

**WEST MIDLANDS
REGIONAL EMPLOYMENT LAND SURVEY (RELS)
2010 MANUAL**

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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, provides 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 Regional Employment Land Survey (RELS)

The Regional Employment Land Survey (RELS) is a survey of all scheduled sites of **0.4 hectare and above** (prior to 2002 it was one hectare) in the West Midlands Region. The site size relates to the whole of the development site (gross developable area). A site is scheduled if it is committed for B1 (b), B1 (c), B2, and B8 employment/industrial use through the planning process (i.e. allocated in a Development Plan, has planning permission, a committee resolution or appeal decision). Sites allocated for office B1 (a) use should relate to areas outside city and town centres only.

- 1.6 **Changes to the Survey.** There are no changes to the 2010 RELS monitoring specification.

1.7 Frequently Asked Questions

How does a site qualify for RELS?

A site qualifies for RELS if it has been committed for B-use development through the planning process, e.g. if it has been allocated in a Development Plan, has planning permission, a committee resolution or appeal decision. Please include sites from draft development plans or committee resolutions, where a considerable degree of uncertainty exists, so as to identify where sites are entering the pipeline and to gauge the full extent of employment land supply.

What is the size threshold for RELS?

The size threshold for sites entering RELS is 0.4 hectare and over. The site size relates to the whole of the development site (gross 'developable' area). Smaller plots remaining from a larger development site (in excess of 0.4 ha) should continue to be updated even if less than 0.4 hectares.

Why monitor Small Sites?

Form 6 is used to record readily available commitments and completions on B use employment sites below the RELS threshold (0.4 ha.) during the monitoring year at the local authority district level. These sites should have never qualified for RELS before. The information about small sites is needed to reconcile the differences in figures reported in the regional Annual Monitoring Report (based on RELS) and in the local AMRs. CLG advises that all monitoring information should extend to all sizes of developments.

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.

How is the RELS site reference number allocated?

RELS site reference numbers are allocated on an incremental basis either by Motts or the survey participants i.e. use the next available RELS number after the last one used. It is also important that you provide a site user reference number.

How are unit or plot numbers allocated?

Unit or plot numbers are allocated by participants within their updated information. Motts may occasionally generate a number if a site is subdivided where a completion has taken place and a unit number has not been provided.

Do I need to provide a grid reference for each individual unit or plot?

Normally, RELS only asks for a grid reference which represents the centre of the whole site but if that information is available then please include it. Accurate grid references are required for allocating sites to particular policy areas.

Do I need to provide a year of entry to RELS when a site is subdivided?

No, RELS only records the year of entry when the whole site entered the system.

What is a longstanding site?

A longstanding site is a site which has been on the RELS for five years or more where there has been no completed development.

Why are completions monitored in more detail in a separate form?

Form 1 collects and updates information about sites down to a unit or plot level. Form 2 collects and updates information about the site, as a whole. Form 1 currently collects basic information about the completion whereas Form 2 collects more detailed information by use for the whole of the site, including supply by use. It is important that **floorspace** figures relating to the completion are provided. The basic completions information in Form 1 acts as a check to the completions detailed in Form 2.

Do sites with Outline planning consent qualify for RELS?

Yes. Outline planning consent unaccompanied by reserved matters during the monitoring year will count. These sites are coded as 4 or 5 within the planning status variable. These types of applications should be updated on RELS as they progress through the planning system. RELS tries to identify all sites entering the pipeline and to obtain as complete a picture as possible of the land supply, even when uncertainty exists.

How do you deal with the conversion of farm buildings to business use?

Several local authorities in the 'shires' receive planning applications for converting farm buildings to business use. Please bear in mind that RELS conforms to a size threshold and applications proposing conversions and extensions require sensible interpretation. There is a view that many of these applications do not get implemented and may give an unreasonable balance to a regional employment land requirement. Authorities in the 'urban' areas only tend to include these types of applications if it is 'significant' in terms of employment.

How do you deal with temporary uses?

Several local authorities have asked whether 'non-permanent' structures like portacabins (used as temporary offices) on undeveloped parts of sites need to be recorded as a change on RELS. These are 'temporary' uses and not regarded as an 'end' use so should not be included.

How do you deal with open storage?

Several local authorities have asked about open storage on RELS sites. This can be tricky as it can be regarded as employment land irrespective of buildings. There have been examples of container storage (B8 use) on RELS. These have involved actual structural change to the site and employment, so have therefore been allowed as a RELS development. Temporary storage, which proposes no change to the site in terms of physical development, and no employment presence, would be invalid. The storage of caravans, which does not maintain an employment presence on site, would be regarded as a transport or sui generis use.

2. RELS Database

2.1 Introduction

These notes summarise the data structure and content of the Regional Employment Land Survey (RELS). RELS is based on a survey of all scheduled sites of 0.4 hectare and above (prior to 2002 it was 1 hectare) in the West Midlands Region. Information is provided directly by the fourteen strategic authorities in the region. These comprise the seven Metropolitan authorities, the unitary authorities of Shropshire, Stoke-on-Trent, Telford and Wrekin, and Herefordshire, and the counties of Staffordshire, Warwickshire, and Worcestershire. The 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 (RSS).

2.2 The RELS database is used to monitor the industrial/employment land portfolio in the region, the effectiveness of the Regional Spatial Strategy policies ('Prosperity for All') and identifies key areas for action. Each year's data is summarized and analysed in the regional Annual Monitoring Report and the Regional Employment Land Study report which is prepared on behalf of the West Midlands Regional Planning Body (RPB). Because RELS allows direct comparison between individual sites, local authority districts and the region, it has been used increasingly at major planning inquiries. However, no individual site data can be released without the express permission of the 'owning' local authority district or county. Equally, care is exercised in providing information to persons who are unfamiliar with RELS owing to the particular definitions used to analyse the data.

2.3 Content

The RELS database contains information about industrial/employment land at the 1st of April each year from 1986 to the present. There were 682 whole sites or 945 subdivisions amounting to 2,752 hectares at April 2009. Data are held as two types of variables;

- Input variables, which are obtained from the survey Forms 1, 2 and 3.
- Derived variables which, are obtained from calculations based on the input variables.

2.4 RELS File Structure

RELS comprises four main files;

- **Site file**, which contains the basic site details e.g. site reference, address, grid reference, (parts of Form 1)
- **Update file**, which contains information about each unit/subdivision of the site for each year (most of Form 1)
- **Development file**, which contains information about completed development by use class each monitoring year (parts of Forms 1 and 2)
- **Uses file**, which contains information about proposals by use class for whole sites each monitoring year (part of Form 2)

2.5 RELS File Structure

The boxes below contain the basic input variables of RELS, which are obtained from Forms 1 and 2 of the survey. An additional file (not shown) contains the results from Form 3.

Update File

- Site reference
- Motorway drive time
- Strategic Highway drive time
- Interchange / Bus routes
- Environmental attractiveness
- RSS Employment Land Portfolio
- Policy PA2 Regeneration Zones
- Policy PA3 High Technology
- Policy PA5 Employment Renewal Areas
- RSS Settlement Hierarchy
- Other Strategic Corridor
- Longstanding sites & market testing
- Unit Number
- Area (hectares)
- Ownership
- Planning Status
- Market Status
- Site being actively Marketed
- Physical condition & Service constraints
- Remediation
- Derelict
- Rail Access
- Cross-border provision
- Progress of site

The update file contains other variables such as area definitions and monitoring year indicators.

Site File

- Site reference
- User Reference
- Ibis Reference
- UPRN reference
- Site name
- Address
- Easting
- Northing
- Previous use
- Green Belt

(p) refers to proposed use

(ha.) refers to hectares

Uses file also contains floorspace for completions

Development File

- Site reference
- B1 office (hectares)
- B1 R & D (ha.)
- B1 light industry (ha.)
- B2 general industry (ha.)
- B8 Warehouse/Distribution (ha.)
- B1/2/8 combined (ha.)
- B1/2 combined (ha.)
- B1 combined (ha.)
- Use not known (ha.)
- Area (ha.)
- Floor space (sqm)
- Development agency
- Type of development
-

Uses File:

- Site reference
- B1/B2/B8 (p)
 - Office (p)
 - R&D (p)
 - Light Industry
- B1 (p)
 - Office (p)
 - R&D (p)
 - Light industry (p)
- B2 (p)
- B8 (p)
- Retail (p)
- Leisure (p)
- Residential (p)
- Other (p)
- B1/B2/B8 (ha.)
- B1 (ha.)
- B2 (ha.)
- B8 (ha.)
- Retail (ha.)
- Leisure (ha.)
- Residential (ha.)
- Other (ha.)

3. Description of RELS Variables

Definition of sites to be included in RELS. A site should be included in RELS if it is:

- a) Committed for B1 (b), B1 (c), B2, B8 employment/industrial use through the planning process (i.e. allocated in a Development Plan, has planning permission, a committee resolution or appeal decision). Sites allocated for office B1 (a) use should relate to areas outside city and town centres only, and if it has;
- b) A total site area of 0.4 hectares or over (gross **'developable'** area). The site size relates to the whole of the development site. Smaller plots remaining from a larger development (in excess of 0.4 ha) should be included even if less than 0.4 hectares.

3.1 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.

3.2 User Reference. Your own code for the site. (Optional).

3.3 IBIS Reference. If the RELS site is also a West Midlands Development Agency 'Property Pilot' (formerly IBIS) site then enter the appropriate IBIS reference.

3.4 UPRN Reference (if known) – The Unique Property Reference Number is a nationally unique serial number allocated sequentially to Basic Land and Property Units (BLPU's). Include a temporary UPRN if available.

3.5 Site Name. The known name or marketing name or Property Pilot name of the site.

3.6 Address (include in Gazetteer format if possible).

3.7 Easting. Six figure Ordnance Survey easting grid reference for the centre of site.

3.8 Northing. Six figure Ordnance Survey northing grid reference for the centre of site.

3.9 Entry Year. This is an internal variable used to record when the 'whole' site entered RELS and not when part of the site has been subdivided or extended.

3.10 Motorway Drive Time. This is the off peak drive time in minutes for a heavy goods vehicle to a nearest motorway junction. It refers to 20 mph in an urban area and 30 mph in a rural area.

3.11 'Strategic Highway Network' Drive Time. This is the off peak drive time in minutes for a heavy goods vehicle to a nearest "strategic highway" linking to a motorway. The Strategic Highway Network relates to trunk roads and primary roads, and selected principal roads ('A' roads) linking to commercial areas.

