstances provides a methodology for calculating commuted payments or where off-site provision is considered acceptable. Further guidance on the application of the Councils affordable housing policies as they relate to on-site provision have been included in this companion guide to the Planning Obligations SPD.
- 1.3 The purpose of this companion guide is to provide supplementary information to enable applicants to understand how the affordable housing policies of the Local Plan have been formulated and how the Council intends to operate these policies in practice. The guide:
- Directs applicants to relevant local, regional and national policy documents
 - Provides definitions for affordable housing and affordability
 - Directs applicants to the evidence the Council has used to formulate its policies
 - Clarifies how Policies HG.8 and HG.9 will be implemented.
 - Confirms mix, size, design, layout and construction standards
 - Considers the availability of public subsidy
 - Sets out the information the Council requires from applicants in order to consider financial viability arguments.
 - Discusses Management Standards and Perpetuity Arrangements
- 1.4 In every instance the Council advises early contact be made with the Housing Development Team to discuss the implications of its affordable housing policies on development proposals
- 1.5 The affordable housing companion guide is an integral part of the Planning Obligations SPD and has been subject to the same consultation procedures as its parent document. Once adopted the Obligations SPD and affordable housing companion guide will form a material consideration in the determination of planning applications.

2. POLICY CONTEXT

- 2.1 Applicants should be fully aware of national, regional and local policy guidance and other supporting documentation relating to the provision of affordable housing in Bath and North East Somerset.

National

- Planning Policy Statement 1: Delivering Sustainable Development
- Planning Policy Statement 3: Housing (CLG, 2006)¹
- Delivering Affordable Housing (CLG, 2007)
- Strategic Housing Market Assessment Practice Guidance (CLG, 2007)

Regional

- Regional Planning Guidance for the South West (2001) – Policy HO3
- Draft Regional Spatial Strategy for the South West (2006) – Policy H1
- Report of the EiP Panel on the DRSS (2008)
- Secretary of States proposed modification expected June 2008

Local

- Bath and North East Somerset Local Plan (2007) Policies HG.8 and HG.9
- Inspector’s Report into the Bath and North East Somerset Local Plan (2006)
- Emerging Core Strategy of the Bath and North East Somerset Local Development Framework (preferred options consultation Autumn 2008)
- Bath and North East Somerset Housing Strategy (2002-2011)

¹ Applicants are advised that the B&NES Local Plan was drafted and examined when Planning Policy Guidance Note 3: Housing and Circular 6/98 formed Government policy towards affordable housing and has since been superseded in terms of affordable housing definitions by the guidance provided in PPS3

3. DEFINING AFFORDABLE HOUSING AND AFFORDABILITY

- 3.1 The terms ‘affordability’ and ‘affordable housing’ have different meanings. ‘Affordability’ is a measure of whether housing may be afforded by certain groups of households. ‘Affordable housing’ refers to particular products outside the main housing market.

Affordable Housing

- 3.2 The Government defines the following terms in Annex B of ‘Delivering Affordable Housing’ (CLG: 2007) as follows.

“Affordable housing is:

‘Affordable housing includes social rented and intermediate housing, provided to specified eligible households whose needs are not met by the market. Affordable housing should:

- Meet the needs of eligible households including availability at a cost low enough for them to afford, determined with regard to local incomes and local house prices.*
- Include provision for the home to remain at an affordable price for future eligible households or, if these restrictions are lifted, for the subsidy to be recycled for alternative affordable housing provision’.*

Social rented housing is:

‘Rented housing owned and managed by local authorities and registered social landlords, for which guideline target rents are determined through the national rent regime. The proposals set out in the Three Year Review of Rent Restructuring (July 2004) were implemented as policy in April 2006. It may also include rented housing owned or managed by other persons and provided under equivalent rental arrangements to the above, as agreed with the local authority or with the Housing Corporation as a condition of grant.’

Intermediate affordable housing is:

‘Housing at prices and rents above those of social rent, but below market price or rents, and which meet the criteria set out above. These can include shared equity products (eg HomeBuy), other low cost homes for sale and intermediate rent.’

These definitions replace guidance given in Planning Policy Guidance Note 3: Housing (PPG3) and DETR Circular 6/98 Planning and Affordable Housing.”

- 3.3 The Council also regards the following specialist housing types as affordable housing:
- **Supported housing** – accommodation for households in need of affordable accommodation with support needs which may be specifically adapted for people with particular disabilities.
 - **Extra Care housing** – self contained accommodation which provides care and support arrangements for the elderly whilst allowing them to maintain a level of self dependence.

- 3.4 The following will not be regarded as affordable housing in the context of Policies HG.8 and HG.9, though their provision may be encouraged as part of the market housing element of a scheme where demand exists.
- Low-cost market housing – housing for sale at below market levels but that does not meet the affordability criteria outlined below and that does not benefit from an arrangement to be retained in perpetuity.
 - Key worker housing – The Council considers that the definition of intermediate housing should relate to affordability and not to employment status or function of an individual household member. Key worker income levels cover a wide range. They are likely to require both social rented and intermediate housing. The Council expects the affordable housing element of all qualifying proposals to be expressed as social rented and intermediate housing rather than in terms of accommodation for key workers.

Affordability

- 3.5 In order that the affordable housing provided under Policy HG8 is accessible to eligible households, providers will be required to demonstrate that it is available at a cost to the occupiers that they can afford, irrespective of the price paid by a registered social landlord (RSL) or other affordable housing provider (AHP) to the developer for the affordable housing units.

Social rented

- 3.6 Social rented housing must be let at no more than target rents as determined by the national rent regime, or equivalent, as agreed with the Council. The annual percentage increase in rent will be limited to RPI² plus 0.5%, as recommended by the Housing Corporation.
- 3.7 The Council may work in partnership with RSLs and the Housing Corporation to try and achieve social rents below target rents in locations where target rents may be very high and therefore unaffordable to local households in low paid employment without reliance on housing benefits.

