

Report for Executive Head of Development  
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Date: 29/06/2015

## **Proposal for neighbourhood area covering Send Parish**

### **Recommendation**

That the Executive Head of Development designates the area enclosed by the Send Parish boundary, shown on the map at Appendix 1, as a neighbourhood area, following an application to make this designation by Send Parish Council.

#### Reason(s) for Recommendation:

To comply with section 61G (5) of the Town and Country Planning Act 1990 (as amended), 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 Send Parish boundary. This is the boundary proposed by the Send Neighbourhood Area application (Appendix 1).
- 1.2 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 identifies the priority of promoting sustainability (page 9). Designating a neighbourhood area enables the local community to bring forward a neighbourhood plan. Neighbourhood plans must contribute to the achievement of sustainable development, which will help further this aim.
- 2.2 The Corporate Plan also identifies 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 designating a neighbourhood area will support this outcome.

### **3. Background**

- 3.1 The borough of Guildford currently has five designated neighbourhood areas: Burpham ward and the parishes of Effingham, East Horsley, West Horsley and Puttenham.
- 3.2 Planning officers received a formal application from Send Parish Council to designate a new NA following the boundary of Send Parish on 1 May 2015 (see **Appendices 1 and 2**).
- 3.3 The application met the requirements specified in Regulation 5(1) of the Neighbourhood Planning (General) Regulations 2012 and was accepted.
- 3.4 Consultation on the proposals in accordance with Regulation 6 of the Neighbourhood Planning (General) Regulations 2012 ran from 1 June to 29 June 2015. See para. 4.3 for further details.

#### **4. Consideration of the designation**

- 4.1 Send Parish Council meets the required criteria to be considered a qualifying body for the purposes of section 61G(2) of the Act. Consideration is therefore limited to whether a NA is should be designated as proposed.
- 4.2 The National Planning Policy Guidance states, "*The local planning authority should aim to designate the area applied for. However, a local planning authority can refuse to designate the area applied for if it considers the area is not appropriate.*" (neighbourhood planning, para. 36).

#### Consultation

- 4.3 The consultation on the proposed NA received 15 comments from 14 respondents . All the comments supported the proposal. No comments suggested that the proposed neighbourhood area is inappropriate.

#### Further considerations

- 4.4 The proposed NA is considered appropriate in terms of character and land use.
- 4.5 The alignment of the NA with existing parish administrative boundaries means that local people will easily understand the proposed NA boundary and may have knowledge and experience of the planning issues within them. Therefore the proposed NA is appropriate to facilitate the vision of community led planning sought by central government.
- 4.6 Section 61 H of the Act requires a local planning authority to consider whether to designate the area concerned as a 'business area'. A proposed NA should be designated as a business area if the local authority considers that the area is wholly or predominantly business in nature (section 61 H(3)). Officers consider that the proposed NA is primarily residential and not suitable for this designation.

## Conclusions

- 4.7 Officers do not consider that the proposed NA is inappropriate and recommend that it should be designated.

## **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 Send, the total amount available is £30,000. Designation of a 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 current window for applying for the grant opened on 1 June and will close on 30 June 2015. There is likely to be another window in September 2015.

## **6. Legal Implications**

- 6.1 Where a valid NA application is received, section 61G (5) of the Act requires and empowers councils to either designate the proposed NA or designate an amended NA that includes some or all of the applied for area. 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. These powers currently sit with the Executive Head of Development.

## **7. Human Resource Implications**

- 7.1 Send Parish Council, through contact with officers, 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 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. It is recommended that the NA be designated as proposed.

Approved by Chris Mansfield  
Executive Head of Development

Signed: 

Date: 02/07/2015

## APPENDIX 1 Application letter from Send Parish Council

### SEND PARISH COUNCIL



Send Parish Office  
28 Send Road  
Send  
Woking  
GU23 7ET

Tel: 01483 479312  
[clerk@sendparishcouncil.gov.uk](mailto:clerk@sendparishcouncil.gov.uk)

28<sup>th</sup> April 2015

Mr B Fagg  
Head of Planning Services  
Guildford Borough Council  
Millmead House  
Millmead  
Guildford  
Surrey  
GU2 4BB

Dear Mr Fagg

**The Neighbourhood Planning (General) Regulations 2012**  
**Application for Designation of the Civil Parish of Send as a Neighbourhood Area**

Send Parish Council formally apply, in accordance with the provisions of the Localism Act 2011 and The Neighbourhood Planning (General) Regulations 2012, to Guildford Borough Council as the planning authority to designate the civil Parish of Send as a Neighbourhood Area, in accordance with regulation 5 of The Neighbourhood Planning (General) Regulations 2012 ("The Regulations").

Attached is a map showing the civil Parish of Send, outlined in blue, as required by The Regulations. The Regulations also require the following two statements in support of our application

**Statement 1 - Why the Parish of Send is appropriate to be designated as a Neighbourhood Area**

Send is a civil parish within the administrative area of Guildford Borough Council. Send Parish covers an area of 6.95km<sup>2</sup> (2.68sq m) with a population of 4,245 (2011 Census). It is bordered by Sutton Green, Old Woking and Westfield, which are in the Borough of Woking, and by Burpham, West Clandon and Ripley all of which are part of Guildford Borough. These borders are well defined and well understood.