3.12 Access to public transport is monitored by two variables;

- a) **Interchange** - Is the site within 800 metres of a railway/metro station or bus interchange? A bus interchange would provide a choice of at least 3 services operating at half hourly intervals during peak times, based on the latest bus timetable at April 2010. Answer YES (code 1) or NO (code 0).

- b) **Bus routes** - Is the site located within 400 metres of a bus route which provides services at half hourly intervals during peak times, based on the latest bus timetable at April 2010. Answer **YES** (code 1) or **NO** (code 0).

3.13 Previous Use of Site. This indicates whether the RELS site is located on greenfield (not previously developed) or brownfield land (previously developed). It is categorised as follows;

Greenfield / Not previously developed (code 1),

Greenfield / Re-use of agricultural building (code 2)

Brownfield / Redeveloped from industry (code 3),

Brownfield / Redeveloped from other (code 4).

3.14 Green Belt. This variable indicates whether the site was in the Green Belt as defined at in the Adopted Local Plan. It is categorised as follows;

Not in Green Belt (code 0),

Statutory Green Belt (code 1),

Area of Development Restraint (code 2). An area of land which has been removed from the green belt and safeguarded for long term development needs.

3.15 Environmental Attractiveness is a measure of the visual attractiveness of the site considered in a regional context. It is categorised as follows;

High occurs mainly in the shire counties. Birmingham Business Park is a Metropolitan example (code 1),

Above average (code 2),

Below average (code 3),

Low relates to sites in generally derelict and despoiled surroundings (code 4).

3.16 Regional Spatial Strategy – Employment Land Portfolio

This is an important part of the site assessment as it relates the characteristics of the site to the RSS employment land portfolio. Classification is mainly based on site size, location and attractiveness to various client groups. It is categorised by six codes;

Regional Logistic Sites (RLS - code 1)

At April 2009 the only RLS in the West Midlands was located at Hams Hall in North Warwickshire. RLS sites should generally be:

- a) large sites in the order of 50 hectares or above;
- b) suitable for B8 warehousing and distribution uses with B1/B2 development not being permitted unless it is demonstrated that this is essential to support the primary purpose of the site;
- c) possess good quality access onto both the regional rail and highway networks;
- d) have easy access to an appropriate labour supply, linked by good quality public transport links, or capable of having such links provided;
- e) served or capable of being served by multi-modal transport facilities and broad band IT infrastructure.

A **yes** answer to the following questions should determine whether the site qualifies as RLS otherwise **no**;

- a) Is the site over 50 hectares in size?
- b) Is the prime purpose of the site intended for B8 warehousing and distribution uses?
- c) Does the site already have access to the rail freight network? If not are such links capable of being provided?
- d) Is the site within either **5** minutes drive time or **5 to 10** minutes drive time of a motorway junction?
- e) Is the site accessible by public transport (i.e. is a bus stop located within 400 metres of the site providing a half hourly service at peak time or at the proposed shift change if known and/or is a railway station or bus interchange located within 800 metres of the site)? If not are such links capable of being provided?
- f) Is broad band IT infrastructure available on the site? If not, is it capable of being provided?
- g) Does the site have access to an appropriate labour supply?
- h) Is the site designated in a Development Plan?

If a site does not meet all of the above criteria but is considered by the Local Authority to be a RLS, the site should be referred to the West Midlands Employment Land Advisory Group for a recommendation (a possible exception to this would be if the site is allocated in a development plan). The information to be made available to the group should include independent market testing of the site.

Major Investment Sites (code 2)

At April 2009 Ansty Park (Rugby) and Wobaston (South Staffordshire) were classified as MIS. Such a site would generally be:

- a) in the order of 50 hectares in size;
- b) of a high quality;
- c) capable of accommodating very large scale investment by single users;
- d) served or capable of being served by multi-modal transport facilities and broad band IT infrastructure;
- e) well related to motorway and trunk road network but avoiding sites immediately adjacent to motorway junctions where this is likely to exacerbate congestion problems;
- f) located in areas close to a large pool of labour with employment needs;
- g) accessible to effective education and training opportunities to ensure that the employment benefits are available to the local workforce.

A **yes** answer to the following questions should determine whether the site qualifies as MIS otherwise **no**;

- a) Is the site over 50 hectares in size?
- b) Is the site intended to accommodate very large scale investment by a single large organisation?
- c) Is it a high quality site (subject to market testing)?

- d) Is the site accessible by public transport (i.e. is a bus stop located within 400 metres of the site providing a half hourly service at peak time or at the proposed shift change if known and/or is a railway station or bus interchange located within 800 metres of the site)? If not are such links capable of being provided?
- e) Is broad band IT infrastructure available on the site? If not, is it capable of being provided?
- f) Is the site within either **5** minutes drive time or **5 to 10** minutes drive time of a motorway junction?
- g) Is the site within a regeneration zone, adjacent to a regeneration zone or easily accessible to a regeneration zone by public transport?
- h) Is the site accessible to effective education and training opportunities?
- i) Is the site designated in a Development Plan?

If a site does not meet all of the above criteria but is considered by the Local Authority to be a MIS, the site should be referred to the West Midlands Employment Land Advisory Group for a recommendation (a possible exception to this would be if the site is allocated in a development plan). The information to be made available to the group should include independent market testing of the site.

Regional Investment Sites (code 3)

At April 2009 RIS were located at Birmingham Business Park (Solihull), Blythe Valley Park (Solihull), Wolverhampton Business Park (Wolverhampton) and Trentham North and South (Stoke-on-Trent), Blythe Bridge (Staffordshire Moorlands), Chatterley Valley (Newcastle-under-Lyme), Wobaston Road (South Staffordshire) and Hilton Cross (South Staffordshire). Such sites would generally be:

- a) between 20-50 hectares in size;
- b) restricted to high quality developments falling within Class B1 use. High quality developments within Class B2 would also be permissible in the Black Country and North Staffordshire;
- c) of a high quality attractive to national and international investors;
- d) served or capable of being served by multi-modal transport facilities and broad band IT infrastructure;
- e) well related to the Motorway and Trunk Road network;
- f) located within, or close to, areas of greatest need;
- g) accessible to effective education and training opportunities to ensure that the employment benefits are available to the local workforce.

A **yes** answer to the following questions should determine whether the site qualifies as RIS otherwise **no**;

- a) Is the site between 25-50 hectares in size?
- b) Is it a high quality site (subject to market testing)?
- c) Is it restricted to high quality developments falling within Class B1 use? High quality developments within Class B2 are also permissible in the Black Country and North Staffordshire.
- d) Is broad band IT infrastructure available on the site? If not, is it capable of being provided?

- e) Is the site within either **5** minutes drive time or **5 to 10** minutes drive time of a motorway junction?
- f) Is the site within a regeneration zone, adjacent to a regeneration zone or easily accessible to a regeneration zone?
- g) Is the site accessible by public transport (i.e. Is a bus stop located within 400 metres of the site providing a half hourly service at peak time or at the proposed shift change if known and/or is a railway station or bus interchange located within 800 metres of the site)? If not are such links capable of being provided?
- h) Is the site accessible to effective education and training opportunities?
- i) Is the site designated in a Development Plan?

If a site does not meet all of the above criteria but is considered by the Local Authority to be a RIS, the site should be referred to the West Midlands Employment Land Advisory Group for a recommendation (a possible exception to this would be if the site is allocated in a development plan). The information to be made available to the group should include independent market testing of the site.

Sub-regional employment sites (code 4). These types of sites would generally be:

- a) between 10 to 20 hectares in size in sustainable urban locations including market towns;
- b) high quality attractive sites;
- c) of a potential to meet cluster priorities and local need;
- d) suitable to attract clients with an international/national/regional choice of location;
- e) located on or have direct link to the Strategic Highway Network and be well served, or capable of being well served by public transport.

A **yes** answer to the following questions should determine whether the site qualifies as Sub-regional otherwise **no**;

- a) Is the site between 10 to 20 hectares in size?
- b) Is the site located within the urban area?
- c) Does the site have a direct access or direct link to the strategic highway network?
- d) Is the site accessible by public transport (i.e. Is a bus stop located within 400 metres of the site providing a half hourly service at peak time or at the proposed shift change if known and/or is a railway station or bus interchange located within 800 metres of the site)? If not are such links capable of being provided?
- e) Is it a high quality site (subject to market testing)?
- f) Does the site have potential to form part of a target cluster?
- g) Is the site designated in a Development Plan?

Good Quality Employment Sites (code 5). These types of sites would generally be:

- a) sized 0.4 hectares and over;
- b) suitable for locally based firms wishing to expand/relocate;
- c) unlikely to attract inward investment but capable of commanding local speculative private interest;

A **yes** answer to the following questions should determine whether the site qualifies as Good Quality otherwise **no**;

- a) Is the site over 0.4 hectares in size?
- b) Is the site suitable for locally based firms and capable of attracting speculative private interest?

Other Local Sites over 0.4 hectares in size (code 6). These types of sites would generally be:

- a) sized 0.4 hectares and over;
- b) sites without particular attributes, capable of development but less likely to attract speculative private investment.
- c) capable of meeting the needs of particular firms.

A **yes** answer to the following questions should determine whether the site qualifies as Other Local otherwise **no**;

- a) Is the site over 0.4 hectares in size?
- b) Is the site suitable for only marginal or bad neighbour activities and unlikely to attract speculative private investment?

3.17 Relationship to RSS Policies is monitored by the following variables;

Policy PA2 Regeneration Zones – Is the site within a Regeneration Zone? If **YES** please refer to the attached maps in Appendix 4 which illustrate each of the 6 regeneration zones identified in the RSS Review. If **NO** please enter the code 0. The Regeneration Zones are as follows;

East Birmingham and North Solihull (code 1)

North Black Country and South Staffordshire (code 2)

North Staffordshire (code 3)

Coventry and Nuneaton (code 4)

West Birmingham and South Black Country (code 5)

The Rural Regeneration Zone (code 6)

If the site is in a Regeneration Zone is it within a target/priority area? If **YES** use code 1.

Policy PA3 High Technology Corridors – Is the site within a High Technology Corridor? There is no definitive boundary for the corridors but Appendix 5 illustrates the areas. If **NO** please enter the code 0. If **YES** does it fall within the following corridors;

The Central Technology Belt (code 1)

Coventry – Solihull – Warwick (code 2)

Wolverhampton – Telford Technology Corridor (code 3)

If the site is within a corridor is it one of the following:

Within an urban area identified as a node on the RSS spatial strategy diagram? (code 1)

Edge of an urban area identified as a node on the RSS spatial strategy diagram? (code 2)

Other (code 3).

(Sites within a corridor are most likely to be within or on the edge of an urban area).

