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Royal Borough  
of Windsor &  
Maidenhead

# **Royal Borough of Windsor and Maidenhead**

## **Housing and Economic Land Availability Assessment 2019**

**September 2019**

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# 1. Introduction

## Purpose of the HELAA

1.1 This Housing and Economic Land Availability Assessment (HELAA) is a key component of the evidence base to inform plan preparation. It is a technical study whose purpose is to examine the supply of housing, economic and retail sites within the Royal Borough of Windsor & Maidenhead which are potentially available to meet future development needs. It attempts to establish realistic assumptions about the number of homes, employment and retail floorspace that this land could yield and the time frame within which this is likely to come forward.

1.2 The requirement for a HELAA is set out in the Planning Practice Guidance (PPG), and in paragraph 67 of the National Planning Policy Framework (NPPF) 2019 which states that:

*Strategic policy-making authorities should have a clear understanding of the land available in their area through the preparation of a strategic housing land availability assessment. From this, planning policies should identify a sufficient supply and mix of sites, taking into account their availability, suitability and likely economic viability.*

1.3 The HELAA represents a combination of the assessment of land for both housing and economic development, as recommended by the NPPF.

1.4 As per the PPG, the primary role of the HELAA is to:

- Identify potential sites and broad locations for potential development;
- Assess their development potential; and
- Assess their suitability for development and the likelihood of development coming forward (the availability and achievability).

1.5 This 2019 version of the HELAA supersedes the 2018 version and includes updated information collected in a Call for Sites exercise which was undertaken between Monday 25th February and Friday 29th March 2019. Any information relating to site completions and planning permissions granted is correct as of, and up to, the 1st August 2019.

1.6 It is the intention of the Council to continue to update the HELAA on an annual basis.

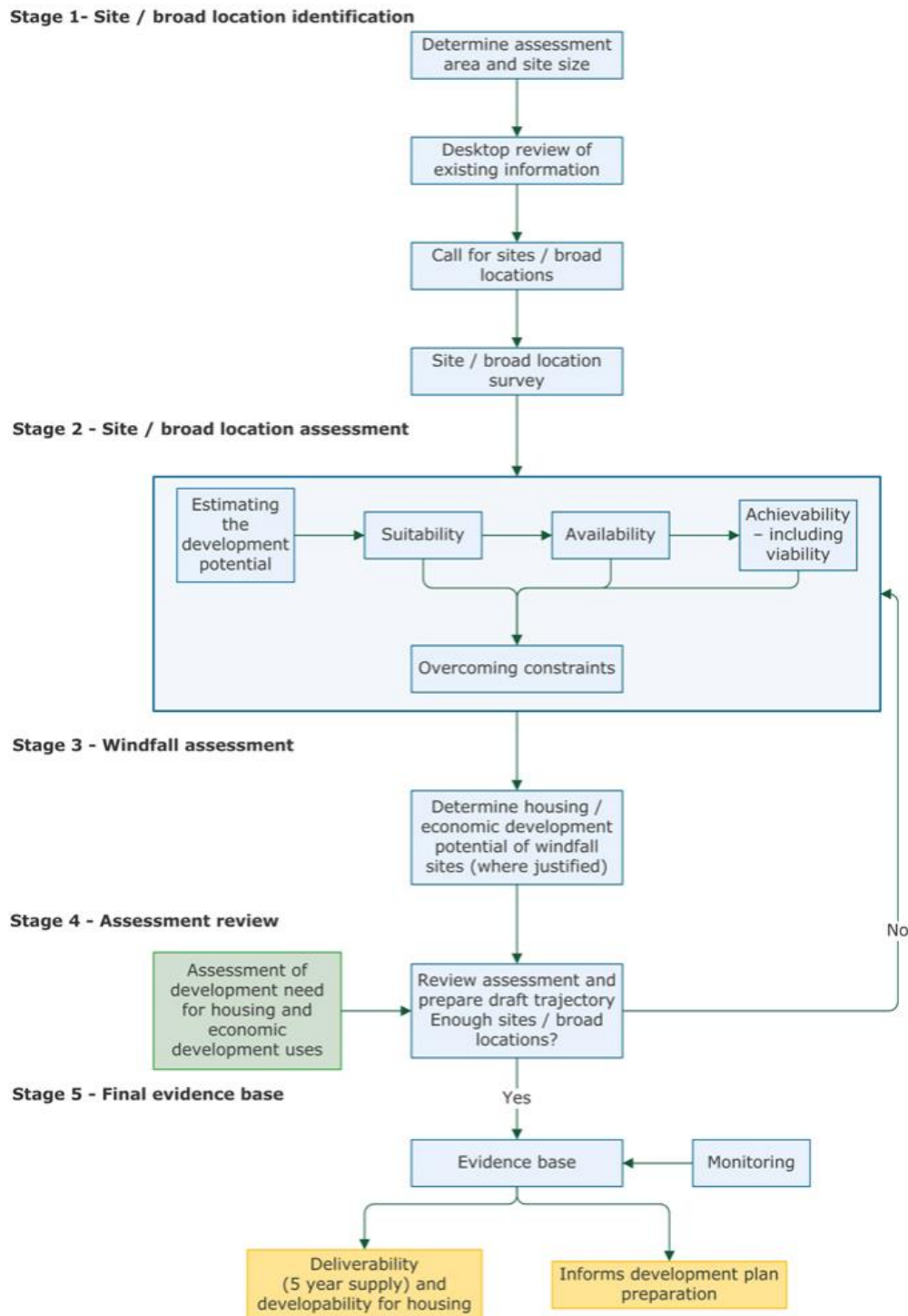
**The identification of a site in the HELAA does not necessarily mean that the site will be allocated for development, or that planning permission will be granted.**

**Any information on floor space or number of units is an indication of the potential of the site and does not indicate that such a level or quantum of development would necessarily be acceptable at planning application stage.**

**No proposal for development on any of the sites within this HELAA could formally be considered acceptable by the Council without full planning permission.**

## 2. Methodology

2.1 The PPG recommends a basic methodology to follow when preparing HELAAs. This process is summarised below in Figure 1<sup>1</sup>.



