

# Supplementary Agenda

## Planning Committee

**Date:** Wednesday, 16 February 2022

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**Time:** 10.00 a.m.

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**Format:** Hybrid Meeting

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Dear Member

I refer to the agenda issued on 3 February and now enclose a copy of **Appendix 1** for **Item 9 – Development Plan Update and Draft Supplementary Guidance on Green Networks and Creating Places**, which was not available for issue at that time.

Yours faithfully

**JOYCE WHITE**

Chief Executive

Distribution:-

Councillor Jim Finn (Chair)  
Councillor Gail Casey  
Councillor Karen Conaghan  
Councillor Ian Dickson  
Councillor Diane Docherty (Vice Chair)  
Councillor Daniel Lennie  
Councillor Douglas McAllister  
Councillor Jonathan McColl  
Councillor Lawrence O'Neill  
Vacancy

All other Councillors for information

Date of Issue: 10 February 2022

**Green Network and Green Infrastructure Supplementary Guidance**

## Part 1 - West Dunbartonshire's Green Network and Green Infrastructure

### Introduction

West Dunbartonshire has an outstanding natural environment, which has been shaped by the area's history, and defines West Dunbartonshire as a place today. This environment is vital to future prosperity and the health and wellbeing of West Dunbartonshire. The area boasts a wide variety of parks and gardens; play spaces and sports areas; woodland; natural and semi-natural green spaces; riverside and canalside spaces; as well as the designed landscape at Overtoun House and outstanding countryside such as the Kilpatrick Hills and the Muirs, which together form a valuable and important green network.

The strategy of Local Development Plan 2 seeks to safeguard the existing green network, and to ensure new development enhances and expands it by improving existing green infrastructure assets, the connections between them and by creating new multifunctional green infrastructure. As a result, the Local Development Plan has been awarded the Building with Nature Award, which means that:

- the policies within the Plan ensure that green infrastructure is considered from the outset of the development process, throughout its construction, and is sustainably managed after the development has been completed; and
- it demonstrates a whole lifecycle approach to green infrastructure which will ensure development that comes forward delivers healthy, liveable and sustainable communities within West Dunbartonshire.

The purpose of this Supplementary Guidance is to:

- define the green network in West Dunbartonshire and identify its existing assets and opportunities (Part 1);
- outline the principles for embedding green infrastructure at the heart of new development using a green infrastructure first approach (Part 2);
- define the open space standards that will be required of new development and how these standards will be achieved (Part 3); and
- describe how developer contributions for green infrastructure associated with new developments will be calculated (Part 4).

### What is Open Space

Open space is space within and on the edge of settlements comprising green space and civic areas such as squares, market places and other paved or hard landscaped areas with a civic function.

### What is Greenspace?

Greenspace is space which provides a recreational function, an amenity function, or aesthetic value to the public such as areas of: grass, trees, other vegetation, water, but not including agricultural or horticultural land.

### What is Green Infrastructure?

Green infrastructure is features or spaces within the natural and built environments that provide a range of ecosystem services.

### What is a Green Network?

The green network is connected areas of green infrastructure and open space that together form an integrated and multi-functional network.



Figure 1 The relationship between greenspace, green infrastructure and the green network

### What are the Benefits of Green Networks and Green Infrastructure?

Green networks and green infrastructure can provide a range of beneficial outcomes, including economic; environmental; climatic; mental and physical health; and social improvements.

Greenspace, green infrastructure and the green network have a number of benefits:

- habitats for biodiversity;
- off-road active travel and recreation routes;
- locations for sport and recreation;
- areas for the management of water; and
- defining distinctive, healthy, sustainable and attractive places in which to live, work, visit and enjoy.

The Scottish Government’s Green Infrastructure: Design and Placemaking (2011) provides more detail on the benefits that green networks and green infrastructure can have.<sup>1</sup>

These assets become more valuable when they are designed and managed to be:

- **multi-functional**, thereby delivering more than one benefit;
- **integrated** into where people live and other urban infrastructure; and
- **connected** to other areas of green infrastructure, thereby providing off-road routes for people and habitat corridors for wildlife to move around.

### Planning and the Green Network and Green Infrastructure

The planning system is a key mechanism for delivering the green network, and the green network can help deliver the outcomes, particularly with regard to improving health and wellbeing, meeting climate change targets, placemaking and securing positive effects for biodiversity.

### West Dunbartonshire Local Development Plan 2

Local Development Plan 2 establishes a strategy and policies for the protection, enhancement and expansion of the green network and green infrastructure. The strategy of

<sup>1</sup> <http://www.gov.scot/Publications/2011/11/04140525/5>

the Plan seeks to safeguard and where possible ensure that development enhances and expands both of these important resources.

Local Development Plan 2 identifies the Strategic Green Network as a Key Asset that the Council wants to see protected and enhanced. The key corridors and assets which make up the Strategic Green Network are highlighted in the Local Development Plan 2 Strategic Green Network Map. Strategic Green Network Projects that are considered necessary in order to strengthen West Dunbartonshire’s contribution to the Central Scotland Green Network are identified on the Strategic Green Network Projects map, Figure 2. This illustrates how West Dunbartonshire’s green network will: be integrated through the urban areas of the Vale of Leven corridor and the Clyde Waterfront; provide connections for people to the Kilpatrick and Carman Hills; span the Vale of Leven to provide wildlife corridors.

