

Report for Executive Head of Development
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Date: 03/12/2014

Proposed neighbourhood area in Puttenham

Recommendation

That the Executive Head of Development designates the area enclosed by the Puttenham parish boundary, shown on the map at Appendix 1, as neighbourhood areas.

Reason(s) for Recommendation:

To comply with the Neighbourhood Planning (General) Regulations 2012, and to reflect the Council's evaluation of the proposed neighbourhood area following public consultation.

1. Purpose of Report

- 1.1 To set out the reasons for the recommendation to designate a neighbourhood area (NA) following the Puttenham parish boundary. This is the boundary proposed by the Puttenham Neighbourhood Area application (Appendix 2). To inform the Executive Head of Development of the current situation following public consultation and consideration by planning officers.

2. Strategic Priorities

- 2.1 The Council's Corporate Plan includes a strategic priority of achieving sustainability (page 9). Designating a neighbourhood area enables the local community to bring forward a neighbourhood plan. Neighbourhood plans must be aligned with national policy, and must therefore contribute to the achievement of sustainable development and help the Council meet this strategic priority.
- 2.2 This strategic priority includes protecting, improving and sustaining both our natural and built environments. Producing a neighbourhood plan will allow the parish council to access increased payments through the Community

Infrastructure Levy (to be introduced). This additional funding can be used to fund improvements to the local built and natural environment. Neighbourhood plans can be used to protect important local assets, meeting the aim of protecting the built and natural environment.

- 2.3 This strategic priority also includes an outcome of having local communities that are actively working with partners to improve where they live, in ways that matter to them. Neighbourhood planning is a community driven process so it is self-evident that designating a neighbourhood area will support this outcome.

3. Background

- 3.1 The borough of Guildford currently has four designated neighbourhood areas, covering Burpham ward and the parishes of Effingham, East Horsley and West Horsley.
- 3.2 Planning officers received formal applications to designate a new neighbourhood area matching the boundary of Puttenham parish on 20 September 2014 from Puttenham Parish Council (PPC).
- 3.3 The applications met the requirements specified in Regulation 5(1) of the Neighbourhood Planning (General) Regulations 2012 and were accepted. The requirements are that the application must include:
- a map which identifies the area to which the application relates
 - a statement explaining why this area is considered appropriate to be designated as a neighbourhood area and
 - a statement that the organisation or body making the area application is a relevant body for the purposes of section 61G of the Town and Country Planning Act 1990 (the Act).
- 3.4 Consultation on the proposals in accordance with Regulation 6 of the Neighbourhood Planning (General) Regulations 2012 ran from 8 October to 2 December 2014.

4. Consideration of the designation

- 4.1 PPC meet the required criteria to be considered a relevant body for the purposes of section 61G(2) of the Act. Consideration is therefore limited to whether or not the proposed NA is appropriate.
- 4.2 The Puttenham NA consultation received one comment. The comment was supportive.

- 4.3 The proposed NA is considered appropriate in terms of character and land use.
- 4.4 The existence of an administrative boundary means that local people will easily understand the proposed NA boundary and may have knowledge and experience of the planning issues within them. Additionally, local people are used to working with the established parish administrative structures. Therefore the proposed NA is appropriate to facilitate the vision of community led planning sought by central government.
- 4.5 The Act requires local planning authorities to have regard to the desirability of designating the whole of the area of a parish or town council as a neighbourhood area. In the absence of proposed alternatives or objections, and for the reasons stated at 4.4, we believe this is desirable.
- 4.6 Section 61 H of the Act requires a local planning authority to consider whether to designate the areas concerned as business areas. A proposed NA should be designated as business areas if the local authority considers that the area is wholly or predominantly business in nature (section 61 H(3)). Officers consider that the proposed NAs are primarily residential and are not suitable for this designation.
- 4.7 Officers believe that the proposed neighbourhood area is appropriate in planning terms and should be designated without amendment.