Intermediate housing

- 3.8 In order to comply with PPS3, intermediate affordable housing must cost less than threshold market housing, either for sale or rent, in the local area. Currently the cost of market rents sets the threshold within the district.

² General Index of Retail Prices CZBH all items percentage change over 12 months

- 3.9 The Strategic Housing Market Assessment Practice Guidance (CLG: 2007) considers that to be affordable to those in need of intermediate housing total housing costs should not exceed 25% of a household's gross income. The Council will therefore use this threshold to assess the affordability of all intermediate housing proposals.
- 3.10 In order to establish whether an intermediate housing product provided is affordable, the Council will compare the cost of market renting an equivalent sized property in the locality to the cost of the intermediate housing product, both on the basis of spending no more than 25% of gross income.
- 3.11 The cost of the market rent option will establish the upper threshold of affordability for the intermediate housing product. For example, if a two-bed flat with an open market value of £190,000 costs £650 fully inclusive per month to rent, the cost of buying the same property on a shared ownership basis (i.e. including mortgage, rent on the unsold equity and service charges) must cost less than £650 per month.
- 3.12 The Council considers that very few people in housing need would be able to afford intermediate affordable housing priced at or just below the cost of market renting, and that there should be a clear margin between the cost of private renting and intermediate affordable housing if it is to be genuinely affordable.
- 3.13 The Council will have regard to 'Opening Doors Improving Access to Affordable Home Ownership' (Ark Consultancy: April 2008). This examined the affordability of intermediate home ownership housing in four authorities within the West of England sub-region. The findings help to define appropriate levels of affordability for households in need of intermediate housing across the district. The Ark report considers that a household is unable to afford private sector housing if it would take up more than 25% of its gross household income.
- 3.14 An extract from the Ark report is reproduced at Annex 2. The district is divided into 6 zones with each zone attributed a lower and upper limit in terms of the intermediate housing market and the need to make the units affordable for households with a range of incomes between the lower and upper limits.
- 3.15 The Council will seek intermediate housing that is affordable to a range of people in housing need, not just those households which can raise and sustain a mortgage to access the upper end of the intermediate market. This approach will ensure that housing options are available for the full range of households that can afford intermediate affordable housing.
- 3.16 To achieve this, the Council will seek to negotiate a range of options to be offered to initial purchasers. These could include options to buy equity shares of 30-40%, all

with rent on the unsold equity at a maximum of 1% or on larger sites may include some intermediate rented accommodation.

- 3.17 **Service charges:** The Council will expect service charges to be limited to a reasonable level that will maintain affordability for local households in need of affordable housing. Where service charges are higher than the norm for affordable housing of a similar size type and location the Council will expect affordability calculations to take account of the service charge.

4. EVIDENCING CURRENT AND FUTURE HOUSING NEED

- 4.1 The affordable housing policies of the B&NES Local Plan are based on the West of England Housing Need and Affordability Model (WENHAM). This study was undertaken in 2004/05 by Prof Glen Bramley and covers the combined areas of four local authorities Bath and North East Somerset, Bristol, North Somerset, and South Gloucestershire.
- 4.2 Paragraphs B7.70 – B7.75 of the B&NES Local Plan set out the main conclusions of the assessment and are contained in Annex 1. The full assessment (WENHAM) is available from the Council on request.
- 4.3 The Council has begun the process of reviewing its Local Plan. The Draft Regional Spatial Strategy for the South West defines a West of England Housing Market Area that includes the West of England Authorities together with Mendip and West Wiltshire District Councils. These authorities have jointly commissioned a ‘Strategic Housing Market Assessment’ (SHMA) as required by PPS3.
- 4.4 The SHMA will help the Council to develop an evidence base to inform the development of spatial housing policies to be included in the Core Strategy of its Local Development Framework (LDF). In addition it will help to inform decisions about the policies required in any review of the Council’s Housing Strategy.
- 4.5 Once published the SHMA will have no status as a policy document and will not supersede the policies HG.8 and HG.9 of the Local Plan. Only when the policies of the Core Strategy have been consulted upon, examined and adopted will the policies of the Local Plan be replaced, which is anticipated to be in Spring 2010.

5. IMPLEMENTING POLICY HG.8

- 5.1 Developers and Landowners are advised to take the implications of Policy HG.8, the detail of which is contained in Annex 1, into account when valuing potential housing sites. The Council will not be sympathetic to arguments that the price paid for a site precludes the provision of amount and mix of affordable housing required by Policy HG.8

Thresholds

- 5.2 The Council will have regard to the **gross** number of dwellings being proposed when considering whether Policy HG.8 is applicable to an application.
- 5.3 The Council will be mindful of applications that deliberately seek to circumvent the relevant threshold for affordable housing. Proposals for residential development just below the relevant threshold must be based on the assessed housing potential of a site and not an attempt to avoid the provision affordable housing. Applications that do not make efficient use of land can be refused.

Amount of Affordable Housing

- 5.3 Policy HG.8 allows the Council to seek a higher proportion of affordable housing or accept a lower proportion of affordable depending on the circumstances. Where applicants argue that the provision of 35% affordable housing will render a scheme unviable, the Council will expect the information set out in Section 6 to be made available.

