

Cheshire West & Chester Council

Local Plan



Housing Land **Monitoring - Methodology** (2022)

Visit: cheshirewestandchester.gov.uk



Cheshire West
and Chester

Covid-19

Covid-19 implications for monitoring	2
--	---

Main Report

1 Introduction	3
2 Policy context	4
3 Monitoring methodology	6
Annual housing completions	8
Sources of housing supply	9
Calculating the five year housing land requirement	12
Assessing the supply of housing land	13
4 Housing delivery test	15

Appendices

Appendix One: Consultation and engagement	16
Appendix Two: Delivery forecasting assumptions	18

Covid-19 implications for monitoring

This Housing Land Monitor Methodology document sets out the standard process for undertaking both housing monitoring and delivery forecasting. The restrictions imposed by the Coronavirus pandemic in 2020 continue to have an impact on the house building industry through materials and labour shortages; and on the process of monitoring through restrictions on site access. The alternative monitoring processes introduced in the Council's monitoring methodology document in 2020 remain relevant and continue to be used to supplement information collected from site visits, or in instances where a visit was not possible. The monitoring methodology is used to complete the annual monitoring of housing, employment, retail, minerals, waste, and infrastructure developments in the borough. The supplementary methods of collecting site information (also used in place of the primary site visit where this is not possible) include data sourced from a range of Council departments, as well as online resources, and include:

- New Council Tax registered properties;
- Business rates records;
- Building control records;
- Planning application records e.g. discharge of conditions;
- Street name and numbering records;
- GIS and Google mapping (Google Earth and Google Maps).

Although the changes set out in the 2020 monitoring methodology document were intended to be temporary to ensure that Government guidance on social distancing was adhered to, these sources of information continue to be used to inform the annual monitoring of housing developments, alongside the primary data collected through site visits, and on-site intelligence gathering.⁽ⁱ⁾ Using this information prior to undertaking site visits in the future will increase the efficiency and effectiveness of the monitor.

i Subject to Government guidance and laws that ensure safe working processes and environments.

1 Introduction

1.1 The delivery of new homes in Cheshire West and Chester to meet the housing requirement that is set out in the Local Plan (Part One) ⁽ⁱⁱ⁾ is monitored through the annual housing land monitor process. The aims of the housing land monitor are to:

- provide a complete, accurate and up-to-date picture of housing permissions (both losses and gains to supply) in the borough;
- provide a complete, accurate and up-to-date picture of all housing developments that result in the loss or a gain of new dwellings (completions) on an annual basis in the borough; and
- record projections of future net housing completions (forecasts) in order to calculate an accurate, robust and up-to-date five year housing land supply position in line with the National Planning Policy Framework (NPPF).

1.2 The objectives of the housing land monitor are to:

- accurately record details for all approved planning applications that result in a net loss or gain of housing in the borough;
- calculate the level of annual housing completions (losses and gains) on a net and gross basis;
- record forecasts for future annual housing completions (both losses and gains);
- calculate the deliverable five year housing land supply position for the borough (in accordance with the NPPF: for a local planning authority to identify and update annually a supply of specific deliverable sites sufficient to provide five years' worth of housing against their housing requirements); and
- report the outcome of the housing delivery test (as published by the Ministry of Housing, Communities and Local Government).

1.3 This document sets out the methodology for completing the annual housing land monitor, and the process of preparing housing delivery forecasts for the purpose of producing a five year land supply calculation and supply position. The annual housing land supply position statement will normally cover the monitoring period 1st April to 31st March unless stated otherwise. A position statement sets out the level of gross and net housing completions recorded within the stated period, and calculates the five year housing land supply position at a given point in time.

1.4 The Council's housing land monitoring and land supply position were examined at both the Local Plan (Part One) and (Part Two) examinations, and found to be sound. This document is not a formal Annual Position Statement (APS) in the context of paragraph 030 of the Planning Practice Guidance (PPG), although the information set out in the statement, and the supporting data are robust and form the evidence base to demonstrate the Council's housing land supply position.

ii Policy STRAT 2 Strategic development: "Over the period of 2010 to 2030 the Plan will deliver at least: 22,000 new dwellings; and 365 hectares of land for employment development to a range of types and sizes of sites".

2 Policy context

National Planning Policy

2.1 The [National Planning Policy Framework](#) (NPPF) was published on 24th July 2018, and updated on 19th February 2019. A range of updates have been made to sections of the NPPF as well as additional guidance and updates to the Planning Policy Guidance (NPG). The NPPF sets out key considerations for a local planning authority when preparing Local Plans and in determining the development needs in their area. Section Five: "Delivering a sufficient supply of homes" (paragraphs 59 to 79) sets out how planning can support the Government's objective of significantly boosting the supply of new homes, ensuring that a "sufficient amount and variety of land can come forward where it is needed".