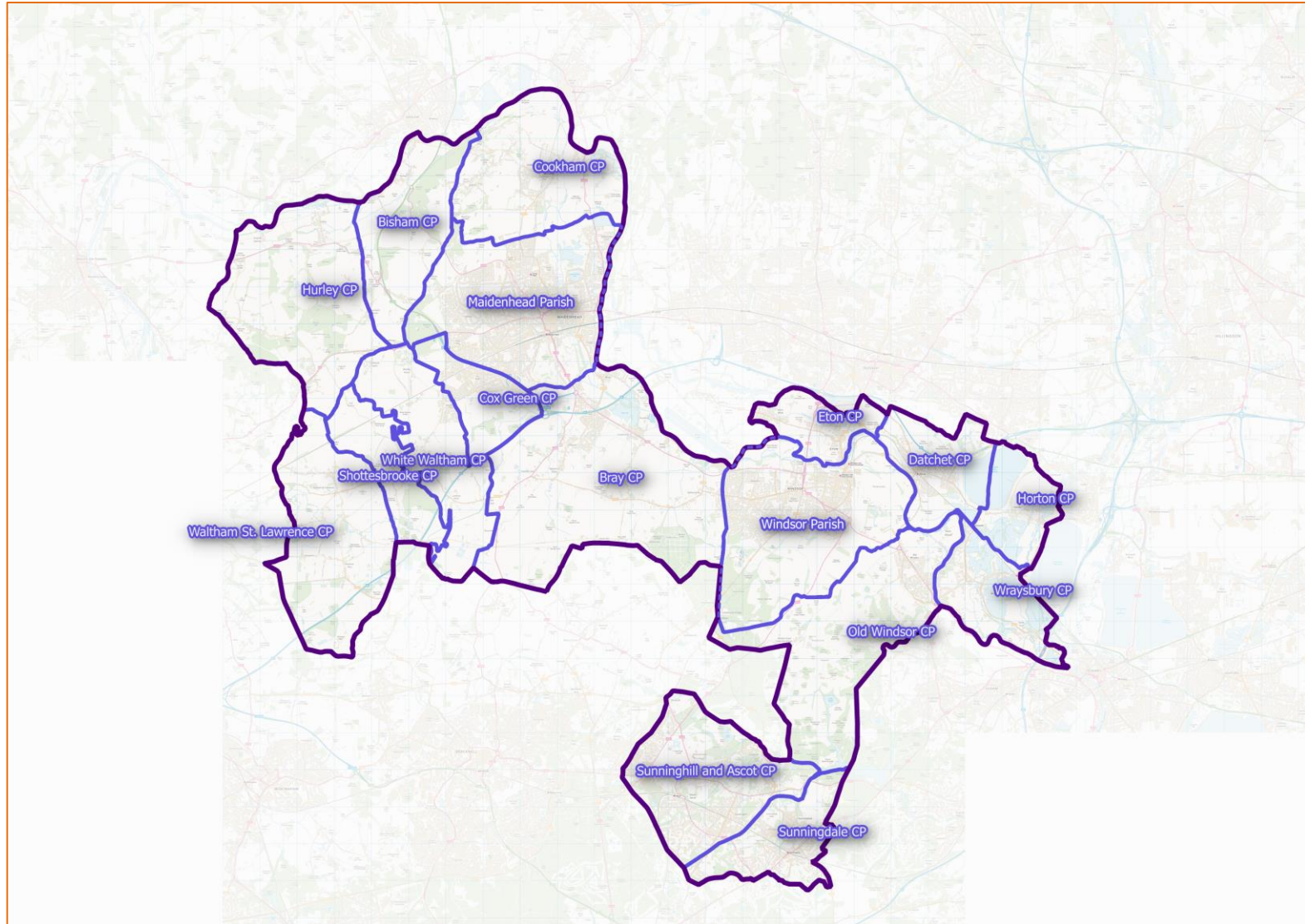
**FIGURE 1 – HELAA METHODOLOGY**

<sup>1</sup> PPG, Housing and Economic Land Availability Assessment, Methodology – flow chart ID 3-006-20140306

- 2.2 A locally specific methodology based on the PPG requirements was developed in 2016 by the Berkshire authorities of Reading Borough Council, Royal Borough of Windsor and Maidenhead, Slough Borough Council, West Berkshire Council and Wokingham Borough Council. Bracknell Forest Council have pursued their own separate methodology due to the stage they were at in their plan making processes but they did contribute to discussions around the Berkshire Methodology, and it is considered that the two approaches are largely compatible.
- 2.3 The PPG advises that plan makers should consider all available types of sites and sources of data that may be relevant in the assessment process, stating that several sources, including the following may be particularly relevant<sup>2</sup>:
- Existing housing and economic development allocations and site development briefs not yet with planning permission;
  - Planning permissions for housing and economic development that are unimplemented or under construction;
  - Planning applications that have been refused or withdrawn;
  - Sites with permission in principle;
  - Land in the local authority's ownership; and
  - Vacant and derelict land and buildings.
- 2.4 The 2019 HELAA has been created in line with the methodology and approach of the previous versions of the RBWM HELAA and the agreed Berkshire HELAA Methodology 2016. Any changes to previous figures are largely a result of the following changes:
- Updates on planning completions, permissions, lapsed applications and sites under construction up to 1<sup>st</sup> August 2019;
  - Planning Permissions granted since publication of 2018 HELAA;
  - New figures for housing completions in 2018-2019; and
  - Information received from a formal Call for Sites exercise undertaken in February and March 2019.
- 2.5 This 2019 version of the HELAA has grouped the included sites into their Parish areas as mapped in Figure 2 below.