Tenure of Affordable Housing

- 5.5 Paragraph B7.76A of the Local Plan details the tenure split that the Council will seek to achieve on qualifying sites.
- Social Rented 75%
 - Intermediate Housing³ 25%

Type of Affordable Housing

- 5.6 In determining the appropriate mix of affordable units in terms of size the Council will have regard to the WENHAM (2005)⁴. Paragraph B7.75 and Table 3B of the Local Plan reproduce the key findings of WENHAM, setting out the projected needs for various sizes affordable housing across the district and in its key settlements. The Council will also have regard to other sources of housing needs data, such as the

³ Newbuild Homebuy (see affordable housing definitions in 3.2 of this report)

⁴ WENHAM will be superseded by the West of England SHMA in May 2008

Housing Needs Register. Applicants should be mindful that there may be occasions where the Council will seek to achieve a larger proportion of family units (3bed, 4bed, 5bed) in order to help create balanced sustainable communities.

- 5.7 There may be circumstances where the Council will seek to ensure that a development provides specialist affordable housing units e.g. supported housing, where a need has been identified (see 3.3).
- 5.8 Where applicants propose a housing mix that deviates from the needs set out in Table 3 of the Local Plan, the Council will require the submission of housing needs research and analysis to support alternatives to the Council's preferred mix.

Internal Design of Affordable Housing

- 5.9 Affordable housing units should achieve the minimum sizes and standards set out the Housing Corporations Design and Quality Standards. The current minimum sizes are reproduced in Annex 3.
- 5.10 The Council will expect at least 60% of affordable housing to meet the Lifetime Homes Standard (Annex 3) where possible. This target should be deliverable on all units except flats above the ground floor without lift access.

6. AVAILABILITY OF GRANT FUNDING AND VIABILITY ASSESSMENTS

Provision of Grant

- 6.1 The available of grant support is very limited in Bath and North East Somerset. The Council expects its affordable housing targets to be met without the need for public subsidy. The Council offers no further guidance to that given in Annex E of 'Delivering Affordable Housing' (CLG: 2007).
- 6.2 The Council will accept a lower provision and/or a different mix of affordable housing, or agree the need for public subsidy if the economics of provision are such that overall scheme viability is threatened.

Financial Viability Assessments

- 6.3 Where a developer considers that there are significant economic constraints affecting a development and that these are sufficient to jeopardise the developer meeting the Council's affordable housing policy expectations, then the developer will need to provide financial and other information to enable the Council to assess the nature, extent and impact of the economic constraints.
- 6.4 The Council does not prescribe the amount that RSLs or other Affordable Housing Providers (AHP) should pay developers for affordable housing units, provided they are delivered on a grant free basis with the requirements of Policy HG.8 and this companion met in full. The Council will keep itself informed of the number of affordable units, tenure split, the type, size and quality of the product, and its affordability and details of S.106 agreements, whilst leaving negotiations between developers and RSLs or other AHPs to the relevant parties.
- 6.5 Should a viability assessment demonstrate that a scheme requires public subsidy in order to meet the Council's expectations, the price to be paid by the RSL or AHP to the developer for the affordable unit will be examined as part of the assessment of viability. The Council will, subject to viability, support a bid for funding by one of its approved partner RSLs. AHPs not on the Council's approved list will need to seek the Council's support for funding and must demonstrate their ability to deliver affordable housing in line with Council policy and management standards.
- 6.6 As a guide, the following schedule highlights the main economic factors the Council would expect to assess, the information which will be required from the developer and the action the Council will take to carry out the assessment. This list is not exhaustive and further information may be required. The Council may seek consultancy advice when assessing development costs. Arrangements will be made to ensure that all information remains confidential.

i. Site or building acquisition cost:

Information to be provided by the developer:

How much the developer has paid or is proposing to pay for the land or building, net of any site abnormalities and including VAT if applicable.

Where the site has an existing use value, an independent estimate of its market value for its current use must be made available.

Whether the site or building has been fully acquired at this price and when exchange of contracts took place ('full acquisition' would not normally mean exchange of a conditional contract or entering an option agreement).

Action to be taken by the Council:

The Council will obtain an independent opinion from a qualified professional valuer with local market knowledge of:

- the value of the site or building in its existing use.
 - the value of the site or building for the proposed residential use.
 - the value of the site or building for any realistic alternative uses.
-

ii. Construction costs:

Information to be provided by the developer:

How much the developer is estimating to pay for all aspects of the construction of the development including abnormalities, siteworks, houseworks and estate completions.

Abnormals should be itemised and costed individually and general construction costs should also be expressed as a price per m² or ft² of proposed built form.

What allowances are made within the estimated figures for building cost inflation.

Action to be taken by the Council:

The Council will obtain independent advice from a qualified professional quantity surveyor with knowledge of the local construction sector on:

- the reasonableness of the estimates for general construction and items such as preliminaries and infrastructure costs.
 - the reasonableness of the estimated abnormal costs and the construction solutions which underlie them.
-

iii. Fees and Other On-Costs

Information to be provided by the developer:

An itemised breakdown of the main development and sales related fees and other costs the developer expects to incur including fees for design, engineering, planning,

building control, surveying, warranties and such like, legal fees, introduction fees, marketing and direct sales costs and interest charges where identified at a scheme level.

A statement of which services are provided in-house and which are out sourced.

Action to be taken by the Council:

The Council will obtain independent advice from a qualified professional quantity surveyor and/or development consultant on the reasonableness of the estimates.

iv. Projected Sale Prices for Dwellings

Information to be provided by the developer:

How much the developer is proposing to sell the completed dwellings for broken down by dwelling type.

What assumption has been made on sales rates for the market housing.

What allowance has been made by the developer for inflation on values up to point of sale when compared to prices applicable at the time of compiling the information.

How much the developer will sell any commercial property that forms part of a mixed use development.