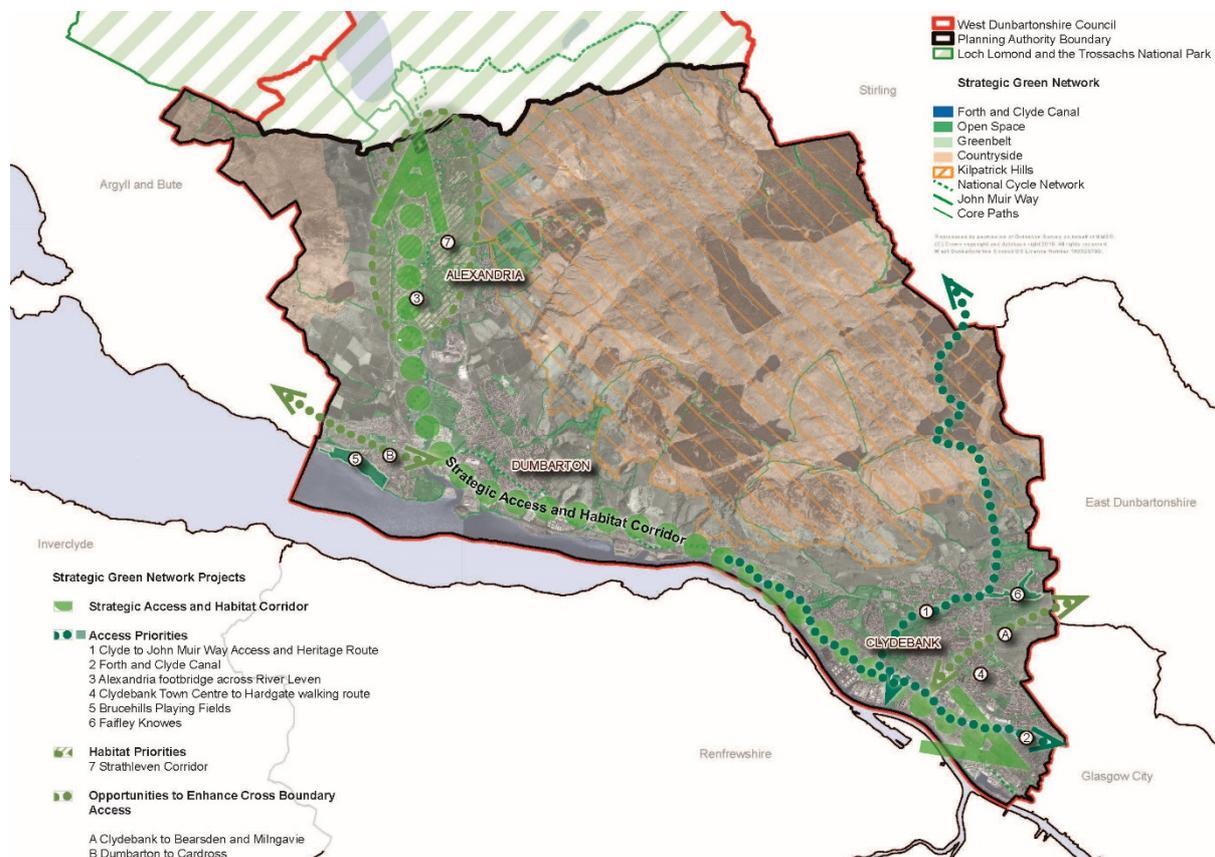


Figure 2. A spatial strategy for West Dunbartonshire’s Green Network

The Local Development Plan 2 strategy for the green network is to (1) safeguard the existing green network; and (2) ensure new development enhances and expands the green network by creating new multifunctional green and open spaces, and improving existing green network assets and the connections between them.

### Safeguarding the Green Network and Green Infrastructure

Local Development Plan 2 seeks to safeguard the Green Network through a series of Policies, as detailed below:

- Policy KH 1 seeks to protect and enhance the Kilpatrick Hills Local Landscape Area;
- Policy GI1 seeks to ensure that safeguarded open space and outdoor sports facilities are protected;
- Policy ENV 1 seeks to conserve, protect and where appropriate, enhance, European and National designated sites;
- Policy ENV 2 seeks to protect the landscape character of West Dunbartonshire;
- Policy ENV 3 protecting carbon rich soils through the area;
- Policy ENV 4 protects Forestry, Trees and Woodlands;
- Policy ENV 5 seeks to protect and, where appropriate, enhance the water environment;
- Policy ENV 6 seeks to avoid development on floodplains and to ensure that flood risk is avoided elsewhere; and
- Policy CON 3 protects Core Paths and Natural Routes.

### Enhancing and expanding the green network

Local Development Plan 2 seeks to enhance and expand the green network through the following policies:

- Policy CP1 seeks to ensure new development creates successful, sustainable places
- Policy CP2 requires developments to deliver green infrastructure that contributes to the development and enhancement of a multi-functional green network
- Policy GI2 which requires new developments to meet open space standards.
- Policy GI3 which encourages the provision of allotments and community gardens
- Policy GI4 which establishes a framework for the provision of developer contributions towards green infrastructure.

## Part 2 – Green infrastructure delivery in new development

### Embedding the green network and green infrastructure

In order to safeguard, enhance and expand the green network and green infrastructure, development proposals are required to:

- **Protect the existing green network:** Green infrastructure and open spaces which currently exist on a site should be protected unless there is adequate mitigation which enhances the quality of the network elsewhere.
- **Understand the wider green network:** It is vital that development proposals look beyond the boundaries of individual sites, however large or small, to consider the broader spatial context and create a more coordinated and joined-up network.
- **Integrate green infrastructure into the design process for all development proposals:** The greatest green network benefits can be achieved if green infrastructure is considered integral to the development design process and considered early, rather than an afterthought once other elements have become ‘fixed’.
- **Create new green infrastructure as part of the development:** Where development increases the number of people who would use and derive benefit from the green network, proposals should seek to extend the network through the creation of new green and open spaces.
- **Enhance the functionality and biodiversity value of existing assets:** The site appraisal and design process should identify opportunities to enhance the value of existing assets.
- **Link to the existing network:** Green infrastructure and path connections on new sites should link up with the existing green network where possible.
- **Contribute financially towards off-site projects:** In some instances the best way of achieving green network enhancement will be by making a financial contribution to projects beyond a site’s boundary, for example upgrading a local play park or path network. Part 4 outlines the circumstance and level of contribution that may be required.
- **Look long-term towards future management and maintenance.** How green infrastructure and open spaces will be sustained should be considered from the outset. Without careful consideration being given to future management and maintenance of assets the range of benefits will reduce quickly over time.