2.2 National planning guidance on housing land is set out in a range of guides including: [Housing and economic needs assessment](#) (December 2020) that guides council in how to assess their housing needs; and [Housing and economic land availability assessment](#) (July 2019) that sets out the method for assessing housing and economic land availability.

2.3 The National Planning Policy Guidance on [Housing supply and delivery](#) (July 2019) explains the standard method for assessing local housing need; sets out what constitutes a deliverable five year land supply; and explains how the housing delivery test result is calculated. Paragraph 034 Reference ID: 68-034-20190722 and paragraph 035 Reference ID: 68-035-20190722 set out how local authorities should take account of student housing and older people's housing. Guidance on how the housing delivery test accounts for student, older persons, and communal accommodation, is explained at Paragraph 041 Reference ID: 68-041-20190722.

2.4 Deliverability, for the purpose of housing and five year land supply, is defined in [Annex 2](#) of the National Planning Policy Framework, and further explained in Paragraph 007 Reference ID 68007-20190722 of [Housing supply and delivery](#) guidance.

2.5 The NPPF, and supplementary [Housing Delivery Test measurement rule book](#) (24 July 2018) introduced a test that monitors past housing delivery based on a three year period of annual completions set against an annual housing requirement (as set out in an up-to-date Local Plan, or calculated using the standard methodology). The results of the housing delivery test are published by the Department for Levelling Up, Housing and Communities (formerly the Ministry of Housing, Communities and Local Government) on an annual basis. This result is used to determine whether an action plan is required, and the level (percentage) of buffer to be applied when calculating a five year supply position, as set out at Paragraph 042 Reference ID 68-042-20190722 of the [Housing supply and delivery](#) guidance.

Cheshire West and Chester Local Plan (Part One) Strategic Policies

2.6 The Cheshire West and Chester [Local Plan \(Part One\)](#) Strategic Policies was adopted by the Council on 29 January 2015 and covers the period 2010 to 2030. The issues of objectively assessed housing need (Matter Two) and housing land supply (Matter Eight) were considered at the Local Plan (Part One) examination. Local Plan (Part One) policy STRAT 2 (Strategic

development) sets the overall housing requirement and states "Over the period of 2010 to 2030 the Plan will deliver at least: 22,000 new dwellings; and 365 hectares of land for employment land to meet a range of types and sizes of sites." Supporting paragraph 5.21 confirms that the housing requirement as set in Local Plan (Part One) policy STRAT 2 is a net figure. It is acknowledged within this paragraph that dwellings will be lost through demolitions, change of use and conversion, and as such this report will set out both gross and net housing delivery figures, and future housing supply. The Local Plan (Part One) was positively prepared and includes policies that aim to boost significantly the supply of new housing in the borough

Cheshire West and Chester Local Plan (Part Two) Land Allocations and Detailed Policies

2.7 The [Local Plan \(Part Two\)](#) Land allocations and Detailed Policies was adopted by the Council on 18 July 2019. It identifies a small number of housing land allocations to meet the residual requirements as identified in the Land Allocations Background Paper that was published as part of the evidence base for the plan. Social policies in the Local Plan (Part Two) support the delivery of affordable housing, and encourage the delivery of a wide range of housing options including size, type and tenure, in order to meet the diverse needs of the borough. Individual policies in the Local Plan (Part One and Part Two) are monitored through the Council's Annual Monitoring Report (AMR).

Neighbourhood Plans

2.8 There are currently 24 made [neighbourhood plans](#) across Cheshire West and Chester. Allocations for new housing development feature in a number of these plans. These sites are monitored through the housing land monitor process where there is an extant planning permission, and all neighbourhood plan allocations are also monitored and reported through the Council's AMR.

3 Monitoring methodology

3.1 The housing land monitor (HLM) is undertaken on an annual basis by the Council's planning policy team. It ensures that a complete, accurate and up-to-date position on the level of house building and future housing land supply is recorded. The housing land position statements and accompanying data sets form part of the evidence used to inform plan making and decision taking, and is a key source of information for the preparation of the Council's [annual monitoring report](#) (AMR).

Planning permissions

3.2 The initial source of data on planning applications and permissions is the Council's online weekly/monthly list [search tool](#). This facility allows a search to be made by specified time periods and produces lists of all planning applications received, and decisions issued by the Council. Alongside this tool, information is collated from officer reports, planning committee minutes, and decision notices. Details are extracted from all of these sources and input into the Council's housing monitor excel workbook for the current monitoring period/year.