Other Strategic Corridors - Is the site within the A49 corridor in the rural west of the Region? If **YES** is the site:

Within an urban area identified as a node on the RSS spatial strategy diagram? (code 1)

Edge of an urban area identified as a node on the RSS spatial strategy diagram? (code 2)

Other (code 3).

(Sites within the A49 Corridor are most likely to be within or on the edge of an urban area)

Policy PA5 Employment Areas in need of renewal - Does the site lie within an employment area in need of renewal? **YES** (code 1) or **NO** (code 0). If yes please identify which area. Employment areas in need of renewal target worn out and untidy employment areas and should be identified in Development Plans.

RSS Settlement Hierarchy – Is the site within the urban area boundary of (this would include sites removed from the Green Belt such as Blyth Valley Business Park). Please code as follows

- 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 hierarchy** as 0, and give the name of the location in the comments box.

3.18 Longstanding Sites and Market Testing.

Has the site been identified as a **longstanding** employment site? **YES** (code 1) or **NO** (code 0). This type of site has been on the RELS for five years or more where there has been no completed development.

If the answer is **yes**, has it been subject to an independent market assessment? If yes, when and by whom?

Following the market assessment has the site been retained in employment use? **Yes** or **No**.

If an independent market assessment has not been carried out, what are the reasons for this?

3.19 Unit. The whole site may be split up into a number of sub-sites.

- 3.20 Area** relates to each unit in hectares. The area of each unit should reflect the changes that have or may not have occurred at the current monitoring year. The area should be defined as gross **‘developable’** area, which includes on site landscaping and infrastructure. It should exclude any **‘non-developable’** areas such as recreational areas and lakes. If the site is a new site the gross area of the site should also be included either as a whole site or sub-sites if the site has been split up on entry to RELS. Please note that 3.29 asks for completed development on the whole of the site in that year by type of use in hectares and associated floor space (square metres).
- 3.21 Ownership.** See Appendix 3 for summary of codes.
- 3.22 Planning Status.** This indicates the position of the site within the planning process. It is categorised as follows;
- Completed** (code 1),
 - Under construction** (code 2),
 - With planning permission not started** (code 3),
 - Adopted UDP or Local Plan** (code 4),
 - Other committee resolution** (code 5) relates to planning briefs which might not have the status of UDP/SPG but show a commitment to bring a site forward.
 - Supplementary Planning Guidance** (code 6),
 - Draft development plan or committee resolution where a considerable degree of uncertainty exists** (code 7).
- The purpose of category 7 is to try and identify where sites are entering the pipeline.
- 3.23 Market Status.** This provides an indication of the availability in market terms of the site to a potential purchaser. It is categorised as follows;
- On market, serviced** i.e. on the market and with services available (including on-site, if necessary for development) or with premises under construction (code 1),
 - On market, unserviced** i.e. on the market, unprepared for development (code 2),
 - Willing seller** i.e. not on the market, but owner believed likely or known to be a willing seller (code 3),
 - Not on the market** (code 4),
 - Firm to retain** i.e. not on the market because firm intends to retain for development purposes (code 5),
 - Not for sale** i.e. not on market, and owner believed to be unwilling to develop, or sell for development (code 6).
- Note.** Local Authority owned sites should not be in categories 4 or 6.
- 3.24 Site being actively marketed.** This is an assessment of the availability of the site in economic development terms. It indicates that the owner is making a reasonable effort to bring the site into productive use. For Sale signs or media advertising, for example, may indicate that the site is being actively marketed. An economic development colleague should be able to advise on this matter. Please answer **YES** (code 1) or **NO** (code 0).

3.25 Physical Condition and Service Constraints. This is measured in the following way;

No problems likely to delay or discourage development. Usually (but not necessarily) with planning permission (code 1),

Minor problems i.e. outstanding problems are few and essentially minor in nature: unlikely to warrant grant aid or public sector intervention to ensure development (code 2). Examples of minor infrastructure problems would be sites where direct access can be provided without significant alterations to the existing road network.

Major problems of physical condition OR infrastructure i.e. major improvements required to physical condition or service provision before the site could be regarded as readily available. Land reclamation may be required. Public sector intervention or investment is necessary to ensure site development (code 3). Examples of major infrastructure problems would include sites where a new access road is required together with significant improvements to the existing highway network.

Major problems of physical condition AND infrastructure i.e. major physical and infrastructure deficiencies to be overcome, but site potentially developable. Public sector intervention or investment necessary to ensure site development (code 4),

Severe problems i.e. severe physical and/or infrastructure problems (code 5).

Remediation work If known, what is the timescale for overcoming the constraints with remediation work?

0-2 years (code 1) 3-5 years (code 2) Remediation work not programmed (code 3)

3.26 Derelict Land. Is the site or sub-site Statutory Derelict at April 2010. Derelict land is land which has been damaged by industrial or other development and which is incapable of beneficial use without treatment. Answer **YES** (code 1) or **NO** (code 0).

3.27 Rail Access. This determines whether a site has access to the rail network for rail freight use. Potential for rail freight use may depend upon whether a site is adjacent to private sidings or a rail terminal. For example, a site may be close enough to an existing operational railway for sidings to be provided (additional infrastructure such as a hard standing area or platform would allow forklift trucks to load or unload wagons). It is categorised as follows;

Site with operational rail connection (code 1),

Site with redundant/mothballed rail connection (code 2),

Site with potential for rail connection (code 3),

Site with no potential for rail connection (code 4).

3.28 Cross-border provision. The employment land targets expressed in the RSS Preferred Option have some cross border provision. This variable monitors whether the allocation of a local authority is held within another local authority's area. For example, for Redditch some of the allocation may be provided in Bromsgrove or Stratford. Please enter the code of the district who owns the cross-border allocation (see Appendix 3). Otherwise leave it blank.

3.29 Progress of Site. This is an internal variable which records the progress of the site. A site which is still current and uncompleted, and requires to be updated is coded 0. A site which is new to RELS within the new monitoring year is coded 1. A completion is coded 2 and reallocations 3 to 10. Sites on RELS are updated until they are completed or reallocated. If some or all development on the site has been completed during the 12 months up to April 2010

then this should be apparent from the Planning Status code you return on **Form 1**. If the following has occurred in the 12 months up to April 2010 then please code as below;

- . **Current, existing sites** (code 0),
- . **New site** (code 1),
- . **Completed** (code 2),
- . **Reallocated, proposed use not known** (code 3),
- . **Reallocated to Residential use** (code 4),
- . **Reallocated to Retail use** (code 5),
- . **Reallocated to Business or Commercial use** - use of a site for offices should not be seen as a reallocation, unless within a town or city centre (code 6),
- . **Reallocated to Open Space** (code 7),
- . **Reallocated to Other Specified Use** (code 8),
- . **Site Redefined** - No longer a viable site due to extraneous factors e.g. new road alignment (code 9),
- . **Reallocated to Leisure use** (code 10).

Note. "Reallocation" is not mentioned on Form 1. It is, however, necessary to monitor reallocations to understand the "flow" and changing nature of industrial land. If a site has been reallocated please indicate the proposed use clearly on Form 1.

Completed development. Information is required about completed development on all RELS sites. Details of completions by use class are required for Form 2. **Please give details** for the following on Form 1 (*this serves as a summary check on the information in Form 2*);

Floorspace completed during the 12 months up to April 2010 (**square metres**);

Area completed during the 12 months up to April 2010 (**hectares**);

Development agency. Please indicate the type of funding. The balance between private and public sector is dependent on total contributions to site development; this should include land reclamation costs even if the site was not developed immediately after reclamation.

Wholly Private Sector (code 1),

Public / Private Sector Partnership (code 2),

Wholly Public Sector (code 3);

Type of Development. Please indicate whether

Purpose Built Design - for specific clients (code 1),

Speculative (code 2),

Mixed (code 3).

Note that **Form 2** monitors proposed uses and completed development of all uses on whole RELS sites. Industrial land development in RELS relates mainly to completed development for industrial uses (B1, B2 and B8). Completed development of retail, leisure and other uses, if not already 'picked up' by other monitoring databases, are viewed as non-industrial completions, for the purposes of RELS, and are often treated as reallocations.

4. Monitoring of Non-RELS Sites

4.1 Loss of Industrial Land on Sites other than RELS (Form 3)

In order to provide a full picture of the rate at which industrial land is being lost to competing uses, it is also necessary to provide data on sites lost to other uses which are not RELS sites. A new form (previously Form 4) was added to the RELS survey during the 2004 monitoring year to obtain this information.

- 4.2** On Form 3, please list **all non-RELS sites which were formerly in employment B use for which a commitment was made during the 2009/2010 monitoring year to develop the site for non-employment uses** (Section 5 contains guidance). The sites should be **larger than 0.4 hectares** and the previous use should accord with that outlined in 3.13 of this specification. Information is required for the following eight variables:

1. Site Name:

2. Address:

3. Grid Reference: Easting & Northing

4. Area: (gross area in hectares in **excess of 0.4 hectares**)

5. Existing use:

B1a (code 1), B1b (code 2), B1c (code 3), B1 (code 4),

B2 (code 5), B8 (code 6), B128 (code 7), B1/2 (code 8),

B2/8 (code 9), Other (code 10), Vacant (code 11), Not known (code 12).

6. Greenfield or brownfield site:

7. Proposed use:

Residential (code 1),

Retail (incl. Club warehouse) (code 2),

Leisure (code 3),

Open space (code 4),

Other (please specify) (code 5).

8. RSS Employment Land Portfolio:

If the site had been retained in employment use, what category of the RSS employment land portfolio would the site fall into?

Major Investment Site (code 1),

Regional Investment Site (code 2),

Regional Logistic Site (code 3),

Sub-Regional Investment Site (code 4),

Good Quality Sites (code 5),

Other Local Sites (code 6).

4.3 Monitoring of Small Sites (Form 6)

The RSS ‘Good Practice Guide’ suggests that monitoring should extend to all developments and not just those above a certain threshold. The West Midlands Annual Monitoring Report (AMR) concentrates on developments of more strategic importance, whereas individual local authority AMRs report on all local developments. It has been decided that the 0.4 hectare threshold for RELS will be maintained for the present.

- 4.4 However, RELS participants are asked again for additional information on small sites at a local authority district level. This is in order to reconcile differences in figures between the two types of AMR reports. Form 6 asks for **total commitments** and **readily available commitments** in **hectares** occurring within the 12 months up to April 2010. It further asks for **completed development** split by **previous use** (greenfield and brownfield) which has occurred during the 12 months up to April 2010 by **hectare** and **floorspace** (square metres). All these employment sites must relate to **B use employment smaller than 0.4 hectares** which do not qualify for RELS or have never been on RELS; and exclude Form 3 sites already described in 4.2 above.

