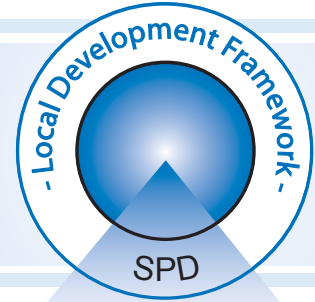




TEST VALLEY
BOROUGH COUNCIL



Test Valley Borough Council



Affordable Housing

Supplementary Planning Document

March 2008





Contents

1	Introduction	3
2	The Scope of this Guidance	4
3	The Planning Background	4
4	Definition of Affordable Housing	6
5	Housing Need in Test Valley	8
6	Local Plan Policies	9
7	On-Site Contributions and Public Subsidy	13
8	The Planning Application Process	13
9	Section 106 Agreement	14
10	Design & Layout	15
11	Rural Exceptions Sites	16
12	Process of Developing a Rural Affordable Housing Scheme	18

This SPD, along with its Sustainability Appraisal, was subject to a period of consultation from Friday 19th October 2007 to 5.00pm Friday 23rd November 2007 for a 5 week period. Comments on either the SPD or the Sustainability Appraisal should be sent to:-

**Planning Policy, Design & Conservation
Planning Service
Test Valley Borough Council
Council Offices
Duttons Road
Romsey
Hampshire
SO51 8XG**

**Email:- planning@testvalley.gov.uk
Fax:- 01794 527874
Telephone:- 01794 527816**



1 Introduction

1.1 The objectives of the Council's affordable housing planning policies and this Supplementary Planning Document (SPD) are to:

- Increase the affordability and mix of housing
- Reduce areas of poverty and social exclusion
- Promote a place with strong and vibrant local communities
- Encourage efficient use of land including maximising the potential of previously developed land
- Encourage a more efficient use of resources
- Supporting a thriving economy in the rural and urban area

These objectives will form part of the Sustainability Appraisal which accompanies this document.

1.2 The consultation and adoption of this statement has followed the process outlined in the Council's Statement of Community Involvement (August 2006). The production and consultation of a Sustainability Appraisal coincided with this process.

1.3 It should be noted that this document should be read in conjunction with the Development Plan and any other saved Supplementary Planning Guidance or Document such as Planning or Design Briefs prepared in relation to specific sites.



2 The Scope of this Guidance

- 2.1 Planning applications for housing, like all other planning applications, should be decided in accordance with the policies of the development plan unless other material considerations indicate otherwise.
- 2.2 This guidance relates to all sites suitable for residential development where, under policy ESN 04 and ESN 05 of the Test Valley Borough Local Plan (2006), affordable housing will be required as part of their development.
- 2.3 The process for achieving affordable housing will apply to suitable sites for residential development. Each site will be considered in terms of its suitability for affordable housing and the need for such housing in Test Valley. Relevant residential development includes all private open market housing, above the threshold, including sheltered or other specialist housing.
- 2.4 The Council's requirement for an element of affordable housing to be provided within a development site will need to be taken into account and designed for by the developer from an early stage in accordance with the Council's policy and guidance. Unless there are exceptional circumstances the Council will seek the provision of affordable housing in respect of all new housing proposals where the number of dwellings is above the thresholds set out in the Borough Local Plan. Being unaware of the relevant policies will not constitute a reason for non-provision of affordable housing.

3 The Planning Background

National Guidance

- 3.1 PPS 3 Housing includes the Government's approach to Affordable Housing. The requirements of paras 29-30 of PPS 3 will be included within the Council's forthcoming Core Strategy.
- 3.2 The Government is committed to providing high quality housing for people who are unable to access or afford market housing in order to create mixed sustainable communities.
- 3.3 The Government strongly encourages the use of planning obligations in order to secure affordable housing through developer contributions and other tools¹.

