

Affordable Housing and Housing Mix Supplementary Planning Document (SPD)



**South
Staffordshire
Local Plan**

April 2014

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terms of sale and purchase of land and making a planning application.

Affordable Housing Supplementary Planning Document (SPD)

1. Introduction

- 1.1** This Supplementary Planning Document (SPD) updates the 2006 Interim Advice to Landowners/Developers on the implementation of Affordable Housing Policy and should be read in conjunction with South Staffordshire Council's adopted Local Plan (Core Strategy). Once adopted, the Site Allocations Document will also form part of the Local Plan.
- 1.2** This document will set out guidance on the detailed policy requirements in the Core Strategy for the delivery of affordable housing and housing mix in South Staffordshire. It will act as an important guide to residents, landowners, developers and planning agents on affordable housing and housing mix matters. The Appendices do not form part of the SPD and will be updated as and when needed.
- 1.3** Please note that this SPD and the guidance contained within applies to developments where planning permission is required and does not affect your existing permitted development rights if you have them.
- 1.4** The Council strongly encourages landowners and developers to read this document, and to take account of the requirements for affordable housing and housing mix in the District into consideration before agreeing

2. Aims of Advice

- 2.1** The aim of this document is to explain how the Council's Planning and Housing Officers will work with landowners/developers to ensure that affordable housing and housing mix opportunities are maximised to help meet the need in all areas of the District. Its purpose is to interpret Core Strategy housing policy, and guide applicants on how affordable housing and housing mix policy will be applied on an individual site by site basis where appropriate on qualifying sites.
- 2.2** This guide will help to reduce uncertainty, ensure a robust and consistent approach to housing development and to provide guidance at an early stage in the planning process.

3. Definition of Affordable Housing

- 3.1** Annex 2 of the National Planning Policy Framework (NPPF) states that affordable housing includes:

"Social rented, affordable rented and intermediate housing, provided to eligible households whose needs are not met by the market. Eligibility is determined with regard to local incomes and local house prices. Affordable housing should include provisions to remain at an

affordable price for future eligible households or for the subsidy to be recycled for alternative affordable housing provision."

3.2 For the purposes of this document "local" is defined as "South Staffordshire".

4. National Policy Context

4.1 The advice given in this SPD has regard to both national policy through the National Planning Policy Framework (NPPF) and the local affordable housing policies in South Staffordshire Council's Local Plan.

NPPF

4.2 The NPPF Section 6, 'Delivering a wide choice of quality homes' at paragraph 50¹, states Planning Authorities should:

- *"plan for a mix of housing based on current and future demographic trends, market trends and the needs of different groups in the community ...;*
- *identify the size, type, tenure and range of housing that is required in particular locations, reflecting local demand; and*
- *where they have identified that affordable housing is needed, set policies for meeting this need on-site, unless off-site provision or a financial contribution of*

broadly equivalent value can be robustly justified (for example to improve or make more effective use of the existing housing stock) and the agreed approach contributes to the objective of creating mixed and balanced communities. Such policies should be sufficiently flexible to take account of changing market conditions over time."

4.3 Paragraph 54 of NPPF refers to the provision of affordable housing on rural exception sites, where appropriate.

5. Local Policy Context

5.1 To accord with the NPPF, the Council's Local Plan includes policies that encourage the use of a mix of housing which will reflect evidenced need. Such need will be identified through local surveys such as Parish Needs Surveys, Housing Market Assessments and waiting list data from Registered Providers.

5.2 In line with the NPPF, this evidence also identifies the size, type, and tenure of housing that will be required, which will be used to support the provision of the most appropriate mix of housing in a development, on a case by case basis.

5.3 The Council is also required under the NPPF to have policies in place to identify circumstances when affordable housing is needed, and identify under what circumstances off site provision or financial contributions may be acceptable.

¹ Except where policies in the NPPF indicate development should be restricted, eg Green Belt, para 14

5.4 The NPPF lays down the broad principles that all Councils must follow in developing local planning policies in their areas of operation.

5.5 The Council's Core Strategy, which guides future development in the District, must therefore adhere to national principles, but should use local evidence to underpin the local policy basis to reflect local needs and aspirations.

South Staffordshire Core Strategy - Chapter 8 Housing

5.6 The Core Strategy contains a suite of policies for the provision of more homes in South Staffordshire. This is a key priority and the Council recognises that affordability is a particular challenge for the District.

5.7 There is a **Strategic Objective** to deliver a minimum of 644 decent (including affordable) homes, in the plan period. The housing policies sit under **Core Policy 6 Housing Delivery** which gives details of the villages where growth is directed, minimum housing numbers for those villages, expectations for the delivery of affordable housing on rural exceptions sites, to meet identified housing needs, phasing and the demands of an ageing population.

5.8 The Council has developed a Locality structure which splits the District into five separate localities. The villages in each Locality are categorised

according to the Settlement Hierarchy into Main, Local, Small and Other Villages and Hamlets. A breakdown of villages by Locality can be found at Appendix 1.

5.9 Core Strategy – Housing Policies:

- Policy H1 Achieving a balanced housing market
- Policy H2 Provision of affordable housing
- Policy H3 Affordable housing rural exception sites
- Policy H4 Delivering affordable housing
- Policy H5 Specialist housing accommodation
- Policy H6 Gypsies, travellers and travelling showpeople.



5.10 Policy H1 contains the requirements of the Council in relation to Housing Choice, Housing Mix, Specialist Housing, and Delivering Housing. Support for more affordable housing across the District is included in this policy, and also the provision of sustainable and balanced housing in all market areas for both affordable and

market housing. It lends support for the provision of a mix of tenure, supported and adapted housing (including Extra Care) and the approach to determining the appropriate mix and type on housing sites. Policy H1 is clear that all new housing should be built to Lifetime Homes Standards.

5.11 Policy H2 sets out thresholds for the delivery of affordable housing in Main, Local and Small Service Villages. Other Villages and Hamlets are not set a specific threshold in H2 but still need to accord with H1, which sets out the requirement to provide affordable housing, and will be negotiated on a site by site basis (see paragraph 10.3-10.5). The policy also sets out the proportion of affordable housing required on-site and lends support for the delivery of rural exception sites.

5.12 Policy H3 contains the criteria for the provision of 100% affordable housing on rural exception sites in the Green Belt and Open Countryside to meet identified needs.

5.13 Policy H4 sets out the requirements for affordable housing delivery in relation to securing development in perpetuity, the balance between rental and intermediate affordable housing, integration of affordable units in larger housing schemes and the presumption against the extension of dwellings to ensure future affordability.

5.14 Policy H5 supports the provision of specialist housing accommodation both market and affordable schemes.

The full suite of detailed housing policies can be found in Appendix 2.

Site Allocations Document (DPD)

5.15 The Core Strategy through Policy CP6 sets out the villages identified for growth in the plan period and the minimum housing numbers. Specific sites will be allocated through the Site Allocations Document. As the Site Allocations Document is progressed it may be necessary to amend or add to the suite of housing policies currently in the Core Strategy to reflect new evidence or for clarity. Any changes will be subject to full public consultation.

6. Evidencing the Need

6.1 It is the role of local councils to assess the demand and need for housing within their area and to create strategies to address this need as part of their “place making” and “enabling” role.