Layout of worksheet ‘Form 6’

WEST MIDLANDS EMPLOYMENT LAND SURVEY 2010 - FORM 6		
SMALL SITES LAND SUPPLY AND DEVELOPMENT SUMMARY (under 0.4 hectare in size)		
DISTRICT	
	Commitments within the Monitoring Year*	
	Hectares	Floorspace (sqm)
TOTAL COMMITMENTS (below 0.4 ha)	
READILY AVAILABLE COMMITMENTS (below 0.4 ha)	
	Completions during the Monitoring Year*	
	Hectares	Floorspace (sqm)
TOTAL COMPLETIONS (below 0.4 ha)
COMPLETIONS (below 0.4 ha) ON GREENFIELD SITES
COMPLETIONS (below 0.4 ha) ON BROWNFIELD SITES
* The monitoring year = 1st April 2009 to 31st March 2010 for reporting changes incl. completions & new sites		

5. Guidance Notes on Completion of RELS 2010 Returns

5.1 Up to 2006 the RELS survey was undertaken in a paper format. The transition from paper to electronic returns is still progressing and the aim has been to keep things simple within a spreadsheet format that all users are familiar with. Unfortunately, the exercise to revamp the Employment Land and Centres surveys was cancelled in Autumn 2009 because of the RSS Phase Two Examination in Public, and uncertainty surrounding the future of regional planning. Participants will receive an email again consisting of an Excel file and a PDF file, which contain 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.

5.2 Existing sites, which were currently available for development at the end of the 2009 monitoring year and need to be updated to 2010, are laid out in worksheets ('Form 1' and 'Form 2') in a flat record structure. The variable column headings within worksheets 'Form 1' and 'Form 2' contain descriptions and codes (*just point the cursor at each variable column heading to obtain them or consult section 3 in this manual*). The listing below gives a brief description of each worksheet.

5.3 The Excel file contains the following worksheets:

Form 1: Existing sites which remained available for development by the end of the 2009 monitoring year and need to be updated to the 2010 monitoring year. These may be partially completed already or may have had no completions at all.

Form 2: Proposed uses on existing sites which need to be updated to the year 2010 and completions by use on sites during the 2010 monitoring year. Information relating to new sites which you have entered on 'Form 1' also needs to be inserted into this worksheet.

Form 3: Monitors the loss of industrial land on non-RELS sites to non-employment uses (4.1).

Form 4: Employment Land Profile from a planning perspective ('shire counties' only need to provide a county return).

Form 5: Employment Land Profile from a marketing / economic development perspective (ditto 'Form 4').

Form 6: Small sites land supply and development summary. A district total is required for small B use employment sites under 0.4 hectares not presently or previously associated with RELS (see 4.3).

Please note that '**Form 1**' relates to **units** and **whole sites** whereas '**Form 2**' relates to **whole sites**. '**Form 3**' relates to **whole sites**. '**Forms 4 and 5**' relate to the **district** or **county**. '**Form 6**' relates to the **district**, as a whole.

Updating Form 1

5.4 Worksheet 'Form 1' is used to update information on existing sites which remained available for development at April 2009 and for entering information about new sites becoming available for development during the 2010 monitoring year. Records can either be single sites or multiple plots within sites. **'Form 1' provides most of the information for the RELS survey and requires to be amended first.** The column headings in Row 5 of the worksheet are numbered and correspond to the variable descriptions in the RELS manual. Otherwise, point the cursor at each column heading (Row 6) and the codes and description will be displayed. You are asked to update the information in each RELS record in 'Form 1' in the following way;

- a) Update each of the records clearly **annotating where any changes** have occurred including completed development. If there have been changes relating to a complicated site, please add a commentary to the comments column.
- b) Indicate total hectares and square metres in the appropriate columns when a completed development has occurred. This is used as a summary check for the details which are asked for in Form 2. **Change all the necessary variables** (i.e. planning status, market status, physical conditions, progress of site etc) and also development agency and type.
- c) **Highlight** any records which need to be deleted or insert any additional plots to an existing record, using **colour coding**. Highlight as **'bold'** any variables which need to be amended. Use **'blue'** to annotate amendments, **'red'** to indicate new sites, and a **strike-through** to show deleted sites or units.
- d) Add **'No change'** in the **comment column** if there has been no change, **'Completion'** if there has been a completion, **'Reallocation'** if there has been a reallocation.
- e) If an existing site is subdivided into units/plots then do not record these as new sites.
- f) The updated information in 'Form 1' must also be amended in 'Form 2'.
- g) Insert information about **new sites** (0.4 hectare & over) entering the system during the 2010 monitoring year as new records in 'Form 1'. Insert these after the existing sites. New sites must be given a RELS and user reference number. Please use the next available highest RELS site number according to your records and this will be checked later. Also add new records to 'Form 2'.

Example 1: Site 71017 Battery Farm, Hen Lane.

Amendment: Part of site has been granted planning permission (site area unchanged).

Action: Insert a blank row below unit 1 of site 71017. Copy and paste the entire record into this blank row as Unit 2. Change the appropriate variables which require to be changed i.e. unit number, hectare, planning status, market status, derelict status, etc and highlight them as **'blue'** and **'bold'**. The original site area was 6.66 hectare. Therefore, adjust the Unit 1 hectare total to 5.66 and the Unit 2 hectare total to 1.00, which has received the planning consent (3). If the uncompleted use has changed then adjust 'Form 2' too.

Example 2: Site 71025 Anthea Turner Road, Tysley.

Amendment: Site has now been completely developed in 2009/10.

Action: Change the appropriate variables which require to be changed and make them ‘blue’ and ‘bold’ i.e. planning status (1) and progress of site (2). Remember to adjust ‘Form 2’ too, i.e. the uncompleted use will now be zero and the completed use will now be 1.01 hectare. This site will no longer be current and will not be included in 2011.

Example 3: Site 71030 Aston Rocket Science Park.
Amendment: This site should not have been allocated to RELS in the last year.
Action: Remove the site. Highlight the whole record with a colour or use a strikethrough and add a comment in the comment field. Remember to remove the site from the ‘Form 2’ too.

Layout of worksheet ‘Form 1’

WEST MIDLANDS EMPLOYMENT LAND SURVEY 2010 FORM 1																	JB/LJ/260864/MM01_RELS/2010																
EXISTING SITES AT 1st APRIL 2009 TO BE AMENDED UP TO THE 31st MARCH 2010, AND NEW SITES																	Original data supplied to ITB Mott MacDonald by XXXX, XXXX Council																
Point your cursor at each variable heading (Row 6) to obtain description & codes																	The monitoring year = 1st April 2009 to 31st March 2010 for reporting changes including completions, and new sites. Existing sites are those which are still available for development. They may be partially completed already or may have had no completions.																
3.1	3.2	3.4	3.5			3.6			3.7	3.8	3.9	3.10	3.11	3.12	3.12	3.13	3.14	3.15	3.16	3.17	3.17	3.17	3.17	3.17	3.17								
SITE REF	USER REF	UPRN REF	SITENAME	ADDRESS			EASTING	NORTHING	ENTRY YEAR	HWAY TIME	STRATEGIC HIGHWAY DT	INTERCHANGE	BUS ROUTES	PREVIOUS USE	GREEN BELT	ENVIRONMENT ATTR	RSS EMPLOY LAND PORTFOLIO	REGENERATION ZONES	TARGET/PRIORITY	HIGH TECH CORRIDORS	HIGH TECH URBAN	OTHER STRATEGIC	OTHER STRATEGIC URBAN										
District Name																																	
***** EXISTING SITES *****																																	
71001	id1989001		WEST END BUSINESS PARK	WEST END BUSINESS PARK	BIRMINGHAM	404401	288829	89	6	0	1	1	4	0	3	5	5	9	0	9	0	9	0	9									
71012	id1993012		DOWNSTREAM	470 DORSE DOWNSTREAM	470 DORSET STREET	409025	288090	93	5	0	0	1	4	0	4	5	1	9	0	9	0	9	0	9									
71017	id1998017		BATTERY FARM	HEN LANE	BATTERY FARM HEN LANE	404120	283053	98	15	0	1	1	3	0	3	4	5	9	1	9	0	9	0	9									
71020	id2001020		OAK WOOD BUSINESS PAR	OAK WOOD BUSINESS PARK		400100	282460	01	12	0	0	1	3	0	1	4	0	9	0	9	0	9	0	9									
71025	id2004025		ANTHEA TURNER ROAD	TYANTHEA TURNER ROAD	TYSLEY BIRMINGHAM	411395	284300	04	13	0	1	1	3	0	4	4	1	9	0	9	0	9	0	9									
71030	id2005030		ASTON ROCKET SCIENCE P	ASTON ROCKET SCIENCE PARK	BIRMINGHAM	407666	287999	05	2	0	0	1	3	0	2	4	1	9	1	9	0	9	0	9									
71031	id2008999		THE TOON	KEVIN KEEGAN WALK		412999	286999	06	10	0	0	1	4	0	4	6	0	9	0	9	0	9	0	9									

***** PLEASE INSERT NEW SITES AVAILABLE FOR DEVELOPMENT HERE *****

ave had no completions.																													
3.17	3.17	3.18	3.18	3.18	3.19	3.20	3.21	3.22	3.23	3.24	3.25	3.25	3.26	3.27	3.28	3.29	3.29	3.29	3.29									COMMENT	
EMPLOYMENT RENEWAL AREA	SETTLEMENT HIERARCHY	LONGSTANDING SITE	INDEPENDENT MKT ASSESS	RETAINED IN EMP USE	UNIT	HECTARE	OWNER	PLANNING STATUS	MARKET STATUS	ACTIVELY MARKETED	PHYSICAL CONDITIONS	REMEDICATION WORK	DERELICT STATUS	RAIL ACCESS	CROSS-BORDER PROVISION	PROGRESS % SITE	COMP DEV 2009-10 (SQM)	COMP DEV 2009-10 (HA)	DEVELOP AGENCY (2009-10)	DEVELOP TYPE (2009-10)									COMMENT
9	1	1	9	9	1	5.03	3	4	1	0	2	9	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	CURRENT	
9	1	0	9	9	5	0.90	11	3	2	1	1	9	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	CURRENT	
9	1	1	9	9	1	6.66	25	4	3	0	4	9	1	3	0	0	0	0	0	0	0	0	0	0	0	0	0	CURRENT	
9	1	0	9	9	7	1.75	3	3	1	1	1	9	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	CURRENT	
9	1	0	9	9	1	1.01	25	3	2	1	1	9	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	CURRENT	
9	1	0	9	9	1	0.45	3	3	3	1	2	9	1	4	0	0	0	0	0	0	0	0	0	0	0	0	0	CURRENT	
9	1	0	9	9	1	2.50	30	5	4	0	3	9	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	CURRENT	

The above is a layout of worksheet ‘Form1’. Variables 3.17 to 3.29 continue across the worksheet as a single record but are represented separately here for space reasons. Please see section 3 for a description of the variables and section 5 for user guidance.