3.3 The progress of each planning application that involves the loss or gain of dwellings is tracked through the planning process until a decision is issued. If the application is approved, details are then recorded on the housing land monitor database and the site status and development progress are then monitored on an annual basis. A dwelling/unit, for the purpose of housing monitoring is:

- a new self-contained C3 dwelling;
- age related/extra care self-contained accommodation units;
- student accommodation self-contained units (including cluster flats);
- dwellings created/lost through the conversion of an existing dwelling to more or fewer units;
- the change of use of a non-residential building to a self-contained residential use; or
- permanent plots/pitches for Travellers.

3.4 Communal accommodation for students and older people is monitored for the purpose of calculating the NPPF housing delivery test, and for completing the Government's annual data returns for housing delivery (Housing Flow Reconciliation). Communal accommodation (non self-contained) is currently excluded from the Council's net housing completions, and forecasting figures, to align with the housing requirement as set out in the [Local Plan \(Part One\)](#).

Lapsed/expired planning permissions

3.5 Planning permissions that have expired or are due to expire imminently within the next monitoring period are removed from the deliverable supply of commitments unless further progress has been made through the planning process e.g. discharge of conditions applications; or if the development has commenced. In some cases a site will remain in the developable Local Plan supply where it is assessed that achievability within the plan period is possible.

Annual completions

3.6 The progress of each site with a full extant planning permission is monitored through an annual site visit where possible, in accordance with relevant health and safety restrictions. The status of the site and its development progress are recorded with regards to site commencement; number of units demolished/lost; number of completed units; number of units that are under construction; and number of units not started at a point in time. In addition to carrying out a site visit the Council's building control records are used to confirm start notices and completion records where available. Site visits are carried out by planning policy and development management officers, and take place annually in spring to align with the monitoring period of 1 April to 31 March.

Forecasting

3.7 The delivery of housing in future years is based on forecasting the number of units that are anticipated to be completed on each individual site per year. Forecasting is completed and verified by planning policy officers in collaboration with a multi discipline team of colleagues with specialisms in development management, housing strategy, regeneration and property, alongside input from the house building and planning industry.

3.8 A range of information is used to inform the forecasts including, but not restricted to, the following:

- site visits: the status (not started/commenced/under construction/complete), and the progress of a site (number of units demolished/lost, not started, under construction and completed);
- direct correspondence with applicants, agents, developers and land owners (for major developments that are not started; in outline permission; phased, a request is made for forecasting information to be provided);
- phasing and development plans that may be submitted with a planning application;
- build and sales rate information collected during site visits and correspondence with construction and sales staff;
- planning permission information including progress of reserved matters applications, discharge of conditions applications, and S73 applications; and
- pre-application discussions, developer forums and meetings.
- published information e.g. press articles

3.9 The Practice Guidance suggests mechanisms such as an Annual Position Statement (APS) could be used to 'fix' a five year land supply position for a period of 12 months. This option is dependent on the status of the Local Plan, and whether the land supply position has been tested through a Local Plan examination. Other suggestions of evidence to support a supply position include a statement of common ground between a developer and the Local Authority, or a hybrid application that includes a performance delivery agreement. The Council has not prepared a formal APS, and uses a range of sources of information to inform the forecasts as listed above.

3.10 Annual forecasts and achieved delivery rates are compared in order to indicate whether there are any significant issues with the assumptions; evidence; or method used to complete the HLM. Forecasts are reviewed, updated and checked following the completion of site visits in order to prepare a robust and realistic picture of future housing completions that reflects the site status, development progress, and market information where available. The rate at which units are completed can be influenced by the size, location and type of the individual site. Where delivery information is not available or it has not been possible to acquire further details, the assumptions set out in Appendix Two are used to estimate delivery.

Engagement and consultation

3.11 The process of housing monitoring and forecasting engages the development and house building industry, as well as colleagues from across the Council, in order to prepare a robust and well informed report. The process of monitoring completions is well established and uses the primary data that is recorded when individual site visits are carried out for each applicable site. The process of forecasting housing delivery is based on site evidence, delivery information, and assumptions using the best information available at a point in time. The delivery assumptions are frequently reviewed and have been subject to regular consultation and engagement with the development industry. The Housing and Economic Partnership Group (HEPG) are engaged in the forecasting process, and asked to review and provide feedback where relevant, in order to inform and ensure a robust evidence base. A summary of consultation and engagement is set out in Appendix One.