6.2 Under Policy H1, the Council will base its decisions and recommendations on the following sources of evidence which will collectively be taken into consideration:

- a) *The Council’s Housing Market Assessment*

- b) *Any other local housing needs information, e.g. Parish Housing Needs Surveys*
- c) *The characteristics of the existing housing stock in the locality, including housing age, condition, occupancy, and demand*
- d) *The Sustainable Community Strategy, the Housing Strategy and this guidance document*
- e) *Current housing market conditions*
- f) *The demographic profile of South Staffordshire*
- g) *Any specific guidance contained in the Site Allocations DPD*

7. The 2012 Housing Market Assessment (HMA)

7.1 In 2012, South Staffordshire Council commissioned David Couttie Associates Ltd to carry out a detailed district wide assessment of the housing market in the area, to use as the building block for informing future housing, planning and care strategies. This updated evidence replaces the desktop



analysis conducted in 2010 and the earlier HMA undertaken in 2007.

7.2 The 2012 HMA indicated that a need was demonstrated for 338 affordable homes to be built every year. The report also indicates that the over 85 age group is projected to increase by 200% by 2035. Of the households surveyed, 619 expressed an expectation for supported housing in the District to be provided by Registered Providers, with the main type of accommodation needed being independent accommodation with external support, such as Extra Care and sheltered housing.

7.3 The predicted level of under occupation in the District was 48.3% of total stock, and was particularly high in the 'owner occupied no mortgage sector' which includes a high proportion of elderly households. The report therefore highlighted the need for the availability of adequate accommodation for the elderly to downsize to; and the availability of appropriate specialist accommodation, to free up and make the best use of the existing housing stock.

7.4 Overall the report showed a greater need for 2 bed accommodation in both the affordable and market sectors. This would provide homes for newly forming households and also allow those in under occupied accommodation to downsize.

7.5 All of this is set against a backdrop of an area with high average market house prices, increased inability to access mortgage finance, and Green Belt restrictions on releasing land for development.

7.6 The Council's Core Strategy identifies the villages that will have sites allocated to provide the residual 1610 dwellings that are required to be built in South Staffordshire, to meet our overall housing target of 3850 dwellings to 2028.

7.7 South Staffordshire is a desirable place to live and there has been a long standing pressure to increase housing numbers in the District. However, the restricted growth levels for South Staffordshire are enshrined in the principles of the urban and rural renaissance in the adopted Black Country Core Strategy, and the adopted South Staffordshire Core Strategy. South Staffordshire's rural renaissance is therefore limited to meeting local needs, thus discouraging out migration from the Black Country and further erosion of the District's Green Belt.

7.8 It is therefore essential, that given the restrictions on housing numbers, and the acceptance that our housing need will never be fully met because of other wider considerations, all opportunities for affordable housing through allocations and planning applications need to be

maximised. New supply also needs to be provided in such a way as to allow the freeing up of the existing housing stock to accommodate some of the identified need.

Deciding on an Appropriate Housing Mix

7.9 The HMA (2012) provides five separate sub area reports which demonstrate the oversupply or shortfall of households by bedroom size, in the main and local service villages as well as the remainder of the sub areas, up to 2015. These tables can be viewed on the Housing Section of the Council's website www.sstaffs.gov.uk/housing

7.10 The Council supports the provision of bungalows and social/private sheltered/ extra care accommodation to provide for the future needs of the district's ageing population.

8. Market and Affordable Housing Standards

Lifetime Homes

8.1 In accordance with Policy H1 all new homes should be built to Lifetime Homes Standards, be well designed and energy efficient. Lifetime Homes are required to ensure that house design is flexible enough to cater for future adaptations to the home if needed. The Lifetime Homes standards can be found in Appendix 3, or for more information go to www.lifetimehomes.org.uk

HCA Design and Sustainability Standards

- 8.2** Any proposals that receive an element of public funding, e.g. HCA (Homes & Communities Agency), Council funding, are also required to meet current HCA Design and Sustainability Standards

<http://www.homesandcommunities.co.uk/ourwork/design-and-sustainability-standards>

These relate to the internal and external environment, accessibility, safety and security, energy efficiency and long term maintenance. A broad checklist of these standards is contained in Appendix 4. **The Council will expect all new affordable housing, irrespective of how it is funded, to at least meet the space standards specified in the HCA Design and Sustainability Standards.**

- 8.3** Policy EQ5 of the Core Strategy also sets out the sustainable design/energy efficiency standards which all new housing must achieve.

9. The South Staffordshire Design Guide SPD

- 9.1** All housing development, including affordable housing should also meet the quality standards and approach set out in the Council's South Staffordshire Design Guide Supplementary Planning Document when it is issued (formerly the Village Design Guide SPD), as well as wider planning policies as set out in the

10. Provision of Affordable Housing

- 10.1** Policy H2 sets out the affordable housing site size thresholds for main, local and small service villages. It is supported by an Affordable Housing Viability Study which provides evidence for the application of thresholds for provision and percentage of affordable dwellings that will be required, based on site size, and the category of settlement in which the development is proposed. The study assessed the level of affordable housing that could realistically be provided via plan led policies, in terms of financial viability of housing developments under varying circumstances throughout the district.



- 10.2** The findings of the study showed that lower thresholds than those contained in policy H2 for the provision of affordable housing could be set.

However, despite this evidence, in order to ensure that the provision of affordable housing was not the subject of protracted discussion and possible delay, a pragmatic approach was taken. Thresholds have been set for Main, Local and Small Service Villages either through Site Allocations or rural exceptions sites, as these villages are the main focus for growth to 2028.

Affordable Housing Thresholds and Proportions

Main Service Villages	10 or more dwellings, or sites of 0.3 Hectares or more in size
Local Service Villages	5 or more dwellings, or sites of 0.2 hectares or more in size
Small Service Villages	2 or more dwellings, or sites of 0.1 hectares or more in size
Other Villages and Hamlets	By negotiation

Policy H2 also demonstrates the level of affordable provision that is required on qualifying sites:

Site Size	Green field land	Previously Developed Land (PDL)
All sites of 10 or more dwellings	40 %	30%
Within local service villages and small services villages on sites of 5-9 dwellings	20%	20%
Within small services villages on sites of 2-4 dwellings	20% affordable equivalent in lieu of on-site provision	

Requirements for Affordable Housing in Other Villages and Hamlets and Outlying Rural Areas

10.3 It is recognised that ad hoc development in locations outside of the top 3 tiers of the settlement hierarchy may come forward through the redevelopment or intensification of sites. Whilst no specific threshold is set, there remains a requirement under CP6 (which expects the provision of affordable housing to meet identified needs) and H1 (which requires affordable housing to be provided as part of achieving an appropriate housing mix), supported by the Viability Study, that affordable housing will be required and this will be the subject of negotiation.

10.4 Given the information contained in the above tables, the affordable housing requirement in these locations will be considered on the same basis as small service villages, as a starting point for negotiations. For sites with more than 10 dwellings however 40% affordable housing would be required on Greenfield land and 30% on previously developed land in accordance with the above table.

10.5 If through negotiation and with reference to the Housing Market Assessment it is decided on site affordable housing would not be required/ suitable. An offsite contribution would be expected in line with what would have been the expected on site

provision within a small service village according to Core Policy H2. A letter from a local Registered Provider would also be required indicating their lack of interest in purchasing completed units on the site to confirm it was unsuitable for affordable housing.

When the percentage is not a whole number

- 10.6** Where the affordable housing required using the threshold requirements is not a whole number, the figure will be rounded up for the purposes of deciding on the number of affordable housing units for delivery. For example 10.6 would be rounded up to 11, so that 11 affordable dwellings were delivered. On the rare occasion when an off-site financial contribution is appropriate, the same approach will be used.