Updating Form 2

5.5 Worksheet 'Form 2' is designed to monitor proposed uses on existing sites which remained available for development at April 2009 which need to be updated to the year 2010 and completions by use on sites during the 2010 monitoring year. **Information relates to the whole of the RELS sites** (summed up from plots or units). It is very important that **floorspace figures** are provided for completions, including **splits by use class**. Please add new records becoming available for development during 2010. The use categories are B1/B2/B8 (general employment use), B1, B2, B8, retail, leisure, residential, and other. Retail is designed to pick up retail parks/warehouses and club warehouses, and may include car showrooms. Leisure relates to sports centres and cinema complexes. The updating procedure is as follows;

- a) **Update** any proposed uses or proposed hectares on each existing site available for development during the 2010 monitoring year, and **indicate** in the appropriate hectares and floorspace (square metres) columns where there has been completed development.
- b) **Insert** information about new sites (0.4 hectare & over) entering the system at April 2010, as new records below the existing ones.
- c) **Indicate** in the worksheet whether B1 use or B1/2/8 combined proposed use is 'Office', 'R&D' or 'Light Industry' if specified in the application/permission.
- d) If a proposed use is for a combined B1, B2 and B8 then select B1/B2/B8, and if it is for B1 only then select B1. Please give the size of area (hectares) affected by each of the activities. If the area is difficult to obtain please provide an estimate if possible. **The total refers to the total area outstanding at each site and should be consistent with worksheet 'Form 1'**. For example, totals for proposed uses/completed development in 'Form 2' should match up with totals in 'Form 1'. The sum of the units/plots will not always equal the overall site area. If you do not have any information about the activities then include a total only.

Example 1: Site 71017 Battery Farm, Hen Lane.

Amendment: part of site has been granted planning permission (site area unchanged).

Action: The site area (split into 2 units on 'Form 1') is unchanged, and is recorded on 'Form 2' as one record. B128 is still 'Yes' and B128 area equals 6.66 ha., and the site area total equals 6.66 ha. There are no completions to record in Columns X to AQ.

Example 2: Site 71025 Anthea Turner Road, Tysley.

Amendment: Site has now been completely developed in 2009/10.

Action: Delete 'Yes' from Column D (B128 proposed use) and delete 1.01 ha. from Column L (B128 area). Adjust the site area total (Column T) to zero. Insert the 1.01 ha. as a B128 completion (Column AC) and the overall total in Column AG. Insert the B128 floorspace figure in Column AM and the overall floorspace total in Column AQ.

Example 3:

Updating Form 3 (non-RELS sites)

5.6 Worksheet ‘Form 3’ monitors the loss of other B-use employment sites to competing uses. It requires you to provide information relating to **sites other than RELS, which were formerly in employment use for which a commitment was made during the 2009/2010 monitoring year to develop the site for non-employment uses**, for each local authority at a site level. The sites should be **greater than 0.4 hectares** and the previous use of the site should accord with that outlined in the RELS manual.

- a) Please insert the new records for 2009/2010 into worksheet ‘Form 3’. Section 4.2 of this manual outlines the variables required. If there are none of these sites in 2010 then annotate the worksheet – ‘**No sites this monitoring year**’.

Layout of worksheet ‘Form 3’

WEST MIDLANDS EMPLOYMENT LAND SURVEY 2010		FORM 3													
NON-RELS SITES FORMERLY IN EMPLOYMENT B USE BUT COMMITTED FOR NON-EMPLOYMENT USES DURING 2009/2010 (0.4 HA & OVER)															
<small>JBL/LJ/260864/MM01_RELS/2010 Original data supplied to ITB Mott MacDonald by XXXX, XXXX Council</small>															
<small>Point your cursor at each variable heading to obtain description & codes</small>															
<small>The monitoring year = 1st April 2009 to 31st March 2010 for reporting changes including completions, and new sites.</small>															
WELBREF	USER REF	MONITORING YEAR	SITENAME	ADDRESS	EASTING	NORTHING	HECTARE	EXISTING USE	EXIST COMMENT	PREVIOUS USE	PROPOSED USE1	PROPOSED USE2	PROPOSED USE3	RELS EMPLOY LAND PORTFOLIO	COMMENT
<small>District Name</small>															
***** NEW SITES in 2010 *****															
NR99023		2009	ALAN SHEARER DRIVE		777777	777777	0.50	B2	General industr	Brownfield	Residential				Other Local
NR99024		2009	RUE DE REMARQUES		888888	888888	0.75	B2	General industr	Brownfield	Residential				Other Local
NR99025		2009	HAVERFORDWEST WASWON		999999	999999	1.20	B2	General industr	Brownfield	Retail				Other Local

The above is a layout of worksheet ‘Form3’. Please see section 3 for a description of the variables and section 4 for user guidance.

Updating Forms 4 and 5 (commentaries)

5.7 **Form 4** requires you to provide a very brief narrative description of the industrial land supply from a planning perspective (local authority or if a shire county then a county return only). It would be helpful to start with the **current position**, for example, an overview of supply (amount, size, distribution, availability, quality, constraints, market sector, previous use as appropriate), and then identify or describe key sites or concentrations. Please describe **recent changes and developments** over the past 3 to 4 years and in the past year (overall net change, reallocations, development/take-up, new land). Could you provide a brief summary of the **pipeline**, for example, those sites entering RELS by draft development plan or committee resolution where a considerable degree of uncertainty exists. Finally, recount any **major issues**, such as shortages and forthcoming changes (new proposals, development plans, inquiries etc); major losses and appeal decisions; 'B1' developments and similar issues; constraints, reclamation/treatment, ownership/market issues. Could you please indicate whether 'Employment Areas in need of Modernisation and Renewal' have actually been designated in your local authority area.

5.8 **Form 5** requires you to add a commentary from the marketing/economic development perspective of the local authority or county. Please hand over ‘Form 5’ to a contact in Economic Development so they can assess the industrial land supply.

Appendix 1 RELS Derived Variables

The RELS methodology creates a set of derived variables from the input data and these are used to assess the land situation. The availability and quality variables feature prominently in the annual report.

Availability

The main variables which determine availability are physical condition and market status (and to a lesser extent ownership and planning status*).

Readily Available

A site is defined as being readily available if all the following conditions are satisfied:

- . no major problems of physical condition,
- . no major infrastructure problems,
- . on the market, with a willing seller (all public owners are deemed to be willing sellers) or firm to retain.

* Sites under construction are also included in the readily available category but only if the physical characteristics and market status (above) are satisfied.

The definition of readily available was slightly amended in the 2005 monitoring year in order that sites with no or minor problems of physical condition and 'the owner intended to retain' (usually private owners with masses of expansion land not always on the market but retained for development purposes) qualified.

Not Readily Available

A site is defined as being not readily available if it has any of the following problems:

- . major problems of physical condition,
- . major infrastructure problems,
- . not on the market,
- . owner unwilling to sell.

Quantitative Definition of Availability

IF (A AND (B OR C OR D OR E)) then site is readily available

For example, A has to be satisfied first then with a combination of either B or C or D or E.

Where the following relates to:

A = physical conditions equal no or minor problems

B = market status equals on market serviced/unserviced

C = market status equals willing seller AND ownership equals public ownership

D = planning status equals under construction

E = firm to retain

Appendix 2 Summary of RELS Codes

Variable	Code	Description
Interchange & Bus routes	0.	No
	1.	Yes
Previous Use	1.	Greenfield / Not previously developed
	2.	Greenfield / Re-use of agricultural building
	3.	Brownfield / Redeveloped from industry
	4.	Brownfield / Redeveloped from other
Green Belt	0.	Not in Green Belt
	1.	Statutory Green Belt
	2.	Area of development restraint
Environmental Attractiveness	1.	High
	2.	Above average
	3.	Below average
	4.	Low
RSS Employment Land Portfolio	1.	Regional Logistic Site
	2.	Major Investment Site
	3.	Regional Investment Site
	4.	Sub-regional Site
	5.	Good Quality Site
	6.	Other Local Site
Policy PA2 Regeneration zones	0.	No
	1.	E B'ham/ N Solihull
	2.	N Black Country/ S Staffs
	3.	N Staffordshire
	4.	Coventry and Nuneaton
	5.	W B'ham/ S Black Country
Policy PA3 High Technology	0.	No
	1.	Central Technology Belt
	2.	Coventry-Solihull-Warwick
Other Strategic Corridor	0.	No
	1.	Within A49 corridor in rural west
Policy PA5 Employment Renewal	0.	No
	1.	Yes
Longstanding Employment Site	0.	No
	1.	Yes
RSS Settlement Hierarchy	0.	No
	1.	Major urban area
	2.	Settlements of significant development
	3.	Other urban areas
Ownership (see Appendix 3)	4.	Rural areas

Variable	Code	Description	
Planning Status	1.	Completed	
	2.	Under Construction	
	3.	With Planning Permission not started	
	4.	Adopted UDP or Local Plan	
	5.	Other committee resolution	
	6.	Supplementary planning guidance	
	7.	Draft Development Plan or committee resolution with uncertainty	
Market Status	1.	On Market, Serviced	
	2.	On Market, Unserviced	
	3.	Willing seller	
	4.	Not on Market	
	5.	Firm to Retain	
	6.	Not for sale	
Site being Actively Marketed	0.	No	
	1.	Yes – when and by whom	
Physical Condition & Service Constraints	1.	No Problems	
	2.	Minor Problems	
	3.	Major Problems of Physical Condition or Infrastructure	
	4.	Major Problems of Physical Condition and Infrastructure	
	5.	Severe Problems	
Remediation Work - timescale	1.	0-2 years	
	2.	3-5 years	
	3.	No programme	
Derelict Status	0.	Not Statutory Derelict	
	1.	Statutory Derelict	
Rail Access	1.	Site with operational rail connection	
	2.	Redundant/mothballed rail connection	
	3.	Potential for rail connection	
	4.	No potential for rail connection	
Development Agency	1.	Wholly Private Sector	
	2.	Public / Private Sector Partnership	
	3.	Wholly Public Sector	
Type of Development	1.	Purpose Built Design	
	2.	Speculative	
	3.	Mixed	
Reallocations	3.	Proposed use not known	
	4.	Residential use	
	5.	Retail use	
	6.	Business or Commercial use	
	7.	Open space	
	8.	Other specified use	
	9.	Site redefined	
	10.	Leisure use	