### Green Infrastructure Functions

Policy CP 2 of Local Development Plan 2 sets out how the different functions of green infrastructure should be integrated within developments. These functions are water management, habitat enhancement, access and open space. The integration of these functions within the design and layout of the development is necessary in order to ensure that the development ensures a whole life approach to green infrastructure provision and links into and contributes to the wider green network. Taking a green infrastructure first

approach to integrating these functions within the development, will help to create a sustainable, well managed and healthy, biodiversity rich, green place, which helps to contribute to fit and active communities.

#### **Green Infrastructure Function: Water Management**

The Water Environment (Controlled Activities) (Scotland) Regulations 2011 requires all surface water from new development to be treated by a sustainable drainage system (SuDS) before it is discharged into the water environment, except for single houses or where the discharge will be into coastal water.

SuDS help to protect water quality and reduce potential for flood risk by facilitating natural drainage of surface water run-off (including roof water). They encourage infiltration and attenuation to prevent and reduce pollution from diffuse urban sources and release capacity in water management infrastructure.

However, not all SuDS systems deliver a range of multiple benefits as envisaged by the Integrated Green Infrastructure (IGI) approach. SuDS should be designed and constructed to be multi-functional green infrastructure elements, providing visual interest, recreational amenity and biodiversity value.

#### **Green Infrastructure Function: Habitat Enhancement**

Many sites will have opportunities to create/enhance habitats and habitat networks, create connections between those habitats and networks or enhance the biodiversity of the site through specific planting and design.

Proposals for new development should consider whether the site can protect or enhance habitats to safeguard existing networks or deliver new habitat to connect fragmented networks. This work should be guided by the Green Network Blueprint developed by the Glasgow and Clyde Valley Green Network Partnership, which details existing habitats critical to the network and where connections should be made to improve habitat connectivity.

#### **Green Infrastructure Function: Access Networks**

A successful green network needs to have good connections between the different open spaces and facilities, such as shops and schools, which exist in and around our settlements. New development has a role to play in this by ensuring that sites connect to the existing green network.

When appraising the access potential for a site, consideration should be given to what opportunities exist within the site, including how houses will link with open space and facilities using safe, off-road Green Active Travel routes, and what opportunities exist to connect with existing access networks outwith the site. Proposals for new development should consider whether the site can protect or enhance existing assets or deliver new Green Active Travel infrastructure to address identified gaps.

#### **Green Infrastructure Function: Open Space**

This is covered in greater detail in Part 3.

## The requirement for Green Infrastructure in different types of development

Not all forms of development will have to contribute directly or indirectly to open space provision. The level of contribution expected will be proportionate to the scale and impact of that development on the green network. Developments with the greatest impact are those that increase user demands on the green network i.e. residential uses. Table 1 sets out these requirements and there is a flow chart in Appendix 1 which provides a quick guide to the expectations for provision of open space.

TYPES OF PROVISION	Residential development (units)			New commercial or industrial development
	1-9	10 -49	50+	
Layout to include landscaping and setting	✓	✓✓	✓✓	✓
Green and Open Spaces incl. play spaces and equipped areas	×	✓	✓✓	×
Access Networks e.g. walkable link to green network	✓	✓	✓	✓
Water Management e.g. SUDS	✓✓	✓✓	✓✓	✓✓
Habitat Networks e.g. biodiversity	✓	✓	✓	✓
Off-site contribution/delivery	✓✓	✓	✓	✓

× not required  
 ✓ required where need/opportunity identified  
 ✓✓ required

*Table 1 Matrix of types of development and indicative green infrastructure requirements*

New build commercial and industrial developments should comply with the principles of good design set out in Policies CP1 and CP 2 of Local Development Plan 2 and the Creating Places Supplementary Guidance, and look for opportunities to provide amenity space, access links, SUDS and enhance biodiversity through planting.

All residential development is expected to enhance the green network and applicants should fully explore all opportunities for doing so at the outset of masterplanning and site design. The requirements for green infrastructure associated with residential development are based on an assessment of need and opportunity using the estimated population size of the development and the standards of accessibility, quality and quantity. The green network requirements for each individual site will be discussed and agreed at pre-application stage.

Design guidance for integrating green infrastructure into new development is set out in the Creating Places Supplementary Guidance.

Appendix 2 provides a checklist for ensuring the principles and functions set out above have been considered within development proposals.

*Open Space Standards for Residential Development*

In order to create a valued green network within West Dunbartonshire each component of the green network has to be “fit for purpose”, in other words, it is in a condition that can support its intended purpose and function. Three key standards are used to determine whether a component is “fit for purpose”. These are

- Accessibility
- Quality; and
- Quantity

These standards will be used to:

- inform developers what the minimum requirements are for their sites;
- prioritise works to provide/enhance facilities;
- identify areas where open spaces are not fit for purpose; and
- identify where there is a deficit in provision

*Accessibility Standard*

This is the principle standard and sets a threshold for how close people should live to their nearest publicly usable open space. The Council is keen to ensure that the distance to open spaces takes into account the walking abilities of children and older people. It is assumed that a child would be able to walk 250m in approximately 5 minutes and this distance defines the standard. The priority is to ensure that people have easy access to multi-purpose and good quality spaces that meet their needs.

The accessibility standard is:

Everyone will live within a 250m walk of a 0.2 ha usable and good quality greenspace

When carrying out a site appraisal, developers should assess the distance of usable, good quality open space, including the type, relative to the site being considered, and this assessment should be provided in plan form. The distances should not be “as the crow flies” but based on a network analysis using streets, paths and access points to open spaces and highlighting barriers to those spaces.

This assessment will inform what type of space, if any, is required within the development, and its preferred location, or if a financial contribution to an existing space is more appropriate.

Small, single use spaces such as stand-alone play areas should not be considered as part of this assessment.

### Quality Standard

The quality of an open space is an assessment-derived score based on work undertaken as part of the Open Space Audit carried out in 2016 and updated in 2018 to reflect changes to some spaces. It measures the quality of spaces against a set of criteria relating to the site's management, usability, biodiversity, accessibility and infrastructure. The quality measure has two main uses:

- to identify where investment is needed in existing spaces
- to ensure that new spaces meet/exceed the quality standard.