¹ Para 9. Delivering Affordable Housing (2006)
DCLG



Regional Guidance

- 3.4** Policy H4 of the Regional Planning Guidance for the South East (RPG 9) requires that affordable housing should be provided to meet locally assessed need. Local authorities should also...
- work closely with the Housing Corporation, Registered Social Landlords, other housing providers, developers and new and local businesses, to secure sufficient affordable housing;
 - establish mechanisms to ensure that both low cost market and subsidized housing for rent are kept affordable in perpetuity, possibly through partnership with registered social landlords and through the use of legal agreements;
 - monitor the provision of affordable housing against their local target, and regularly review both the targets and the housing strategy to meet it.
- 3.5** The draft South East Plan was published for consultation in March 2006. The document contains one policy (Policy H4) which deals with affordable housing within the region as a whole and one (Policy SH13) which deals with affordable housing within the South Hampshire sub region which includes the southern six parishes. The Examination in Public Panel report was published in August 2007 and modifications to the South East Plan are anticipated in 2008. The content of the South East Plan, once complete, will be included within future reviews of this document.

Borough Guidance

- 3.6** The Test Valley Borough Local Plan 2006 (BLP) was adopted on the 2nd June 2006. Policies ESN 04 Affordable Housing in Settlements and Policy ESN 05 Rural Exception Affordable Housing are explained in more detail in sections 6 and 11 respectively. Policy ESN 06 provides a framework for meeting identified need within rural communities. It does not deal solely with affordable housing schemes. More details are contained in the Borough Local Plan.

Corporate Plan

- 3.7** This document helps to meet the long term vision and aims of the Council through improving the quality of life for all in Test Valley. This can be achieved through making places where people feel safe and involved in strong local communities.
- 3.8** This aim will be achieved through:-
- improving the availability of suitable housing to meet people's needs;
 - providing balanced, inclusive and vibrant communities; and
 - opportunities for everyone to participate and contribute to community life.



4 Definition of Affordable Housing

4.1 Annex B of PPS 3 defines Affordable Housing as including “social rented and intermediate housing, provided to specified eligible households whose needs are not met by the market. Affordable housing should:

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

4.2 The Council defines affordable housing in the Borough Local Plan as: “housing that is available for people whose income level means that they are unable to access housing locally on the open market. For the purposes of this plan this comprises:

- subsidised affordable housing which has the benefit of Social Housing Grant either for letting at affordable rents or for sale on a shared ownership basis; and
- discounted market housing which is offered for sale, the proposed sale price being determined as affordable based on average local incomes at the time of application.”

Forms of Affordable Housing

4.3 **Subsidised affordable housing (Social Rent):-** Social rented housing will usually be owned by a Registered Social Landlord (RSL) and is then rented to a household on the housing register at an affordable cost. However, this does not preclude social rented housing from being owned by a private developer, provided it is being managed by an RSL or an accredited managing agent. The level of rent and service charges levied by RSLs is generally treated as being affordable to those in greatest need. Rented accommodation provided as affordable housing should not exceed target rents as set by the Housing Corporation. Social rented affordable housing should be made available in perpetuity, normally by legal agreement. The Council recognises that Affordable Housing can be provided with or without subsidy.



4.4 Subsidised affordable housing (Shared ownership):- Refers to housing where the occupiers acquires a share in the equity of a property whilst at the same time paying rent in respect of the share retained by the RSL or preferred partner of the Housing Corporation. Shared ownership should equate to a household on an average household income being able to purchase a maximum 50% equity share in the property in the first instance. Shared ownership affordable housing should be available, in perpetuity, to those in housing need unless the owner has purchased 100% share in the property.

4.5 Discounted market housing:- These are properties that are made available for sale to households who are in housing need at a price which reflects local income levels. In order that discounted market housing is affordable and remains so, a restriction on the disposal price to an amount not exceeding a specified percentage of the market value is imposed, together also with an obligation requiring any subsequent purchaser to enter into a similar restriction. This is achieved through a Section 106 Agreement. The Council will advise developers of the required maximum price of a property on a site by site basis. For avoidance of doubt, discounted market housing does not include properties merely because they are at the cheaper end of the market, or because they are otherwise sold at less than market value, as generally they would still be more expensive than those in housing need could afford².

