

WYCOMBE ECONOMY STUDY

Q1. Site Name:

Q2. Address:

Q3. Unique ID No:

Q4. Postcode Area (5 digit)

Q5a. Date of Survey

Q5b. Photo ID

Q6. Site Type

Employment land allocation

Mixed Use Site with Employment Component

Existing Business Parks (Policy E2)

Designated Employment Areas (Policy E3)

Scattered Employment Sites (Policy E4)

Badly Sited Users (Policy E5)

Major Developed Sites in the Countryside (Policy C12)

Major Developed Sites in the Green Belt (Policy GB9)

Other (Specify)

Q7. Other Planning Policy Designations

Landscape and Nature Conservation

AONB

Area of Attractive Landscape

Local Landscape Area

cSAC

SSSI

Country Wildlife Sites/SINCS/Protected Species

Local Nature Reserve

Tree Preservation Order

Biological Notification

Other

Floodplain

Conservation Area

Scheduled Ancient Monument

Listed Building

Retail

High Wycombe Town Centre

Princes Risborough Town Centre

Marlow Town Centre

Local District Centres

	Primary	Other
	Shopping Area	Sites

Or

Or

Or

Q8. Location

Main Settlements

High Wycombe Urban Area

Marlow

Princes Risborough

Bourne End/Cores End/Wooburn Town

Marlow Bottom

Flackwell Heath

Stokenchurch

Naphill/Walters Ash

Great Kingshill

Lane End

Longwick

Rural Areas

Major Developed sites in the Countryside

Open Countryside Beyond the Green Belt

Green Belt

Built-Up Areas within the Green Belt (GB4)

Major Developed Sites within the Green Belt (GB9)

Q9. Ward

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Q10. Size of Site (ha)

Q11. Status

Operational
Vacant/unoccupied
Derelict
Not developed for employment use (brownfield)

Not developed for employment use (greenfield)
Other Comments

Q12. Use classes

B1(a) Offices
B1(b) R&D/SCI Park

B1(c) Light Industry
B2
B8
Sui generis

Mixed use
Mixed use description

Q13. Total Number of employment premises

Number of Vacant premises
% site area occupied by vacant premises

Q15. Type of Premises

Warehousing/storage/depot
Factory

Light industrial unit
Workshop
Office use
Managed workspace
Other (Specify)

Q14. Estimate Floorspace (sq m)

Building Height

Single Storey
Single Storey (with mezzanine)
Single Storey and Upper floor empty use
Single Storey and Ground floor empty use

2 Storeys
3 Storeys
4 Storeys
5 Storeys
6 Storeys
7 Storeys
8 Storeys
9 Storeys
10 Storeys
11 Storeys
12 Storeys
13 Storeys
14 Storeys
15+ Storeys
Mixed

Q16. Age of Premises

Last 5 years
5-20 years old
20-50 years old
More than 50 years old

Comments:

Q17. Condition of Premises

%

Very Good

Good
Fair
Poor
Very Poor

Other Comments

Q18. Site utilisation % plot developed

Other Comments

%

WYCOMBE EMPLOYMENT STUDY

Q19. Occupier Profile

SIC Code Description	No. Businesses
15 - Manufacture of Food Products and Beverages	
16 - Manufacture of Tobacco products	
17 - Manufacture of Textiles	
18 - Manufacture of Wearing Apparel; Dressing and Dyeing of Fur	
19 - Tanning and Dressing of Leather; Manufacture of Handbags, Saddlery, Harness and Footwear	
20- Manufacture of Wood and Products of Wood and Cork, Except Furniture;	
21 - Manufacture of Pulp, Paper and Paper Products	
22- Publishing, Printing and Reproduction of Recorded Media	
23 - Manufacture of Coke Refined Petroleum products and Nuclear Fuel	
24 - Manufacture of Chemicals and Chemical products	
25 - Manufacture of Rubber and Plastic Products	
26 - Manufacture of Other Non Metallic Mineral Products	
27 - Manufacture of Basic Metals	
28 - Manufacture of Fabricated Metal Products, Except Machinery and Equipment	
29 - Manufacture of Machinery and Equipment Not Elsewhere Classified	
30 - Manufacture of Office Machinery and Computers	
31 - Manufacture of Electrical Machinery and Apparatus	
32 - Manufacture of Radio, television and Communication Equipment and Apparatus	
33 - Manufacture of Medical, Precision and Optical Instruments, Watches and Clocks	
34 - Manufacture of Motor Vehicles, Trailers and Semi-Trailers	
35 - Manufacture of Other Transport Equipment	
36 - Manufacture of Furniture	
37 - Recycling	
45 - Construction	
50 - Sale, Maintenance and Repair of Motor Vehicles and Motor Cycles	
51 - Wholesale Trade and Commission Trade	
55 -Catering	
60 - Land Transport	
63 - Supporting and Auxiliary Transport Activities	
64 - Post and Telecommunications	
65 - Financial Intermediation	
66 - Insurance and Pension Funding	
67 - Activities Auxiliary to Financial Intermediation	
70 - Real Estate Activities	
71 - Renting of Machinery and Equipment without Operator	
72 - Computer and related activities	
73 - Research and Development	
74 - Other Business Activities	
75 - Public Administration and Defence	
80 - Education	
85 - Health and Social Work	
90 - Sewage and Refuse Disposal, Sanitation and Similar Activities	
91 - Activities of Membership Organisations	
92 - Recreational, Cultural and Sporting Activities	
93 - Other Service Activities	
Vacant	
Unknown/Could not be determined	
Other Activity	

Wycombe Economy Study – Site Survey Pro-forma Guidelines.

Question No.	Guidance
	SITE INFORMATION
1	Insert name of Site name (from 2001 Survey)
2	Site address (use from 2001 survey)/OS Address point
3	Unique site ID Based upon existing Wycombe GIS records where possible
4	Postcode Area (5 digit from Postcode Area Map)
5	a) Date of Survey b) Photo ID – One photo for each site
6	Site Type – Based on Consideration Local Plan Designations
7	Identify existing planning policy designations from Local Plan (Tick all which apply).
8	<p>Either named location (for larger settlements) or location type</p> <p>Main Settlements:</p> <p>High Wycombe Urban Area Marlow Princes Risborough Bourne End/Cores End/Wooburn Town Marlow Bottom Flackwell Heath Stokenchurch Naphill/Walters Ash Great Kingshill Lane End Longwick</p> <p>Rural Areas:</p> <p>Major Developed sites in the Countryside Open Countryside Beyond the Green Belt Green Belt Built-Up Areas within the Green Belt (GB4) Major Developed Sites within the Green Belt (GB9)</p>
9	<p>Select ward name from wards map. If the site goes across more than one ward choose the main ward the site is situated in (desk based exercise).</p> <p>Abbey Bledlow and Bradenham Booker and Cressex Bourne End-cum-Hedsor Bowerdean Chiltern Rise Disraeli Downley and Plomer Hill Flackwell Heath and Little Marlow Greater Hughenden Greater Marlow Hazlemere South Icknield Lacey Green, Speen and the Hampdens Sands Stokenchurch and Radnage Terriers and Amersham Hill The Risboroughs The Wooburns</p>

	Totteridge Tylers Green and Loudwater
	EXISTING USE AND PROPERTY APPRAISAL
10	Size of site – Based upon digitised boundaries to be provided by WDC. Check/amend site boundaries if different from existing digitised boundaries or if employment element only forms part of site.
11	Choose one of the options to indicate whether the site is in use or not.
12	<p>Use Class</p> <p>Identify the major use of the site. Do not tick mixed use unless no one use is obvious. Most sites are likely to fall into B1 category. If unsure check land use gazetteer in the office.</p> <p>B1 – Business including offices, light industrial uses, research and development, after sales services. Light industry any industrial use which may be carried out in any residential area without detriment to the amenity of that area (visual impact, air or noise pollution etc.).</p> <p>B2 – General industry (other industries).</p> <p>B8 – Uses where the primary function is storage, warehousing or distribution. Excludes retail warehousing.</p> <p>Sui Generis (applies to uses which do not fall into any of the other use classes). Examples include sale of motor vehicles, car repairs, scrap yards, laundries, car hire.</p> <p>Please note the study does not consider shops including Class A2 financial and professional services which have a street frontage including estate agents, letting agencies and other offices generally visited by the general public.</p> <p>If the site is mixed note each of the uses at the site</p>
13	<p>a) Count the number of premises within the site.</p> <p>b) Count the number of vacant premises</p> <p>c) Estimate the % of the site area is occupied by vacant premises (to the nearest 5%)</p>