Rural Exception Sites

- 10.7** The Core Strategy makes provision for the delivery of 100% affordable housing on rural exception sites in the Green Belt and Open Countryside where a need has been demonstrated (CP1, CP6, H1, H2 and H3). This need would usually be demonstrated by a Parish Needs Survey being conducted in partnership with the relevant Parish Council. In exceptional circumstances, in rural areas outside the Green Belt, a small number of market homes may be permitted at the Council's discretion where

essential to subsidise the delivery of affordable units without grant funding.

Affordable Housing Delivery

- 10.8** The Council has set an initial target of 50% of affordable housing on a site to be social/affordable rent, and 50% intermediate. However, the precise proportion to be agreed will have regard to local housing needs and local affordability in the relevant locality, the viability of the scheme and any exceptional circumstances.
- 10.9** Where the affordable housing requirement amounts to an odd number and thus cannot be split 50% social rented and 50% intermediate, the Council will expect the percentage to be in favour of social/affordable rented. E.g. Total affordable housing delivery = 31 units, we would expect 16 to be social/affordable rent and 15 intermediate.



10.10 There is a range of intermediate housing options available such as Homebuy and Homebuy Direct. The Council supports these as they contribute to a mixed housing market in accordance with the Local Plan Policy H1. More information about the range of Homebuy products available can be found on the ORBIT Homebuy Agents website

www.orbithomebuyagents.co.uk

Preferred Approach to Affordable Housing Delivery

10.11 The delivery of affordable housing may vary according to the circumstances but the options are outlined below in the Council's order of preference;

- a) On site Provision
- b) A mix of on-site and off site provision
- c) Off site provision
- d) On site provision and financial contribution
- e) Off site provision and financial contribution
- f) Financial Contribution

10.12 As a general rule, it is expected that all affordable housing should be provided on-site and only in exceptional circumstances will off-site contributions be accepted in lieu of actual on-site provision. Off-site provision will generally only be considered if the development is for 5 dwellings or less. This option is discouraged as off-site provision does not generally contribute to the growth of a mixed and

sustainable community. Therefore it is only acceptable with lower numbers, where it is more likely it will have negligible impact on community development.

10.13 Any off-site provision must then be included in the same area, ideally in the first instance the same parish, as the proposed development.

10.14 The onus will be on the developer to demonstrate that the level of financial contribution proposed will be sufficient to procure the affordable housing requirement at the mix and affordability level agreed with the Council.

10.15 The financial contribution will generally be committed to future affordable housing provision in the same parish in line with the principles set out in the NPPF. Deviation from this approach will only occur if affordable housing need in a Parish has been met (one possible reason for a financial contribution) and may, after consulting with the local members of the Parish concerned, be designated for use in other areas of the district where there is a proven housing need. If it is not possible for provision in the wider parish, then the next most suitable option to be considered would be to be to provide it in the Locality.

10.16 Core Policy H4: Delivering Affordable Housing requires that where developments make

provision for new affordable housing, this housing should be secured in perpetuity to ensure that affordability remains for successive occupiers. It should also not run against existing legislation such as Right to Buy, Right to Acquire and stair casing to 100% which are all permitted outside the use of rural exception sites, except in protected areas under statutory instrument (see 12 below).

11. Barn Conversions and reuse of redundant buildings

11.1 Core Strategy policy EV6 supports the sustainable use of redundant rural buildings. However, the initial preference will be for reuse for economic development purposes. If there is justification for change of use for residential purposes, on-site affordable housing, off-site, or a financial contribution will be sought in accordance with the thresholds and proportions set out in Core Strategy policies H1 & H2.

11.2 To justify residential use it will have to be demonstrated that through marketing at a realistic price, or for reasons of sustainability or historical significance that the site's use as a residential development would be preferable.

11.3 Barn conversion schemes of 2 or more dwellings in other villages or hamlets or in the Green Belt/ Open Countryside will be expected to make a contribution to affordable housing, by negotiation.

11.4 The Council will take a pragmatic approach to the conversion of rural buildings to recognise that the conversion of such buildings may entail additional and/or hidden costs. However, if it is felt that either on-site provision of affordable housing, or a financial contribution, is not viable, a financial appraisal will need to be submitted to the Council for consideration as part of pre-application discussions. The Council may seek to have the appraisal independently verified at the applicant's expense to determine whether there is a financial viability case for either an off-site contribution or none at all.

12. Protected Areas – Statutory Instrument

12.1 Certain areas of South Staffordshire are protected by a Statutory Instrument known as the Housing (Right to Enfranchise) (Designated Protected Areas) (England) Order 2009. This effectively enshrines in law that shared ownership properties must remain as shared ownership in perpetuity and a cap is present on the maximum level of stair casing at 80%. This is to ensure that affordable housing remains in these areas, to maintain future sustainability of the settlements. Affordable rented properties in these areas are also exempt from the Right to Buy and Right to Acquire legislation.

12.2 The following areas of South Staffordshire are protected:

- Acton Trussell and Bednall
- Blymhill and Weston under Lizard
- Bobbington
- Brewood
- Dunston
- Enville
- Essington
- Featherstone
- Hilton
- Himley
- Lapley Stretton & Wheaton Aston
- Lower Penn
- Pattingham & Patshull
- Perton
- Saredon
- Shareshill
- Swindon
- Teddesley Hay
- Trysull and Seisdon



13. Calculation of Financial Contributions

13.1 In the event that the required affordable housing cannot be provided on-site or off-site, a contribution towards future

affordable housing will be required in line with the Community Infrastructure Levy (CIL) compliance Regulations. The financial contribution must be sufficient to enable provision of the affordable housing elsewhere that would have otherwise been required from the development. A formulaic approach is used to calculate this amount.

On-site provision and partial financial contributions

13.2 A situation may arise where some of the affordable housing identified as part of a development may be provided on-site; but the remaining element is to be provided through financial contributions if, through discussions with the Council, this is agreed as the most suitable option.

Example 1

13.3 On a scheme of 14 dwellings there is a requirement of 30% affordable housing. This means that there would be a requirement for 5 affordable dwellings (4.2 rounded up) to be provided on-site. If, however, due to financial reasons not all of the affordable housing can be provided on-site it may be agreed that only 2 affordable units will be provided on-site and the remaining requirement will need to be made up by a financial contribution.

As 2 units have been provided on-site, the remaining 3 dwellings would be eligible to be

assessed for financial contributions to achieve the target of 30%. The financial contribution would be calculated in the following way:

$$FC = B \times F \times C$$

FC = Financial Contribution

B= This is the balance of the affordable housing remaining after the affordable housing contribution has been calculated. As 5 dwellings are required, and 2 are being built on-site, the balance remaining in this case is 3.

F= the average gross internal floor space of the proposed units **OR** 100sqm (whichever is lower)

C= £1155 (as an example) per square metre being the average typical cost of an affordable unit at Code Level 3 standards, plus the costs of infrastructure, services, professional and enabling fees and land purchase. The average typical cost will be updated on a case by case basis to reflect economic changes in the housing market.

$$FC = (B) \times (F) \times (C)$$

$$FC = (3) \times (\text{assume } 100\text{sqm}) \times (\text{£}1155) = \text{£}346,500$$

The financial contribution would² therefore be £346,500 in addition to the 2 dwellings provided on-site. This then meets the overall requirement

of 5 affordable dwellings and the target of 30%.