4.6 Key Worker Housing:- Despite the advice in paras 27 and 29 of PPS3 and Policy H4 of RPG 9, Key Worker accommodation is not in itself a form of housing that satisfies the requirement for affordable housing under Policy ESN 04. It is appreciated that affordable housing may benefit key workers should they qualify for affordable housing under the definitions given above. Therefore the Council will not accept key worker housing as a substitute for the general requirement for affordable housing provision. Key worker housing would be accepted if it were provided in addition to the general affordable housing requirement and restricted through legal agreement to its continued use or if the scheme satisfied Policy ESN 09 Housing for Key Workers in the Countryside.

² para 39 Delivering Affordable Housing (2006) DCLG.



5 Housing Need in Test Valley

- 5.1** The Council has commissioned a Strategic Housing Market Assessment (SHMA) jointly with the other rural Hampshire districts for the Central Hampshire and New Forest area. This covers the whole of Test Valley. A HMA has also been prepared by PUSH for the South Hampshire sub-region.
- 5.2** The role of an SHMA (which replaces the previous Housing Needs Assessment) is to consider the requirements for the mix of additional housing widely across all tenures, types and sizes, taking account of the composition of existing and newly forming households and their housing needs. This is appraised on the basis of housing market area rather than local authority boundaries.
- 5.3** The study identifies within Test Valley current need at 2,290 households and arising need at 480 households per annum. 34% of all households and 69% of new households are unable to rent or buy market housing.
- 5.4** A range of indicators including house prices and rents, incomes and the supply of affordable housing, both social and low cost, is being monitored to provide a current market situation and indicate changing housing need at any one time.
- 5.5** In addition to the Strategic Housing Market Assessment there is an ongoing programme of individual village housing needs surveys undertaken jointly by the Parish Council, Rural Housing Enabler and Test Valley Borough Council, in order to establish the very specific needs in that location.
- 5.6** The Test Valley Supporting People Strategy identifies the key priority areas for meeting the needs of people who require housing and support in the Borough. This information will be used where appropriate to determine the need for supported housing provision.
- 5.7** The Test Valley Housing Strategy 2004-2007 sets a minimum target of delivering 100 new affordable homes during this period, based on the likely availability of sites and funding. With the development of the two major residential allocations at Andover the target will be increased to 200 new affordable homes between 2007-11. A new housing strategy will be produced in 2008.
- 5.8** The Council commissioned an Area Based Needs Assessment (March 2004) to identify the suitable location, type and mix for affordable housing. This study considered a number of data sources in order to establish a broader idea of the type of dwellings for particular areas of Test Valley over the next five years and has provided a useful tool in determining mix of units. The Area Based Needs Assessment is available on the 'Housing Policy & Research' page of the Council's website www.testvalley.gov.uk.



6 Local Plan Policies

ESN 04 'Affordable Housing in Settlements'.
On housing sites of:

- 15 or more dwellings (or sites of 0.5 hectares or more) within or on the edge of settlements with a population of 3,000 or more; and
- 5 dwellings or more (or sites of 0.2 hectares or more) within or on the edge of settlements in the rural area with a population of less than 3,000;

the Council will negotiate provision for up to 40% of the dwellings to be affordable.

Proposals should seek to ensure that:

- I. the proposed mix of housing meets the identified need;
- II. the affordable units are dispersed throughout the development;
- III. units are restricted in perpetuity to occupation by households in housing need;
- IV. units are made permanently available at the earliest opportunity, in line with the physical progress of development of the site.

In assessing the suitability of such sites for the provision of an element of affordable housing, the Council will take into account:

- a. site size, suitability and the economics of provision; and
- b. the need to achieve a successful housing development

6.1 Affordable housing will be sought on sites with a capacity of 15 (net) additional or more dwellings (or 0.5 hectares) in the urban areas of the Borough; and on sites with a capacity of 5 (net) additional or more dwellings (or 0.2 hectares) in rural settlements. Details of those settlements above and below the 3,000 population can be found on www.housingcorp.gov.uk/server/show/conWebDoc.3859. The lower threshold in the rural settlements reflects the character of the sites most likely to come forward (i.e. small-scale or infilling plots).