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<sup>2</sup> PPG, Housing and Economic Land Availability Assessment, Methodology - Paragraph: 011 Reference ID: 3-011-20190722



**FIGURE 2: PARISH AREAS WITHIN THE BOROUGH**

## Stage 1 – Identification of Sites and Broad Locations

### Site Identification

2.6 Sites were identified through a number of sources<sup>3</sup>, including:

- Promotions to the Council from landowners, developers and other interested parties through a 2019 Call for Sites exercise process;
- Desktop review of planning permissions for housing and economic development that are unimplemented or under construction;
- Desktop review of planning permissions which have lapsed or been refused;
- Rural exception sites;
- Sites identified in the preparation of Neighbourhood Plans; and
- Sites identified by Council Officers or colleagues in the RBWM Property Company Ltd

2.7 The council publicised a formal Call for Sites between Monday 25th February and Friday 29th March 2019. A copy of the Call for Sites proforma has been included in Appendix A. All sites submitted to the Council prior to 1<sup>st</sup> August 2019 have been included in this version of the HELAA and assessed in accordance with the methodology. However, it should be noted that proformas promoting land can be submitted at any time and will be assessed by the Council in subsequent iterations of the HELAA.

2.8 Housing and employment commitments monitoring data has been used up to 2<sup>nd</sup> August 2019.

### Excluded Sites

2.9 The joint Berkshire HELAA Methodology 2016 states that sites should be excluded from further assessment which are significantly constrained by one or more of the following criteria<sup>4</sup>:

- Functional flood plain
- Special Area of Conservation (SAC)
- Special Protection Area (SPA)
- Within 400m of the Thames Basin Heaths SPA
- RAMSAR
- Site of Special Scientific Interest (SSSI)
- Suitable Alternative Natural Greenspace (SANG)
- Ancient woodland
- Notified safety zones

2.10 Where a site is partially constrained by one of the above criteria, such as the functional flood plain, it can proceed to the next stage of assessment, but that

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<sup>3</sup> Berkshire HELAA Methodology (2016) - Table 3

<sup>4</sup> Berkshire HELAA Methodology (2016) - Table 3



part of the site effected by the constraint is unlikely to be developed. Where a site has been promoted on multiple occasions, the most recent information has been relied upon, with historic information used where appropriate.

## **Lists of Sites**

2.11 The desktop review of existing information and the 2019 Call for Sites exercise together resulted in 33 sites being sifted out at this stage of the process.

## **Stage 2 – Site and Broad Location Assessment**

2.12 The second stage of the Methodology assesses the development potential of each of the sites that were not excluded in Stage 1. The second stage was carried out through a combination of desktop assessments, site visits and contact with agents and landowners. An assessment of each site’s suitability, availability and achievability has been carried out in accordance with the Berkshire HELAA Methodology 2016 and national guidance. This assessment informs whether a site is considered to be deliverable, developable, potentially developable or not developable within the next 15 years.

2.13 An assessment of each individual site is provided in Appendix D.

## **Estimating Development Potential**

2.14 The Berkshire HELAA Methodology 2016 states that for housing development the advice is to assess sites capable of accommodating five or more dwellings. For economic uses the advice is to assess sites of 0.25ha or 500m<sup>2</sup> of floorspace and above. Where appropriate alternative site size thresholds can be used.

2.15 An assessment of gross to net developable area is not an exact science, but broadly takes into consideration on-site constraints that may limit the area that could realistically be developed. The below Table 1 sets out the areas which form part of the gross and net area of a site:

<b>Net site area</b>	Access roads within the site, private garden space, car parking areas, incidental open space, children's play areas.
<b>Gross site area</b>	Major roads, schools, areas for retail/community use, open spaces serving a wider area, significant landscape buffer strips, and other on-site constraints that may include ancient woodland and protected species.

**TABLE 1 - NET/GROSS AREA**

2.16 As stated in the Berkshire HELAA Methodology 2016, the diversity of character and places of the authorities allows each local authority to set out locally suitable approaches.<sup>5</sup>

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<sup>5</sup> Berkshire HELAA Methodology (2016) – paragraph 3.17

2.17 Development capacity was calculated using the relevant information available at the time. This includes capacity information submitted by site promoters, information from recent planning applications on the site or neighbouring sites, and a pattern book approach taking into account on site constraints and local character. The pattern book approach was assisted by the Studio Real Density Assumption (2013) work<sup>6</sup>, whilst considering the constraints of each site which can reduce the estimated developable area. A number of sites are anticipated to include a mix of housing types and therefore a range of densities, resulting in the use of an average density assumption as stated in the Appendices. The following Table 2 sets out the Studio Real assumptions which helped to inform capacity calculations:

	Density assumption	Studio REAL dph advice	Observations
Smaller style houses (higher density terraced typology)	35-60	43-50	Higher end of the range may be difficult to achieve a comfortable environment and accommodate necessary car parking.
Larger style houses (linked/semi-detached and detached typologies)	30-35	22-40	We would see 30-35dph as very much a medium range. Larger style houses of the kind we have seen in the Royal Borough would be well below this.
Low rise flats (town)	45-120	90-109	Falls mid-range
Medium rise flats	70-130	116-122	Falls mid-range
High rise flats	120-140	127-131	Falls mid-range

**TABLE 2 - CAPACITY CALCULATIONS (DWELLINGS PER HECTARE – DPH)**

2.18 For sites proposing employment use, floorspace figures have been calculated using information submitted through the Call for Sites, technical information on plot ratios included in the Economic Development Needs Assessment (EDNA) (2016), and an assessment of the impact of site constraints and local character.

2.19 It should be noted that this approach to assessing the potential area of each site is indicative only and does not prejudice assessments made through the Local Plan or planning application processes.

### Assessing Suitability

2.20 This step is included in order to assess the suitability of a site for development. Sites were assessed using the latest information available at the time, and existing studies and documents prepared by the council.