The quality standard is:

All publicly usable open spaces should meet or exceed the Threshold Score set out in Table 2

Where a space is identified as being below the Threshold Score, this indicates the quality of that space is below standard and requires investment, and cannot in its current condition count towards open space provision for the development site. All new provision should exceed the threshold scores in Table 2 and should have management and maintenance mechanisms and funding in place to ensure that the quality is maintained into the future. The quality assessment for existing spaces will be used to inform what enhancements are required if it falls below the threshold.

Open space typology	Quality standard threshold score
Parks and gardens	69%
Residential amenity greenspace	60%
Natural/semi-natural greenspaces	55%
Play space	50%

Table 3 - Quality standards for greenspace types

### Quantity Standard

The quantity standard is the amount of open space required per person. For West Dunbartonshire the standard for new developments is

All new housing developments should provide access to 30m<sup>2</sup> of publicly useable open space per person.

Development sites should provide this quantity of open space as a minimum where the accessibility standard identifies a need based on an analysis of open space provision for the wider area. The range and mix of open space within a development should reflect the findings of the site and wider context appraisal, but would normally include formal open space such as a park, multi-functional amenity greenspace, formal and informal play space, natural/semi-natural greenspace and green corridors. Play areas must include accessible play equipment so that they may be enjoyed by users of all abilities.

The projected population of any development is calculated using the number of bedrooms. Developers should use Table 3 to work out the average occupancy for their site. Appendix 3 provides worked examples of how this is done.

DWELLING SIZE	HOUSEHOLD SIZE	QUANTITY OF OPEN SPACE
1 bed	1.3	39m <sup>2</sup> (30 x 1.3)
2 bed	1.9	57m <sup>2</sup> (30 x 1.9)
3 bed	2.5	75m <sup>2</sup> (30 x 2.5)
4 bed	3.0	90m <sup>2</sup> (30 x 3.0)
5 bed	3.3	99m <sup>2</sup> (30 x 3.3)

**Table 3** *Average household occupancy based on Scottish Household Survey (2013)*

The provision of public open space does not preclude or replace the need for private garden/amenity areas that are commensurate with the needs of the type and size of properties.

### **How will these standards be used?**

Accessibility, quality and quantity standards will be used to inform provision of open space for new development in West Dunbartonshire.

Developers will need to demonstrate that the open space they propose in relation to a development site is based on an assessment of these measures.

Accessibility is a key objective for the Council so even if a development site is in an area which has a good general provision of open space, if these are not readily accessible from the site i.e. within 250m, then provision on-site will have to be made or works carried out to improve accessibility e.g. new footpath connection.

### **On-site Provision for Residential Developments**

Green infrastructure should be designed into the proposal at an early stage in the process and the open space standards of accessibility, quality and quantity used to determine what level of on-site provision there should be. Design Statements should record the appraisal carried out of the existing green network and set out justification for the level of provision.

There is an expectation that major residential developments provide an equipped play area if there is not adequate provision within 250m. Equipped play areas, must include accessible

play equipment so that they can be enjoyed by users of all abilities. For some residential sites it will not be appropriate to form play spaces or equipped play areas and instead a financial contribution is expected.

Policy GI4 and Part 4 of this Guidance sets out the circumstances under which off-site provision or a financial contribution to enhance the green network may be appropriate.

## Green Infrastructure Stewardship

### *Stewardship over Time*

Well-designed green infrastructure should continue to deliver multiple benefits into the future. Consideration as to how the various features of the green network will be maintained will ensure that it remains 'fit for purpose'.

Just as 'grey infrastructure' elements, such as roads and drains, require ongoing maintenance, so does green infrastructure. Many of the problems associated with the quality of existing open spaces reflect the lack of initial consideration given to funding and management mechanisms for effective long term management of green infrastructure. Good stewardship ensuring the long-term quality of green infrastructure is vital to a well-functioning green network.

Partnership working and agreements between public agencies and other organisations may be necessary to recognise the multi-functional nature of the green infrastructure and ensure that resources that would otherwise be spent on 'grey' infrastructure are allocated to the effective management of the green infrastructure.

Applicants should demonstrate how their design proposals will be sustainably managed over the long-term including financial models for future funding of appropriate management and maintenance.

Planning conditions and legal agreements may be used to ensure that new developments provide details of the ongoing maintenance of sites. There are different options for management and maintenance depending on the tenure and nature of the site. For private housing, the preferred method is a requirement for maintenance and management of all common areas through a factor to form part of the land title for all owners of a site. Registered Social Landlords will have to provide evidence of a regular maintenance contract.

## Part 4 – Developer Contributions and Green Infrastructure Projects

### Introduction

This section provides further information and guidance on Policy GI4 of Local Development Plan 2 and the Council's requirements for development contributions for Green Infrastructure.

### Legal and Policy Framework

This Supplementary Guidance has been prepared within the context of the following:

- Town & Country Planning (Scotland) Act 1997 (as amended);
- Local Government (Scotland) Act 1973
- Town and Country Planning (Development Planning) (Scotland) Regulations 2008;
- Circular 3/2012: Planning Obligations and Good Neighbour Agreements; and;
- West Dunbartonshire Local Development Plan 2.

### Developer Contribution Framework

The requirement for a developer to make an appropriate development contribution, where the circumstances set out in Policy GI4 arise, is mandatory and will be treated as a material consideration in the assessment and determination of planning applications for residential development.

As a result, the Council has established a framework of how developer contributions are collected and how they will be monitored annually, which is described in the monitoring section below.

In addition to any contributions made under Policy GI4 and this Supplementary Guidance, developers will require to meet the costs of providing the service infrastructure necessary for their development.

### When will contributions be sought?

Contributions will be sought in line with the circumstances set out in Policy GI4 of Local Development Plan 2. These are:

- Smaller sites of less than 10 units where provision of on-site recreational green infrastructure is not possible.
- Developments where meeting the green infrastructure standards for on site provision is not appropriate, e.g. high density urban areas
- Where a development site is accessible to open spaces but those spaces are of a poor quality; and
- Where development sites are accessible to good quality open spaces but a contribution to the green network is required to enhance its provision to the Central Scotland Green Network.

