

**WEST MIDLANDS
LEISURE AND HOTEL MONITORING
2009 MANUAL**

Mott MacDonald Limited
Canterbury House
85 Newhall Street
Birmingham
B3 1LZ
Tel: 0121 237 4013
Fax: 0121 237 4003

Leisure and Hotels 2009

Contents

	Page
1. Leisure and Hotel Regional Monitoring Land Availability Surveys	3
1.1 Purpose of the Surveys	3
1.2 The Role of Mott MacDonald	3
1.3 The Leisure and Hotel Monitoring Survey	3
1.4 Changes to the Survey for 2009	4
2. Guidance Notes on Completion of Leisure and Hotel 2009 Returns	5
2.1 Specification of fields for 2009	5
2.2 Frequently Asked Questions	8

Additional Files

- A 2009 Leisure and Hotel form

CONTACTS

Neil Hurst
Integrated Transport Birmingham
Mott MacDonald Ltd
Neil.hurst@mottmac.com

Martin Eade
Planning Department
Birmingham City Council
martin.eade@birmingham.gov.uk

1. Leisure and Hotel Regional Monitoring Land Availability Surveys

1.1 Purpose of the Surveys

The 'Regional Spatial Strategy Monitoring: A Good Practice Guide' (ODPM December 2005) informs us that the Planning and Compulsory Purchase Act, 2004 (Section 3) requires every Regional Planning Body to make an annual report to the Secretary of State containing information on the implementation of the Regional Spatial Strategy and the extent to which the policies set out in the strategy are being achieved. The results from annual regional land availability monitoring surveys are an integral part of this process and feed directly into the regional Annual Monitoring Report and regional Core Indicators.

The good practice guide further informs us that monitoring is essential to establish what is happening now, what may happen in the future and then allows us to compare these trends against existing policies and targets to determine what needs to be done. Monitoring helps to address questions such as: are policies achieving their objectives and in particular are they delivering sustainable development; have policies had unintended consequences; are the assumptions and objectives behind policies still relevant; and are the targets being achieved?

1.2 The Role of Mott MacDonald

Mott MacDonald Limited is contracted to maintain the site level regional monitoring land availability surveys, provide analytical input to the Annual Monitoring Report and Core Indicators, and make these data and mapping facilities available on Strat-e-gis. Annual updates to the surveys are obtained either directly from all individual local authorities within the West Midlands region or indirectly via the strategic authorities. Survey specifications are revised each year by technical representatives of the Regional Monitoring Officers Group. Forms and layouts are amended by Mott MacDonald. Surveys are disseminated to participants in the first week of April with the second week of the August return deadline. Mott MacDonald processes the returned surveys and provides any data analysis required to monitor the Regional Spatial Strategy (RSS) via the Annual Monitoring Report and Core Indicators.

The site level regional monitoring land use surveys, which relate to and monitor specific policies in the 'Prosperity for All' chapter of the Annual Monitoring Report are employment land, office developments, retail developments, and leisure developments and hotels. The single site residential land survey relates to 'Communities for the Future'. Greenbelt applications, derelict land, waste management facilities, and water quality relate to 'Quality of the Environment'. The policy leads for the three Regional Spatial Strategy topics are Birmingham, Worcestershire and Solihull.

1.3 The Leisure and Hotel Monitoring Survey

The leisure and hotel survey is a survey of **leisure developments** incorporating 1,000 square metres of gross built development and above, and of **hotels developments** of 5 or more bedrooms in the West Midlands Region. A leisure development is scheduled if proposed or committed through the planning process for **D2 use**. Hotel developments are categorised as hotels or guest houses where no significant element of care is provided. The results from leisure and hotel returns are collated to provide the data source for statistics and charts published in the regional

AMR. These figures are published in the 'Prosperity for All' section and relate to all leisure and hotel development across the region.

All local authorities are required to supply leisure and hotel data in accordance with this template as of April 2009, by **Tuesday 11th August 2009**.

Data should be e-mailed to Neil Hurst (neil.hurst@mottmac.com).

1.4 Changes to the Survey for 2009

None as yet

2. Guidance Notes on Completion of Leisure and Hotel 2009 Returns

2.1 Specification of fields for 2009

Leisure – Use class D2. Assembly and leisure use as –

- (a) a cinema,
- (b) a concert hall,
- (c) a bingo hall or casino,
- (d) a dance-hall,
- (e) a swimming-bath, skating-rink, gymnasium or area for other indoor or outdoor sports or recreation, not involving vehicles or firearms.

*The qualification for entry to the survey is a **development or proposal incorporating more than 1,000 sq.m. gross of built development (for example Golf Course floorspace would include only the clubhouse and not the entire site).***

Hotels – This should include all “hotel” accommodation. Use class C1, but also widen the definition to include other developments described as “Hotel” (e.g. Some of class A3). Use as a hotel or as a boarding or guest-house where, in each case, no significant element of care is provided.

*The qualification for entry to the survey is based on a **threshold of 5 or more bedrooms.***

Notes to schedules

The data you provide will enable a time series database to be maintained at individual site level. This data will be loaded onto the Regional Assembly’s wRADAR web-based GIS system along with the other monitoring data sets. However, for this to be achieved grid references must be included.

Information is required for the whole of the local authority area not just town centres since it is important to monitor the relative proportion of development in centre and out of centre.