14	<p>For Designated Employment Areas (E2) Business Parks (E3) and Sites within Town Centres leave blank will ask GIS to measure floor space.</p> <p>However mark no. of storeys on site plan.</p> <p>For other sites write in likely size of premises using the size bands below (ground floor building footprint)</p> <p>0-100 sq.m 101-500 sq.m 501-1000 sq.m Over 1000 sq.m</p> <p>Building Height</p> <p>Identify the number of storeys of premises on site (excluding ancillary buildings).</p> <p>If there are a range of heights tick mixed and write in.</p> <p>The purpose of this question is to enable a floorspace estimate to be made.</p>
15	Identify the types of premises within the Employment Area/Site (tick all which apply)
16	Write in approximate % of buildings in each age category (to the nearest 5%)
17	<p>Condition of premises</p> <p>A visual assessment of the overall maintenance/upkeep of the premises including any evidence of dilapidation. Identify the % of buildings within each category where appropriate.</p> <p>Very good – All buildings in excellent condition/upkeep. Well maintained/managed and no obvious problems.</p> <p>Good – Buildings in good condition. Evidence of some lack of maintenance/upkeep (holes in fence, peeling paint).</p> <p>Fair – Buildings adequate for existing user adequately maintained no visual evidence of major or minor dilapidation.</p> <p>Poor – Poorly maintained with evidence of some dilapidation (leaking roofs/damp, broken windows).</p> <p>Very Poor – Significant dilapidation of buildings. Possible structural problems. Limited building lifespan without major repairs/ renovation.</p> <p>Other comments</p> <p>Describe nature/type of any problems identified.</p>

18	<p>Identify the % of the plot occupied by built development.</p> <p>Comments</p> <p>Identify other uses occupying the remainder of the site (i.e. car parking, outside storage, derelict out buildings) and the proportion of the site they occupy.</p> <p>Comment if the site is underutilised by the existing user. Vacant buildings, large un-used areas etc.</p>
19	<p>Classify the companies operating at each site by SIC code. Note if units are vacant or if the SIC can not be determined.</p> <p>For Designated Employment sites match SIC code to the occupier using Addresspoint lists.</p>
20	<p>Property Appraisal & Summary of Existing Role.</p> <p>This should provide a summary of questions 11-18 relating to the existing premises. The summary should enable an assessment of future use to be made for Q33.</p> <p>The description could mention non-conforming land uses, the no. of storeys of the main buildings, the extent to which the site is used for production/manufacturing, storage, offices and the role the site performs in terms of the size of occupiers and their economic role/sector.</p> <p>The appraisal should also indicate whether the existing activity/use is likely to continue in the short-medium term or whether there is potential for change. If the whole or part site has already been redeveloped for other uses this should be identified.</p>
ACCESS & TRANSPORT ISSUES	
21	<p>Describe how the site is linked to the public highway including proximity to signalised junctions/roundabouts and whether there are any traffic calming measures. Comment whether existing access appears adequate for the existing use considering the traffic/vehicle movements associated with the existing occupier.</p> <p>Consider whether there are any problems relating to unloading/servicing or HGV movements on site or relating to the local roads serving the site.</p> <p>Where relevant comment on internal circulation arrangements including the surface, width and adequacy. Indicate whether street lighting is provided.</p>
22	<p>Highlight any issues relating to local highway capacity and congestion issues. To be supported by desk top assessment of issues including identification of any planned local highway improvements.</p>
23	<p>Tick one or more boxes to indicate parking provision/restrictions applicable to the site.</p>
24	<p>Comment on any parking problems/issues. E.g. cars parked up kerbs, double parking, lack of room for servicing/deliveries etc.</p>