### What will the contribution be?

The West Dunbartonshire standard for the required quantity of greenspace is 30m<sup>2</sup> per person.

The contribution for financial year 2022/23 is £30 for every m<sup>2</sup> of open space required for the site. This figure is based on what it would cost to provide a facility 2,000 m<sup>2</sup> (0.2ha) in size which includes a small play park, kick-about area, biodiversity area and path connection. Excluding land costs, this would be in the region of £60,000.

As the costs of developing and implementing green infrastructure projects will increase over time, it is considered prudent and necessary that project costs are kept in line with the rate of inflation. Therefore, this guidance stipulates that project costs are index linked and that costs are revised on 1st April each year using the General Building Cost Index (GBCI) to reflect the increased project costs as they arise. If the GBCI falls then developer contributions will remain at the same rate as in the previous year

### How is the contribution calculated?

To calculate the contribution the first step is to work out how much open space would be required for the site using the quantity standard and estimated site population.

The projected population of any development is calculated using the number of bedrooms, which is based on data from 2013 extrapolated from the 2010 Census. Developers should use Table 4 to work out the occupancy for their site. Appendix 3 provides worked examples of how this is done.

Table 4: Open Space Standards for Residential Development		
Dwelling size	Household size	Quantity of greenspace to be provided per house
1 bed	1.3	39 m <sup>2</sup> (30 x 1.3)
2 bed	1.9	57 m <sup>2</sup> (30 x 1.9)
3 bed	2.5	75 m <sup>2</sup> (30 x 2.5)
4 bed	3.0	90 m <sup>2</sup> (30 x 3.0)
5 bed	3.3	99 m <sup>2</sup> (30 x 3.3)

The contribution is calculated by totalling the amount of greenspace required across the site based on number and dwelling size of units. That is then multiplied by £30 per sq. metre (2022/23). For example, if there are 25x2 bed dwellings and 30x 3 bed dwellings then the calculation would be:

$$\begin{aligned} \text{Total open space provision} &= 25 \times 57\text{m}^2 = 1,425 + \\ & 30 \times 75\text{m}^2 = 2,250 \\ & = 3,675 \text{ sq. metres} \end{aligned}$$

$$\text{Developer contribution calculation} = 3,675 \times £30 = £110,250$$

### When will developer contributions be required to be paid?

The Council will require developers to make their developer contributions to the Council prior to planning consent being issued, unless the payment of the contributions is determined through a Section 75 or other agreement agreed between the Council and the developer, which specifies a different payment schedule or date for the contributions to be made.

### Financial Mechanisms

In most cases, developer contributions will be delivered through either a Section 75 or Section 69 agreement. In some cases it may be deemed that these mechanisms are not required or appropriate, and payment may be made up front, prior to planning consent being issued.

Where it has been agreed that payment will not be made at the time of concluding the legal agreement, i.e. where phased payments have been agreed, the sums involved will be index linked to the General Building Cost Index (GBCI). However, if the GBCI falls then developer contributions will continue at the same rate as in the previous period. In certain instances, the party to the agreement may also be required to guarantee the availability of funds, for example through a bond with a bank or insurance company in order to prevent any default in payment through bankruptcy, liquidation or refusal to pay. Late payments may also incur interest charges, which will be calculated at 5% per annum above the base rate of the Bank of England.

### What projects will developer contributions be spent on?

The Council will publish a schedule of general and specific projects that developer contributions will be used towards. This will be updated annually.

### Are there any circumstances when developer contributions will be reduced?

Policy GI4 states that contributions sought under this policy will be waived or reduced only in exceptional circumstances – for example, where a developer demonstrates that their development would have exceptional development costs and/or overriding economic, social or other benefits.

Where it can be demonstrated that paying the full contribution would make a development unviable, developers may be permitted to negotiate a reduced contribution.

In such cases, developers will be required to submit a full development appraisal, including costs, on an open book basis, to the Council for consideration. For verification purposes, the Council may seek an assessment of the submitted appraisal from the District Valuer or other mutually agreed independent valuation surveyor at cost of the developer/applicant.

Appendix 4 of this Supplementary Guidance provides further advice on the level of information that will be required in the development appraisal and how this will be assessed by the Council.

In addition to developers being able to negotiate reduced contributions, the Council also provides flexible methods of developer contribution payments. Consequently, developers may be able to enter into an agreement with the Council in order to arrange for the payment

of developer contributions at a later stage in the development process. This allows flexibility to meet changes in the wider economy.

### Monitoring

The Council has an agreed system for collecting, distributing and monitoring developer contributions which was approved by Planning Committee on 6th September 2017.