Annual housing completions

3.12 Housing completions are set out in the annual housing position statement ⁽ⁱⁱⁱ⁾, and in more detail in the Annual Monitoring Report, for the purpose of Local Plan monitoring. Each site (or permission) is categorised by its source as follows:

- Development Plan sites - this includes Local Plan strategic sites, allocations and regeneration sites as set out in Local Plan (Part One), and Local Plan (Part Two), and Neighbourhood Plan allocations;
- sites identified through the Council's HELAA (2017);
- sites identified on the Council's Brownfield Land Register;
- garden land: land that is in use as domestic garden and is within the curtilage of an existing dwelling;
- windfall: land not specifically identified in local or neighbourhood plans/HELAA/Brownfield Land Register, which may come forward;
- rural exception sites: sites outside adjacent to a settlement boundary for affordable housing to meet a specific identified need.

iii Or the relevant Housing Land Monitor Report for monitoring periods prior to 2020

Sources of housing supply

3.13 The potential supply of new housing to meet the Local Plan (Part One) requirement of 22,000 net new dwellings over the plan period is made up from the sources listed below.

- sites in the planning process i.e. sites that benefit from an extant planning permission, and those with a resolution to grant planning permission;
- Development Plan sites without planning permission (as set out in the Local Plan (Part One) and Local Plan (Part Two) and made Neighbourhood Plans);
- developable sites without planning permission identified in the HELAA (2017) and on the Brownfield Land Register;
- developable Council owned land/assets; and
- small sites windfall allowance.

Sites in the planning process

3.14 Commitments are sites that have an extant planning permission (outline, full, reserved matters) or permitted development rights for self-contained residential units, and include self-contained or cluster flat student accommodation, permanent gypsy, traveller and travelling show persons pitches, and self-contained age-restricted and extra/elderly care units, that have not yet been completed.

3.15 A planning permission may expire prior to implementation, and on expiry such sites are removed from this category and will be considered for inclusion on the Brownfield Land Register where applicable. Planning applications that have a resolution to grant permission subject to the signing of a S106 legal agreement are considered in the assessment of this source of supply. Where a site is nearing expiry and the annual monitor shows that the permission has not been implemented i.e. development has not commenced, the forecasts are reviewed and will normally be amended to remove units from the deliverable five year supply, unless additional evidence shows that the site will commence prior to expiry.

Housing allocations

3.16 The Local Plan (Part One), and (Part Two) and a number of made neighbourhood Plans, allocate housing sites to meet the proposed housing requirements set out for the main urban areas of Chester, Ellesmere Port, Northwich and Winsford, and the key service centres. The deliverability of allocated sites without extant planning permission is carefully considered and only the number of dwellings considered likely to be delivered within five years is included in the deliverable land supply.

3.17 The Council acknowledge that the Local Plan (Part One) housing requirements are not a maximum, or a cap on housing delivery, and evidence in both this report and the supporting Local Plan (Part Two) examination documents set out how an identified total housing supply will exceed these requirements. Local Plan policies allow and encourage the delivery of additional housing above the borough requirement of 22,000 net dwellings, where proposals are in sustainable

locations. This is also promoted through mechanisms such as neighbourhood plans and the brownfield land register.

Sites without planning permission

3.18 The HELAA (2017) and the Brownfield Land Register identify sites without planning permission that may have the potential to deliver housing in the future. A HELAA is a "policy off" assessment of land and therefore to be included in the housing supply, all sites have to be considered in the context of the strategy of the Local Plan (Part One). Sites may be included in the supply where they are considered to be in general accordance with policy. In order for a site without planning permission to be included in the five year deliverable land supply there must be sufficient evidence to suggest that housing can be delivered within the time period. For example, sites that do not have an extant planning permission, but may be considered in relation to the deliverable supply of housing land may include sites that are identified on part one of the Brownfield Land Register; sites that have been granted permission in principle; sites that are in the planning process (pre-application and pending applications, where appropriate); suitable sites that are in the Council's ownership that could deliver new housing; and regeneration sites identified through the Council's regeneration teams. These sites would require suitable evidence to illustrate that units would be delivered within the five year period.

3.19 It should be noted that sites that were originally identified as developable in the later stages of the plan period i.e. years 6-10 and years 11-15 may reasonably come forward earlier than forecast, and as such all new planning permissions are incorporated into the housing land monitor on an annual basis.