25	<p>Composite Highways Score – (Questions 21-24)</p> <p>The following descriptions should be used to guide the scoring.</p> <p>Category 1 = Adequate or better on all criteria</p> <p>Category 2 = Possible access or parking issues which could be overcome with investment.</p> <p>Category 3 = Possible highways capacity issue</p> <p>Category 4 = A combination of highway capacity, access and parking problems</p> <p>Category 5 = Highways/access issues hamper the existing operation of the site and/or could restrict future options for change.</p>
26	Insert Public Transport Accessibility Zone (desk top exercise)
ENVIRONMENT AND AMENITY ISSUES	
27	<p>Count the number of adjoining land uses</p> <p>Tick relevant description boxes for each of the uses identified.</p>
28	<p>Comment on development constraints such as access, parking issues, overhead power lines, physical barriers, topography, potential contamination, noise, flood risk etc.</p> <p>Identify any potential environmental conflicts with adjacent properties relating to traffic, parking problems, noise, visual impact/screening, emissions etc.</p> <p>Identify if the location could accommodate uses which require 24 hour operation without presenting amenity issues</p>
29	<p>Summary of environmental/amenity issues (qualitative assessment)</p> <p>Category 1 = No obvious development constraints or employment use would not conflict with adjoining land uses</p> <p>Category 2 = Potential conflicts with adjoining land uses which have the potential to be resolved</p> <p>Category 3= Development constraints which have the potential to be overcome</p> <p>Category 4 = Combination of on site development constraints and conflicts with adjacent land uses</p> <p>Category 5 = Issues represent a significant constraint which may prove difficult to overcome</p>

30	<p>Quality of site environment, image and attractiveness</p> <p>Consider the extent to which the environment of the site meets the needs of existing occupiers and where appropriate the type of potential occupier types who could potentially be attracted to the site.</p> <p>Comment on issues such as overall, image, visibility, relationship with adjoining land uses, location, and the attractiveness of the estate environment in terms of perception of the entrances/approaches to the estate, the quality of the boundary treatment, signage, landscaping and amenity issues, the character of the estate/site and surrounding area and security issues.</p> <p>Where there is potential to improve the attractiveness of the site through investment, identify the nature of environmental improvements and provide an assessment of whether such improvements would assist in enabling change.</p>
31	<p>Description of any on facilities e.g. childcare provision, sitting out areas, catering/food and drink, banks, other services which are available on site or within walking distance.</p>
32	<p>Summary of Occupier environment (qualitative assessment)</p> <p>Category 1 = Environment fully meets the needs of existing occupiers</p> <p>Category 2 = Environment adequate for the needs of existing occupiers</p> <p>Category 3= Combination of minor issues likely to reduce the attractiveness of the site to potential investors (but have the potential to be resolved)</p> <p>Category 4 = One or more major issues likely to reduce the attractiveness of the site to potential investors (but have the potential to be resolved)</p> <p>Category 5 = Issues represent a significant constraint which may prove difficult to overcome</p>
OPPORTUNITIES FOR CHANGE	
33	<p>The purpose of this question is to summarise the current economic role performed in terms of the types of sectors and occupiers accommodated. A site can perform multiple roles.</p> <p>The potential role of the site should also be identified based upon consideration of the findings of the preceding sections specifically:</p> <ul style="list-style-type: none"> • Location • Accessibility • Site quality, image and environmental factors • Plot ratio, internal access and parking • Existing and potential occupier mix • Size, type, age and condition of premises portfolio, site utilisation, vacancy and scope for change. <p>The potential role should be classified according to the following categories</p>

E1 – High value/inward investment (institutional investment). This category relates to locations and sites which have the potential to attract institutional investment, or investment from high value sectors/uses including:

Sectors

- ICT and high value business services;
- Business parks, R&D, Life Sciences, Pharmaceuticals and HQ operations;
- High Value Production and Lean manufacturing;

Business/property types

- Large indigenous firms;
- Speculative office development;
- Business parks/campus developments
- High quality sites and business environments

E2 – SMEs start up

Sectors

- Accommodation for a range of sectors including high value, mainstream and low value uses and niches such as creative/cultural industries.

Business/property types

- Small scale office accommodation and office suites with easy in easy out terms;
- Managed incubator space for micro enterprises;
- Live-work accommodation;
- Flexible small light industrial units with flexibility for amalgamation;
- Accommodation for sales and light distribution

E3 – SMEs expansion and consolidation

Sectors

- Accommodation for a range of sectors including high value, mainstream and low value uses and niche sectors.

Business/property types

- Flexible office accommodation and office suites including stand-alone premises;
- Flexible small and medium sized light industrial units;
- Accommodation for sales and light distribution
- Freehold/owner occupied premises;
- Serviced land including of a range of plot sizes.

E4 – Secondary basic industrial

Sectors

- Accommodation for mainstream and low value uses and niche sectors.