<sup>6</sup> <http://consult.rbwm.gov.uk/file/2793842>

- 2.21 This is a wide-ranging assessment that considers many factors such as the following:
- General location
  - Existing use
  - Policy constraints
    - Area of Outstanding Natural Beauty;
    - Greenbelt;
    - Local Open Space / Designated Open Spaces;
    - Flood Risk - At the time of writing the Environment Agency's 2009 Flood Maps were the most up to date maps available; and
    - Heritage Issues
      - Conservation Areas
      - Proximity to Listed Building(s)
      - Historic Parks and Gardens – e.g. Windsor Great Park
- 2.22 The assessment of suitability is indicative only and does not prejudice assessments made through the Local Plan or planning application process. It should also be noted that the assessment of a site's suitability is a balanced judgement based upon the potential of the site according to all of the available information.
- 2.23 A number of the sites that were promoted formed parcels that were assessed in whole or in part, in the Edge of Settlement Analysis 2016 (EoS)<sup>7</sup>. In Part I of the EoS 2016, each parcel was assessed against the 5 purposes of the Green Belt as set out in the NPPF<sup>8</sup>. Sites included within the 2019 HELAA that partially or completely fall into parcels that were assessed as making a strong, or a very strong contribution to one of more of the Green Belt purposes were ordinarily classified as, 'Not developable within the next 15 years'. Other sites that were not assessed in the EoS 2016, but which are important in preventing urban sprawl by keeping land permanently open, have also been classified as 'Not developable within the next 15 years'.
- 2.24 Some of the included sites have been promoted for a mix of different uses, such as housing and employment or employment and retail.
- 2.25 The suitability of those mixed use sites has been assessed according to the Berkshire HELAA Methodology 2016.
- 2.26 Following assessment against the above mentioned factors, each site has been considered to be either, 'Suitable', 'Potentially Suitable', 'Suitability Unknown', or 'Unsuitable'.
- 2.27 The suitability of each site was classified as shown below in Table 3<sup>9</sup>:

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<sup>8</sup> National Planning Policy Framework (2019) – paragraph 134

<sup>9</sup> Berkshire HELAA Methodology 2016 – Table 5

Suitability Classification	
<b>Suitable</b>	The site offers a suitable location for development and there are no known constraints which significantly inhibit development for the defined use.
<b>Potentially Suitable</b>	The site offers a potentially suitable location for development but is subject to a policy designation which inhibits development for the defined use. The development plan process will determine the future suitability for the defined use.
<b>Suitability Unknown</b>	The site requires further assessment before a robust decision can be made on its suitability for being developed for the defined use.
<b>Unsuitable</b>	The site does not offer a suitable location for being developed for the defined use or there are known constraints which significantly inhibit development. The site is unlikely to be found suitable for the defined use within the next 15 years.

**TABLE 3 – SUITABILITY CLASSIFICATION**

2.28 As per the Berkshire HELAA Methodology 2016, when the suitability of a site is 'unknown' or when it is considered 'unsuitable', it will not proceed to the next step of analysis.

### **Assessing Availability**

2.29 The PPG advises that a site is considered available for development when, on best information available, there is confidence that there are no legal or ownership problems, such as unresolved multiple ownerships, ransom strips, tenancies or operational requirements of landowners.

2.30 Where required, the Call for Sites 2017 process has been supplemented by correspondence with landowners in an attempt to ensure that the best possible information is available regarding the availability of particular sites. Where potential problems are identified and the required information is not available, an assessment is needed as to how and when they can realistically be overcome<sup>10</sup>.

2.31 The assessment of each site will be classified into the categories set out in Table 4 of the Berkshire HELAA Methodology as reproduced below:

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<sup>10</sup> PPG, Housing and economic land availability assessment, ID 3-02-20140306

Availability Classification	
Available	Confirmation of availability within the next 15 years has been received from the landowner and there are no known legal issues or ownership problems.
Potentially Available	The landowner or a third party with an interest has promoted the land but confirmation has not been received from the landowner that the land will be available within the next 15 years. The land is in multiple ownerships and may have site assembly issues. The land accommodates an existing use which would require relocation but arrangements are not in place to achieve this.
Availability Unknown	The landowner has not expressed an interest in promoting the site. Landownership remains unknown following investigations. The landowner has expressed an interest in promoting the site in the past but has not responded to subsequent enquires for a period no shorter than three years. The land is subject to legal issues upon which further information is required before a robust decision can be made on availability.
Not Available	The landowner has confirmed that the land is not available for development in the next 15 years. The land is subject to known legal issues which are unlikely to be overcome within the next 15 years.

**TABLE 4 – AVAILABILITY CLASSIFICATION**

2.32 As per the Berkshire HELAA Methodology, when the availability of a site is 'unknown' or when it is 'not available', it will not proceed to the next step of analysis.

### Assessing Achievability

2.33 As above, only sites which have been assessed as suitable or potentially suitable, and available or potentially available will be assessed on achievability grounds.

2.34 The PPG advises that a site is considered achievable for development where there is a reasonable prospect that the particular type of development will be developed on the site at a particular point in time. This is essentially a judgement about the economic viability of a site, and the capacity of the developer to complete and let or sell the development over a certain period<sup>11</sup>.

2.35 It is impractical to undertake detailed viability assessments of all sites and broad locations. As such, and according to the Berkshire HELAA Methodology 2016, the local authorities will draw on generic viability information, such as that which has been used to inform the Community Infrastructure Levy, and giving consideration to a range of factors including the following:

- Availability of access / Third party land or property agreements (covenants etc.)
- Market factors – adjacent uses, attractiveness of locality, market demand
- Cost factors – preparation costs, necessary infrastructure costs, requirement for and availability of external funding

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<sup>11</sup> PPG, Housing and economic land availability assessment - Paragraph: 020 Reference ID: 3-020-20190722

- Delivery factors – phasing/realistic build out rates, single developer or multiple, size and capacity of developer

2.36 The assessment of each site will be classified into the categories set out in Table 5 of the Berkshire HELAA Methodology 2016 below:

Achievability Classification	
<b>Achievable</b>	There is a reasonable prospect that the site will be developed for the defined use within the next 15 years.
<b>Potentially Achievable</b>	The achievability of the site is inhibited by an external factor where the timing of resolution is unknown. The delivery of the resolution will determine the future achievability of the site.
<b>Achievability Unknown</b>	The site is subject to issues upon which further information is required before a robust decision can be made on achievability.
<b>Unachievable</b>	There is no reasonable prospect that the site will be developed for the defined use within the next 15 years.