Off-site 100% Financial Contributions

- 13.4** In the situation where the Council has agreed it is not viable for any of the affordable housing to be provided on-site, a financial contribution will be accepted in lieu of all the affordable units.

Example 2

- 13.5** Using the same scheme as Example 1, there is a proposal for 14 dwellings on a site and financial contributions are to be provided in lieu of the affordable element required against 14 dwellings. The target should be 30% affordable housing on this site amounting to 5 dwellings (4.2 rounded up). The following formula is used:

$$FC = A \times F \times C$$

A= The total number of affordable dwellings required. In this case all 5 dwellings

F= The average gross internal floor space of the proposed units **OR** 100sqm (whichever is lower). For this example we will assume 100sqm.

C= £1155 (as an example) per square metre being the average typical cost of an affordable unit at Code Level 3 standards, plus the costs of infrastructure, services, professional and enabling fees and land purchase. The average typical cost will be updated on a case by case basis to reflect

*

economic changes in the housing market.

$$FC = (A) \times (F) \times (C)$$

$$FC = (5) \times (100) \times (£1155) \\ = £577,500$$

The financial contribution would therefore be £577,500 in lieu of the entire affordable housing requirement against the 14 dwellings on-site.

13.6 The off-site financial contribution may also be independently assessed in the same way as on-site affordable housing. The number of affordable units that should be provided as per planning policy is the starting point. This will then be assessed, looking at various mixes of affordable/market housing until a mix is found that is viable. The off-site contribution will be based on the affordable element of the final agreed viable mix.

14. The Planning Application Process

The Suitability of Housing Sites

14.1 In considering planning applications for residential development, the suitability of the site for affordable housing will need to be assessed against the following criteria:

- a) The proposed development shall be in conformity with the policies and proposals of the Local Plan
- b) The development should be in a sustainable location, close to local

services and facilities and have access to public transport

- c) Consideration of whether the provision of affordable housing would prejudice wider planning policy objectives which may need to be given priority in the development of the site
- d) Consideration of any exceptional costs associated with the development of the site
- e) The achievability of a successful housing development in terms of the mix of affordable housing types, the proportion of affordable accommodation, delivery mechanism, and subsequent management.

Choosing a Registered Provider

14.2 The Council considers that Registered Providers are currently the most effective providers of affordable housing. Accordingly, the Council encourages landowners/developers to engage with local Providers at an early stage in the development process.

14.3 Affordable rent and shared ownership accommodation should be delivered in partnership with a Registered Provider. This will ensure that the accommodation meets local needs and remains affordable for subsequent occupation.

14.4 It is the strong preference of the Council for

landowners/developers to work with Registered Providers which meet the following criteria;

- Already have rented accommodation in South Staffordshire
- Have development experience in South Staffordshire
- Have local management arrangements
- Actively participate in Council liaison meetings
- Possess a "green light" for development from the Homes and Communities Agency

14.5 The Registered Providers that currently meet these criteria are listed in Appendix 5.

Negotiating the Sale Price with the Registered Provider

Social Rented Housing

14.6 The price paid by the Registered Provider for affordable dwellings will be determined by calculating the ability of the Registered Provider to borrow funds on the basis of the net rent of the affordable housing. The Provider will pay the developer the mortgage that can be serviced by the affordable rent over a 25 year period. Management fees, maintenance costs and allowance for voids etc will be deducted from this amount. The developer will therefore fund the difference between the mortgage funded by the net rent and what would have been the open market value of the dwelling.

Shared Ownership Housing

14.7 The Registered Provider will negotiate the purchase price to be paid with the developer. However they will need to ensure - in agreement with the Council - that the costs for the occupier are affordable in relation to local incomes and meet the objectives of the Council's Affordable Housing Policy. We would require Registered Providers not to exceed a 2.5% rent cap on the unsold equity.



Low Cost Home Ownership

14.8 To be considered affordable the price should be directly related to the most up to date Income data for South Staffordshire. This can be found in the annual survey of hours and earnings from the National Office for Labour Market Statistics. (NOMIS)
<http://www.nomisweb.co.uk/>
The average salary should then be multiplied by 3 to give the median mortgage affordability.

14.9 The levels of house prices in South Staffordshire have resulted in a large affordability gap for those households unable to access the market for home ownership. Developers will be required to subsidise this type of housing to ensure that occupancy can be afforded by local people on median incomes or lower. Commuters to the conurbation actually inflate the average income level so looking at median income is seen by the Council as the best alternative.

Planning Application Procedure

Stage 1 – Pre application

14.10 All developers are encouraged to engage in detailed pre application discussions with Council officers, with the aim that agreement will be reached on all affordable housing issues before a full application is submitted. The application will need to include a draft Section 106 Agreement and an open book development appraisal using the proforma in appendix 6 (where necessary) in order to be validated. It is vital therefore that these issues are discussed prior to an application being made, particularly in regard to the viability of affordable housing.

Stage 2 – Submission/Determination of Planning Application

14.11 At application stage, planning applications will be assessed in the usual way, taking into

account the scale, design, and layout of the residential development. The inclusion of affordable housing will be material in determining the application if it is required under Core Strategy housing policies.

14.12 If the Council believes that a submitted scheme qualifies for an element of affordable housing and this element has not been considered or included, this could lead to a refusal to grant planning permission.

14.13 The applicant will be given the opportunity to detail the means by which affordable housing will be provided. It is the preferred option of the Council for the developer to provide completed units at a price that is acceptable to the chosen Registered Provider partner.

Stage 3 – Decision

14.14 If the planning application is acceptable, the consent will be subject to the applicant entering into a S106 agreement. This ensures that the housing remains affordable in perpetuity in the case of exceptions and statutory instrument sites (on general S106 Right to Buy and Right to acquire is allowed), controls occupancy, and involves a Registered Provider to ensure the affordable housing continues to be available for those in need. There may also be other conditions applied on a case by case basis.

Affordable Housing Viability Appeals from the Applicant

14.15 The ability to provide affordable housing may be hindered by exceptional development costs on the site. Where the landowner/ developer can prove there are significant abnormal development costs, the Council will take this into account when deciding the level of affordable housing to be provided, or the amount of offsite contribution required, subject to an open book development appraisal being submitted with an application using the proforma in appendix 6 and then independently verified by a valuer operating on behalf of the Council.

Development Appraisal

14.16 To justify the request for a reduced level of affordable housing, the developer/landowner will need to provide a detailed 'open book' development appraisal using the proforma in appendix 6. This should be submitted with the planning application and not provided retrospectively. A development appraisal would also be required where an appeal is made against the required amount of affordable housing contributions, in circumstances where on-site and off-site provision are not suitable.

14.17 The following information is required as part of this development appraisal:

- 1) Estimate of gross development value
- 2) Independent Agents' Assessment of achievable market sale prices
- 3) Existing use value of the site
- 4) Abnormal extra over development costs
- 5) Cost Plan outlining basic construction and ancillary costs
- 6) Planning Obligation costs (Excluding affordable housing)
- 7) Finance costs
- 8) Estimated financial return

Detailed costs of the units being sold to the Registered Provider would also be required. If, at any time during the scheme progression the actual costs being charged to the Registered Provider increase, then the Council will recover value by way of overage.

External verification

14.18 The Council will utilise the services of an independent consultant to fully investigate the development appraisal submitted. The applicant will be required to comply with any reasonable request made by the consultant for additional information. The applicant will be responsible for the costs associated with an independent appraisal. The viability assessment should be based on the affordable housing mix required by the Council and should consider other mixes if the proposed mix is found

through the independent assessment to be unviable. If the study then confirms that no affordable housing mix on site is viable, it should then consider what (if any) would be a reasonable sum as an offsite contribution towards providing affordable housing locally.