Small site windfall allowance

3.20 A small site windfall allowance is included in the supply of deliverable housing land based on past net completions on small sites. The allowance is included in years four and five only to reduce the potential for double counting. The inclusion of the small sites windfall allowance was subject to examination in public of the Local Plan (Part One) and accepted by the Inspector. The allowance in the Local Plan (Part One) was applied a site threshold of 10 dwellings based on thresholds set out in guidance at the time of drafting the plan. However, to ensure that monitoring aligns with the latest planning practice guidance, and with the thresholds used in the Brownfield Land Register, a small site threshold of 0.25 hectares, or a capacity of fewer than five dwellings is now used. Table 5.1 below sets out the net number of dwellings completed on small sites, excluding sites classed as garden land, and is updated annually to provide a detailed picture of the level of small site completions throughout the plan period. This data is used to estimate an average future small site windfall allowance.

3.21 The average delivery of housing on small sites over the period 2010 to 2022 is 121 net dwellings per year. The average small site completions for the five year period, 2017 to 2022, is 129 units per year. A contribution of 115 net dwellings from a small sites allowance will continue to be used to take into account for example, permissions that may expire, and to ensure that supply is not falsely inflated.

Table 3.1 Net small site dwelling completions (<0.25 hectares/5 dwellings) 2010-2022

Year	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	Total
Net completions	70	79	116	114	137	124	164	140	149	115	113	129	1,450

3.22 The small site windfall allowance is based on net completions figures and takes account of all losses/demolitions recorded on small sites as well as all completions. On this basis there is no requirement to include a separate small site demolition allowance as this would result in double discounting. To further avoid double counting/discounting this allowance is not included in the first three years of any five year supply period, as small sites with planning permission are accounted for as commitments likely to deliver during this time.

Demolitions

3.23 The Council does not include an allowance for losses or demolitions. The housing requirement is based upon a net figure and all elements of housing supply are therefore included in the form of a net gain or loss to housing supply, taking into account actual losses or demolitions. All housing commitments are forecast on the basis of their net gain i.e. losses will be shown as a negative/minus in supply.

3.24 In addition, all planning permissions that result in a loss or a gain of dwelling(s) are recorded and monitored and are taken into account when calculating deliverable supply i.e. the monitor does not just apply to proposals that create new residential dwellings, but also includes all proposals that result in the loss of dwellings through:

- conversion of dwelling(s) to a greater or fewer number of dwellings;
- change of use from dwelling(s) to another use;
- redevelopment of a site for alternative use(s) resulting in demolition of dwelling(s); and
- demolition of dwelling(s) without replacement

3.25 The small site allowance referenced above is a **net** figure based on a net completions taking account of the losses/demolitions that may occur on such site and is only included in years four and five of the deliverable supply. This allowance therefore accounts for possible demolitions in the latter part of the five year period.

3.26 When preparing the Local Plan (Part One) and assessing land supply, the Council was not aware of any redevelopment proposals that would result in residential clearance during the plan period. However any such sites that may come forward through windfall development will be included in the forecasts where applicable, taking account of all losses and gains to the housing stock.

Unidentified sources of housing supply

3.27 In addition to the range of sources identified above, it is anticipated that additional housing supply will continue to come forward through large windfall sites (above 5 dwellings). The Council does not include a windfall allowance for larger sites (above five dwellings) within its land supply calculation, relying instead on specific identified sources of supply. Large site windfall sites and rural exception sites will provide added flexibility in boosting the overall supply of housing, and have historically contributed towards housing delivery.

Calculating the five year housing land requirement

Cheshire West and Chester Local Plan (Part One) Strategic Policies housing requirement

3.28 The Local Plan (Part One) policy STRAT 2 Strategic Development establishes that over the period 2010 to 2030 the Plan will deliver at least 22,000 new dwellings (net). The requirement is not phased, and should be met over the 20 year plan period.

The NPPF buffer

3.29 The NPPF requires local planning authorities to provide an additional buffer (moved forward from later in the plan period) to ensure choice and competition in the market for land. This buffer is either 5 per cent or, where there has been a record of persistent under delivery of housing, 20 per cent to provide a realistic prospect of achieving the planned supply. The Housing Delivery Test (HDT) determines the level of buffer required.

Over provision/shortfall

3.30 The annual housing delivery in the borough since the base date of the Plan (2010) is set out in housing land supply position statement, and further analysis is completed to show whether delivery is above or below the required level to meet the Local Plan housing requirement. The Local Plan (Part One) is clear in paragraph 5.21 that 'backlog' should be made up over the lifetime of the Plan (the 'Liverpool' or residual approach).

The five year housing land requirement

3.31 At the base date of the Local Plan i.e. before any completions towards the requirement have been accounted for, this equates to an average delivery of 1,100 dwellings (net) per year. Based on this figure, the net five year housing requirement at the base date of the Plan was 5,500 net dwellings. The annual average requirement, and resulting five year requirement is based on the total level of completions achieved, and the relevant NPPF buffer.