**TABLE 5 – ACHIEVABILITY CLASSIFICATION**

2.37 As per the Berkshire HELAA Methodology 2016, when the achievability of a site is 'unknown' or when it is 'unachievable', it will not proceed to the next step of analysis.

### Assessing Deliverability

2.38 According to the Berkshire HELAA Methodology 2016 the assessment of the suitability, availability and achievability of sites determines whether each site can be considered deliverable.

2.39 According to the Berkshire HELAA Methodology 2016, sites can be classified into one of four deliverable and developable classifications. Some sites classified as being 'Potentially Developable' would require allocation by a Development Plan Document (DPD) in order to come forward in 15 years. It is only through the plan making process that sites falling into this classification can be proposed to be included as possible locations for development.

2.40 Table 8 of the Berkshire HELAA Methodology<sup>12</sup> sets out how the assessment of each is proposed to be classified into one of four categories, and is replicated below in Table 6:

<sup>12</sup> Berkshire HELAA Methodology 2016 – Table 8 Page 19

Deliverable and Developable Classification	
<b>Deliverable</b> (years 1-5)	The site is available for development, offers a suitable location for the defined use, and is achievable with a realistic prospect that the defined use will be delivered on the site within 5 years.
<b>Developable</b> (years 6-10, 11-15)	The site is a suitable location for defined use and there is a reasonable prospect that the site is available and could be viably developed in years 6-10 or 11-15.
<b>Potentially developable</b>	The site has been identified as potentially suitable and/or potentially available. Whether the site becomes developable will depend on further assessment through the plan making process, e.g. whether circumstances support the amendment or removal of existing designations, and further investigations into its availability.
<b>Not developable within the next 15 years</b>	Those sites assessed as having significant policy and/or environmental constraints that means that the site is unlikely to be become suitable in the next 15 years. Those sites assessed as being unlikely to become available in the next 15 years. Those sites assessed as having no reasonable prospect of becoming achievable in the next 15 years.

**TABLE 6 - DELIVERABLE / DEVELOPABLE CLASSIFICATION**

- 2.41 The 2019 NPPF clarifies that for a site to be considered ‘deliverable’, the site should be available now, offer a suitable location for development now, and be achievable with a realistic prospect that housing will be delivered on the site within five years. Sites that are not major development, and sites with detailed planning permission, should be considered deliverable until permission expires, unless there is clear evidence that homes will not be delivered within five years (e.g. they are no longer viable, there is no longer a demand for the type of units or sites have long term phasing plans). Sites with outline planning permission, permission in principle, allocated in the development plan or identified on a brownfield register should only be considered deliverable where there is clear evidence that housing completions will begin on site within five years<sup>13</sup>.
- 2.42 All of the assessed sites have been listed by Parish area and according to their deliverable/developable classification in Appendix C.

<sup>13</sup> National Planning Policy Framework 2019 – Page 66 - Glossary

## Build-out Rate Assumptions

- 2.43 The anticipated delivery trajectory was assessed on a site by site basis, and fell into one or more of the phases 0-5 years, 6-10 years, or 11+ years. When considering housing delivery a number of factors were considered. This includes the information submitted during public consultations and the Call for Sites.. As per the Berkshire HELAA Methodology 2016, estimates of build out rates should be reasonable, and help to provide an indicative trajectory of anticipated development. The Call for Sites exercise solicited information from landowners and developer with regard to their assumptions on build out rates and further information has been requested and provided for several sites included within this study. It should be stressed that this is not an exact science and projections of delivery rates may be subject to change.
- 2.44 That said, the Council has also employed build out rate assumptions as published by Lichfields in 'Start to Finish' (2016)<sup>14</sup>. This research has been referenced in this study to inform assumptions and to ensure that delivery dates (including lead-in times) are as reasonable as possible. The Lichfields build out rate assumptions are summarised as follows in Table 7:

Number of Dwellings in Consented Scheme	Average Annual Build-Out Rate (No. Dwellings)
0-99	27
100-499	60
500-999	Circa 67
1000-1499	Circa 105
1500-1999	Circa 135
2000+	161

**TABLE 7 - AVERAGE ANNUAL BUILD-OUT**

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<sup>14</sup> Nathaniel Lichfield and Partners - 'Start to Finish: How quickly do large scale housing developments deliver' 2016



### 3. Final Figures

- 3.1 A total of 318 potential sites were assessed as set out in the HELAA methodology according to their proposed use. Some sites were promoted and assessed for different proposed land uses (e.g. housing *or* employment). As such, some sites appear in the appendices more than once.
- 3.2 Stage 1 of the methodology identified 33 sites which were affected by significant hard constraints and which were therefore excluded from further analysis.
- 3.3 Of the remaining 285 sites which could be assessed further in Stage 2, 250 sites were promoted which included housing. Of those sites there were 24 sites which were promoted for a mixture of alternative uses including housing - for example, housing *or* employment.
- 3.4 There were 41 sites that were promoted for mixed use including housing – for example, housing *and* employment.
- 3.5 There were 22 sites promoted exclusively for employment use, with no sites promoted exclusively for retail use, and 13 sites promoted exclusively for a variety of other use types.
- 3.6 For further information on each of the sites, detailed individual site proformas are set out in Appendix D.