15. Legal Obligations

Standard Section 106 Obligations

15.1 A legal (Section 106) agreement that includes conditions relating to the provision of affordable housing will need to be signed before development can proceed. Therefore, a draft S106 Agreement should be provided as part of the validation process at the time the application is submitted to the Council. In the agreement the development will usually be referred to as "the Affordable Housing Scheme". The document is an agreement between the landowner and or developer, the Council, potentially the chosen Register Provider partner, and any other interested parties, e.g. Staffordshire County Council and will outline;

- 1) The location of the dwellings
- 2) The Registered Provider to whom the dwellings will be transferred
- 3) The specifications of the dwellings
- 4) Mechanisms for ensuring affordability in perpetuity

- 5) Timetable for the provision of the affordable dwellings
- 6) The number of open market units provided
- 7) Nomination rights for the affordable housing scheme

Location of the Dwellings

15.2 This section will state where the scheme is located, and identify where the affordable dwellings will be provided in the scheme. In the case of off site locations for dwellings this will also be included here. In order to promote inclusive communities, the Council expects affordable housing to be fully integrated into the scheme in a dispersed manner (sometimes known as 'pepper potting') and not be materially discernible from market housing.

The Chosen Registered Provider

15.3 This section states which Registered Provider the affordable units are to be sold to.

Specification of the Dwellings

15.4 The exact specification of the affordable units agreed on and to be delivered as part of the planning permission, will be included. It will state the tenure of the dwellings, whether rent or intermediate etc, the property types, and the amount of each to be provided, as well as a timetable for delivery.

Mechanism for Ensuring Affordability

- 15.5** This clause ensures that the affordable units completed in a scheme will remain affordable in perpetuity and therefore will always exist to meet the needs of those who require affordable housing. In the case of intermediate or shared ownership options, a maximum stair casing limit of 80% may be applied (particularly on rural exception sites and units in Protected Areas). This will ensure that the tenant, while being able to gain some equity, can never fully own the property and therefore it will always remain affordable in perpetuity.

Timetable for the Provision of the Affordable Dwellings

- 15.6** This will confirm when the affordable dwellings are to be provided in relation to the commencement of the start on site; and the number of general market dwellings that can be completed/occupied before the affordable dwellings as part of the "Affordable Housing Scheme" are completed.
- 15.7** For example in a scheme of 13 open market dwellings and 3 affordable dwellings, the agreement may state that a maximum of 6 open market units may be occupied until all 3 affordable units have also been completed. When this is the case the remaining 7 open market units can then be built out.

The number of Open Market units provided

- 15.8** This will define the number of open market units to be provided in the scheme and how they will be delivered in conjunction with the above stipulations and clauses.

Nomination rights for the affordable housing scheme

- 15.9** The Council will retain nomination rights on occupancy of affordable housing in line with the Choice Based Lettings Scheme which can be found under the following link on the Councils website;

http://www.sstaffs.gov.uk/your_services/strategic_services/using-1/housing_operations-1.aspx

The Council will have an agreed percentage of nomination rights for new affordable occupations and the partner Registered Provider shall also have a percentage of agreed nomination rights. Thereafter existing nomination agreements with the Registered Provider will apply.

Flexible Section 106 Obligations

- 15.10** While the above obligations and allowances are standard for a Section 106 agreement, there may be scope for a more flexible approach on a case by case basis. For example, on a scheme earmarked for 100% affordable housing in a

settlement not allocated for development, a rural exception site may be proposed to meet the needs of local people who cannot afford to buy on the open market, but want to remain living where they were brought up. Such schemes are important for the longer term sustainability of small settlements and for maintaining local services. Schemes of this type will need to include local connections criteria in the Section 106 agreement.

Local Connection Criteria

- 15.11** This policy ensures that the affordable housing delivered by a development will be for local people, meet local need and maintain the sustainability of local communities. The approach involves a ring model whereby applicants are first sought from the settlement in which the development takes place (the first ring).
- 15.12** After a prescribed period of time if there are no applicants that meet the criteria in the first ring, the Registered Provider will seek applicants from specified adjoining Parishes (the second ring).
- 15.13** Should the second ring fail to provide suitable applicants, eligibility will be extended sequentially to South Staffordshire District (third ring) Staffordshire (fourth ring) and finally to people outside of Staffordshire (the fifth ring).
- 15.14** The likelihood of not finding suitable applicants is low given

the level of need, but this model will give confidence to Registered Providers and their lenders that they will not be left with void properties.

Financial Contributions

- 15.15** Where on-site and off-site affordable housing is not provided, the agreement must stipulate the financial contributions to be paid in lieu of actual affordable housing units, known in the S106 agreement as "the costs". The contribution will be ring fenced to help enable future affordable housing within the same parish within which the development is proposed. No part of the development shall be residentially occupied until the financial contributions "the costs" are paid to the Council.
- 15.16** If a reduced financial contribution on grounds of viability at the outset is accepted from a development, but then proceeds to realise an improved position, the Council may attempt to regain value for affordable housing through an overage clause.

16. Contact Us

Housing Strategy

- 16.1** If you would like to discuss any specific housing issues in this document, such as housing mix and requirements for affordable housing please contact Strategic Development Services on 01902 696631 or email HousingStrategy@sstaffs.gov.uk

Local Plans

- 16.2** To discuss specific issues around the future delivery of housing in the district through the Local Development Framework please call 01902 696317 or email localplans@sstaffs.gov.uk

Development Management

- 16.3** To discuss specific issues around planning applications please call 01902 696000, or email dcapps@sstaffs.gov.uk



Appendix 1 – Settlement Hierarchy and Localities

Village	Type	Parish
Locality 1 – Northern Area		
Penkridge	MSV	Penkridge
Huntington	LSV	Huntington
Dunston	SSV	Coppenhall with Dunston
Bednall	SSV	Acton Trussell, Bednall & Teddesley Hay
Acton Trussell	OVH	Acton Trussell, Bednall & Teddesley Hay
Coppenhall	OVH	Coppenhall with Dunston
Hatherton	OVH	Hatherton
Locality 2 – North Western Area		
Brewood	MSV	Brewood & Coven
Coven	LSV	Brewood & Coven
Wheaton Aston	LSV	Lapley, Stretton & Wheaton Aston
Bishops Wood	SSV	Brewood & Coven
Blymhill	OVH	Blymhill & Weston-under-Lizard
Brineton	OVH	Blymhill & Weston-under-Lizard
Coven Heath	OVH	Brewood & Coven
Great Chatwell	OVH	Blymhill & Weston-under-Lizard
Lapley	OVH	Lapley, Stretton & Wheaton Aston
Stretton	OVH	Lapley, Stretton & Wheaton Aston
Weston-under-Lizard	OVH	Blymhill & Weston-under-Lizard
Locality 3 – North Eastern Area		
Cheslyn Hay	MSV	Cheslyn Hay
Great Wyrley	MSV	Great Wyrley
Essington	LSV	Essington
Featherstone	LSV	Featherstone & Brinsford
Shareshill	SSV	Shareshill
Calf Heath	OSV	Hatherton
Hilton	OSV	Hilton
Newtown	OVH	Essington
Saredon	OVH	Saredon
Springhill	OVH	Essington
Wedges Mills	OVH	Saredon
Locality 4 – Central Area		
Bilbrook	MSV	Bilbrook
Codsall	MSV	Codsall
Perton	MSV	Perton
Pattingham	LSV	Pattingham & Patshull
Burnhill Green	OVH	Pattingham & Patshull
Codsall Wood	OVH	Codsall
Kingswood	OVH	Perton
Oaken	OVH	Codsall