Appendix 3 District Location and Ownership Codes

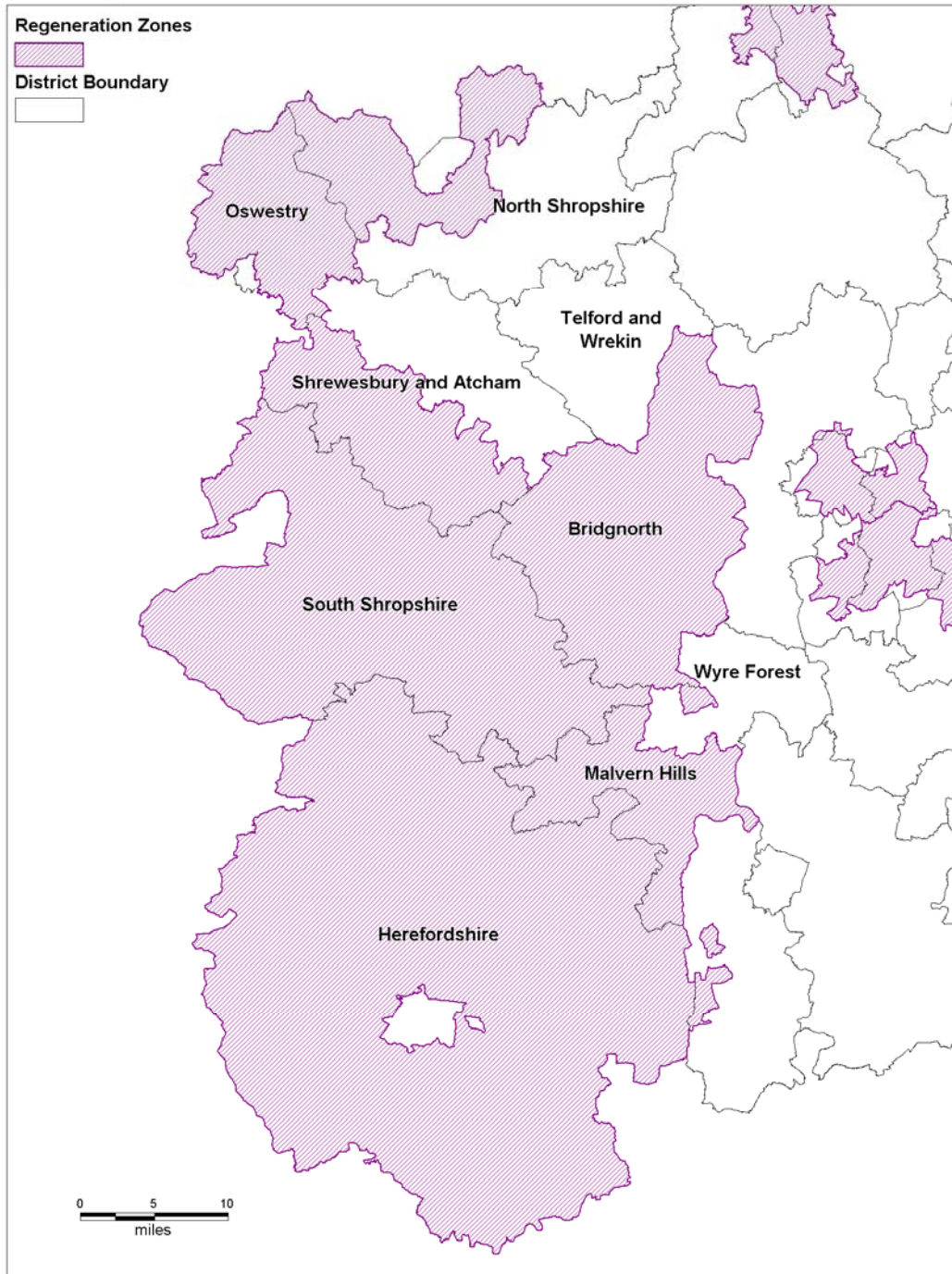
Area at 1st April 2010	Code
Birmingham	11
Coventry	12
Dudley	13
Sandwell	14
Solihull	15
Walsall	16
Wolverhampton	17
Stoke-on-Trent UA	49
Shropshire UA	57
Telford & Wrekin UA	59
Herefordshire UA	61
Warwickshire	
North Warwickshire	21
Nuneaton and Bedworth	22
Warwick	23
Rugby	24
Stratford-on-Avon	25
Worcestershire	
Redditch	31
Bromsgrove	32
Wyre Forest	33
Malvern Hills	62
Worcester	38
Wychavon	39
Staffordshire	
Tamworth	41
Lichfield	42
Cannock Chase	43
South Staffordshire	44
East Staffordshire	45
Newcastle-under-Lyme	46
Stafford	47
Staffordshire Moorlands	48
Before 1 April 1998	
Hereford	34
Leominster	35
Malvern Hills	36
South Herefordshire	37
Before 1 April 1999	
Telford & Wrekin UA	52
Before 1 April 2009	
Bridgnorth	51
North Shropshire	53
Oswestry	54
Shrewsbury & Atcham	55
South Shropshire	56

Ownership Codes

Owner	Code	Owner	Code
CENTRO	1	Redditch	61
Travel West Midlands	2	Wyre Forest	62
Birmingham City Council	3	Bromsgrove	63
Coventry City Council	4	Hereford	64
Dudley Borough Council	5	Leominster	65
Sandwell Borough Council	6	Malvern Hills	66
Solihull Borough Council	7	South Herefordshire	67
Wolverhampton Borough Council	8	Worcester	68
Walsall Borough Council	9	Wychavon	69
Railtrack/Network Rail (British Rail)	10	Tamworth	54
Gas Service Providers	11	Cannock Chase	55
British Waterways	12	South Staffordshire	56
Coal Providers	13	Lichfield	57
Corus (formerly British Steel)	14	East Staffordshire	58
The Post Office	15	Newcastle-under-Lyme	59
Powergen / National Grid	16	Stafford	76
National Freight	17	Staffordshire Moorlands	79
Severn Trent Water	18	Stoke-on-Trent UA	80
South Staffs Water	19	Bridgnorth	70
East Midlands Electricity	20	North Shropshire	71
West Midlands Electricity	21	Oswestry	72
British Telecom	24	Shrewsbury & Atcham	73
Private Developer	25	South Shropshire	74
Private Company or Firm (interest other than development)	30	Telford & Wrekin UA	75
		North Warwickshire	82
Private Individual	35	Nuneaton and Bedworth	83
Central Government	40	Rugby	84
Health Authority	44	Stratford-on-Avon	85
Other Owners	45	Warwick	86
Warwickshire County Council	50	English Partnerships	88
Hereford and Worcester County Council	51	Urban Regeneration Companies	89
Herefordshire Unitary Authority	91	Advantage West Midlands	90
Worcestershire County Council	92	Newtown Development Corp./C.N.T.	60
Staffordshire County Council	52	Unknown ownership	99
Shropshire County Council	53		