#### Potential Housing Supply

- 3.7 Of the 250 non-excluded promoted sites that included provision for housing, 50 were assessed as being deliverable, 5 as developable, 125 as potentially developable and 70 sites were classed as being not developable.
- 3.8 Table 8 sets out below the potential housing supply from the 180 sites that were considered to be either deliverable, developable or potentially developable:

Deliverability Classification	Net Dwellings
Deliverable (1-5 years)	2,925
Developable (6-10 years, 11-15 years)	1,870
Potentially Developable	11,816
<b>Maximum Total</b>	<b>16,611</b>

TABLE 8 - DELIVERABLE/DEVELOPABLE TOTALS – HOUSING SUPPLY

- 3.9 The below Table 9 sets out the potential housing supply position in each Parish area:

Deliverability by Parish (Net dwellings)				
Parish	Deliverable (years 1-5)	Developable (years 6-10, 11-15)	Potentially Developable	Total
Bisham	162	-	86	248
Bray	-	-	2,495	2,495
Cookham	-	-	496	496
Cox Green	-	-	300	300
Datchet	-	-	434	434
Eton	-	-	234	234
Horton	-	-	283	283
Hurley	-	-	5	5
Maidenhead	2,995	829	4,853	8,677
Old Windsor	11	-	20	31
Shottesbrooke	-	-	-	0
Sunningdale	235	-	143	378
Sunninghill & Ascot	381	-	880	1,261
Waltham St Lawrence	-	-	166	166
White Waltham	-	-	644	644
Windsor	283	114	394	791
Wraysbury	-	-	168	168
<b>TOTAL</b>	<b>4,067</b>	<b>943</b>	<b>11,601</b>	<b>16,611</b>

**TABLE 9 - MAXIMUM POTENTIAL HOUSING SUPPLY BY PARISH AREA**

## Potential Employment Supply

- 3.10 Potential development sites have also been assessed for their potential to include employment floorspace, which, for the purposes of this assessment are those sites which are considered to be in the B use class as per the Town and Country Planning (Use Classes) Order 1987.
- 3.11 Appendix C includes a list of sites promoted for employment use with, where known, the possible floorspace that could be provided on site.
- 3.12 It is worth noting that the Borough's employment floorspace monitoring information indicates a general trend for a reduction in the amount of employment floorspace in the borough. Some of this loss of employment space can be partially attributed to the permitted development changes allowing Prior Approval for change of use from (B1a) office to (C3) residential, and the redevelopment of employment sites for residential use.
- 3.13 The calculation of employment land supply does not include assumptions regarding the intensification of employment uses on existing employment sites.
- 3.14 The below tables 10, 11 and 12 set out the potential employment supply of the promoted employment sites by deliverability classification:

Deliverable	
Use class	0-5 Years
B1a	24,462
B1b/c	-6,849
B2	-690
B8	-593
<b>Total</b>	<b>16,330</b>

**TABLE 10 – DELIVERABLE EMPLOYMENT SUPPLY (SQM)**

Developable	
Use class	6-10, 11-15 Years
B1a	-3,251
B1b/c	-
B2	-5,017
B8	-
<b>Total</b>	<b>-8,268</b>

**TABLE 11 – DEVELOPABLE EMPLOYMENT SUPPLY (SQM)**

Potentially Developable	
Use class	
B1a	36,777
B1b/c	21,466
B2	24,559
B8	17,420
<b>Total</b>	<b>100,222</b>

**TABLE 12 – POTENTIALLY DEVELOPABLE EMPLOYMENT SUPPLY (SQM)**

## Potential Retail Supply

- 3.15 Sites have also been promoted and assessed for their potential to include retail floorspace, which for the purposes of the assessment are those sites considered to be in the A use class as per the Town and Country Planning (Use Classes) Order 1987. Appendix C sets out those sites promoted for retail use.
- 3.16 It is recognised that sites which are likely to bring forward retail development will consist of a mixture of retail types (A1-A5), but at this stage of assessment this mixture is uncertain. As much information as possible regarding sites is detailed in Appendix D. It should be noted that floorspace estimates have not been provided at all sites within which retail floorspace has been proposed. As such, the following Table 13 provides the best estimate available of the anticipated delivery of retail floorspace if the promoted sites come forward according to the anticipated timeframes:

Proposed supply (Sqm)	0-5 Years	6-10 Years	11+ Years	Total
A1-A5 promoted supply	3,920	-108	-	<b>3,812</b>

**TABLE 13 – A1-A5 PROMOTED SUPPLY**

## 4. Windfall Assessment / Small Sites

- 4.1 The methodology employed in the HELAA specifically identifies and calculates the potential contribution of larger sites (0.25ha and over). An analysis of past trends is considered to be a reliable and proportionate approach to the assessment of small sites of <0.25Ha can make to the land supply. As set out in Stage 3 of the Berkshire HELAA Methodology, and as explained in paragraphs 68 and 70 of the NPPF, windfall sites can contribute towards housing supply, where justified.
- 4.2 In the period 2006/07 to 2018/19 development on small sites has been a consistent and significant source of residential land supply in the Borough. Over this period 2,285 completions have occurred on small sites (42% of all completions). While the number of completions on small sites has varied from year to year, the rate of delivery has been more consistent than completions on larger sites.
- 4.3 As set out in Table 14 below, historic delivery rates for completions of small sites have averaged 176 completions per annum. Historic completions have been achieved from a range of land types. Similar opportunities continue to be available and there is no sign that such opportunities will decline over the plan period. Historic delivery therefore suggests that an allowance of 176 completions per annum from small sites can be justified.

Completions 2006/07 to 2018/19															
Sites (Ha)	06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	Total	Mean
>=0.25	201	202	343	228	107	62	143	226	348	414	297	199	409	3,179	245
<=0.25	158	246	131	123	83	115	50	134	166	188	285	310	296	2,285	176
Total	359	448	474	351	190	177	193	360	514	602	582	509	705	5,478	421

Table 14 – Completions

## Housing and Economic Land Availability Assessment (HELAA) Pro-forma

The information requested in this pro-forma will be used by the Royal Borough of Windsor and Maidenhead to inform the assessment of land for housing and economic uses and on-going monitoring.

Please complete a separate pro-forma for each site, and include a map clearly outlining the extent of the site boundary.

By completing and submitting this pro-forma you are giving your consent to the processing of personal data by the Royal Borough of Windsor and Maidenhead. An explanatory note of why this data is being requested, how it will be used and what to do should you wish to withdraw previous submissions or correct an error, is provided in Appendix B at the end of the pro-forma.