Business/property types

- Older office accommodation/light industrial units;
- Low quality affordable workspace
- Wholesale/distribution and sales activities;
- Sui generis uses (car hire, builders yards etc.);
- Waste management/environmental industries

E5– Marginal Uses

- Temporary activities
- Outside storage
- Derelict sites
- Obsolescent building stock – (no potential for re-use)
- Marginal employment locations (all sectors/occupiers)
- Poor site quality
- Poor access and parking

E6 – Unsuitable/unviable sites

- Locations with little or no potential to support B-class uses
- Sites with low marketability even in buoyant market conditions
- Sites with development constraints which may be difficult to overcome;
- Environmental/amenity issues which cannot be overcome through investment;
- Access and parking issues which cannot be overcome through investment.

E7 – Other Employment role

- Please specify

The potential development opportunities should be identified. Opportunities could apply to all or part of the site and may include:

No change

- Occupation of vacant premises
- Minor upgrading/refurbishment of existing premises

This option is likely to apply if the premises is standard and could easily be adapted for a range of occupiers. This option should not be flagged up for awkward shaped buildings, premises in very poor condition or sites where re-development is likely to enable more efficient use of the site.

Intensification of employment use

- Opportunities for the extension of existing premises
- Development of vacant/under-utilised plots
- Subdivision/modification of existing premises
- Conversion to another form of employment accommodation
- Site extension or expansion to include adjacent land

Redevelopment for employment use

- Demolition and re-development of existing building stock
- Site remodelling

Introduction of ancillary uses/diversification

Ancillary uses identified should improve the functioning of the site/estate in terms of its primary employment role.

The potential ancillary uses should be specified and may include small scale retail, catering, crèches, education/training facilities, community facilities and employment focused activities (live/work units, A2 retail uses, sui-generis uses, trade counters/wholesaling, tourism, institutional uses) which are consistent with employment use.

Redevelopment for mixed use

Identify both employment and non-employment components of the mix including the use class and type of activity:

Non employment uses may include:

- Residential
- Retail
- Leisure
- Institutional uses
- Community uses
- Other uses.

The rationale for the mix should be justified and the approximate land take/proportion of the site for each use should be identified.

Redevelopment for Housing

The selection of this option should be justified.

Other Uses

Refer to uses identified above

The above 2 options are only applicable to sites where there is little foreseeable employment role and could not realistically accommodate any type of employment usage either solely or part of a mixed use development.

B) Justification of role identified

The purpose and justification of the option selected should be clearly stated. The potential role of the site/estate should be clearly defined in terms of its likely economic role and property mix.

The option selected should be broadly feasible in terms its compatibility with neighbouring uses, access and parking etc. even if supporting investment is required.

C) Preliminary Prioritisation

Based upon A & B above the sites should be prioritised according to the strength of the case for change.

D) Identification of supporting measures/investment

The supporting measures required to realise the potential site option should be described. Measures may include the following:

- Relocation of displaced activities
- Land assembly
- Access improvements
- Landscape, amenity or environmental enhancements
- Upgrading of estate infrastructure
- Improved waste management
- Improved site management
- Addressing contamination issues
- Overcoming development constraints (specify)
- Business support measures

34	<p>a) Identify issues affecting the marketability of the site</p> <p>This may include the following:</p> <ul style="list-style-type: none"> • Ownership and leasing constraints and opportunities • Property cycle, marketing and rental issues (Record agent details where possible) • Location and access factors • Image and environment • Planning history and recent applications (WBC to provide for “change sites”) <p>Identify whether the issues identified represent barriers to the site fulfilling its potential role, whether such barriers can be overcome including what measures/investment may be required.</p> <p>b) Summary of Strategic marketability (qualitative assessment)</p> <p>Category 1 = Highly marketable site</p> <p>Category 2 = Marketable site</p> <p>Category 3 = Issues relating to market attractiveness (Minor) with potential to be resolved</p> <p>Category 4 = Issues relating to market attractiveness (Major) with potential to be resolved</p> <p>Category 5 = Issues relating to market attractiveness likely to represent significant barrier to sustaining long term employment use</p>
35	<p>Deliverability and phasing issues</p> <p>Identify the issues affecting the deliverability or phasing of the potential role including:</p> <ul style="list-style-type: none"> • Relocation of existing uses • Ownership, leasing and land assembly issues • Need to bring forward enabling measures (e.g. highway improvement) • Planning policy constraints • Other development constraints