3.32 The table below sets out the calculation of the five year housing land requirement using the 2019-2020 completions, and forecasting supply data for the five year period 2020 - 2025, as a live example. The most up to date completion and forecasting data will be set out in the Council's annual Housing Land Supply Summary documents.

Table 3.2 Five year housing requirement - residual calculation 2020-2025

		Net dwellings
Local Plan net housing requirement (2010-2030)	At least 22,00 dwellings	= 22,000 (1,100 per year)
Total net housing completions	2010 to 2020	= 14,993
Total net remaining housing requirement (2020-2030)	22,000 - 14,993	= 7,007
Number of years remaining in plan period	2020 - 2030	= 10 years
Revised annual average requirement	7,007 / 10 years	= 701 per year
Revised five year requirement	701 x 5	= 3,505
NPPF five per cent buffer	3,505/100*5	= 175
Revised total five year housing requirement (2020-2025)	3,505 + 175	= 3,680 (736 per year)

Assessing the supply of housing land

3.33 A developable and deliverable supply of housing land to meet an identified housing figure (set out in an adopted Local Plan) is a requirement of the NPPF (paragraphs 68 and 74 -77). The NPPF defines both developable and deliverable, in the context of housing supply, in Annex 2: Glossary, as:

NPPF, Annex 2: Glossary (deliverable)

To be considered deliverable, sites for housing 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. In particular:

- a) sites which do not involve major development and have planning permission, and all 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 (for example because they are no longer viable, there is no longer a demand for the type of units or sites have long term phasing plans).
- b) where a site has outline planning permission for major development, has been allocated in a development plan, has a grant of permission of permission in principle, or is identified on a brownfield register, it should only be considered deliverable where there is clear evidence that housing completions will begin on site within five years.

NPPF, Annex 2: Glossary (developable)

To be considered developable, sites should be in a suitable location for housing development with a reasonable prospect that they will be available and could be viably developed at the point envisaged.

3.34 Sites (or dwellings on a site) must be considered to be deliverable in order for them to contribute towards a five year housing land supply. The Council generally takes a cautious approach to the evaluation of whether units and sites should be included in the five year supply, and the rate at which delivery is anticipated to take place. The housing requirement and supply figures are calculated on a net basis and are inclusive of all dwellings lost through clearance, demolition, conversion and change of use.

4 Housing delivery test

4.1 The Housing Delivery Test (HDT) is an annual measurement of housing delivery in the borough. The Housing Delivery Test Measurement Rule Book was published on 24th July 2018 and the Government released the 2018 measurement on 19th February 2019.

Housing Delivery Test Measurement Rule Book (July 2018)

The Housing Delivery Test is a percentage measurement of the number of **net homes delivered** against the **number of homes required**, as set out in the relevant strategic policies for the areas covered by the Housing Delivery Test, over a rolling three year period.

Housing Delivery Test (%) = Total net homes delivered over three year period / Total number of homes required over three year period

4.2 The net number of new homes delivered is based on the figures submitted through the Housing Flows Reconciliation ^(iv) The Measurement Rule Book identifies the sources of accommodation that should be included in this figure which includes communal student accommodation and other communal accommodation i.e. elderly care homes. The number of net new homes required will depend on the status of the Local Plan. Paragraph 12 of the HDT Measurement Rule Book explains that the figure used will be the lower of either the latest adopted housing requirement (subject to footnotes 9, 10, 11) or the minimum local housing need figure (subject to footnotes 11, 12).

iv A data return to the Ministry of Housing, Communities and Local Government. A breakdown of all housing completions and losses within a set monitoring period.

Appendix One: Consultation and engagement

Appendix One: Consultation and engagement

This statement sets out the consultation and engagement undertaken by the Council on the process of preparing housing land supply assessments and monitoring reports.