Please note it is not the purpose of the HELAA to allocate or permit land for development; that is the role of the Local Plan. Instead the HELAA must identify whether land which may be suitable for development is genuinely available and achievable for development.

Please return the completed pro-forma:

By email to:

[Planning.Policy@rbwm.gov.uk](mailto:Planning.Policy@rbwm.gov.uk)

Or by post to:

Planning Policy, Royal Borough of Windsor and Maidenhead, Town Hall, St Ives Road, Maidenhead, SL6 1RF

Date

1. Your details	
Name	
Organisation (if applicable)	
Postal address	
Telephone (Please include landline and mobiles)	
Email address	
Client name and organisation (if applicable)	

Contact postal and email addresses of client (if applicable)	
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## 2. Site details

Site name				
Site address				
Site coordinates (if known)	Easting		Northing	
Site size (hectares)				
Has the site previously been promoted for development?  (Please provide details of when and by whom)				
Has a map showing the boundaries of the site been attached to this form?  (Please note that we may not be able to accept a submission without a map)	Map attached		Map not attached	

## 3. Ownership details

Please indicate your or your clients' legal interest in the site.  (Please tick the relevant answer)	You or your client is the sole landowner	
	You or your client is a part landowner	
	You or your client is a developer with an option on the site	
	You or your client is a developer without an option on the site	
	Neither you nor your client has a legal interest in the site	
If you or your client is a part landowner of the site please provide details of the other landowners.		
If you or your client is a developer with an option on the site, please indicate the period of the arrangement.		
If the site is in multiple ownership is		

there agreement by all parties that the site could be promoted for development?	
<p>If you or your client does not have a legal interest in the site, please provide outline information on what you understand to be the land ownership arrangements, if known.</p> <p>Please indicate whether the landowner is aware that the site is being promoted for development.</p>	

4. Tenancy				
Is the site subject to a tenancy or tenancies?  (Please tick the relevant answer)	Yes		No	
If the site is subject to a tenancy or tenancies please provide outline information on the length of the tenancy and any break clauses.				

5. Current use of the site		
<p>What is the current use of the site, and the floor space of that use?</p> <p>(Please insert a number (m<sup>2</sup>) against all applicable categories)</p>	Housing	
	Offices	
	Manufacturing / industry	
	Storage / distribution	
	Shopping / food and drink	
	Assembly / leisure	
	Tourism	
	Open space / undeveloped	
	Vacant / derelict	
	Waste processing	
	Minerals extraction / processing	
	Other, please specify	



6. Proposed use of the site		
What is the proposed use(s) of the site?  (Please indicate all that are applicable)  (Please complete Question 7a to 7e to expand upon the proposed uses of the site)	Housing	
	Employment (including offices, manufacturing / industry. Storage / distribution)	
	Shopping / food and drink	
	Assembly / leisure	
	Tourism	
	Waste	
	Minerals	
	Other, please specify	

7a. Housing		
How many homes do you think the site is suitable for?  (Please insert a number against all applicable categories)	Houses	
	Flats / maisonettes	
	Live-work units	
	Cluster flats	
	Sheltered housing	
	Bedsits / studio flats	
	Communal accommodation without significant care (e.g. hotels)	
	Residential institutions with significant care (e.g. nursing homes, boarding schools)	
	Other (e.g. mobile homes, houseboat moorings)	
	TOTAL	
How many traveller units do you think the site is suitable for?	Gypsy and Traveller pitches	
	Showpeople plots	
If you believe the site is		

suitable for specialist residential uses please give details of other type of residential use, e.g. specialist accommodation for the elderly, self build.		
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**7b. Employment**

How much employment related floorspace do you think the site is suitable for (m <sup>2</sup> )?  (Please insert a number against all applicable categories)	Offices	
	Manufacturing / industry	
	Storage / distribution	
	Other, please specify	
	TOTAL	

**7c. Shopping, food and drink, assembly and leisure, tourism**

How much floorspace do you think the site is suitable for (m <sup>2</sup> )?  (Please give details of the proposed use)  (Please insert a number against all applicable categories)		

**7d. Minerals and waste**

Details of type of use and indicate the mineral / wastes to be won / processed / deposited at the site  (Please include any further details for any proposed waste or minerals sites in the additional section provided in Appendix A.)	Minerals development	Type	
		Quantity over lifetime of operation	
		Total voidspace	
	Waste management development	Type	
		Volumes managed annually (tonnes or cubic metres)	
		Intended sources of	

		waste	
		Method/technologies used as part of waste management operations	
	Transport	Likely transportation methods	
		Resultant traffic volumes	
		Likely transportation methods	

**7e. Other uses**

<p>How much floorspace do you think the site is suitable for (m<sup>2</sup>)?</p> <p>(Please give details of the proposed use)</p> <p>(Please insert a number against all applicable categories)</p>		

**8. Constraints and opportunities**

<p>To the best of your knowledge, are there any constraints that may affect development on the site?</p> <p>Please provide brief details, including whether any technical studies have been undertaken to inform your understanding, and how and when any constraints can be overcome.</p>	Impact on Green Belt	
	Impact on employment floorspace	
	Impact on minerals resource and processing	
	Impact on waste resources and processing	
	Impact on open space	
	Impact on common land	
	Impact on biodiversity	
	Impact on agricultural land quality	

	Access (i.e. existing site access, proposed haulage routes to primary road network)	
	Impact on highway network	
	Impact of and on flood risk	
	Health and safety hazards	
	Risk of contamination	
	Impact of and on air quality	
	Impact on groundwater quality	
	Impact on the amenity of occupiers of nearby properties	
	Impact on heritage assets	
	Impact on landscape character and features	
	Impact on townscape character and features	
	Impact on community services and facilities	
	Impact on shops	
	Impact on visitor attractions	
	Impact on public car parking	
	Impact on public rights of way	
	Impact on trees and hedgerows	
	Impact on sewerage / drainage infrastructure and capacity	
	Other considerations, please specify	

## 9. Utilities

Are any of the following utilities available to the site?  (Please tick all that are applicable)	Mains water	Yes		No		Unknown	
	Mains gas	Yes		No		Unknown	
	Mains electricity	Yes		No		Unknown	
	Mains sewerage	Yes		No		Unknown	
	Telephone	Yes		No		Unknown	
	Broadband	Yes		No		Unknown	
Have you consulted any infrastructure providers regarding provision of utilities to the site?  (Please indicate which ones)							

10. Viability	
Do you consider that development for the proposed use(s) of the site is viable having regard to current and emerging planning policies and market conditions?  If no please explain how and when these may be overcome.	