5. Financial Implications

- 5.1 Neighbourhood plans and Neighbourhood Development Orders need to pass an independent examination and a referendum. The costs are estimated at £5,000 to £8,000 for an examination and £4,000 to £7,000 for a referendum. These costs are borne by the local authority.
- 5.2 Guildford Borough Council will support the neighbourhood planning process. Support will require planning officers' time and some resources. The cost of this is unknown.
- 5.3 Guildford Borough Council can bid for a neighbourhood planning support grant for each NA. Funds can be claimed at the following stages:
 - a. £5,000 after designating a neighbourhood area
 - b. £5,000 after designating neighbourhood forum
 - c. £5,000 after a neighbourhood plan is publicised prior to examination
 - d. £20,000 on successful completion of a neighbourhood plan examination and
 - e. an additional £10,000 after successful examination of a neighbourhood plan in a business area.

5.4 In the case of Puttenham, the total amount available is £30,000. Designation of an NA does not guarantee that a neighbourhood plan will be completed or pass examination, so receipt of the payments after the initial £5,000 for NA designation is not certain.

5.5 The next window for applying for the grant is from 1 to 31 December 2014. After this, the next window will be in March 2015.

6. Legal Implications

6.1 The Localism Act 2011 places a duty on councils to either designate a proposed NA, refuse to designate a proposed NA or designate a NA with amendments. This must be done after the consultation period ends.

6.2 Councils may designate either through delegated powers or by committee decision. The Council has put delegated powers in place for this purpose.

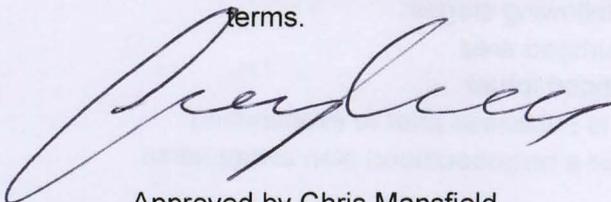
6.3 Councils are empowered to amend the proposed neighbourhood area boundary under section 61G of the Act if it is considered inappropriate.

7. Human Resource Implications

7.1 PPC has shown an intention to produce a neighbourhood plan. The Council is obliged to support this process, a role that we view positively and will proactively fulfil. The new Local Plan is not yet in place so officers will need to provide information regarding emerging strategy and emerging evidence. Neighbourhood plans must help meet the strategic needs of the wider local area and should complement the emerging local plan, so the level of contact needed could be significant.

