

**WEST MIDLANDS
REGIONAL OFFICE DEVELOPMENTS SURVEY
2010 MANUAL**

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Office Developments 2010 ManualContents

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1. Single Site 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.

- 1.2** 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 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?

1.3 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 makes these data and mapping facilities available on Strat-e-gis. Annual updates to the surveys are obtained either directly from all 30 individual local authorities within the West Midlands region or indirectly via the 14 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 a first week of August return deadline. Mott MacDonald processes the returned surveys and provides any data analysis required to monitor the Regional Spatial Strategy via the Annual Monitoring Report and Core Indicators.

- 1.4** The site level regional monitoring land availability 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', and 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.

1.5 The Office Developments Survey (no thresholds)

Up to 2008, the Office Developments Survey was a survey of all developments of 500 square metres and above in the West Midlands Region. The Regional Assembly are asking that participants provide information on **all office developments** and **not just those above a certain threshold**. For example, the Communities and Local Government Department specify that thresholds should not be applied when collecting and reporting core output indicators, and the West Midlands Regional Spatial Strategy Preferred Option has policy targets for office developments in town centres which do not look to have any threshold cut-offs.

1.6 A development is scheduled if it is committed for A2 office or B1 (a) office use through the planning process. Sites allocated to these uses can relate to areas inside or outside of city and town centres. The Regional Spatial Strategy (RSS), in particular, focuses on strategic centres and edge of centre growth. The office developments database has been held centrally and maintained by Mott MacDonald since 1998 (and formerly by jdt since 1986) and was re-specified in the monitoring year 2002 to comply more with review of Regional Planning Guidance (RPG) and the Regional Spatial Strategy.

1.7 Changes to the Survey. There are **no policy changes** to the forms this new monitoring year, apart from a small ‘tweak’ in order **to associate a centre or edge of centre development with the name of a RSS strategic centre (see 2.9)**. Survey participants are asked again to include office developments which are smaller than 500 square metres. The exercise to revamp the Employment Land and Centres surveys in the West Midlands region, including office developments was cancelled because of the RSS Phase Two Examination in Public, and the uncertainty surrounding the future of informal planning.

1.8 Frequently Asked Questions

How does a development qualify for the Offices survey?

A development is included if it is committed for A2 office or B1 (a) office use through the planning process and participants are asked to provide information regardless of size thresholds.

Why is the Office Developments survey separate from the RELS survey?

There are three main differences between the Office Developments survey and the RELS survey. These are threshold size, use class and location. Office Developments will now monitor A2 and B1 (a) uses of all sizes in all locations. RELS monitors B1 (a) office uses relating to sites of 0.4 hectares and above in locations outside town/city centres.

How is the site reference number allocated?

Office site reference numbers are allocated on an incremental basis. It is also important that you provide a site user reference number.

Why do I need to provide a grid reference as well as an address?

The six figure Ordnance Survey grid references represent the centre of the whole development. Accurate grid references are required for allocating sites to particular policy areas.

What is the monitoring year?

The 2010 monitoring year is from 1st April 2009 to 31st March 2010 and is the timeframe used for reporting all changes to sites including completions, and the insertion of new sites.

What are the thresholds?

The Regional Assembly requested information without any size thresholds last year (apart from RELS and Green Belt) to comply with CLG guidance. It is an unfortunate predicament. On one hand, there is a statutory requirement to provide this data at a local and regional level. On the other, additional resources are often required to obtain it. We would be grateful if you could provide as much information as possible depending on resources available, the quality of the data involved, and the relevance and practicality of obtaining it.

2. Description of Office Developments Survey Variables

- 2.1 Site Reference.** A five figure code. The first two characters refer to the District. The remaining three refer to the site number within the District. The site reference is the next available incremental number. The number should be unique even if it is for different units within the same block.
- 2.2 User Reference.** Your own code for the site. (Optional).
- 2.3 Address.** Please include a postcode, if available.
- 2.4 Easting.** Six figure Ordnance Survey easting grid reference for the centre of site.
- 2.5 Northing.** Six figure Ordnance Survey northing grid reference for the centre of site.
- 2.6 Entry Year.** This is used to record the year the development entered the survey.
- 2.7 Location Type.** This records whether the general location of the development is a **centre** (code 1), **business park** (code 2) or **other** (code 3) type of location.
- 2.8 Centre Location.** RSS Policy 13A monitors office developments within or on the edge of centres, whereas, Policy 13B relates to large-scale office developments outside the strategic centres. This variable determines whether the development is within a **centre** (code 1), **edge of centre** (code 2) or **not in a centre** (code 3).
- 2.9 Name of Strategic Centre.** RSS identifies a network of strategic town and city centres within the region. If the office development occurs **within or on the edge** of these centres please name the centre associated with it. For example, there are 25 strategic centres. Birmingham, Brierley Hill, Coventry, Stoke-on-Trent, Wolverhampton, Burton, Hereford, Leamington Spa, Shrewsbury, Solihull, Telford, Walsall, Worcester, Cannock, Kidderminster, Lichfield, Newcastle-under-Lyme, Nuneaton, Redditch, Rugby, Stafford, Stratford-upon-Avon, Sutton Coldfield, Tamworth, and West Bromwich or indicate if it is not in a strategic centre (code 0).
- 2.10 RSS Settlement Hierarchy.** This asks if the development is located within the following;
- 1 **A major urban area** (as defined in RSS Spatial Strategy Diagram).
The MUAs are Birmingham, The Black Country, Coventry, and North Staffordshire.
 - 2 **Settlements of significant development** (for example, Burton-on-Trent, Hereford, Nuneaton/Bedworth, Redditch, Rugby, Shrewsbury, Stafford, Telford, Warwick/Leamington, and Worcester).
 - 3 **Other urban areas** (for example, Stratford-upon-Avon, Bromsgrove, Tamworth, Kidderminster, Cannock, Lichfield, and Rugeley), including market towns.
 - 4 **Rural areas**
- Please code sites which are **not in a hierarchy** as 0, and give the name of the location in the comments box.
- 2.11 With Planning Permission.** If the development has planning permission please specify the amount of floorspace in square metres in the reporting year. Note that there are no more thresholds.

