

## Development Market Panel for the administrative area of Runnymede

### Terms of Reference

#### Purpose of the Panel

1. To ensure the Strategic Land Availability Assessment (SLAA) is robust and credible
2. To share and pool information and intelligence, including relevant contextual intelligence and policy information on housing and employment land markets and financial data
3. Identify and agree any follow up action arising from panel discussions of site viability if necessary (see appendix 1)
4. To consider a process by which the SLAA findings can be reviewed on an annual basis
5. To consider a process for the Panel to discuss other Local Plan evidence where appropriate

The Development Market Panel will comprise representatives involved in the development industry who have knowledge/experience to comment on viability issues associated with development. The Panel is not a decision making body and its role is advisory only. Any final consideration of the deliverability or developability of a site or site typology will rest with the Local Authority.

#### Membership

At its outset, membership of the Development Market Panel (DMP) will comprise representatives including from the following bodies, whose types are set out in Planning Practice Guidance<sup>1</sup> (PPG) and whose activities take place in the local authority area:

- Developers;
- Those with land interests;
- Land promoters;
- Local property agents;
- Local Enterprise Partnerships; and
- Registered providers

In addition, there may also be representation from Runnymede and Spelthorne Borough Council (who are in the same housing market area) to help advise on achievability matters.

Individuals representing these groups will attend panel meetings as necessary, chaired by officers of Runnymede Borough Council and may also be invited to comment on viability matters through written correspondence. The panel will comprise one representative from each organisation that sits on the panel and a substitute can attend if appropriate.

Other key stakeholders<sup>2</sup> can request to join the partnership by contacting Runnymede Borough Council, which will be reviewed on an annual basis; however joining the panel will be subject to

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<sup>1</sup> <http://planningguidance.planningportal.gov.uk/blog/guidance/housing-and-economic-land-availability-assessment/methodologystage-1-identification-of-sites-and-broad-locations-determine-assessment-area-and-site-size/>

<sup>2</sup> Including local communities and other agencies such as Homes and Communities Agency providing they have knowledge of viability matters and have an interest in the Runnymede and Spelthorne areas

sufficient space being available on the panel and demonstration of industry and local housing/economic market knowledge and experience, having worked in Runnymede. This is consistent with the Council's approach to evidence gathering in its adopted Statement of Community Involvement (SCI) 2014.

Membership of the panel will be comprehensively reviewed every three to five years to ensure all those on the panel are still active in the borough and to allow other groups the opportunity to participate if they wish.

New members will be invited as necessary to ensure that each PPG group listed in the Membership section above is represented as well as possible, ideally with at least one representative from each group.

### **Declaration of impartiality**

Representation on the Panel does not imply any advantage or preferential treatment to those who have a commercial interest in the development of land within the administrative area of Runnymede. The purpose of including developers and planning/property agents is primarily to provide expertise and knowledge to help the Council take a view on how market conditions may affect the economic viability of sites. This is entirely in accordance with the PPG.

Members of the DMP will be expected to indicate where potential conflicts of interest might arise with regard to sites that are being discussed and shall take no part in the deliberations concerning such sites.

### **Confidentiality**

Comments made during any panel meeting or email exchange can be treated confidentially at the request of panel members, however any comments made that are used to justify the level of development on a type of site may be included in site write-ups and therefore cannot be treated with confidentiality.

Minutes of the DMP meetings will be made available on the Council's website.

### **Administrative arrangements**

The meetings of the DMP will usually be held at the Council offices in Addlestone.

The meetings are not anticipated to take place more than twice a year although additional meetings could take place if Runnymede requires the Panel's advice at a particular point in time. If a panel member wishes to submit additional information to the Council on viability matters in relation to the consideration of sites and a panel meeting is not scheduled, he/she will be able to do so at any time throughout the year. All other correspondence will also take place by email.

The Council will aim to circulate meeting agendas and any information to be discussed at least 10 days before a meeting of the DMP is due to take place.

Any minutes from the panel meetings will normally be distributed to all attendees within 10 days of the meeting taking place.

## **Appendix 1**

### **Panel meeting outputs**

1. Discussion of the achievability of each identified site or site typology to consider economic viability for different uses
2. Possible consideration of when an identified site might realistically be expected to be developed
3. Potential quantum of development that could be delivered on each site or site typology may be discussed in relation to viability issues
4. Comments on constraints which might restrict the delivery of identified sites and how these could be overcome and when

### **Strategic Land Availability Assessment checklist for each authority**

1. The methods, assumptions, judgements and findings should be discussed between the DMP and the Council's officers who produce the SLAA wherever possible throughout the process in an open and transparent way and explained in the SLAA methodology and/or report. The site book should include an explanation as to why particular sites or areas have been excluded from the Assessment and should be considered in accordance with the published SLAA methodology.