Locality 5 – Southern Area		
Kinver	MSV	Kinver
Wombourne	MSV	Wombourne
Swindon	LSV	Swindon
Bobbington	SSV	Bobbington
Trysull	SSV	Trysull & Seisdon
Enville	OVH	Enville
Gospel End	OVH	Himley
Halfpenny Green	OVH	Bobbington
Himley	OVH	Himley
Lower Penn	OVH	Lower Penn
Seisdon	OVH	Trysull & Seisdon
Stourton	OVH	Kinver

Appendix 2

South Staffordshire Core Strategy Housing Policies

Core Policy 6: Housing Delivery Housing Land Supply and Distribution

The Council will plan, monitor and manage the delivery of at least 3850 homes in South Staffordshire between 2006 and 2028 and ensure that a sufficient supply of deliverable/developable land is available to deliver 175 new homes each year informed by the District housing trajectory. The Council will seek to maintain a 5 year housing supply of deliverable sites plus an additional buffer of 5% moved forward from later in the plan period (or 20% where there has been a persistent under delivery of housing) and to provide 60% of housing on previously developed land (brownfield land) during the plan period.

As of 1st April 2010, 2,244 new homes have been completed or are committed and the balance of new housing development (1606 homes rounded to 1610) will be distributed between the existing villages of South Staffordshire, in accordance with the principles of the settlement hierarchy defined in Core Policy 1 and shown on the Key Diagram as follows:

Locality/Village	Minimum Housing Numbers
<u>Locality Area 1 - Northern Area</u> Penkridge	370
<u>Total Northern Area</u>	<u>370 dwellings (23%)</u>
<u>Locality Area 2 - North Western Area</u> Brewood Coven Wheaton Aston	65 32 32
<u>Total North Western Area</u>	<u>129 dwellings (8%)</u>
<u>Locality Area 3 - North Eastern Area</u> Cheslyn Hay Great Wyrley Essington Featherstone	107 56 23 40
<u>Total North Eastern Area</u>	<u>226 dwellings (14%)</u>
<u>Locality Area 4 - Central Area</u> Bilbrook Codsall Perton Pattingham	105 222 166 22
<u>Total Central Area</u>	<u>515 dwellings (32%)</u>
<u>Locality Area 5 - Southern Area</u> Kinver Wombourne Swindon	91 256 23
<u>Total Southern Area</u>	<u>370 dwellings (23%)</u>
<u>District Total</u>	<u>1610 dwellings *</u>

*In addition to the proposed housing development in the above table, for both development management purposes and the Site Allocations DPD, the following development will also add to the overall housing supply and the level of growth proposed in South Staffordshire in the plan period:

- a. Affordable housing delivered on rural exception sites in accordance with Policy H2/H3;
- b. Exceptionally, housing development that contributes to the delivery of local community infrastructure, where there is a proven need for community facilities and where such housing proposals are supported by local communities.

Should further housing development be required in the plan period to respond to changing circumstances this will be focused on the Main Service Villages and Local Service Villages that are identified in the table above and apportionment between these settlements shall have regard to the factors set out in para 8.8 of this Core Strategy DPD.

Housing for an Ageing Population

In delivering the level of housing proposed, the Council will encourage the provision of accommodation for the elderly including extra care and residential care homes, dementia care units and retirement villages of an appropriate scale.

Phasing and Site Allocations

Development will be phased to ensure that it does not occur until appropriate infrastructure is available and sites will be released to ensure a consistent delivery of housing. Allocations for new housing development will be identified in the Site Allocations DPD. Housing development at Wheaton Aston should be located away from the Motte Meadows SAC to ensure that there are no significant effects on this international site.

Housing Expectations

Housing development will be expected to:

- a) Contribute to the achievement of sustainable development giving priority to the re-use of previously developed land (brownfield land) in sustainable locations, provided it is not of high environmental value
- b) Be of a character and density appropriate to the surrounding area
- c) Assist in meeting the identified housing needs, including affordable housing and elderly persons accommodation within the locality/ housing market areas
- d) Be adaptable to changing life circumstances
- e) Deliver the required social, physical and green infrastructure requirements necessary to support sustainable communities.

Housing development which has a detrimental impact upon the character and environmental quality of residential areas and the character and local distinctiveness of villages will not be supported.

Development proposals should be consistent with the adopted Village Design Guide Supplementary Planning Document (or subsequent revisions) and other local planning policies.

Policy H1: Achieving a Balanced Housing Market

Housing Choice

The Council will seek to secure a wide choice of high quality new homes in South Staffordshire that meet the needs of all members of the community, widening the range of property sizes available in response to future needs and demand, to support the Council's strategic aim of delivering more affordable housing and contribute to the development of mixed and sustainable communities. Particular attention will be given to creating a more sustainable and better balanced housing market by encouraging the provision of more 2 and 3 bedroom homes in all housing market areas.

Housing Mix

Proposals for new housing development should provide for a mix of housing sizes, types and tenures within both market and affordable sectors, particularly the needs of an ageing population, informed by the Housing Market Assessment, which meet the needs and aspirations of all sections of the local community. The Council will expect all new housing to be built to meet Lifetime Homes Standards.

Specialist Housing

The Council will support proposals for the provision of housing to meet specific needs for supported and adapted housing, including extra care housing, to reflect the needs of the District and the projected change in the demographic profile of the population particularly the growth in the over 65 and over 85 age groups.

Delivering Housing

Developers should work in partnership with the Council, and other housing partners, in determining the appropriate mix and type of dwellings on each housing site taking into account:

- a) the Council's Housing Market Assessment and the Sub-Regional Housing Market Assessment;
- b) any other local housing needs information;
- c) the characteristics of the existing housing stock in the locality, including housing age, condition, occupancy and demand;
- d) current housing market conditions;
- e) the Sustainable Community Strategy, the LSP's Housing Strategy and the Council's Affordable Housing SPD;
- f) the demographic profile of South Staffordshire;
- g) any specific guidance contained in the Site Allocations DPD.

Developers will be required to assess and demonstrate the sustainability of the proposed mix on any particular site against this information. Development proposals should be consistent with other local planning policies.

Policy H2: Provision of Affordable Housing

The Council is committed to improving housing affordability in South Staffordshire. Through negotiation it will seek to secure the provision of affordable housing in accordance with the following size thresholds for new housing developments:

- a) 10 or more dwellings (or sites of 0.3 hectares or more in size) within the Main Service Villages, or

- b) 5 or more dwellings (or sites of 0.2 hectares or more in size) within the Local service Villages, or
- c) 2 or more dwellings (or sites of 0.1 hectares or more in size) within the Small Service Villages.

The Council will seek to ensure that a proportion of affordable housing is provided on qualifying sites meeting the above threshold criteria in accordance with the following targets:

On sites of 10 or more dwellings – 30% affordable housing on previously developed land: 40% affordable housing on greenfield land:

Within the Local Service Villages and Small Service Villages on sites of 5 – 9 dwellings – 20% affordable housing (provided on-site);

Within Small Service Villages on sites of 2 – 4 dwellings – 20% affordable housing equivalent in-lieu of on-site provision

The settlement hierarchy of service villages is set out in Core Policy 1.