Data Entry

The data can be entered using the Excel spreadsheet provided. For ease of use a form has been included along with the worksheet (for the form to open please set Macro Security settings [tools, marco, security] to low or medium and “enable macros” when prompted). *Also please note that when using the form, data is only entered into the spreadsheet when the update file button is pressed.*

When a column is requesting a numerical figure please place only this figure in the cell and insert any relating text in the comments field to allow for ease of calculations and manipulation as numeric values in other software. Also when entering ‘type of development’ or ‘location’ please enter only the dominant value and put any other uses in the comments field.

If there are any problems with data entry please contact Neil Hurst at Mott MacDonald (01212374013 or neil.hurst@mottmac.com).

Fields required

1. Grid References - (Easting and Northing). Please supply full British National Grid six figure grid references for easting and northing. THIS IS ESSENTIAL FOR THE DATA TO BE DISPLAYED ON THE WRADAR SYSTEM.

2. Address - Please give the address in sufficient detail to check grid referencing.

3. Postcode - Full 7 figure postcode is required when available.

4. Name of Scheme - Scheme name required in order to facilitate reference in reports.

5. Centre - Where the development falls within or is immediately adjoining an established centre, or within an established built up area, please give the centre or settlement's name.

6. Type of Location

1. In established centre.
2. Edge of established centre.
3. Out of centre, within built up area.
4. Free standing, outside built up area.

7. Previous use of development site

- Greenfield
- Brownfield

8. Former use – if Brownfield please state the former use of the site. If using the front nd form this appears as an additional text box.

9. Type of Development

- H. Hotel
- L1. Cinema
- L2. Concert Hall
- L3. Bingo Hall or Casino
- L4. Dance Hall/Night Club
- L5. Swimming Bath
- L6. Skating Rink
- L7. Gymnasium
- L8. Other indoor sport or recreation area.
- L9. Other outdoor sport or recreation area.

With respect to L8 and L9, facilities should only be included where there are associated spectator facilities i.e. parks and non spectator recreation facilities should be excluded.

10. Gross floorspace - Gross area (in metres squared) of the built leisure/hotel facility.

11. Overall site area - Overall site area (in metres squared) should include the total area within the boundaries of the site.

12. Bedrooms - As an indication of the scale of development of hotels, please indicate the number of bedrooms available or proposed.

13. Status

1. Operating
2. Under Construction
3. Approved with outline or full permission. Any major caveats affecting likelihood of implementation to be indicated in "Comments" column.
4. Proposals - Applications under consideration at the date in question, including outstanding "appeals" etc.
5. Vacant
6. Being developed or refurbished for leisure/hotel use
7. Planning permission refused
8. Application withdrawn
9. Redeveloped for non leisure/hotel development
99. Delete record – (Use if this record should not be in the dataset – please provide detailed comments as to the reasons why when using this code)

14. Comments - Please include any further details which may be relevant to the site. Please feel free to make these as detailed as possible to give us as much information as possible to get the records correct. See below regarding using the comments box to make retrospective and additional amendments

15. Monitoring year – Please include any missing baseline figures in the file using this option to indicate what year the development should first appear. For example if this is a new development during this monitoring year please leave as 2009. If however this development was completed in 2005 and simply missed from the returns please enter 2005. If the development was completed before the baseline year (2003) please enter 2003.

16. Changes - Please describe the type of change for this record using the following codes

1. No change
2. Development completed in this monitoring year
3. Leisure floorspace / Hotel Bedrooms lost in this monitoring year
4. Standard change (e.g. change of hotel name)
5. Amendment to a record for an error in the previous years return (please give further details in the comments field)
6. New site in this monitoring year
7. Other Change (please give as much detail as possible in the comments field)

Missing Fields

In the initial few years missing data caused many problems with the creation of a reliable database. If there is any missing or incorrect data in a field it needs to be updated in order that a consistent and detailed database can be created for the region. For example, if only a short address is given or there is no postcode or grid reference problems arise. Please attempt to give these variables in as much detail as possible. Also the scale of development should be included for as many developments as possible (e.g. number of bedrooms per hotel and the gross floorspace and site area for all sites). These are the critical fields for the online system and to create published figures in the AMR.

Corrections

As it is essential for the validity of the dataset to have a complete accurate set of records we would ask that any missing fields or records be added to the 2009 return. Please add these as an extra record stating any further information about the site in the comments field. For example if a hotel had been missed off the records in the last two years please add in its details. Please also include the year it was built so that it does not falsely appear as a new completion in the current year. Similarly if floorspace figures or bedroom numbers are missing please add these in as they are the most important indicator with respect to statistics produced annually for the RSS.

2.2 Frequently Asked Questions

For leisure facilities what area is considered appropriate for the gross floorspace figures for example golf courses and those designated “other” leisure facilities.

Golf courses require only the clubhouse (gross built development to be recorded);

For L8 (“other indoor”) and L9 (“other outdoor”) only those with spectator facilities are to be included. i.e. not parks or recreation grounds without spectator facilities.

What happens if there is a hotel with less than five bedrooms but this has an extension which takes it above the threshold, do we need to recorded this?

This is only required if the extension itself is greater than the threshold

Do we need to include car parking figures?

This has now been removed as it has not been effective and the indicator has been recommended for deletion from the national core output indicators.

Do we need to colour code our returns?

Colour coding can help when making some final checks. However it is more important to complete the additional column this year which defines the nature of the record (i.e. static, change, correction, new site etc).

If a site not previously monitored because it was under a threshold, is then extended above the size threshold should it enter the survey.

No, the site will only be listed on the return if the original or the extension floorspace is above the 1000sqm or 5 bedroom threshold.