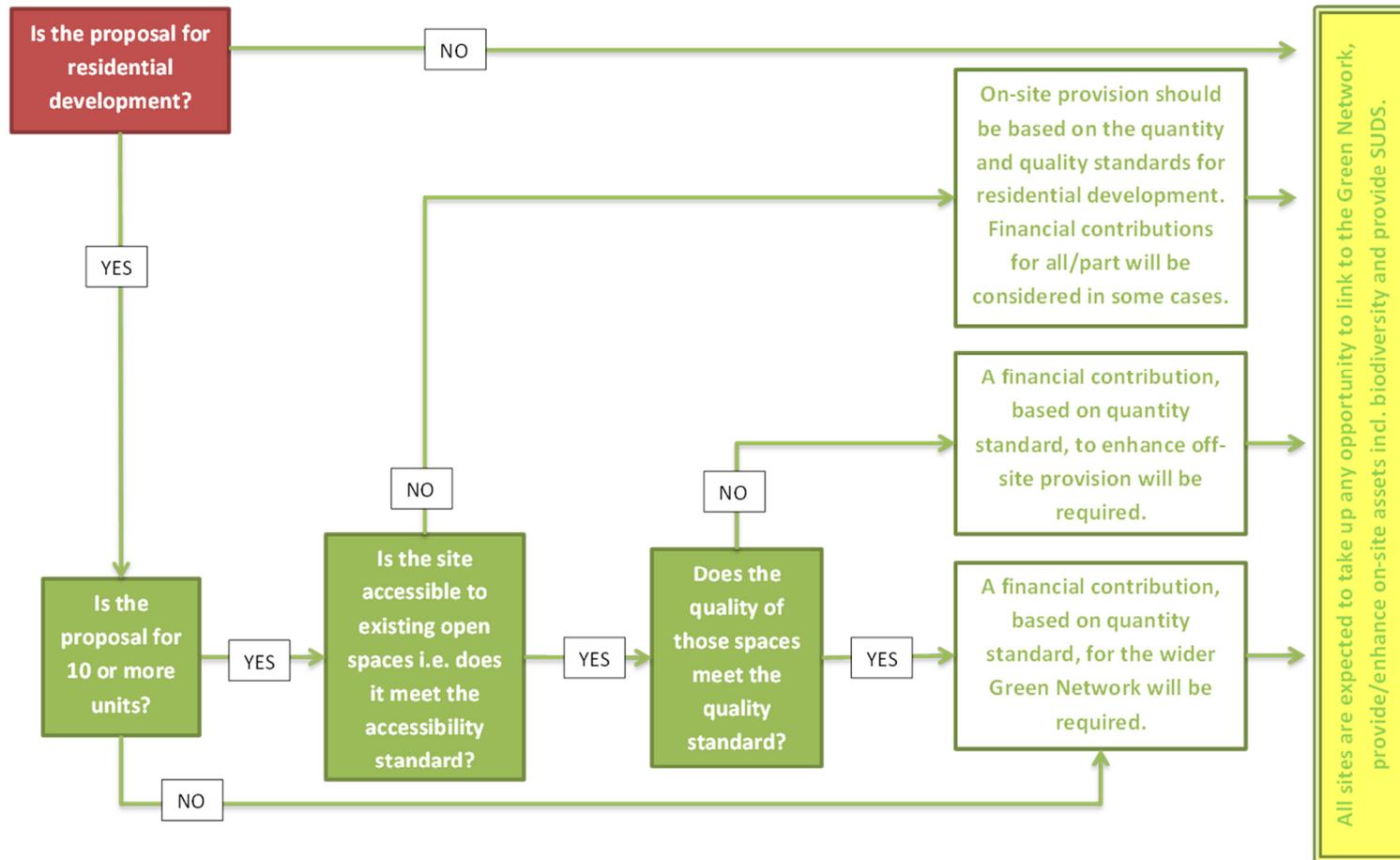
The Development Planning and Place Team, in conjunction with the Council's Finance Service, monitor the Developer Contributions fund for auditing and project management purposes.

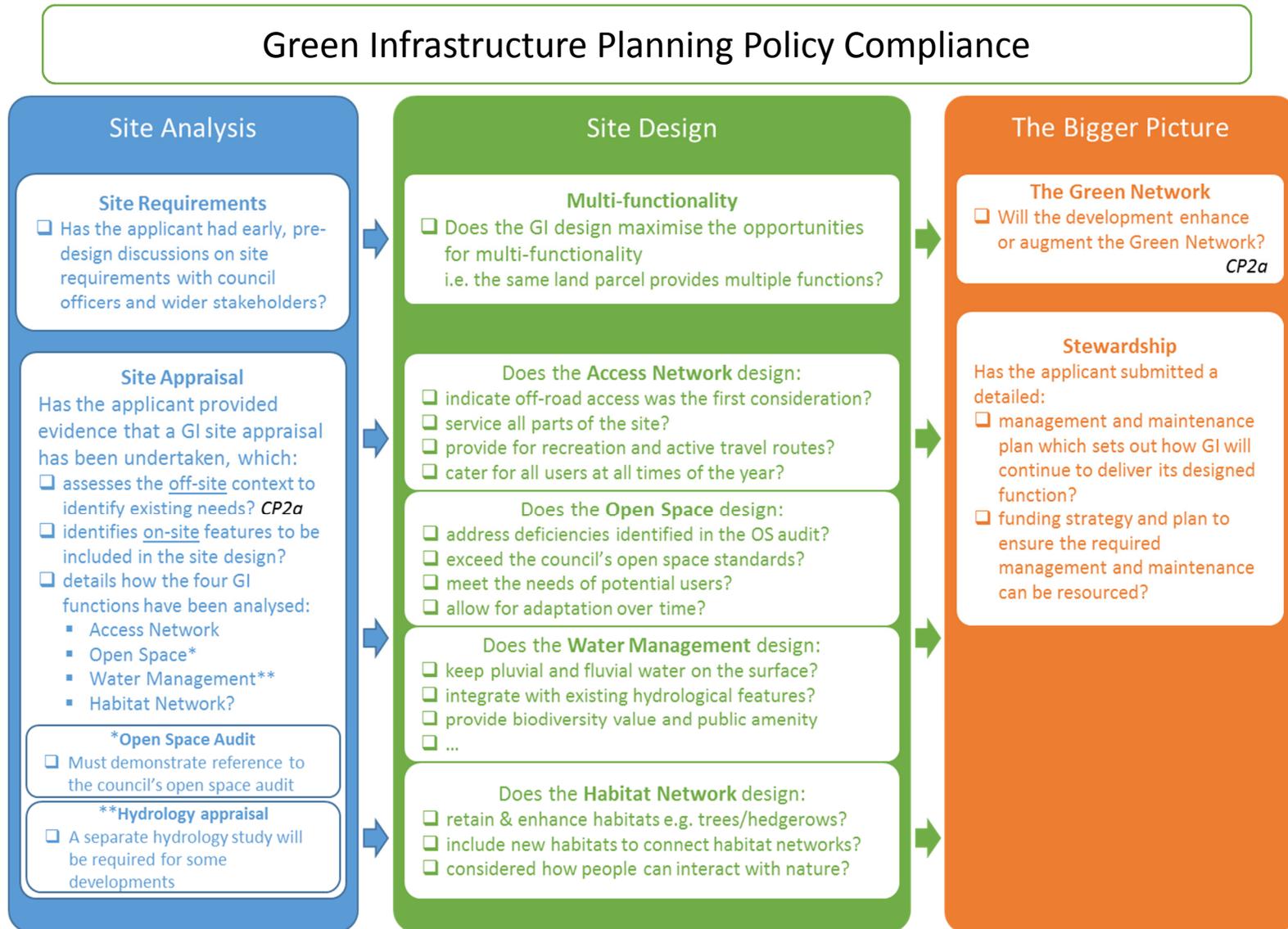
A monitoring report will be presented to Planning Committee on an annual basis which updates the committee on:

- the amount of developer contributions received;
- which projects have been undertaken and the total cost for each project;
- the remaining developer contributions held by the Council; and
- the general and specific projects that the contributions will be used towards.

The time period in which developer contributions must be spent within is 10 years from the grant of planning consent and/or when the development contribution has been paid to the Council, whichever is later. This length of time is considered appropriate because of the length of time some developments take to complete and because, in some instances, contributions will be towards larger green infrastructure projects which will be funded from a variety of sources. Should the contribution not be spent in this timeframe, unless there has been exceptional circumstances, the money will be returned to the applicant including the interest that has been accrued on the contribution.

Appendix 1: Developer's Flowchart





## Appendix 3: Developer Contributions Examples

### Example 1 - Using the Quantity Standard

A residential site proposes a mixed development of 80 units comprising flats, terraced, semi-detached and detached properties. There are two blocks of 12 flats consisting of 6 1-bed and 18 2-bed flats. There are 56 houses comprising a mix of eight 2-bed terraced houses, thirty 3-bed semi-detached houses and eighteen 4-bed detached properties. What is the expected occupancy and what should the minimum open space provision be?

#### **STEP 1 – Work out the number of bedrooms**

Unit Type	Number of Units
1 Bed	6
2 Bed	26
3 Bed	30
4 Bed	18
<b>TOTAL</b>	<b>80</b>

#### **STEP 2 – Determine the open space provision per number of units as per Table 6 of Local Development Plan 2**

Bedrooms	Household Size	Open Space Per Unit (household size x 30 sq.m)	Units	Open Space Total (sq.m) (Open space x units)
<b>1</b>	1.3	39	6	234
<b>2</b>	1.9	57	26	1482
<b>3</b>	2.5	75	30	2250
<b>4</b>	3	90	28	2520
<b>5</b>	3.3	99	0	0
		Total	80	6486

**STEP 3 – Add the open space provisions together to get the total open space required which would be in this case 6,486 sq.m.**

This is the amount of open space to be provided for a development proposal of this size. The form of this needs to be determined using the site appraisal method.

### Example 2 - Using the Quantity Standard for Small Sites

A small housing opportunity site proposes a block of four one-bed flats. What is the expected occupancy rate and the minimum open space provision?

**STEP 1** – Work out the number of bedrooms

Unit Type	Number of Units
1 Bed	4
2 Bed	0
3 Bed	0
4 Bed	0
<b>TOTAL</b>	<b>4</b>

**STEP 2** - Determine the open space provision per number of units as per Table 6 of Local Development Plan 2

Bedrooms	Household Size	Open Space Per Unit (household size x 30 sq.m)	Units	Open Space Total (sq.m) (Open space x units)
<b>1</b>	1.3	39	4	156
		Total	4	156

**STEP 3** – 156 sq.m is the amount of open space to be provided. However, as it is a small site of less than ten units and therefore requires a financial contribution to be provided instead of providing on-site.

**STEP 4** – Multiply the open space provision by financial contribution rate of £30 per sq.m 156 sq.m x £30 = £4,680

### Example 3 - Accessibility Standard: On-site Provision or Financial Contribution

The development site is a gap site within a built up area. It is 0.41ha in size and the proposal is to build a single block of flats. There is a mix of 15 one-bed and 30 two-bed flats. What would the developer be required to provide?

**STEP 1** – Using the flow chart in Appendix 1, the proposal is for more than ten units so the first step is to see if it meets the accessibility standard i.e. is it within 250m of a 0.2ha space?

**STEP 2** - Determine the open space provision per number of units as per Table 6 of Local Development Plan 2

Bedrooms	Household Size	Open Space Per Unit (household size x 30 sq.m)	Units	Open Space Total (sq.m) (Open space x units)
1	1.3	39	15	585
2	1.9	57	30	1710
		Total	45	2,295

**STEP 3** – To get the total amount of open space required, add together the open space provision  $585 + 1710 = 2,295$  sq.m. This is the amount of open space to be provided.

The site is in an urban area where a high density development is supported. The applicant has made a case for making a financial contribution to upgrade play equipment in a large park less than 400m walking distance. It is agreed that off-site provision is more appropriate in this instance so the contribution needs to be calculated.

**STEP 4** – Multiply the open space provision by financial contribution rate of £30 per sq.m, i.e.  $2,295 \text{ sq.m} \times £30 = £68,850$ .

Therefore for this site a financial contribution of £68,850 required to upgrade play equipment in the park.

#### Example 4 - Using the Quantity Standard for Large Sites

A large housing development is proposed for a greenfield site (5.15ha). It is close to an existing woodland and a path network which leads into the wider countryside. There are 115 dwellings proposed for the site, a mixed of detached, semi-detached and terraced properties. What would the developer be required to provide?

1 Bed terraced	12
2-bed semi detached	18
3-bed semi- detached	30
3-bed detached	25
4-bed detached	30

**STEP 1** - Using the flow chart in Appendix 1, the proposal is for more than ten units so the first step is to see if it meets the accessibility standard i.e. is the site within 250m of a 0.2ha amenity greenspace, play space or natural/ semi-natural greenspace? The site is within 250m of a natural/semi-natural greenspace provided path links are made to connect into these areas from the site. In addition, there is an expectation that major residential developments provide an equipped play area if they are not within 250m of one. The site appraisal identifies that there are no equipped play areas nearby. To meet the standards the site could combine provision i.e. have on-site provision and make an off-site contribution to make the woodland accessible.