Action to be taken by the Council:

The Council will obtain an independent opinion from a qualified professional valuer with local market knowledge of both the proposed sale prices compared to reasonable market expectations and the assumptions on price inflation and rates of return for commercial property.

v. Gross and Net Margin

Information to be provided by the developer:

As a percentage of the proposed gross sales value of the developments, what contribution the developer is assuming to achieve for overheads and profit, combined.

Separate figures for overheads and net profit levels.

Action to be taken by the Council:

The Council will obtain independent advice from a qualified professional quantity surveyor and/or development consultant on the reasonableness of the estimates and make comparisons with other residential developments of a similar scale and nature.

vi. Other Costs and Receipts

Information to be provided by the developer:

How much the developer has allowed, by item, for any other contributions or costs associated with the development including planning gain contributions for education, transport, local facilities and such like.

These planning contributions and other costs to be broken down on a per unit basis.

How much the developer has allowed in its assessment of viability for receipts attributable to providing affordable housing in accordance with the Council's policy expectations, broken down by dwelling numbers, types and tenure.

Action to be taken by the Council:

The Council will compare the estimated figures with its own knowledge on levels of planning gain contributions sought and affordable housing required and prices attributable to this.

Comparisons will be made with other similar schemes within BANES to ensure the level of planning contributions are reasonable.

When appropriate, the Council will seek advice from suitability qualified external consultants to validate certain cost or receipt assumptions.

Notes on the schedule

- 6.8 Abnormal costs – these do not include demolition works, landscaping, noise bunds, archaeological or ecological surveys, drainage and flood prevention measures.
- 6.9 In flatted developments, the provision of lifts, communal areas or other costs specially associated with the construction of large multi story buildings will not be considered as abnormal site costs.
- 6.10 Fees associated with the viability assessment – the Council will recover the costs of the appraisal process from applicants, where the applicant has sought to deviate from the Council's policy expectations based on the economic of provision. On occasion the Council will employ and pay for the consultancy advice to assess whether higher levels of affordable housing can be achieved.

7. DESIGN, LAYOUT AND CONSTRUCTION STANDARDS

- 7.1 Affordable housing should not be distinguishable from market housing in terms of location, appearance, build quality and materials. Reductions in size, use of substandard materials, or poor finishing and detailing should not be perceived as an acceptable shortcut to achieving scheme viability.
- 7.2 On sites larger than 30 units the Council wishes to see at most a cluster of 8 affordable houses or 8 affordable flats in a block. On smaller sites, housing layouts should consist of clusters of no more than 4 affordable units
- 7.3 Planning layouts submitted as part of an application must clearly show the location of affordable housing units and identify their tenure and size.
- 7.4 Affordable Housing should aim to comply with The Housing Corporation's Design and Quality Standards. Meeting these standards will be a requirement where grant funding has been agreed. Further requirements are that:

When assessed against the 20 Building for Life criteria the affordable units should:
Achieve 10 out of 20 positive responses for rural or street-fronted infill schemes.
Achieve 12 out of 20 positive responses for all other newbuild developments.

- At least 60% of affordable units should meet the Lifetime Homes recommendations of the Joseph Rowntree Foundation (applicable to all dwellings other than flats above ground floor without a lift).
- A minimum of 10% of affordable units should be built to full wheelchair standards
- Partner RSL Development Standards should be met
- Code for Sustainable Homes, national or regional requirements – currently zone 3 for affordable housing.
- Secure by Design

8. MANAGEMENT STANDARDS AND PERPETUITY ARRANGEMENTS

- 8.1 The Council will require a mechanism to be in place to ensure that affordable housing remains affordable and available to those in housing need in perpetuity. The involvement of a RSL registered with the Housing Corporation is the most effective way of developing a successful, well managed scheme that will ensure that the benefits of affordable housing are secured in perpetuity.
- 8.2 The involvement of a RSL at the beginning of the design process is strongly recommended to ensure full compliance with development and management standards. Bath and North East Somerset Council has appointed 6 preferred RSL development partners (see Annex 4).
- 8.3 The Council's preference is for the involvement a partner RSLs but, will not prescribe which organisation the developer chooses to work with. However, the chosen provider must demonstrate that they can adhere to the Council's minimum housing management standards relating to; housing income management; estate management; tenancy management; void property management and lettings; resident involvement; and maintenance. These are available on request. The Council will reject any provider's on the basis that they cannot meet these standards.
- 8.4 Where a developer proposes to develop and manage the affordable homes without the involvement of a RSL, planning obligations and a legal agreement must be signed to ensure nomination rights, occupancy controls other arrangements are in place to guarantee initial and subsequent affordability.
- 8.5 The Council's intention is to provide affordable housing which is available for first and subsequent occupiers, i.e. in perpetuity.
- 8.6 Social rented housing which is delivered without public subsidy is exempt from the requirements of the Right to Acquire. Tenants in grant funded social rented housing may exercise their Right to Acquire. In this case the Council will require that any net capital receipt is recycled towards the provision of additional affordable housing in Bath and North East Somerset. The same rule applies to social homebuy.
- 8.7 Intermediate housing may be lost as affordable housing through staircasing to full ownership. In order to be able to replace it, the Council will require net capital receipts to be recycled for the provision of additional affordable housing in the district. There may be exceptional circumstances where the Council allows the staircasing receipts to be recycled into the existing scheme if it can be demonstrated that it will significantly improve affordability levels for purchasers in need of intermediate housing.

9. SPECIAL CIRCUMSTANCES

Paragraphs 2.1.5 – 2.1.8 inclusive of the parent Obligations SPD give details of how to calculate off site provision and commuted sums in exceptional circumstances.