8. Conclusion

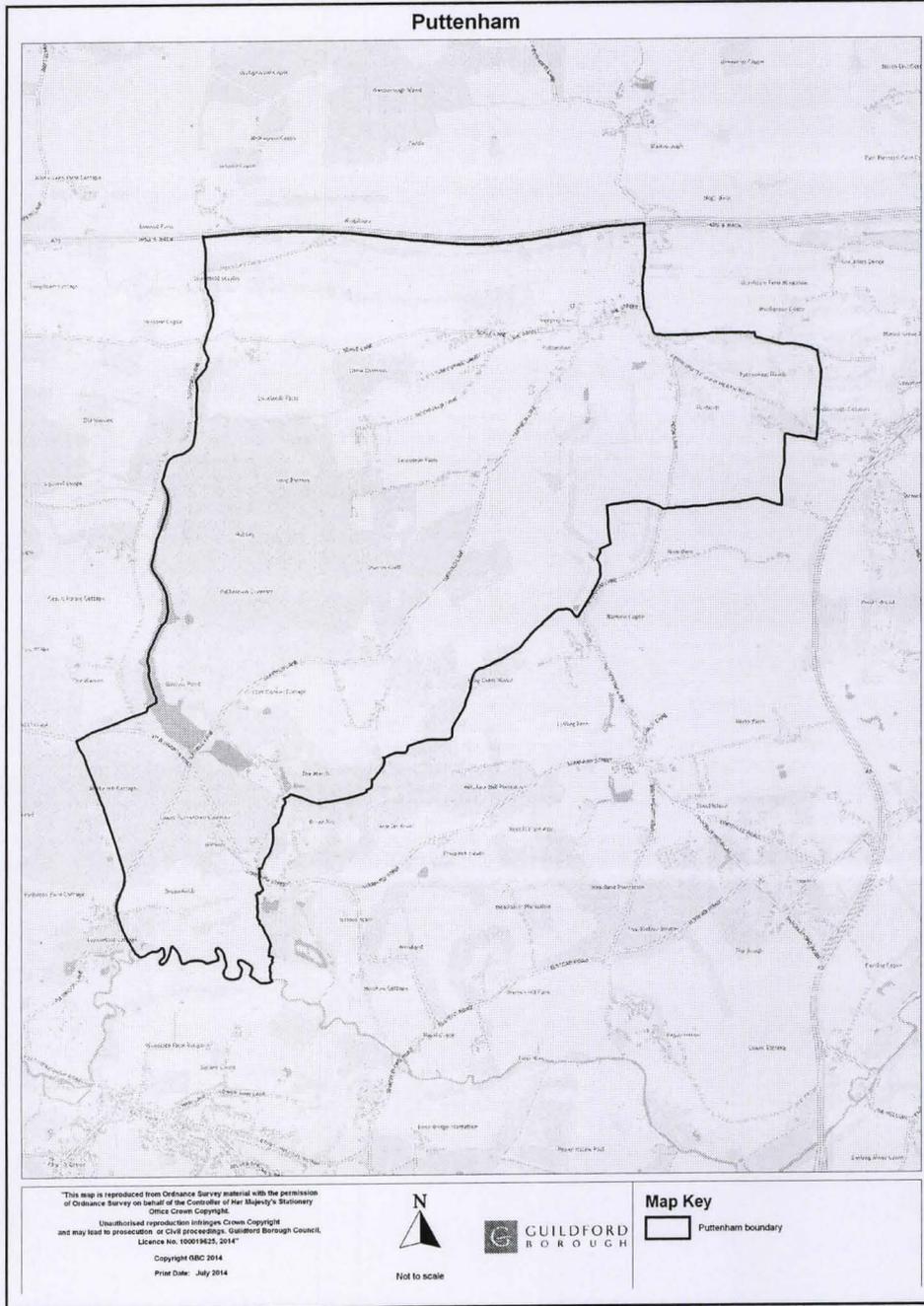
8.1 There are no barriers to designating Puttenham NA as proposed. Officers are satisfied that all requirements under the Neighbourhood Planning (General) Regulations 2012 have been met and that the area is appropriate in planning terms.



Approved by Chris Mansfield
Executive Head of Development

APPENDIX 1

Boundary of Puttenham Parish and the proposed neighbourhood area.