The Parish of Send is made up of several clusters which are variously known as Send/ Send Marsh/ Burnt Common. A further, smaller, cluster is centred on the Parish church, St Mary the Virgin. All are to be included within the Neighbourhood Area.

Send has a vibrant community with good communication links, e.g. an online Parish diary. An Amateur Dramatics Society (SADS), Football Club (Send United), Over-60s Group, Scout Group, Send Help and the Women's Institute are amongst the many social and special interest groups meeting within the Parish. Send's Community spirit was demonstrated by the Parish Plan, produced in 2007. There was a high level of community involvement as demonstrated by the 58% response rate to the Parish Questionnaire, the analysis of which was used to produce the Parish Plan. This plan has been reviewed twice since then.

It is for all the above reasons that we submit Send Parish to be suitable for designation as a Neighbourhood Area under the Regulations.

**Statement 2**

Send Parish Council is a relevant body for the purposes of Section 61G of the Town and Country Planning Act 1990.

The Parish Council would welcome a decision on our application as quickly as possible. Please also confirm the Planning Officer with whom we should liaise on this subject.

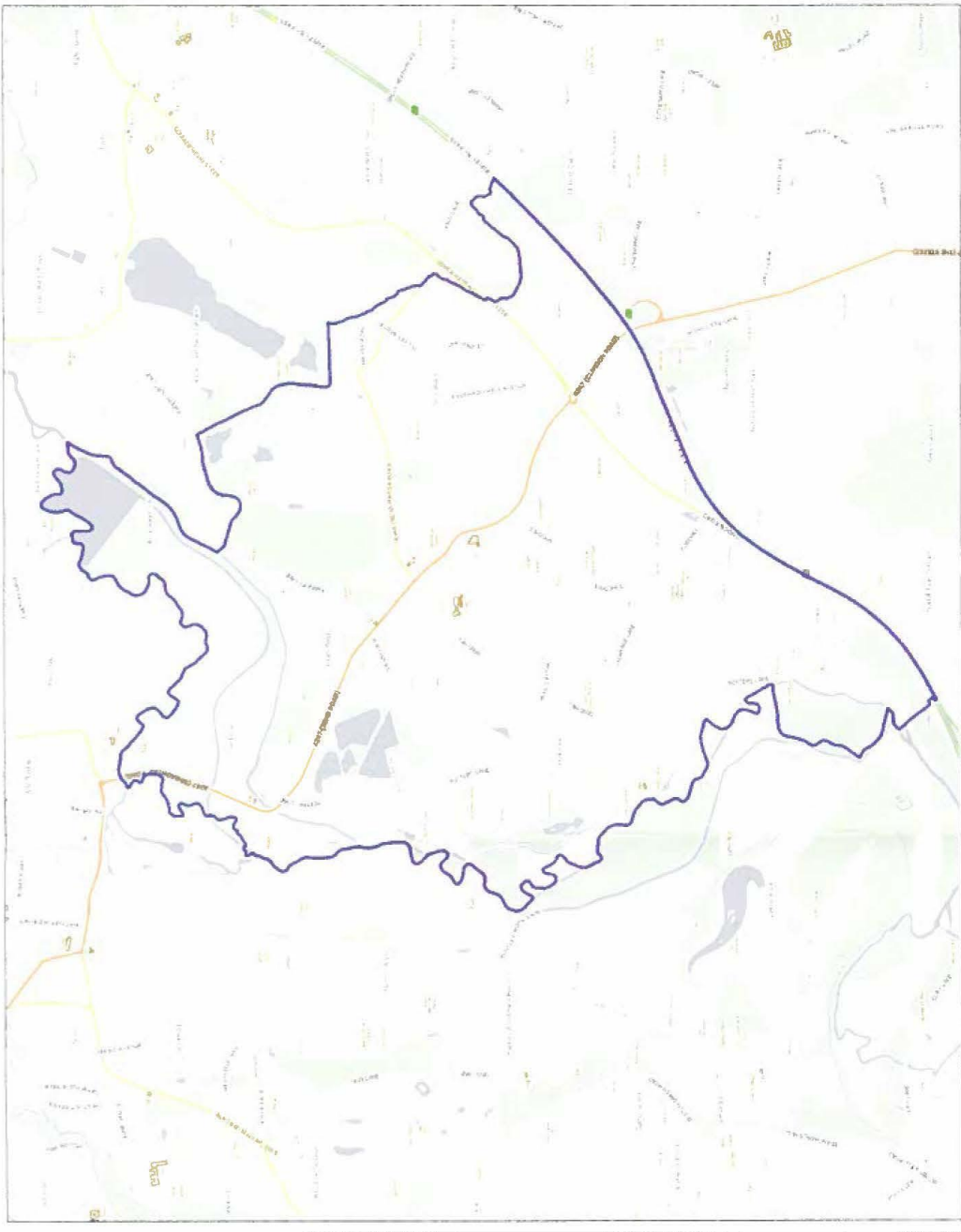
Yours sincerely

*D. K. Hurdle*

Mrs D K Hurdle  
(Clerk to Send Parish Council)

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# Send Boundary



## Map Key

Send boundary



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Not To Scale



**GUILD FORD**  
BOROUGH