Report	Engagement and consultation process
SHLAA⁽¹⁾ 2010	<ul style="list-style-type: none"> Guidance reviewed and engaged Planning Adviser to draft methodology Consultation: call for sites and draft methodology (Aug-Sept 2009) Housing Partnership Group established. Workshops held (review methodology / site testing) March 2010 and August 2010 Consultation on final draft SHLAA with Housing Partnership Group (Nov 2010) Final report presented to LDF Panel (Dec 2010) SHLAA 2010 published (Feb 2011)
SHLAA Partial Review (2012) undertaken by Urban Vision	<ul style="list-style-type: none"> Reviewed the assessment in the context of housing land supply HPG SHLAA review workshop held (site testing , including delivery rates and lead in times / assumptions review) (June 2012) Partial Review 2012 consultation (Oct 2012) Partial Review report presented to Council (Dec 2012)
SHLAA 2013	<ul style="list-style-type: none"> Full review of methodology (including relevant recommendations from Urban Vision Partial Review report) and new call for sites undertaken (Dec 2012 - March 2013) Consultation – methodology and assumptions (May 2013) Members workshop/briefing (May 2013) Housing Partnership Group consultation (including parties that had made site submissions) – fact checking and site assessments (June 2013) SHLAA 2013 published (Sept 2013)
HELAA⁽²⁾ 2017	<ul style="list-style-type: none"> Review of national planning policy and national planning guidance (Dec 2013 / Jan 2014) Local Plan (Part Two) issues consultation and call for sites (May – June 2014) Draft issues / methodology paper prepared and consulted on (600+ stakeholders contacted as part of engagement process) (Sept 2015) Membership of the Housing Partnership Group updated to include wider stakeholder group i.e. to incorporate economic land uses/interests. Workshop arranged (Dec 2015) – cancelled due to low response rate

Report	Engagement and consultation process
	<ul style="list-style-type: none"> • Online survey undertaken (in place of workshop) (Jan 2016) specific to delivery assumptions (housing density, developable area, lead-in timescales, annual delivery rates) • Consultation on Draft HELAA held as part of Local Plan (Part Two) preferred approach consultation. • Final draft HELAA presented to Local Plan Working Group (Feb 2017)
HLM ⁽³⁾ 2019 (NPPF review)	Housing and Economic Partnership group engaged (March 2019) following updates to NPPF and NPG relating to 'deliverable' housing land supply. An online survey / consultation was undertaken to gather views and information on lead-in times, delivery rates, and supporting forecasting information that may be required to demonstrate deliverability. HEPG were contacted prior to and during the consultation period to ensure awareness. No completed questionnaires were returned. One response was received from a planning agent.

1. Strategic Housing Land Availability Assessment
2. Housing and Economic Land Availability Assessment
3. Housing Land Monitor

Housing land monitor - methodology and forecasting

Forecasts for specific individual sites are informed by engaging with developers, house builders and agents that are able to provide site specific knowledge and information. Site visits provide the initial evidence and information on site status and delivery, and they can also provide additional intelligence from site managers on the delivery schedules and completion forecasts. To support site visit and officer intelligence developers and house builders are contacted on a site by site basis to request this information which is fed in to preparing forecasting data. Due to the volume of sites this is focussed on the larger more complex sites that can have a more significant impact on the supply of future housing delivery.

The Housing and Economic Partnership Group is engaged in the forecasting process on an annual basis to review the methodology and the draft forecasts. All members of the group are sent the latest site-by-site draft forecasts, the draft summary report, and a link to the methodology, and asked to review all relevant information. Feedback received is reviewed and where relevant, amendments are made to the forecasts, and the methodology may also be amended for example updating references to national planning policy. Where significant changes are proposed and considered relevant, they would require a further, focussed consultation.

Appendix Two: Delivery forecasting assumptions

Appendix Two: Delivery forecasting assumptions

Forecasting assumptions

Delivery timescale assumptions - sites with planning permission for residential development

Planning permission/site status	Year one (12 months)	Year two (24 months)	Year three (36 months)	Year 4+ (48+ months)
Site under construction	Full year of delivery/completions	Full year of delivery/completions	Full year of delivery/completions	Full year of delivery/completions
Full permission granted (site not started)	Sites <100 dwellings Site preparation and infrastructure works. First dwellings completed e.g. half year Sites >100 dwellings Site preparation and infrastructure works	Full year of delivery/completions	Full year of delivery/completions	Full year of delivery/completions
Outline permission granted	Reserved matters submitted and determined	Sites <100 dwellings Site preparation and infrastructure works. First dwellings completed e.g. half year Sites >100 dwellings Site preparation and infrastructure works	Full year of delivery/completions	Full year of delivery/completions
Outline permission subject to S106 legal agreement	Legal agreement completed and signed. Permission issued	Full/reserved matters submitted and determined	Sites <100 dwellings Site preparation and infrastructure works. First dwellings completed e.g. half year Sites >100 dwellings Site preparation and infrastructure works	Full year of delivery/completions

Planning permission/site status	Year one (12 months)	Year two (24 months)	Year three (36 months)	Year 4+ (48+ months)
Full permission subject to S106 legal agreement	Legal agreement completed and signed. Permission issued	Sites <100 dwellings Site preparation and infrastructure works. First dwellings completed e.g. half year Sites >100 dwellings Site preparation and infrastructure works	Full year of delivery/completions	Full year of delivery/completions