6.2 In considering applications for residential development the suitability of the site for affordable housing will be assessed by the Council. The identified affordable housing need in the area will be established from the information sources listed in section 5.

6.3 In considering whether or not the site qualifies for affordable housing provision, the development potential of any adjoining land will also be taken into account. This is to discourage sites coming forward on a piecemeal basis as a way of avoiding the provision of affordable housing.



- 6.4** If a site is below the threshold but the Council believes densities could be higher, and therefore the obligation to provide affordable housing would be applicable, the application could be refused. If a revised permission or submission of a reserved matters application results in an increase in density of housing on the site then it will be expected that further provision of affordable housing will be made. In addition if a revised application increases the site area or represents an increase in the overall development, then even if the extension is below the threshold it will be expected that the totality of development will be considered when determining the provision of affordable housing.
- 6.5** Where the proposal is for less than the threshold but the site area is more than that set out in Policy ESN 04 the Council will consider whether the site is suitable for the provision of affordable housing in terms of site size, types of units proposed and economics of provision.
- 6.6** Where a site is not deemed suitable by the Council for affordable housing provision on site due to the housing type, location and/or lack of facilities but the thresholds are met an off site contribution will be sought.

Ensuring Provision in Perpetuity

- 6.7** Planning policies seek to ensure that affordable housing is occupied by those who need it. Where there is an identified need for affordable housing and a requirement for affordable housing has been specified on a site then secure arrangements must be set up to ensure that the units will remain as affordable housing in perpetuity. This approach has been included within Policy H4bi within RPG 9.
- 6.8** The involvement of a Registered Social Landlord (RSL) or approved management agents, providing subsidised housing for rent or shared ownership will ensure control over future occupation. However, where an RSL uses a Social Housing Grant (SHG) to provide dwellings for rent the tenants enjoy the Right to Acquire by virtue of the Section 16 of the Housing Act 1996 which allows tenants to purchase outright, subject to the conditions and qualifications set out the Housing Act 1996.



Procedure for Negotiations

- 6.9** Developers are strongly advised to enter into negotiations with the Planning Authority at the earliest opportunity. In this way a developer will be able to negotiate land values with the landowner in full knowledge of the requirement for affordable housing. Entering into negotiations prior to the submission of a planning application will enable the terms of the Section 106 agreement to be agreed in advance and the legal documentation undertaken concurrently with the application. Should the application have to go to committee it would be expected that a Section 106 Agreement would be in its final draft stage. In the event of a proposal being resolved for permission, the Council will require that the Section 106 agreement is completed prior to the expiry of the eight or thirteen week deadline for determining the application, whichever is appropriate.
- 6.10** The Council's Housing Initiatives Manager will advise on the type and mix of affordable housing required in the specific location of the site, based on the housing need information, the existing stock provision, and the sustainability factors for ensuring balanced integrated communities and their access to facilities. The mix of housing types, level of affordable housing and management of the affordable element will be important issues in achieving a successful housing development. The type of affordable housing to be built should meet the need for such housing in the area of the site location. An area based needs assessment model which takes account of the above factors on both local plan and windfall sites has been produced. This will be available to landowners, developers, housing associations and residents and will ensure a consistent and transparent approach to the affordable housing mix requirement on sites.
- 6.11** The proportion of affordable housing to be included on any site will depend principally on the local need for affordable housing but will also take account of the form of development proposed, site characteristics and market conditions. This target will be the minimum element for negotiations for affordable housing on suitable housing sites. Where a developer considers that this requirement significantly affects the ability to deliver residential development from a financial point of view, the Council will seek an 'open book' approach to inform discussions and reach agreement on the appropriate level of provision.
- 6.12** The developer will be given the opportunity to detail the means of providing affordable housing which would be most appropriate on the site. The preferred option will be for the developer to provide completed units on site to a housing association nominated by the Council. This should be on terms that ensures affordability by:
- enabling rents to be charged at the Housing Corporation target rent level (or below) for the year in which the application is granted;
 - and in the case of shared ownership units to enable a household on an average household income to purchase a maximum 50% equity share in the property on initial letting.