10. IMPLEMENTING POLICY HG.9

10.1 Policy HG.9 is the Council's Rural Exception Site Policy

10.2 The following points clarify HG.9 and its supporting text.

- A **local needs assessment** should be carried out to demonstrate that there is a local need for the number and type of proposed dwellings for the given parish or group of parishes. The survey may be carried out by a RSL appointed by the Council or other qualified organisation. The housing development team can provide advice on the particular requirements of any settlement or scheme.
- A **land availability assessment** should be carried out in and adjoining the parish settlements to demonstrate that there are no reasonable alternatives.
- The scheme should be supported by the Parish Council or Parish Meeting.
- The affordable housing should not be able to be provided elsewhere on a site allocated for residential development, or on a site meeting the criteria set out in Local Plan Policy HG.8.
- Proposals will be subject to conditions or a **legal obligation** to ensure initial and all subsequent occupancy is restricted to members of the local community in need of affordable housing. Local connection for means residence in the parish in which the site is located; a connection due to family ties, support network, birth or formative years spent in the parish. Someone whose place of work is in the parish but is not resident in the parish also would be considered to have a local connection.
- **Restrictions** will be placed on the ability of residents to staircase out of intermediate housing completely, with a maximum share of 80% of equity available thus guaranteeing the affordable housing remains available for the benefit of future households.
- The Council in conjunction with the RSL or the long term manager of the affordable housing will be expected to be given the **right to nominate** future purchasers of intermediate housing.
- See also Para 74 of **Delivering Affordable Housing** (CLG: 2006)
- The proposal should comply with all **other policies** in the plan.

11. PROTOCOL FOR DELIVERING AFFORDABLE HOUSING OBLIGATIONS

- 11.1 Pre-application discussions are encouraged with the Housing Development Team (HDT) and Development Control officers. It is the HDT's responsibility to carry out negotiations on the amount and type of affordable housing to be delivered on a particular site. In addition the HDT will be responsible for liaison with other stakeholders such as the Housing Corporation or RSLs. The HDT will make comments on any planning application as an internal Council consultee. Development control officers will make recommendations to committee who have the authority to approve or refuse the planning application's affordable housing contribution based on other planning considerations.
- 11.2 Consultation responses prepared by the HDT will cover the following ground:
- Policy considerations
 - Proportion of affordable housing
 - Mix, size, and type of all housing, both private and affordable
 - Quality of construction
 - Location, clustering strategy
 - Affordability
 - Funding requirements, only exceptionally when necessary
 - Viability, if the affordable housing varies from Policy HG.8, i.e. 35% affordable housing, with a 75/25 rent/intermediate tenure split
 - Timing/trigger dates
 - Special circumstances/issues
 - Any other issues deemed to be material
- 11.3 Early negotiation, resolution and drafting of the legal agreement (usually a S.106 agreement) is also encouraged. The terms and obligations for the delivery of the affordable housing will be set out in a legal agreement made between the owner of the land and the Council.
- 11.4 In order to provide a responsive service to applicants and RSLs the Council will charge the Affordable Housing Provider or RSL a fee of £400 per dwelling to help pay for the time taken in carrying out discussions that enable a valuable asset to be acquired. This fee will be reviewed annually to ensure that the Council's costs are recovered.
- 11.5 Annex 8 provides a list of relevant contact details for the housing development team at Bath and North East Somerset. Section 11 of this sets out a process flow chart to illustrate the likely sequence of stages involved in handling planning applications that require an affordable housing contribution.

Annex 1 Policy HG8 and Policy HG9 of the Bath and North East Somerset Local Plan

POLICY HG.8

The Council will seek to secure the provision of 35% affordable housing before determining applications for planning permission in the following circumstances:

- in Bath, Keynsham, Norton-Radstock, Saltford, Peasedown St John and Paulton where permission is sought for 15 dwellings or more or the site has an area of 0.5ha or more; and
- in settlements where the population is 3000 or below, where permission is sought for 10 dwellings or more or the site has an area of 0.5ha or more.

Higher or lower percentages may be sought in individual cases, taking account of:

- i) the proximity of local services and facilities and access to public transport;
- ii) whether there are abnormally high costs associated with development of the site;
- iii) whether it would prejudice the realisation of other planning objectives that need to be given priority in development of the site; and
- iv) distribution of need

Before planning permission is granted under this policy secure arrangements will need to be in place to ensure that:

- i) occupancy of the affordable housing is restricted to people who are:
 - a) in need of such accommodation due to their inability to compete successfully in the local housing market; and
 - b) in need of separate accommodation and are either currently living in or have strong local connections with the District such as local employment;
- ii) the benefits of the affordable housing will be enjoyed by successive as well as initial occupiers; and
- iii) the affordable housing is integrated with general needs housing in such a way that it secures a mix of dwelling size, type and affordability on the site.

The Council will keep under review the need for affordable housing and the provision achieved under this policy and, if appropriate, will bring forward an early review of the matter.

POLICY HG.9

As an exception to the other housing policies of the Plan, residential development of 100% affordable housing will be permitted on land outside the scope of those other policies if it will meet a particular demonstrable need for local affordable housing arising in an individual rural parish or group of parishes which cannot be met in any other way, provided that:

- i. occupancy of the housing is restricted in perpetuity as being for the benefit of people in need of the accommodation because of their inability to complete successfully in the local housing market who are either:
 - a) as a first priority, currently living in the parish or group of parishes as long-standing residents and are in need of separate accommodation, or
 - b) as a second priority, not resident in the parish or group of parishes but have strong local connections with it/them; and
 - c) the development is limited to villages defined in Policy SC.1 as R1, R2 & R3 settlements;
- ii. the development comprises a small group of dwellings within or adjoining the built up area of the village well related to existing developments and surrounding uses and which would not adversely affect the character of the village; and
- iii. in the case of a proposed development at a Green Belt village, the site has been selected to cause the minimum possible harm to the openness and purposes of the Green Belt.