The Council will support the delivery of schemes for the provision of 100% affordable housing on rural exception sites at the service villages and other villages and hamlets where a need has been demonstrated in accordance with Policy H3 Affordable Housing – Rural Exception Sites

As a general principle, affordable housing should be provided on-site and only in very exceptional circumstances will financial contributions in lieu of on-site provision, be acceptable in respect of developments of 5 dwellings or more.

There is a shortage of affordable housing across the District however, in some areas the local need for affordable housing may be for less than the above affordable housing targets. In any such case a financial contribution to offsite affordable housing will be required at the equivalent rate to contribute towards meeting priority needs elsewhere.

Affordable housing may be in the form of social rented, intermediate housing or a mix of both. The Council has set an initial target of 50% of the affordable housing on a sites to be social rented and 50% intermediate tenures and the precise proportion will be agreed with the Council having regard to local housing needs within the locality of the development, exceptional circumstances and the effects on the viability of a scheme. Policy H4 sets out the principles on which affordable housing will be delivered. This will be kept under review with regard to Government policy.

The overall delivery of affordable housing in the plan period will be related to the ability to deliver housing in the market conditions that prevail at the time a planning application is made.

In applying this Policy, the Council will negotiate with developers for the provision of affordable housing on a site by site basis to reflect local housing needs, the nature of the development and taking into account the economic viability of the scheme. The Council will seek to take an approach that is responsive to market conditions. Where the level of affordable housing provision required alongside other obligations and costs is proven to undermine the viability of a development, then this will be subject

to further individual site viability assessment undertaken by the applicant in discussion with the Council.

The Council will require affordable housing schemes to be fully integrated with market housing and be consistent in the quality of design and standard of private and public spaces, to create mixed and sustainable communities. It should be assumed that affordable housing will be required to be provided without subsidy.

Development proposals should be consistent with the adopted Village Design Guide Supplementary Planning Document (or subsequent revisions) and other local planning policies.

Policy H3: Affordable Housing – Rural Exception Sites

As an exception to planning policies relating to the location of housing development in the Green Belt and Open Countryside, small rural exceptions sites for 100% affordable housing to meet the identified needs of local people will be supported where the following criteria are met:

- a) the site lies immediately adjacent to the existing village development boundary;
- b) a housing need has been identified in the parish, or in one or more of the adjacent parishes for the type and scale of development proposed;
- c) the proposed development is considered suitable by virtue of its size and scale in relation to an existing village and its services, and its proximity to public transport links and key infrastructure and services;
- d) the initial and subsequent occupancy is controlled through planning conditions and legal agreements as appropriate to ensure that the accommodation remains available in perpetuity to local people in need of affordable housing;
- e) the development is in accordance with design principles set out in the adopted Village Design Guide Supplementary Planning Document (or subsequent revisions) or other local design documents, and respects the scale, character and local distinctiveness of its surroundings.

The Council will work with the private sector and Registered Social Landlords to achieve the delivery of affordable housing in South Staffordshire and ensure that affordable housing is provided in perpetuity.

For the purposes of this Policy, the definition of affordable housing is that contained in Annex 2 of the NPPF, which states that affordable housing includes social rented, affordable rented and intermediate housing, provided to specified eligible households whose needs are not met by the market.

The Council will require developments to incorporate and suitably integrate affordable housing and market housing, with a consistent standard of design and public spaces, to create mixed and sustainable communities.

In exceptional circumstances, in rural areas outside the Green Belt, a small number of market homes may be permitted at the Council's discretion where essential to subsidise the delivery of affordable units without grant funding.

Development proposals should be consistent with other local planning policies.

Policy H4: Delivering Affordable Housing

Where new housing development makes provision for affordable housing in accordance with Policy H2 such development must:

- a) be secured in perpetuity by an appropriate means (legal, ownership etc), ensuring that affordability remains for successive occupiers where possible and does not run against existing legislation relating to Right to Buy, Right to Acquire and staircasing to 100% on shared ownership that are all permitted outside of rural exception sites; and
- b) achieve a balance between rental property and intermediate affordable housing which reflects current market conditions and housing needs: an initial target will be set of 50% social rental and 50% intermediate tenures (such as shared ownership/equity (Homebuy) or intermediate rent). This may vary from site to site depending on local housing needs and exceptional circumstances but these figures should provide some indication and certainty for developers/landowners; and
- c) be fully integrated within the development where the affordable housing is located within a larger housing scheme.

There will be a presumption against proposals to extend dwellings built as affordable housing to ensure that housing remains affordable for the benefit of initial and future occupiers unless an extension is required for a disabled adaptation. To that end it is likely that permitted development rights for extensions will be removed on the original consent.

Policy H5: Specialist Housing Accommodation

The Council will enable and support the provision of specialist housing accommodation in South Staffordshire. Sites for sheltered accommodation, nursing/residential care homes, dementia care units, and retirement villages to meet the needs of the District will also be supported. Sites may be allocated in the Site Allocations DPD or approved through planning permission. In identifying sites and/or determining planning applications development must:

- a) be in a sustainable location and considered suitable by virtue of its size and scale in relation to an existing village and its services, and its proximity to public transport links and key infrastructure and services;
- b) consider the re-use of previously developed land (brownfield land) in sustainable locations, provided it is not of high environmental value, as a priority including the extension of existing nursing/residential care homes and/or redevelopment of existing sites or co-location of facilities where there is an acknowledged need.

The Council will resist development that would lead to a loss of specialist accommodation unless alternative provision is being made by replacement or new facilities locally.

The Council will also work with partners including Staffordshire County Council to identify suitable sites and to secure the provision of schemes.

Development proposals should be consistent with other local planning policies.

Appendix 3 – Lifetime Homes Standards

1) Parking (width or widening capability)	Provide, or enable by cost effective adaptation, parking that makes getting into and out of the vehicle as convenient as possible for the widest range of people (including those with reduced mobility and/or those with children).
2) Approach to dwelling from parking (distance, gradients and widths)	Enable convenient movement between the vehicle and dwelling for the widest range of people, including those with reduced mobility and/or those carrying children or shopping.
3) Approach to all entrances	Enable, as far as practicable, convenient movement along other approach routes to dwellings (in addition to the principal approach from a vehicle required by Criterion 2) for the widest range of people.
4) Entrances	Enable ease of use of all entrances for the widest range of people.
5) Communal stairs and lifts	Enable access to dwellings above the entrance level to as many people as possible.
6) Internal doorways and hallways	Enable convenient movement in hallways and through doorways
7) Circulation Space	Enable convenient movement in rooms for as many people as possible
8) Entrance level living space	Provide accessible socialising space for visitors less able to use stairs.
9) Potential for entrance level bed-space	Provide space for a member of the household to sleep on the entrance level if they are temporarily unable to use stairs (e.g. after a hip operation).
10) Entrance level WC and shower drainage	Provide an accessible WC and potential showering facilities for: i) any member of the household using the temporary entrance level bed space of Criterion 9, and: ii) visitors unable to use stairs.