6.13 If the Council agrees that an off site provision is appropriate, this will require the provision of a site comprising of serviced land³ to be made available at no cost to the Council. The alternative site must be of a sufficient size and suitability to provide the 40% provision for on-site affordable housing of the combined site capabilities, in a location related to the residential development site. Appropriate financial contributions may also be sought for off-site provision where necessary to ensure that the dwellings provided can be made available to meet local needs.

6.14 Exceptionally, with the agreement of both the Local Planning Authority and the developer, financial contributions may be made to fund affordable housing off-site. The scale of financial contribution for off-site development will reflect the expected 40% provision for on-site affordable housing at the current density requirements in terms of:

- the current rate for residential land in that location;
- costs equivalent to serviced land and connection charges;
- contributions towards public open space, transport, education and other services as required;
- fees and charges for legal work associated with the purchase of an alternative site; and

- an administration fee of £500 (RPI) (subject to annual review) to cover the costs of collecting and handling the money and meeting auditing requirements.

The Council will consider proposals where the developer purchases existing properties on the market. However, the purchases have to reflect a) the mix of the units had they been provided on site; and b) that the properties are related to the location of the residential development.

6.15 In order to ensure affordability of the housing, communal areas, wherever possible should be omitted, so as to incur no service charges. If this is not possible a cap of £250 per annum will be applied to service charges which should all be eligible for Housing Benefit and linked to RPI. For any ineligible Housing Benefit items, an opt-in discount would be sought in the interests of creating inclusive communities. The Council and RSL will require a detailed breakdown of what the service charge comprises.

³ Serviced land includes provision of all services (electricity, gas, water, sewerage, lighting etc) to the site boundary necessary for development, connection costs, infrastructure (roads, footpaths, boundary walls etc), and demolition costs and site clearance where applicable



7 On-Site Contributions and Public Subsidy

- 7.1** Affordable housing must be provided where there is a requirement to do so regardless of the availability of public subsidy but the Council will work with developers and RSLs to negotiate an appropriate provision and attempt to secure public subsidy. Developers are therefore urged to discuss the availability of resources at an early stage with the Council.
- 7.2** There is an opportunity for the Council to accept an in-kind contribution for affordable housing secured by way of a section 106 agreement. The ownership of these dwellings would be required to be transferred to a housing association in the case of rented or shared ownership properties, in order to ensure their availability in perpetuity, and in the case of discounted market dwellings a resale covenant would be required.
- 7.3** If at any time there is insufficient grant funding for the mix of houses within large sites the Council will propose the use of the Cascade Mechanism where by the percentage of affordable housing mix will be varied by reducing the percentage of rented units and increasing the percentage of shared ownership units by the minimum necessary to achieve the Council's requirement.

8 The Planning Application Process

- 8.1** The Council strongly recommends that a pre-application consultation is submitted for initial guidance on the suitability of the site for residential development prior to the submission of an application. The developer will be notified of the Local Plan policies regarding affordable housing and the Council's requirement for affordable housing
- 8.2** Planning applications will be considered and determined within 8 weeks for small schemes (less than 10 units) or 13 weeks for large (10+ units) schemes. This will take into account the scale, design and layout of the residential development and also the inclusion of the affordable housing. Failure to provide affordable housing on an appropriate site is likely to result in the refusal of planning permission.
- 8.3** If the planning application is acceptable, the consent will normally be subject to the applicant entering into a Section 106 Agreement to secure the affordable housing, control occupancy and involve a housing association to ensure the affordable housing will remain for those in need in perpetuity. Planning applications will not be reported to the relevant Planning Committee unless and until the necessary legal agreement(s) have been agreed in final draft stage.
- 8.4** The Council will retain nomination rights on occupancy of the housing based on priorities on the Council's Housing Needs Register.