Annex 2

Affordability of Intermediate Housing

Extract from Ark report “*Opening Doors, improving access to intermediate home ownership*”

HMA Zones and Housetypes	Lower threshold of intermediate market – Indicative social rent levels	Lower threshold of intermediate market – Household income required	Upper threshold of intermediate market – Typical market rent levels	Upper threshold of intermediate market -Household income required	Median point of intermediate market – Household income required
	£ pw	£ pa	£ pcm	£ pa	£ pa
Bath North					
1bed flat	73	15,851	658	31,584	23,718
2bed flat	98	20,439	800	38,400	29,420
2bed house	112 Rent cap(RC)	23,358	833	39,984	31,671
3bed house	119 (RC)	24,819	925	44,400	34,609
4bed house	125 (RC)	26,070	1,133	54,384	40,227
Bath South					
1bed flat	69	14,391	550	26,400	20,396
2bed flat	79	16,476	685	32,880	24,678
2bed house	87	18,144	735	35,280	26,712
3bed house	101	21,065	797	38,256	29,661
4bed house	125 (RC)	26,070	900	43,200	34,635
Keynsham					
1bed flat	64	13,347	515	24,720	19,034
2bed flat	76	15,851	600	28,800	22,326
2bed house	83	17,310	643	30,864	24,087
3bed house	91	18,979	733	35,184	27,081
4bed house	109	22,733	892	42,816	32,775
Norton-Radstock					
1bed flat	61	12,722	462	22,176	17,449
2bed flat	68	14,182	560	26,880	20,531
2bed house	73	15,225	599	28,752	21,989
3bed house	88	18,353	688	33,024	25,689
4bed house	104	21,690	845	40,560	31,125
Bathavon					
1bed flat	70	14,599	570	27,360	20,980
2bed flat	94	19,605	643	30,864	25,235
2bed house	106	22,107	737	35,376	28,742
3bed house	119 (RC)	24,819	877	42,096	33,458
4bed house	125 (RC)	26,070	1042	50,016	38,043
Rural					
1bed flat	73	15,225	510	24,480	19,853
2bed flat	96	20,022	573	27,504	23,763
2bed house	110	22,942	627	30,096	26,519
3bed house	119 (RC)	24,819	748	35,904	30,362
4bed house	125 (RC)	26,070	870	41,760	33,915

Annex 3

Minimum Affordable Housing Dwelling Size

Unit Sizes: The minimum sizes contained in the table below will ensure that the affordable housing units comply with the Housing Corporation's Design and Quality Standard. Size refers to the net internal area, wall finish to wall finish. For flats, the central lobby area and passages are excluded (Housing Corporation HQI Calculator version 4).

Dwelling type	Minimum Sq.m.
1 bedroom 1 person flat	30
1 bed 2 person flat	45
2 bed 3 person flat	57
2 bed 4 person flat	67
2 bed 4 person house	75
3 bed 5 person flat	75
3 bed 5 person house	85
3 bed 6 person house (2 storey)	95
4 bed 6 person house (2 storey)	100
3 bed 6 person house (3 storey)	100
4 bed 6 person house (3 storey)	105
4 bed 7 person house (2 storey)	108
4 bed 7 person house (3 storey)	115
Anything larger	115 + 10m ² per person/bedspace

Annex 4

Lifetime Homes and Wheelchair Standard

CRITERIA
Access
Car parking to be enlarged to 3.3m width
Access from car-parking to be no more than 30m and level or gently sloping
Approach to entrance to be level or gently sloping
Entrances to be covered, illuminated and have level access over threshold
Lifts to be wheelchair accessible
Internal
Doorways to be a minimum of 750mm wide (front doors 900mm) and corridors 900mm
Kitchens, dining and living rooms to have a turning circle of 1500mm
Living rooms to be at entrance level
The downstairs toilet to be wheelchair accessible (including sideways transfer) with provision for future adaptation to a shower
Walls in bathrooms and toilets to be capable of taking adaptations
The layout needs to allow for future provision of a stair lift and through floor lift
Bathroom and bedroom ceiling needs to be capable of taking a hoist with a knockout panel between the two rooms
The bathroom layout to be designed to incorporate ease of access
Fixtures and fittings
Living room glazing to be no higher than 800mm from floor level and windows easier to operate
Switches, sockets and service controls to be between 600mm and 1200mm from floor level

Wheelchair Standard:

Wheelchair Housing design standards:

Dwellings built to wheelchair housing standards will be designed specifically to meet the diverse and changing needs of wheelchair users and the multiplicity of impairments that some wheelchair users experience. Lifetime Homes, while suitable and offering choice for some people with impairments will not have the additional spatial requirements all wheelchair users need to access every room and facility of the dwelling, and thereby maximising their potential for independence.

Lifetime Homes and wheelchair housing do have features in common, but there are important differences and more detailed requirements for wheelchair housing that will almost certainly make the footprint of a dwelling to wheelchair housing standards different to that of other dwellings.

Basic design consideration

The detailed design and specification requirements of wheelchair housing are not covered in this fact-sheet and should be sourced from the relevant specific guidance documents. A number of basic design considerations are however given below as these need to be considered from the early considerations of any development to ensure that the more detailed design and specification requirements can be achieved when the development proposals move beyond the planning stages.

Inclusion

As an overriding principle, solutions should be inclusive, differentiation of wheelchair housing by location, form and detailing should be avoided.

Provision of dwellings should offer a choice of size, and in multi-storey developments, a choice of floor level.

Siting

Initial consideration of the site should determine how wheelchair users will gain access to facilities beyond the site and the transport options available. Inclusive and convenient access for wheelchair users throughout the development, linking the entrance to the site, all entrances to dwellings, and site facilities will be required. Differences in levels will need to be resolved so that the detailed design requirements relating to access gradients, widths, crossings, cross falls, and surfaces can be achieved.