<p>11) WC and bathroom walls</p>	<p>Ensure future provision of grab rails is possible, to assist with independent use of WC and bathroom facilities</p>
<p>12) Stairs and potential through-floor lift in dwelling</p>	<p>Enable access to storeys above the entrance level for the widest range of households.</p>
<p>13) Potential for fitting of hoists and bedroom / bathroom</p>	<p>Assist with independent living by enabling convenient movement between bedroom and bathroom facilities for a wide range of people.</p>
<p>14) Bathrooms</p>	<p>Provide an accessible bathroom that has ease of access to its facilities from the outset and potential for simple adaptation to provide for different needs in the future.</p>
<p>15) Glazing and window handle heights</p>	<p>Enable people to have a reasonable line of sight from a seated position in the living room and to use at least one window for ventilation in each room.</p>
<p>16) Location of service controls</p>	<p>Locate regularly used service controls, or those needed in an emergency, so that they are usable by a wide range of household members - including those with restricted movement and limited reach</p>

Appendix 4 – HCA_Design and Sustainability Standards

Design Statements	Design Statements	Design Statement adhering to the principles of UDC & UDC2
	Building for life	Building for Life Silver (or Gold)
	Inclusive Design	Access statement taking an inclusive approach to design and adhering to the principles of inclusive design guidance note
	Secured by Design	Developments designed by secured by design principles and accredited by the local constabulary
	Integration of Tenure	Tenure blind development (maximum of 6 units together)
	Car Parking	Local authority minimum is English Partnerships Maximum. Design in accordance with manual for streets and car parking: what works where guides

Quality Homes & Buildings	Code for sustainable homes and BREEM	Code for Sustainable Homes Level 3 minimum and BREEM very good for commercial or other building types
	Lifetime Homes	All 16 standards for lifetime homes must be achieved
	Noise	Airborne sound attenuation 5db higher than Approved Document Part E & Impact sound attenuation 5db lower than Approved Document Part E
	Building Specifications	Specifications between A*-C only from BRE Green Guide Specification and Green Guide to Housing Specification
	Overheating	Testing required on overheating for living areas <1 of occupied hours are over 28 degrees. Bedrooms less <1% of occupied hours are over 26 degrees
	Space Standards	1 bed/ 2 person homes 51sqm 2 bed/ 3 person homes 66sqm 2 bed/ 4 person homes 77sqm 3 bed/ 5 person homes 93sqm 4 bed/ 6 person homes 106sqm
	Fire Safety	Statement of Fire Safety

Affordable Housing and Housing Mix
 Supplementary Planning Document (SPD)
 April 2014

Construction Quality	Construction Efficiency	Construction efficiency statement outlining how developers have used lessons of the design for manufacture Competition and how new technologies improve the quality and deliverability of the scheme – detail on lending, insurance and consumer warranties
	Re use of resources	Land remediation and demolition statements Site waste management plan Re use of existing buildings and materials where possible
	CEEQUAL	Very good for construction quality
	Health & Safety	Health and Safety Plan and Construction Design & Management (CDM) co-ordinator appointed

Rewarding Quality & Delivering Locally	Site Specific Issues	Project delivery team to identify site specific requirements
	Long term management	Proposals for a long term management strategy
	Community Engagement	Community Engagement Strategy
	Delivery and Financial Capacity	Development team finance and marketing proposals are deliverable

Appendix 5 – Local Registered Provider Contacts

Registered Provider	Contact Details
Accord Housing Association	37 King Street, Darlaston, West Midlands, 0121 568 3900 www.accordha.org.uk
Bromford Housing Group	1 Venture Court, Broadlands, Wolverhampton, 0330 123 4034 www.bromfordgroup.co.uk
Jephson Housing Association	Kings Square, Caddick Street, Bilston, West Midlands, 01902 673 505 www.jephson.org.uk
Sanctuary Housing Association	164 Birmingham Road, West Bromwich West Midlands, 0800 131 3329 www.sanctuary-group.co.uk
Heantun Housing Association	3 Wellington Road, Bilston, Wolverhampton www.heantun.org
Housing Plus/South Staffordshire Housing Association	Acton Court, Acton Gate, South Staffordshire 01785 312000 www.ssha.co.uk
Midland Heart Housing Association	20 Bath Row, Birmingham, B15 1LZ 0345 60 20 540 www.midlandheart.org.uk
Anchor Trust	Heathfield Court, 15 George Street, Birmingham, 0121 523 2499 www.anchor.org.uk
Wrekin Housing Trust	Colliers Way, Old Park, Telford TF3 4AW, 01952 217100

Appendix 6 – Affordable Housing Development Appraisal Proforma³

(A) - Gross Development Value

Market Housing

Unit Type	No Bedrooms	Floor Area	Number of Units	Sales Value of individual unit	Total Sales Value
+				Total Market Sales Value	

Affordable Housing

Unit Type	No Bedrooms	Floor Area	Number of Units	Sales Value of individual unit	Total Sales Value
				Total Affordable Sales Value	

Gross Development value (Market Sales + Affordable Sales Value) =.....

³ To be continuously updated in line with industry and HCA best practice

(B) – Total Development Costs

Costs	Rate	Total
Construction	Per Sqm	
Roads & Services	Lump Sum	
Landscaping	Lump Sum	
Marketing and Advertising	Lump Sum	
Land Aquisition Costs	Lump Sum/per Sqm	
Planning and Feasibility Fees	Lump Sum	
Land Aquisition Fees		
Legal Fees on sales and letting	Lump Sum	
Agents Fees on Sales and Letting	Lump Sum	
Professional & Project Management Fees	Lump Sum	
S106/ CIL (non affordable housing)	sqm, ft, lump sum	
<i>Off site affordable housing financial contribution (if required see section (F))</i>		
Total Development Costs		

(C) – Abnormal Costs

Costs	Rate	Per Sqm	Lump Sum	Total
Total Abnormal Costs				

Additional Explanation of Abnormal Costs

(D) – Cost of Finance

Development Period	Cost per week/month
<i>Years</i>	£
Total Estimated Financial Cost over Development Period	£

(E) – Development Surplus/ Loss

Gross Development Value (A)	
Development Costs (B+C)	
Finance Costs (D)	
Total Scheme Surplus/Deficit	
Profit (Expressed as a % of Gross Development Value)	

(F) – Off site affordable Housing Contributions

$$FC = (B) \times (F) \times (C)$$

Where;

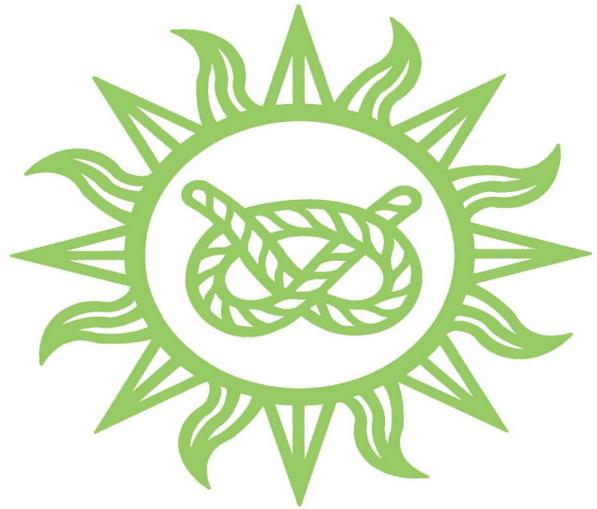
FC = Offsite financial contribution

(B) = Required balance of affordable housing units remaining to comply with planning policy

(F) = Average gross internal floor space or 100 sqm (whichever is lower)

(C) = Average typical construction cost of an affordable unit at code level 3 standards (Sqm)

$$FC = B(\dots\dots\dots) \times F(\dots\dots\dots) \times C(\dots\dots\dots) = \dots\dots\dots$$



The Local Plans Team

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