9 Section 106 Agreement

9.1 In accordance with the affordable housing policies of the BLP, in considering planning applications for residential development on sites deemed suitable for affordable dwellings there will be negotiations with developers to include affordable dwellings. The provision agreed will be secured by Section 106 Agreements covering (inter alia) the following issues:

- i) the number of affordable houses to be included on the site or the land to be made available or a financial contribution for off site provision
- ii) the phasing of the development if it is a large site
- iii) the mechanism to ensure the affordability of the dwellings to initial and subsequent occupiers
- iv) the control and management of the housing which will usually be by the transfer of the subsidised affordable houses to a Registered Social Landlord unless otherwise agreed by the Council, and resale covenant for discounted market housing
- v) the occupancy of the housing which will be reserved for people in housing need according to criteria determined by the Council
- vi) a guarantee that no housing on the site will be sold or occupied before the affordable housing has been conveyed to a registered social landlord.



10 Design and Layout

- 10.1** The promotion of sustainable development is one of the core objectives of Government policy and the Council. Affordable housing should be integrated with the provision of private housing to ensure the creation of mixed and balanced communities. Affordable housing should be indistinguishable from the market housing and be dispersed throughout the development (and in any event not in groups of more than 10 dwellings on any one part of the site unless otherwise agreed by the Council in writing). On large schemes, affordable housing units should not be located adjoining future affordable schemes within future phases to avoid concentrating large numbers in a single location.
- 10.2** All subsidised dwellings must be provided in accordance with the Housing Corporation's Quality and Design Strategy (April 2007) or subsequent Housing Corporation standard, the RSLs design brief, and any other relevant guidance that may be produced.
- 10.3** The Code for Sustainable Homes is the national standard for the sustainable design and construction of new homes. It is a voluntary star rating system that shows the sustainability of a new home as a complete package. The Code sets minimum standards for energy and water use at each level and replaces the EcoHomes scheme, developed by the Building Research Establishment (BRE). The Council will require all future affordable housing units to meet 'level 3' as a minimum within the Code. This standard will be revised and updated in line with the proposed government timetable for increasing the standard within the Code.
- 10.4** The Council will encourage schemes that include use of modern methods of construction, such as off site manufacturing. These schemes are currently more likely to attract funding and developers are encouraged to discuss this at an early stage with the Council.



11 Rural Exceptions Sites

ESN 05: Rural Exception Affordable Housing

In rural areas, within or adjoining settlements development for affordable housing will be permitted provided that:

- a) the proposal is accompanied by evidence which demonstrates there is an unmet need within the parish for accommodation by households unable to afford open market housing where a member of each household has either;
 - i) been ordinarily resident in the parish or previously lived in the parish and has a strong family connection; or
 - ii) a demonstrable need to live by virtue of their employment in the village or its immediate surroundings; or
 - iii) a demonstrable need to live within the village either to support or be supported by a family member; and
- b) it is restricted in perpetuity to occupation by households with a member in housing need; and
- c) the proposed mix of housing meets the identified need

11.1 In rural areas, affordable housing may be permitted on sites within or adjoining settlements where housing would not normally be allowed. In order to justify affordable housing contrary to established policies of restraint, a local need for such housing within the parish would need to be clearly identified. The Council is able to assist in undertaking individual village housing needs surveys preferably in conjunction with the relevant parish council.

11.2 The policy will apply only in exceptional circumstances to meet the specific needs of rural areas, and is not intended to meet the needs arising from larger towns and villages, which can better be met by developments within those settlements.

11.3 The policy applies to sites within or adjoining settlements where the current settlement population is less than 3,000 or would remain less than 3,000 after the implementation of any outstanding planning permissions⁴ (see para 6.1). Those areas excluded include Romsey, Andover, North Baddesley, Nursling & Rownhams and Valley Park.