Vehicular access, the parking strategy, the approach to entrances from car parking and the pedestrian network need to be considered along with the need for nominally level parking and, where applicable, covered transfer between the car and wheelchair.

The potential need for pavement scooter storage, charging and covered transfer adjacent to entrances needs to be resolved.

Provision of a functional canopy and covered space at entrances will be a practical, not purely decorative, need.

All the above considerations need to blend with the overall aesthetics of the development and not be immediately apparent.

Internal planning

Accessible circulation (widths and turning spaces) will need to be available throughout communal areas on the ground floor and any other floor served by lifts.

Access to a minimum of two lifts to the required specification will be required in multi-storey developments.

Domestic lifts within individual dwellings will need to link circulation areas at each level.

Within dwellings efficient circulation space will be required to enable a wheelchair user to turn 180 degrees at the front door, and approach/turn through all doorways, around corners and approach storage.

Space will be required within dwellings to enable a wheelchair user to transfer to a second wheelchair and leave the other wheelchair on charge without it interfering with circulation.

Living spaces and bedrooms will need to be satisfactorily furnished and accommodate wheelchair circulation and manoeuvring to provide access to furniture, both sides of double beds, window controls and doors.

A double bedroom will need to have potential for a direct connection between it and a bathroom.

Annex 5

List of RSL Partners

Aster Group

Sarsen Court, Horton Avenue Cannings Hill Devizes Wilts
SN10 2AZ Switchboard: 01380 726001 Fax: 01380 735400
Email: info@aster.org.uk web: www.aster.org.uk

The Guinness Trust

1-2 Osprey Court Hawkfield Way Bristol BS14 0GT
Tel: 01275 766348, fax 01275769000
Web: www.guinnesstrust.org.uk

Knightstone Housing Association

Station Road, Worle, Weston-super-Mare, BS22 6AP.
Tel: 01934 524300. Fax: 01934 522361
Email: kha@knightstone.co.uk web: www.knightstone.co.uk

The Somer Group

The Maltings, River Place, Lower Bristol Road, Bath, BA2 1EP
Tel: +44 (0)1225 366000, email: enquiries@somer.org.uk

Sovereign Housing Association

Woodlands, 90 Bartholomew Street, Newbury, RG14 5EE.
Tel: 01635 572220, Fax: 01635 572225,
Web: www.sovereign.org.uk

Western Challenge Housing Association Ltd.

Spinnaker House, Grange Road, Christchurch, Dorset BH23 4GE
Tel: 0117 9709035, fax: 01425 283555
Web: www.westernchalleng.co.uk

Annex 6

Housing Management Standards

INTRODUCTION

1. Two formal Housing Partnerships operate in Bath and North East Somerset, Homes West to deliver affordable housing across the West of England and the Bath and North East Somerset Partnership to deliver small affordable housing schemes and to receive new homes developed by Homes West partners. All of these partners have been selected because they have demonstrated a good track record in housing management and maintenance within the district.
2. The standards are derived from the relevant Audit Commission Key Lines of Enquiry at a level that we believe represents a landlord that is providing a good service and striving for excellence. It will be expected that any Affordable Housing Provider and/or the long term owner of the affordable housing will be able to demonstrate to the Council that they can provide a high quality responsive service to its customers in line with these standards below. Monitoring will also be necessary over the long term to ensure these standards are maintained.
3. The standards are set out under the key housing management issues as follows:
 - Housing income management
 - **Estate Management**
 - **Tenancy management**
 - **Void Property Management & Lettings**
 - **Resident Involvement**
 - **Maintenance**

HOUSING INCOME MANAGEMENT

Target: Average arrears as a proportion of rent roll – 5% maximum

These service standards relate to rent and all sundry income collection. Partners will:

1. Offer a range of flexible payment options (i.e. direct debit, Post Offices, local shops , the internet)
2. Be accessible to residents and have challenging service standards regarding response to enquiries, which are published and agreed
3. Carry out a benefit assessment for new tenants and assist them with all aspects of claiming Housing Benefit throughout their tenancy.
4. Have an effective liaison partnership with Housing Benefit and other agencies (such as CAB).
5. Provide quarterly rent statements in a user friendly format
6. Provide information in a range of formats (e.g. Braille, translations)
7. Provide clear information about the way rents and service charges are set

8. Take early action to prevent debt increasing
9. Use a variety of means to assist the resident including customer friendly letters and home visits where appropriate
10. Offer debt counselling or refer to support/ debt agencies where appropriate
11. Seek possession on rent arrears only as a last resort once all other reasonable steps have been taken
12. Monitor performance on rent collection set challenging targets for improvement.

ESTATE MANAGEMENT

Targets: Response to serious incidents within 24 hours – 100%

Response to other incidents within 5 days – 100%

Planned inspections of estates carried out within timescale – 100%

These standards relate to all general estate management issues and anti-social behaviour. Partners will:

1. Employ Housing Managers who are able to spend a good proportion of time 'on the patch' with customers routinely visiting estates and seeing customers in their own homes upon request.
2. Carry out routine inspections of estates with customers and monitor contractors maintaining estates.
3. Ensure that any gardening and cleaning services provided are carefully monitored, are of a consistently good standard and that customers receive value for money.
4. Ensure staff develop excellent network links, and work in partnership with, other agencies operating in the locality – for example, the police, LA colleagues, CAB, benefit advisors, credit unions and other RSL partners.
5. Use community links to benefit their residents by supporting local gardening competitions, youth activities, fun days etc.
6. Consult widely with their residents on all levels and directly use customer feedback to improve service delivery, for example, by targeting site improvement budgets according to tenant requirements.
7. Employ a culture of using persuasion and the personal touch rather than 'enforcement' and see eviction as an ultimate failure.
8. Have robust processes in place to deal with all aspects of tenancy management, for example, dealing with anti social behaviour, abandonments and untaxed cars.
9. Provide robust support to victims of anti social behaviour or domestic violence via witness support programs, out of hours support lines, installing additional security measures or securing the provision of alternative accommodation.
10. Consider and use a wide range of remedies to resolve tenancy disputes and anti social behaviour – for example, by the promotion of mediation services and ABC's and sponsoring summer activity programs to keep children occupied.
11. Promote care for the environment through environmental improvements, recycling schemes and other schemes.