- 2.12 Under Construction.** If the development is under construction please specify the amount of floorspace in square metres in the reporting year. Note that there are no more thresholds.
- 2.13 Completed.** If the development is completed please specify the amount of floorspace completed in square metres in the reporting year. Note that there are no more thresholds.
- 2.14 Type of Use.** Is the type of use of the development **office** (code 1), **R & D** (code 2), **Light Industry** (code 3) or **A2 office** (code 4)?
- 2.15 Previous Use.** This indicates whether the development is located on a **Greenfield** (code 1) or **Brownfield** (code 0) site or **Not Known** (code 3).
- 2.16 RELS Site?** Is the development located on a current RELS site? **Yes** (code 1) or **No** (code 0).
- 2.17 Progress of Site.** This is an internal variable which records the progress of the site. An existing development which is still current and requires to be updated is coded 0. A development which is new is coded 1 (for that particular year only). A completion is coded 2, and a new development which is completed in the same year as it entered is 3. A deletion from the survey because of expiry or reallocation is coded 4.

Active from the previous year (code 0)

New development (code 1)

Completed during the monitoring year (code 2)

New and completed within the same monitoring year (code 3)

Deletion from the survey (code 4).

3. Guidance Notes on Completion of Office Developments 2010

3.1 Participants will be sent an email consisting of an Excel file, and a PDF file, which contains the necessary data and guidance notes to complete the 2010 monitoring. The updating procedure basically involves highlighting variables that need to be amended or records that need to be inserted or deleted with appropriate explanations in the comments column.

3.2 Existing sites, which need to be updated from 2009 to 2010, are laid out in worksheet 'Form 1' in a flat record structure. The variable column headings within the worksheet contain descriptions and codes (just point the cursor at each variable column heading to obtain them or consult section 2 in this manual or worksheet 'Codes'). The listing below gives a brief description of each worksheet.

3.3 The Excel file contains the following worksheets:

Form 1: Current developments existing at April 2009 which need to be amended to the year 2010, and new developments to be added at 2010.

Codes: A listing of Office Developments variable codes.

Updating Form 1

3.4 Worksheet 'Form 1' is used to update information on existing (but not fully completed yet) developments at April 2009 and for entering information about new sites becoming available for development during the 2010 monitoring year.

a) Update of existing developments. Update each of the records clearly **annotating** where any changes have occurred. Please update the 'with planning permission', 'under construction' and 'completed development' columns to show the situation at the end of March 2010. If there have been changes relating to a complicated site, please add a commentary to the comment column. Figures for planning permission should only be entered where no construction has been started on the development.

Highlight any records which need to be deleted using **colour** coding. Highlight as 'bold' any variables which need to be amended. Use '**blue**' to annotate amendments and a strike-through to show deleted developments. Add '**No change**' in the comment column if there has been no change.

Remember to include the name of centre and location codes, which are required for policy purposes.

b) Inserting information about new developments. Please use the same 'Form 1' for new developments which entered the system between April 2009 and the end of March 2010. The new development must be given a site and user reference number (use the next available highest site number according to your records and this will be checked later).

Use the colour '**red**' to indicate new developments and add any comments as necessary. Please include the name of centre and location codes, grid references and categorise according to previous use. It is also important that you indicate whether the development is located on a current RELS site.

Appendix: Form 1

MONITORING YEAR - 1ST APRIL 2009 TO 31 MARCH 2010

This Survey is based on no size thresholds

WEST MIDLANDS OFFICE DEVELOPMENTS SURVEY 2010

Point your cursor at each variable heading to obtain description & codes

JB/LJ/246232/MM06/2010

SITES STILL ACTIVE TO BE AMENDED UP TO 31 MARCH 2009 AND NEW SITES

Original data supplied to ITB Mott MacDonald by*****, ***** Council

2.1	2.2	2.3	2.4	2.5	2.6	2.7	2.8	2.9	2.10	2.11	2.12	2.13	2.14	2.15	2.16	2.17	COMMENT
SITE REF	USER REF	ADDRESS	EASTING	NORTHING	ENTRY YEAR	LOCATION TYPE	CENTRE LOCATION	NAME OF STRATEGIC CENTRE	SETTLEMENT HIERARCHY	WITH PLANNING PERMISSION (SQM)	UNDER CONSTRUCTION (SQM)	COMPLETED (SQM)	TYPE OF USE	PREVIOUS USE	RELS SITE?	PROGRESS OF SITE	

******* ACTIVE SITES *******

88001	C200/01	WINDY WALK	222111	111222	2008	2	2	1	1	0	50	0	1	1	0	0	
88002	C3412/04	ARCHIBALD CUNNINGHAM DRIVE	555111	111555	2006	2	1	1	0	1200	0	0	2	0	1	0	
88003	C441/03	BON END	566111	666111	2007	1	1	1	1	0	0	850	1	0	0	2	

******* NEW SITES *******

88009	C006/W3	ROWAN WAY	566222	222556	2009	1	1	1	1	2000	0	0	1	0	0	1	
88009	C610/76	221b BAKER STREET	778887	887788	2009	3	3	0	1	0	0	600	1	0	0	3	