⁴ Please note that parts of the parishes of Wellow and Melchet Park and Plaitford lie within the New Forest National Park



- 11.4** The focus on sites within or on the edge of settlements means that any new “rural exception housing” is likely to be within easy reach of facilities and, where it exists, public transport. Full account of environmental considerations should be taken both in the siting of “rural exception housing” and its design, which should be in keeping with its surroundings and reflect local building styles. An assessment of the availability of all suitable sites in the parish should accompany any planning application with a full justification provided for the site chosen in preference to others.
- 11.5** The price of the land purchased should reflect the fact that it is only available as an ‘exception’ to policy for the provision of affordable housing to meet local needs. This land price should be reflected as a multiple of agricultural value rather than residential land value, in order to ensure that the housing provided is affordable.
- 11.6** It is essential that such schemes benefit successive, as well as initial, occupiers. This is often best achieved by the involvement of Registered Social Landlords, such as housing associations or trusts. Applicants will be required to enter into a Section 106 agreement to ensure that the housing is directed specifically towards satisfying identified housing need in perpetuity.
- 11.7** Government guidance within PPS 3 (para 30) recognize that rural exception sites should be made available to those in housing need in perpetuity.
- 11.8** The Council will not accept rural enabling schemes under Policy ESN 05 which have included an element of open market housing.



12 Process of Developing a Rural Affordable Housing Scheme

- 12.1** Should Parish Councils or rural communities wish to progress with the development of an exception site, under Policy ESN 05, they must involve the Borough Council, both local Councillors and officers from the Council's Planning and Housing Services and the Housing Association. Since July 2005 Hyde Housing Association has been undertaking rural development on exception sites in Hampshire.
- 12.2** Parish Councils must assess whether there is a need for affordable housing through an up-to-date housing need assessment. This can be achieved through a Parish Plan or separate assessment. Any survey work undertaken should be completed in conjunction with the Rural Housing Enablers (RHE) and in association with Test Valley Borough Council. The information collected should inform type of unit, household size and other factors affecting those in housing need. The RHE will present the report to the Parish Council for them to consider whether to progress the development of an affordable housing scheme. It will usually take 3 months for the RHE to complete the survey and analysis.
- 12.3** Once a need is identified an appraisal of sites should be undertaken. The RHE will co-ordinate a site appraisal involving all relevant parties. The available sites will be assessed against the Borough Local Plan and any other relevant material planning consideration. The landowners of those sites identified should be contacted at the earliest opportunity to ascertain whether they would permit the purchase of their land.
- 12.4** The Parish Council should work with the Housing Association to create a scheme which is acceptable to the Borough Council and once agreed the Housing Association will submit the planning application. Involvement of the community in this initial process may reduce the number of objections that could be received later in the process.
- 12.5** Following the submission of a registerable planning application the Borough Council will determine the application within the relevant statutory timeframe. Within this time period a Section 106 Legal Agreement will be required to ensure that any obligations required by the Council are provided. This will include a provision that the residential units will remain affordable in perpetuity. The Section 106 should also ensure that neighboring parishes are eligible in the future nomination process as situations may arise where people in the parish who would meet the criteria have already been housed.



- 12.6** In order to subsidize the housing costs of an exception scheme the Housing Association must apply to the Housing Corporation. In order for a bid to be successful the scheme must be deliverable and preferably have planning permission. Once the funding has been agreed the scheme must meet agreed deadlines.
- 12.7** Once the scheme has been completed the Borough Council will decide who is eligible to be nominated to be housed. A person must be registered on the TV Homes (Test Valley housing register) and must meet the requirements of Policy ESN 05 criterion a). The Borough Council believes local connection as the most important criterion and this over rides people who may have a higher level of need but do not have a local connection with the village.

Planning Policy and Transport Service

Council Offices

Beech Hurst

Weyhill Road, Andover

Hampshire

SP10 3AJ

Email: planningpolicy@testvalley.gov.uk

www.testvalley.gov.uk