TENANCY MANAGEMENT

Target: Minimise tenant turnover – maximum xx% of tenants move annually

Partners will:

1. Recognise and embrace diversity through:
 - Ensuring easy access to information in appropriate formats
 - Training staff in equality and diversity
 - Ensuring all buildings are DDA compliant
 - Providing interpretation services

2. Ensure tenants have access to appropriate support through:
 - Working proactively with other agencies to ensure needs are met
 - Obtaining consent from tenants to refer for support services
 - Ensuring timely intervention
 - Identifying needs at an early stage

3. Make it easy for tenants to make contact with their landlord by:
 - Clearly publicising all means of contact including internet, phones, and email
 - Providing clear reporting lines
 - Maintaining a culture of openness and confidentiality and observing data protection rules
 - Providing ways for tenants to give feedback

4. Promote the Respect agenda through:
 - Sharing good practice with other landlords and agencies and having clear guidelines which are well publicised
 - Utilising a wide range of tools to address ASB
 - Working proactively with other agencies
 - Maintaining good case management and feedback
 - Setting clear agreements and guidelines
 - Monitoring

VOID PROPERTY MANAGEMENT AND LETTINGS

**Targets: Average period to relet void properties – 28 days maximum
Nominations on relets to applicants on SGC waiting list – 75% minimum**

Partners will:

1. Provide good quality information on access to housing appropriate to customers' needs by sharing information and partnership working.
2. Ensure empty properties are available to let as quickly as possible; minimising waiting times, keeping rents affordable and allowing customers greater choice in where they live.

3. Let our homes in a fair and transparent manner, promoting sustainable communities and good practice in relation to culture and diversity.
4. Provide tenants with full details of the property and neighbourhood and all tenants will have the opportunity to view the property before the tenancy start date.
5. Publicise a relet standard to tenants and prospective tenants.
6. Strive to meet the decent homes standard and will always ensure properties are clean, in good repair, safe and secure by the tenancy start date.
7. Ensure the turnaround time between tenancies is as short as possible.
8. Be aware of any changes in government legislation and good practice in relation to letting our homes and will develop our standards accordingly.

RESIDENT INVOLVEMENT

Targets:

Tenants involved in decisions affecting services – 100% of decisions.

Quarterly tenant newsletters provided to all tenants – 100%

Partners will:

1. Have in place a resident involvement compact or statement, which is up to date and relevant.
2. Provide a range of ways for service users to contact them
3. Have funding and staff in place to make effective resident involvement happen.
4. Provide regular newsletters, which are up to date, user focused and presented in innovative ways to promote interest.
5. Have a range of mechanisms in place that allow service users to participate effectively, in a way and at a level that best suits them.
6. Are clear about the purposes of involving residents and can demonstrate service improvements as a result of resident involvement.

MAINTENANCE

Targets: Repairs carried out within publicised timescales:

- **Emergency – 98% minimum**
- **Urgent – 95% minimum**
- **Routine – 95% minimum**

Partners will:

1. Ensure good access to the service and user focus through:
 - Employing knowledgeable, customer focussed front line staff;
 - Providing easy ways to report repairs, including OOH provision;
 - Using IT systems to capture all relevant information;
 - Providing timescales to customers on repair completion times;
 - Using an appointment system where possible for inspections/repairs;
 - Having a clear recharge policy and procedure in place, well communicated to customers;
 - Having a clear procedure in place for customers who refuse access;

- Having clear publicised service standards in place;
 - Consulting with customers on major decisions which affect service including stock investment, repair programmes and repair targets;
 - Employing a wide range of customer feedback methods to capture satisfaction and service improvement.
2. Ensure the service is equally accessible to all and recognises diversity by:
 - Maintaining good records and analysing information on ethnicity, vulnerability and disability;
 - Providing information on repairs in a comprehensive range of languages and formats;
 3. Provide an excellent repairs service through:
 - Responding quickly to residents requests;
 - Giving high standards and “first fix” repair;
 - Regularly inspecting communal areas and involving residents with follow-up repairs in agreed timescales;
 - Clearly defining and communicating response times for repairs & categories for emergency, urgent & routine jobs.
 4. Provide an excellent capital programme and planned works service by:
 - Developing a programme of maintenance services designed to ensure all homes meet the Decent Homes Standard (DHS);
 - Ensuring accurate information is maintained on compliance with DHS;
 - Undertaking stock condition surveys;
 - Having robust procedures in place for asbestos management;
 - Having a clear Asset Management Strategy in place, linked to DHS and stock condition information;
 - Developing service programmes for communal heating, play equipment, lifts etc in accordance with good practice and statutory requirements;
 - Carrying out an annual gas safety check of all properties.
 5. Enable disabled customers to live independently by working closely with health and social services to promote and provide adaptations.
 6. Ensure value for money in repairs and improvements through:
 - Maintaining information on costs;
 - Adopting partnering arrangements;
 - Recycling aids and adaptations.

This document about planning obligations can be made available in a range of community languages, large print, Braille, on tape, electronic and accessible formats from the Planning Policy Team.

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