11. Phasing							
Please indicate below how many dwellings or how much floorspace you estimate will be completed within each timeframe:							
		Housing (number of homes)	Employment (m <sup>2</sup> )	Shopping, food and drink (m <sup>2</sup> )	Assembly and leisure (m <sup>2</sup> )	Tourism (m <sup>2</sup> )	Other (please use unit as appropriate, e.g. tonnage or cubic metres for minerals or waste)
Within the following 5	Year 1						

years	Year 2						
	Year 3						
	Year 4						
	Year 5						
Years 6-10							
Years 11-15							
Years 16-20							
Year 21 and beyond							

12. Surveys and other issues				
In identifying a site you are giving permission for an officer of the Council to access the site in order to ascertain site suitability. In this context would there be any access issues to the site?  (Please tick the relevant answer)	Yes		No	
If you have answered yes to the above please provide contact details of the person who should be contacted to arrange a site visit.				
Do you know of any other relevant issues that we should be aware of?				
Please indicate here if you wish to be kept informed of the progress of the Borough Local Plan  (Please tick the relevant answer)	Yes		No	

# Appendix A

## Minerals and Waste Additional Information

Please provide any additional information you think may be helpful to the borough council in its consideration of this site for development.

The following information will be of use during our assessment of sites:

- Existing / proposed location of site access;
- Proposed location and layout of plant;
- Proposed location of ancillary developments;
- Proposed lorry haulage routes;
- Proposed operating hours;
- Estimated vehicle movements (daily);
- Location of nearest residential properties;
- Current agricultural land classification;
- Flood zone map and details on flood risk management;
- Proximity to national/international conservation designation (on or near site);
- Archaeological features or historic buildings (on or near the site);
- Proximity to national and local designations (on or near site);
- Protected Species (on or near site);
- Details of how biodiversity and habitat can be enhanced;
- If land-won minerals or landfill - boundary of extraction/landfill area;
- If land-won minerals or landfill - restoration proposals, including final contours or proposed afteruse or restoration;
- If proposed mineral importation/export facility (wharf or railhead) – current/proposed operational area on a plan & indication of future extensions and/or proposed modification to site operations;
- Borehole / test pit details;
- Groundwater implications. Including details on groundwater protection zones;
- Depth of mineral, overburden and soil thickness and proposed end use of the mineral;
- Estimated annual output / infill. throughput;
- Types of waste to be used in restoration operations;

Where appropriate, please provide this information through maps.

# Appendix B

## Explanatory Note

Please retain this note for future reference.

### Policy context for undertaking a HELAA

The policy context for Housing and Economic Land Availability Assessment (HELAA) is set out in the National Planning Policy Framework (NPPF) and the Planning Practice Guide (PPG) Housing and economic land availability assessment.

Paragraph 67 identifies that local planning authorities should prepare a Strategic Housing Land Availability Assessment to establish a sufficient supply and mix of sites, taking into account their availability, suitability and the likely economic viability of land to meet the identified need for housing over the plan period.

Detailed guidance on how local planning authorities should undertake housing and economic land availability assessments is set out in the PPG. This reaffirms the advantages of carrying out land assessments for housing and economic development as part of the same exercise and that such an assessment should:

- Identify sites and broad locations with potential for development
- Assess their development potential.
- Assess their suitability for development and the likelihood of development coming forward (the availability and achievability).

### The HELAA assessment

As part of the assessment of sites through the HELAA, local planning authorities are required to consider factors which influence the suitability, the availability and the achievability of land for development.

The guidance provided in the PPG highlight the need for local planning authorities to take into account information such as land ownership including the intention, tenancy issues, and operational requirements when making the assessment.

Local planning authorities are expected to publish a HELAA report each year. The core outputs for the report are defined in the PPG and include:

- A list of all sites or broad locations considered, cross references to their location on maps.
- As assessment of each site or broad location, in terms of its suitability for development, availability and achievability (including whether the site / broad location is viable) to determine whether a site is realistically expected to be developed and when.
- Contains more information for those sites which are considered to be realistic candidates for development, where others have been discounted for clearly evidenced and justified reasons.

### Information handling

The information collected through the HELAA process will only be used only to inform the planning policy process.

The information will be held in a database (including geographical information) and used to inform judgements on whether sites are suitable for development; whether they are available and achievable and whether the development could realistically be built in the timescales expected. The methodology on how these judgements will be made is available on the council's website:

[https://www3.rbwm.gov.uk/info/200414/local\\_development\\_framework/721/housing\\_and\\_economic\\_land\\_availability\\_assessment](https://www3.rbwm.gov.uk/info/200414/local_development_framework/721/housing_and_economic_land_availability_assessment)

Where a site is promoted by a third party without a legal interest in the land, the council may seek to identify the landowner and request information on their future intentions.



In accordance with the guidance provided in the PPG, the published HELAA report will contain information on the site and the judgements made. Information about individual land ownership will not be published. The council may draw on unpublished land ownership information to help justify judgements should they be challenged. The level of information necessary to do this will be assessed on a case-by-case basis.

#### Updating or withdrawing information

The information collected through the HELAA process can be updated, corrected or withdrawn at any time by writing to the Planning Policy team (see contact details below)

#### Further queries

Should you have any queries about how information provided through the HELAA process will be used or handled please contact the Planning Policy team:

By email:

[Planning.Policy@rbwm.gov.uk](mailto:Planning.Policy@rbwm.gov.uk)

Or by post

Planning Policy

Royal Borough of Windsor and Maidenhead

Town Hall

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