Appendix Two: Delivery forecasting assumptions

Housing delivery timescale assumptions - sites without planning permission

Site status	Years 1-5	Years 6-10	Years 11-15	Years 16+
Application pending decision	Determination of application. Preparation of site and infrastructure works. Completion of dwellings by year 5	Annual delivery of dwellings dependent on scheme, location and market	Annual delivery of dwellings dependent on scheme, location and market	Annual delivery of dwellings dependent on scheme, location and market
Pre-application discussions with the Local Planning Authority	Pre-application discussions/advice sought. Application prepared and determined by Local Authority. Commencement on site-preparation works	Site works and infrastructure. Completion of first dwellings from year 6 onward	Annual delivery of dwellings dependent on scheme, location and market	Annual delivery of dwellings dependent on scheme, location and market
Local Plan allocation/strategic site (without permission)	Master planning work completed. Application prepared and determined by Local Authority. Site preparation and infrastructure works. Completion of first dwellings by year 5 (dependent on scheme, location and market)	Annual delivery of dwellings dependent on scheme, location and market	Annual delivery of dwellings dependent on scheme, location and market	Annual delivery of dwellings dependent on scheme, location and market
Site submission/expression of interest	Initial contact with Local Authority. Pre-application discussions	Application prepared and submitted to Local Authority. Application determined. Site preparation and infrastructure works. Completion of first dwellings by year 10 (dependent on scheme, location and market)	Annual delivery of dwellings dependent on scheme, location and market	Annual delivery of dwellings dependent on scheme, location and market

Delivery rate assumptions - residential development

Type of site	Delivery rate
Greenfield extension - edge of settlement	Up to 3 per month (up to 36 per year) Uplift where multiple house builders are on site and delivering units simultaneously (to include delivery by RP's). Total annual forecast based on site characteristics/ identified delivery constraints
Greenfield - urban area	Up to 2 per month (up to 25 per year) Uplift where multiple house builders are on site and delivering units simultaneously (to include delivery by RP's). Total annual forecast based on site characteristics/ identified delivery constraints
Previously developed land - urban area	Up to 2 per month (up to 24 per year) Uplift where multiple house builders are on site and delivering units simultaneously (to include delivery by RP's). Total annual forecast based on site characteristics/identified delivery constraints
Large scale/strategic site	Up to 3 per month (up to 36 per year) Uplift where multiple house builders are on site and delivering units simultaneously (to include delivery by RP's). Total annual forecast based on site characteristics/ identified delivery constraints
Flatted/apartment developments	Units are delivered/ completed in blocks and the annual delivery forecast should reflect the configuration of the development. Annual delivery rates are likely to be high in a single year as opposed to aggregated across several years
Small site - less than 10 units	Up to 1 per month - to be informed by annual monitoring visits and delivery evidence

Accessing Cheshire West and Chester Council information and services

Council information is also available in Audio, Braille, Large Print or other formats. If you would like a copy in a different format, in another language or require a BSL interpreter, please email us at **equalities@cheshirewestandchester.gov.uk**

إذا أردت المعلومات بلغة أخرى أو بطريقة أخرى، نرجو أن تطلب ذلك منا.

যদি আপনি এই ডকুমেন্ট অন্য ভাষায় বা ফরমেটে চান, তাহলে দয়া করে আমাদেরকে বলুন।

Pokud byste požadovali informace v jiném jazyce nebo formátu, kontaktujte nás

Jeżeli chcieliby Państwo uzyskać informacje w innym języku lub w innym formacie, prosimy dać nam znać.

ਜੇ ਇਹ ਜਾਣਕਾਰੀ ਤੁਹਾਨੂੰ ਕਿਸੇ ਹੋਰ ਭਾਸ਼ਾ ਵਿਚ ਜਾਂ ਕਿਸੇ ਹੋਰ ਰੂਪ ਵਿਚ ਚਾਹੀਦੀ, ਤਾਂ ਇਹ ਸਾਥੋਂ ਮੰਗ ਲਵੋ।

如欲索取以另一語文印製或另一格式製作的資料，請與我們聯絡。

Türkçe bilgi almak istiyorsanız, bize başvurabilirsiniz.

اگر آپ کو معلومات کسی دیگر زبان یا دیگر شکل میں درکار ہوں تو برائے مہربانی ہم سے پوچھئے۔

Tel: 0300 123 8 123 **Textphone:** 18001 01606 867 670

email: equalities@cheshirewestandchester.gov.uk

web: www.cheshirewestandchester.gov.uk