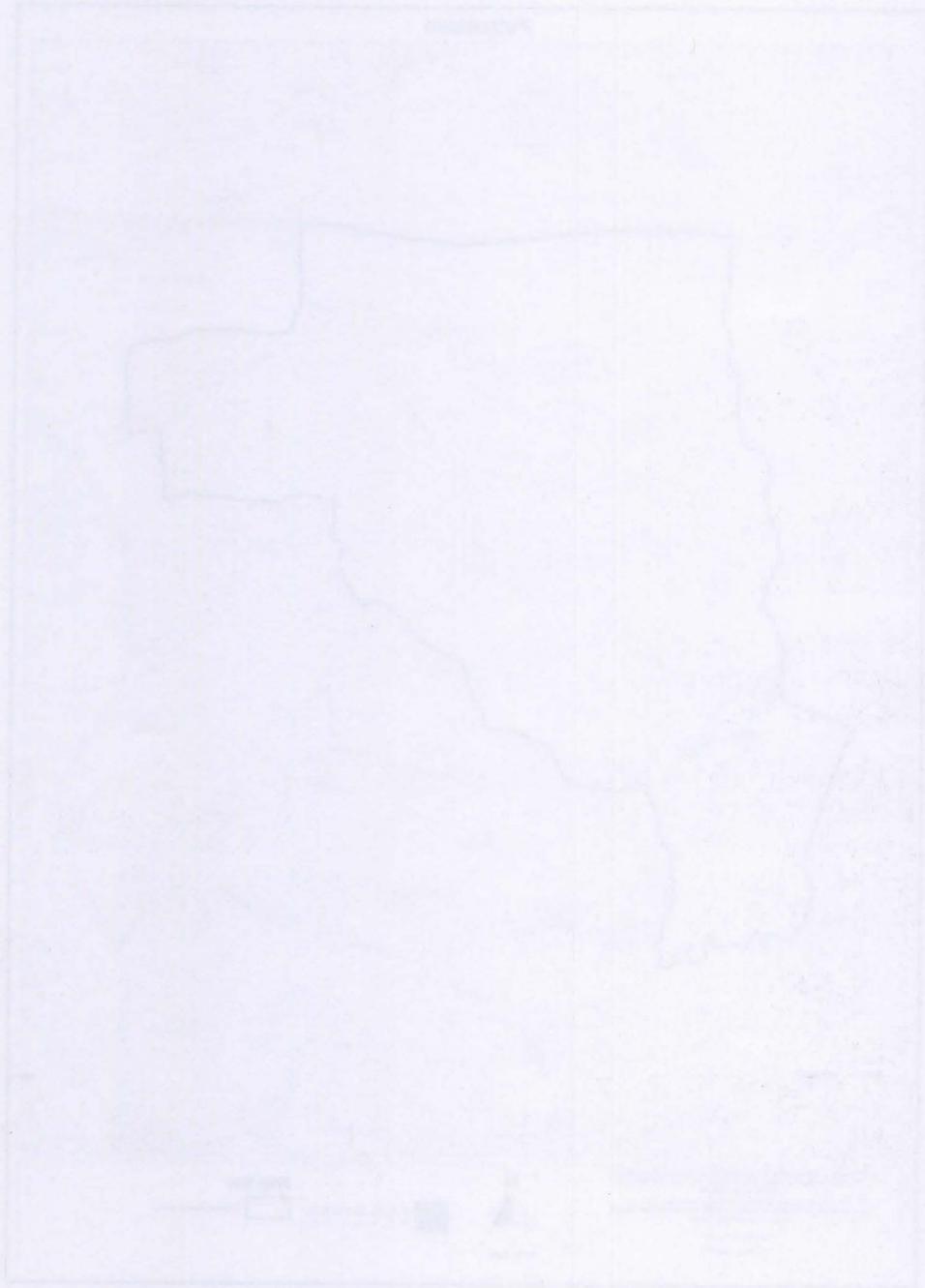


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APPENDIX 2

Puttenham Neighbourhood Area Application



PUTTENHAM PARISH COUNCIL

Chairman Mr B J Green

Clerk Mrs W Hazzard
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Puttenham
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Surrey GU3 1AT
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21st September 2014

Chris Mansfield
Executive Head of Development
Guildford Borough Council
Millmead House
Millmead
Guildford
Surrey GU2 4BB

Dear Mr Mansfield

Re: Neighbourhood Plan Area Designation for Puttenham

The Parish Council agreed at their Annual General Meeting of 7th April 2014, to formulate a Community Plan and to apply to designate the Parish of Puttenham as a Neighbourhood Plan Area.

Puttenham Parish Council is a relevant body for the purposes of section 61 G of the 1990 Town and Country Planning Act. I therefore write to you to apply for the designation of the parish of Puttenham as a Neighbourhood Area in accordance with Part 2, Paragraph 5 of the Neighbourhood Planning (General) Regulations 2012 in order that the Parish can produce a Neighbourhood Plan.

The application is accompanied by a map identifying the area for which the application relates, namely the entire parish area of Puttenham. It is considered that the area is appropriate to be designated as a neighbourhood area as the parish is a distinct geographical area, surrounded by open countryside. Whilst we will maintain a dialogue with adjacent parishes, we do not have any existing shared arrangements or means of working with neighbouring parishes and consider the proposed area for Puttenham Parish to be more appropriate.

Many thanks and kind regards

John Green
Chairman