**STEP 2** – Determine the open space provision per number of units as per Table 6 of Local Development Plan 2

Bedrooms	Household Size	Open Space Per Unit (household size x 30 sq.m)	Units	Open Space Total (sq.m) (Open space x units)
1	1.3	39	12	468
2	1.9	57	18	1026
3	2.5	75	55	4125
4	3	90	30	2700
		Total	115	8319

**STEP 3** – To get the total amount of open space required, add together the open space provision 468+1026+4125+2700 = 8319 sq.m. This is the amount of open space to be provided.

This is the total amount of open space required based on the estimated population. To provide on-site and make an off-site contribution this figure is split: a 0.2ha (2000sq.m)

equipped play space will be provided within the site and the remainder will be a financial contribution to enhance access to and within the woodlands.

**STEP 4** – The off-site financial contribution to enhance access to and within the woodlands will be less the area of the equipped play space i.e.

$$8,319 \text{ sq.m} - 2,000\text{sq.m} = 6,319\text{sq.m}$$

$$£30 \times 6,319 \text{ sq.m} = £189,570$$

The provision responds to the site context.

### Example 5 - Not all of the Site is Accessible

A large housing development is proposed on a long, narrow site with the railway adjacent to the southern boundary. There are 104 dwellings proposed on the 2.8ha site: a mix of detached, semi-detached, terraced and flatted properties. What would the developer be required to provide?

**STEP 1** - The proposal is for more than ten units so the first step is to see if it meets the accessibility standard i.e. is it within 250m of a 0.2ha of a useable park, amenity greenspace, play space or natural/semi-natural greenspace? The site is within 250m of a large park and recreation ground which is in need of an upgrade. However the railway separates the site from the park so that the walking distance is greater than 250m for most of the site except the flatted properties to the west. Improving connections by building a bridge is too expensive so some on-site provision is required. There is an expectation that major residential developments provide an equipped play area.

**STEP 2** – Determine the open space provision per number of units as per Table 6 of Local Development Plan 2

Bedrooms	Household Size	Open Space Per Unit (household size x 30 sq.m)	Units	Open Space Total (sq.m) (Open space x units)
1	1.3	39	24	936
2	1.9	57	26	1482
3	2.5	75	38	2850
4	3	90	16	1440
		Total	104	6708

**STEP 3** – All the 1 bed flats (24) are within 250m of the play area so need to be excluded from the calculation of amount of on-site provision required i.e. subtract 936 sq.m from the total:

$$6708 - 936 = 5,772 \text{ sq meters}$$

**STEP 4** – The site would therefore still have to provide 5,772 sq.m of open space (including an equipped play area) and make a financial contribution of  $936 \times \text{£}30 = \text{£}28,080$ .

### Example 6 - Looking at Quality Standards

A residential development of 45 flats is proposed, a mix of 30 two-bed and 15 one-bed flats. Applying the accessibility standard, it is located close to an existing park and the canal. What would the developer be required to provide?

**STEP 1** - The proposal is for more than ten units so the first step is to see if it meets the accessibility standard i.e. is it within 250m of a 0.2ha amenity greenspace, play space or natural/semi-natural greenspace? The site is within 250m of a park. The site has less than 50 units so an equipped play park is not necessarily required on the site. The quality of that park needs to be assessed using the quality standard.

**STEP 2** – the most recent Audit carried out for this site shows that there are a number of concerns about the play equipment, surfacing and path connections. Using the scoring the play area is below the 50% threshold and requires investment.

**STEP 3** – Determine the open space provision per number of units as per Table 6 of Local Development Plan 2

Bedrooms	Household Size	Open Space Per Unit (household size x 30 sq.m)	Units	Open Space Total (sq.m) (Open space x units)
1	1.3	39	15	585
2	1.9	57	30	1710
		Total	45	2295

**STEP 4** – To get the total amount of open space required, add together the open space provision  $585 + 1710 = 2295$ . This is the amount of open space to be provided.

**STEP 5**– Multiply the open space provision by the financial contribution rate of £30 per sq.m i.e.  $2,295 \text{ sq.m} \times £30 = £68,850$ .

For this site a financial contribution of £68,850 is required to help upgrade the park.

## Appendix 4: Information required to be provided in Development Appraisals

This appendix expands on what applicants are required to include in their development appraisals when asking for consideration of a reduced or waived fee.

### **The Development Appraisal**

The basic calculation to assess whether a contribution should be waived is as follows:-

(X) Estimated Sale Value of Completed Development.

(Y) Total costs of development including any land purchase. The required developer contribution is also a development cost and should be included here.

(X) minus (Y) gives the expected profit level from the development. Developers will usually expect a profit between 10-20% of development costs (Y) before proceeding with a development. Therefore, if the submitted appraisal shows that profit levels fall to an unacceptable level when the developer contribution is included as a cost, the Council will give consideration to reducing the fee.

A greater level of detail than the top line numbers set out in the above basic calculation is however required to be provided within the development appraisal. The estimated sale value of the development (X) should be broken down into house types to allow the figures to be easily verified.

For example:-

12 no. 4 bed detached houses @ £200k = £2.4m

4 no. 2 bed semi-detached houses @ £120k each = £0.48m

Total estimated value of completed development - £2.88million

Total development costs (Y) should be broken down into the following general headings:

- (i) Land purchase costs;
- (ii) Professional Fees including legal, project management, architect and estate agents;
- (iii) Finance Costs i.e. Bank Interest charges;
- (iv) Build Costs including all site infrastructure costs; and
- (v) Developer Contribution Fee

All of the above information should be provided by the developer on an “open book” basis, with no confidentiality restrictions, to allow the Council to verify the costs shown by developers if considered necessary. Wherever possible, costs should be confirmed and certified by consultants employed by the developer.

Once all of the above information has been submitted, the Council may seek internal or external expertise to verify it and then a decision about whether the contribution should be reduced will be made.