Appendix 4 – Regeneration Zones in the West Midlands

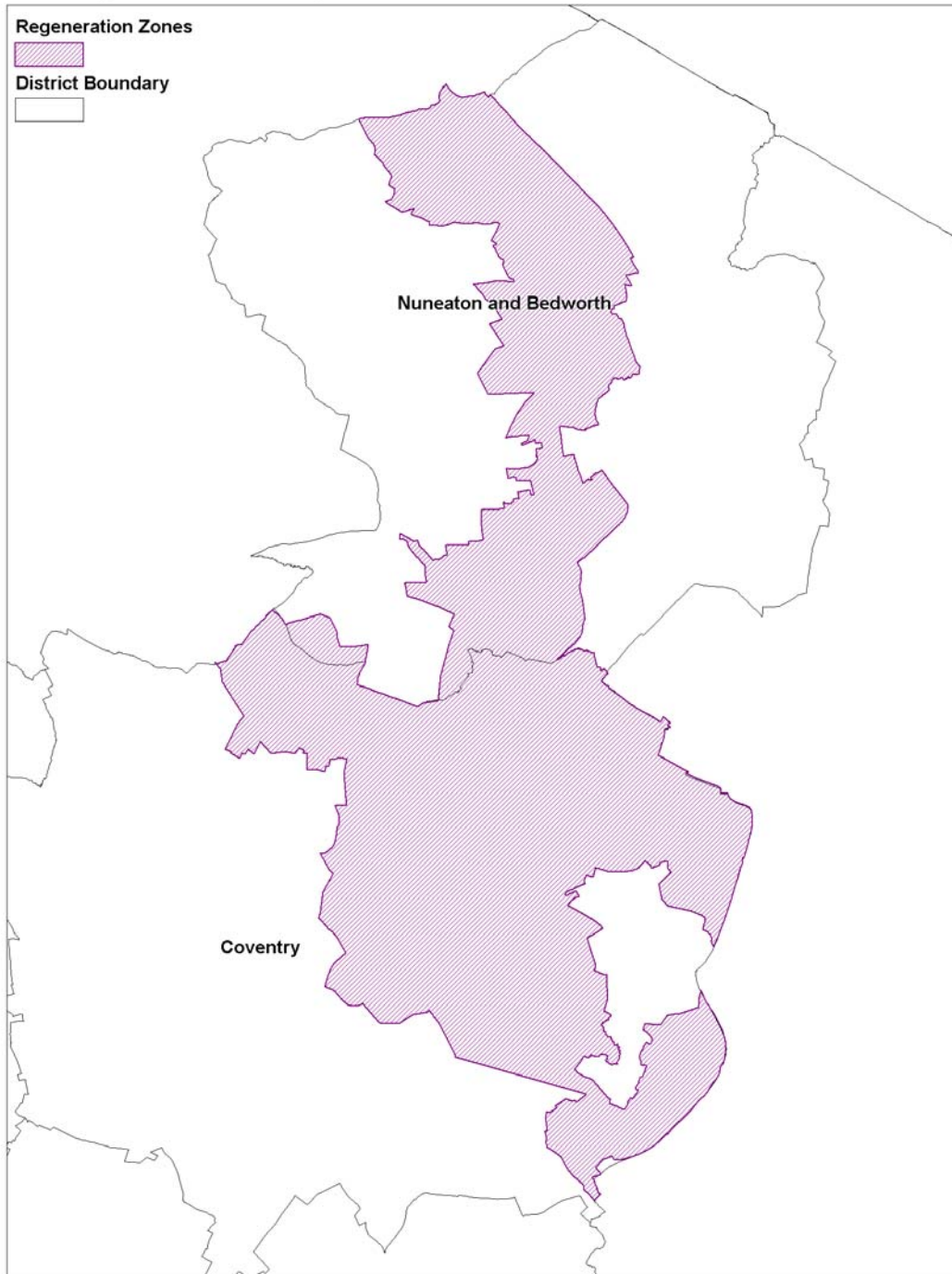
Rural Regeneration Zone



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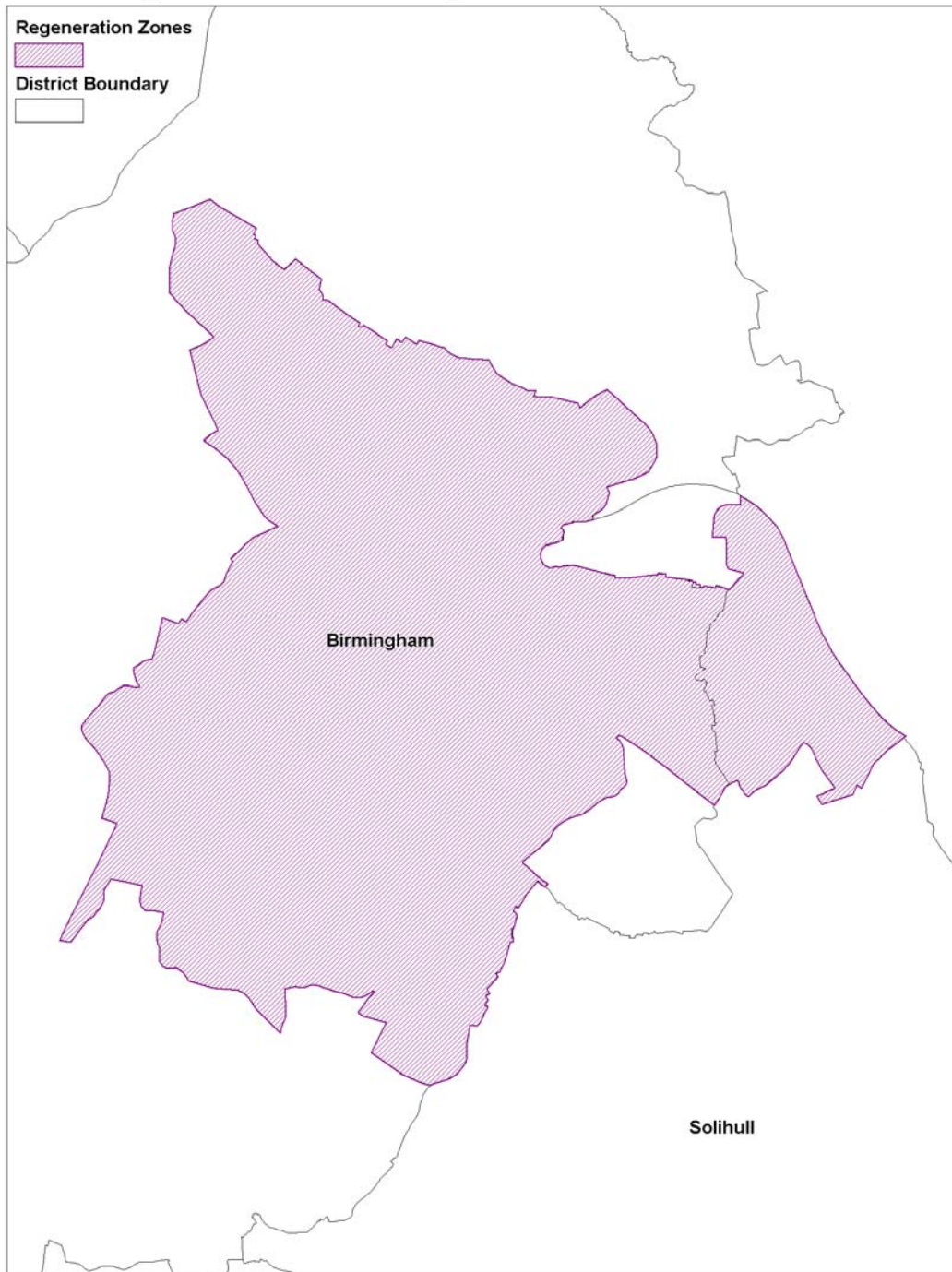
Coventry and Nuneaton Regeneration Zone



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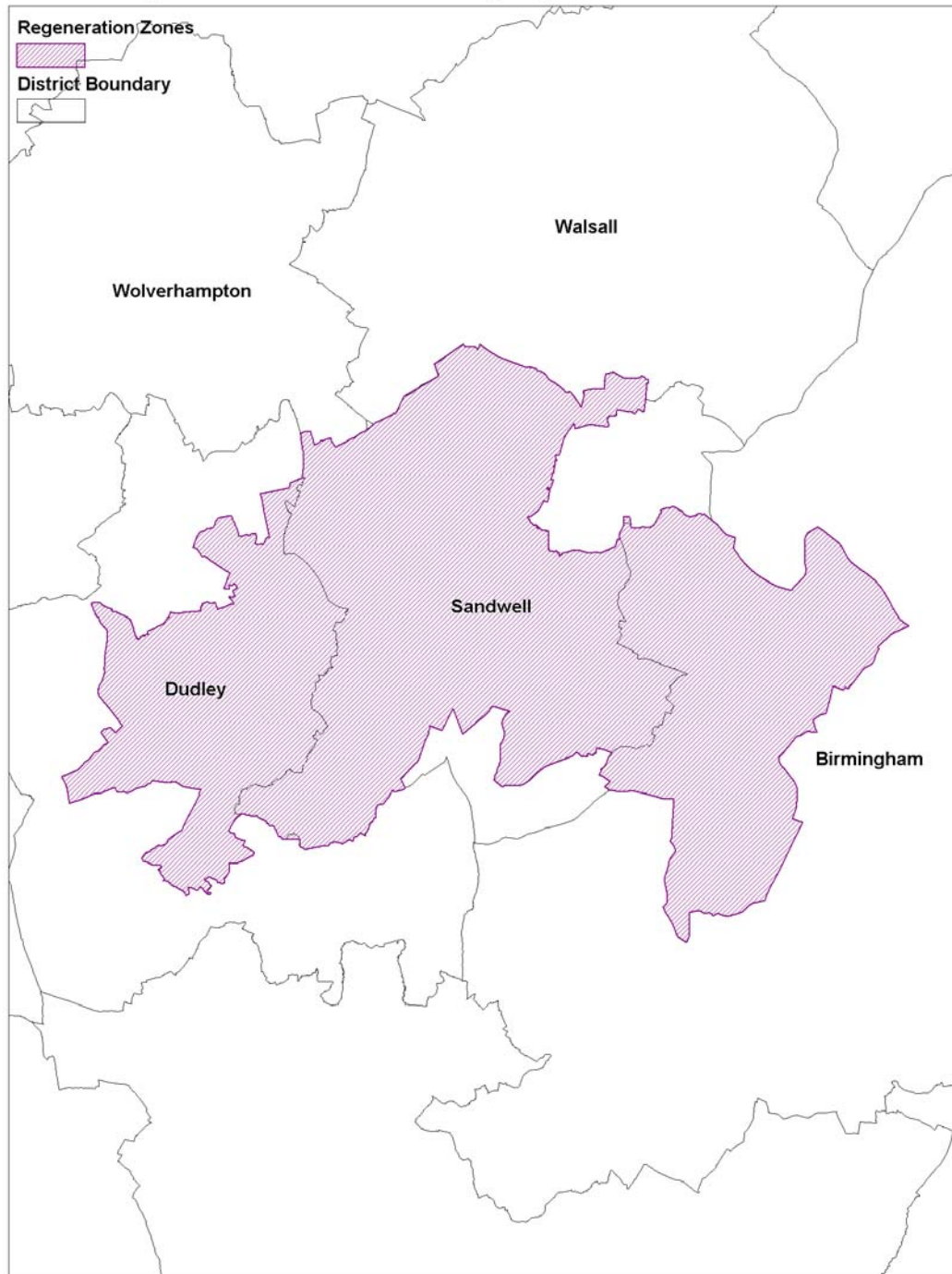
East Birmingham and North Solihull Regeneration Zone



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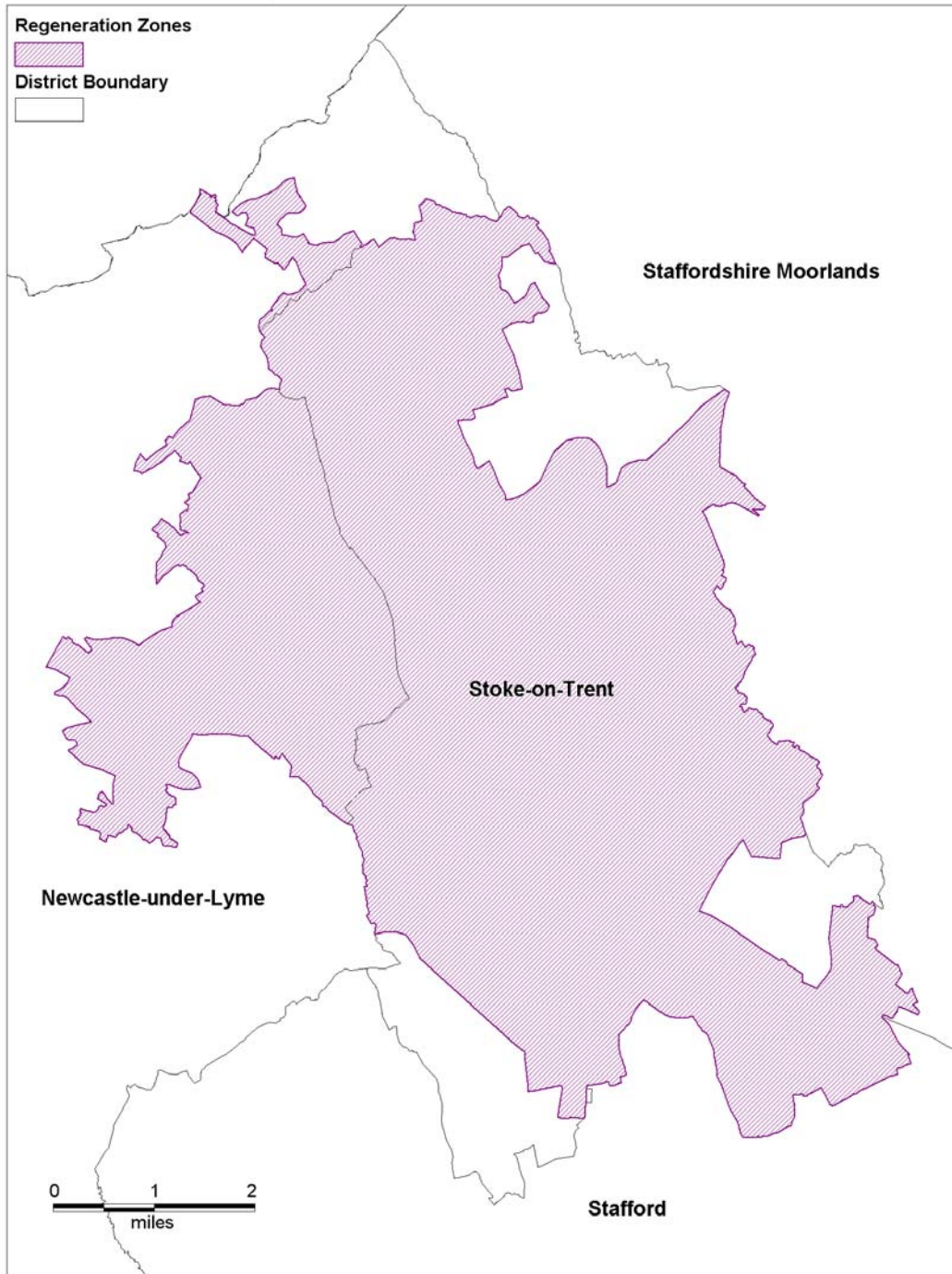
West Birmingham and South Black Country Regeneration Zone



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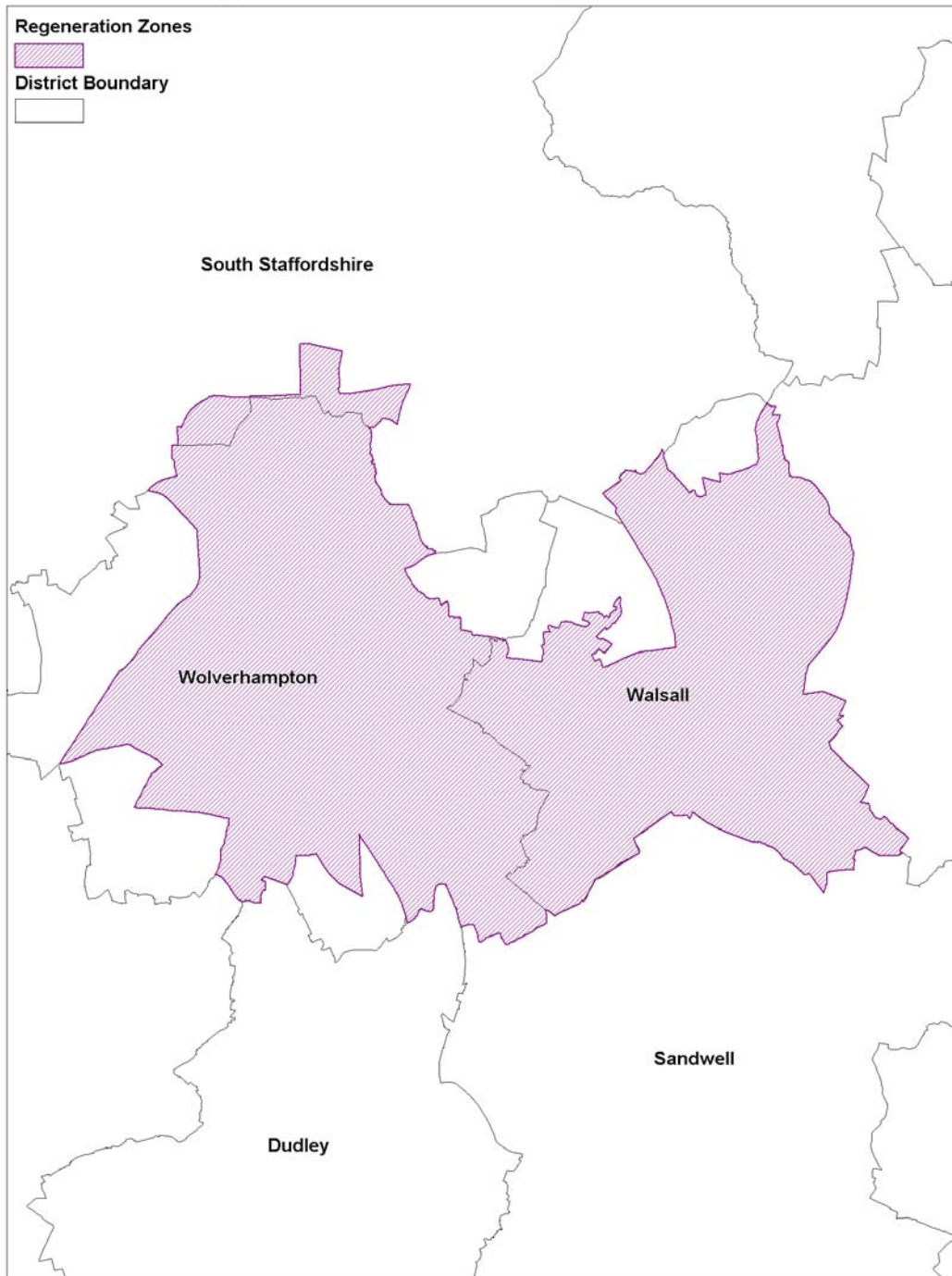
North Staffordshire Regeneration Zone



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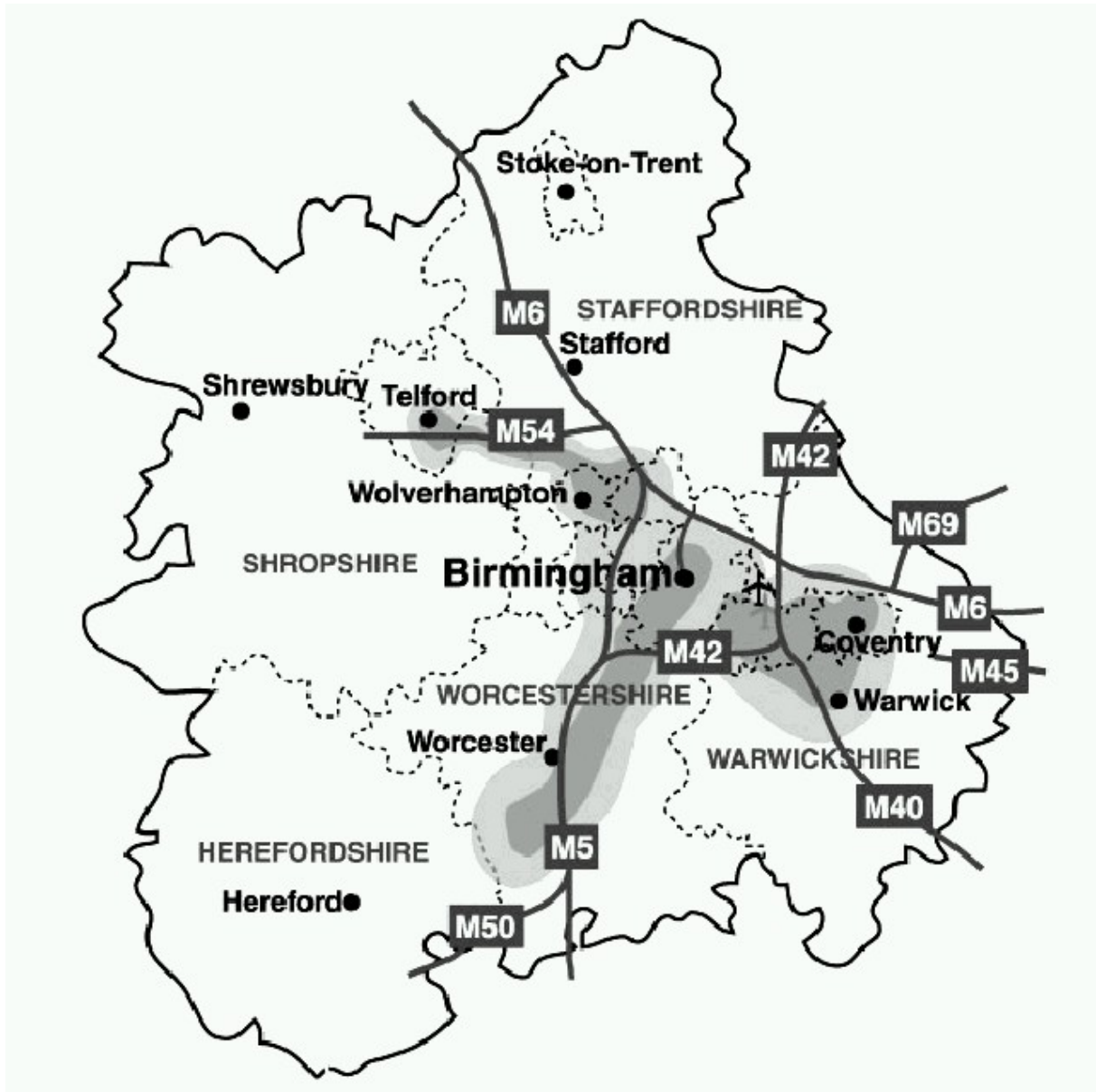
North Black Country and South Staffordshire Regeneration Zone



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Appendix 5 High-Technology Corridors



Appendix 7 Planning Authorities Contact List

The contacts below are responsible for supplying the base data used to update the RELS database.

Birmingham City Council	Tony Morton	(0121) 3034815
Coventry City Council	Christopher Berry	(0247) 6831298
Dudley Metropolitan Borough Council	David Piper	(01384) 814173
Sandwell Metropolitan Borough Council	Kaliegh Lowe	(0121) 5694034
Solihull Metropolitan Borough Council	Martin Fletcher	(0121) 7046646
Walsall Metropolitan Borough Council	Richard Cooksey	(01922) 653655
Wolverhampton City Council	Ian Culley	(01902) 554038
Herefordshire Council	Joanna Harthen	(01432) 383617
Shropshire County Council	Claire Walker	(01743) 252528
Telford and Wrekin Council	Stewart Donohue	(01952) 203037
Staffordshire County Council	Mark Sproston	(01785) 277359
Stoke-on-Trent City Council	Adrian Bond	(01782) 231941
Warwickshire County Council	Oscar Yau	(01926) 412358
Worcestershire County Council	Janine Billinge	(01905) 766712
Other relevant Organisations		
Mott MacDonald Limited	Les Johnson	(0121) 2374015
West Midlands Leaders Board	Paul Bayliss	(0121) 6781027
Advantage West Midlands	Sam Holder	(0121) 3803600