

Monitoring Report 2017/2018

November 2018



GUILDFORD
BOROUGH

Executive summary

Monitoring is an essential part of the planning process and provides a yearly snapshot of performance in the context of set objectives and indicators, in accordance with planning legislation. The obligation to produce a report setting out performance on the delivery of development locally remains as important as ever.

The monitoring report provides information about the preparation of the new Local Plan and new development in the borough. It monitors the period from 1 April 2017 to 31 March 2018.

Key challenges and achievements in 2017/18 include:

Challenges

- Housing completions remain lower than the objectively assessed housing need (as set out in the West Surrey Strategic Housing Market Assessment (SHMA) 2017)
- Unable to demonstrate a Five Year Housing Land Supply
- There remain Grampian planning permissions dependent on SANG, and a mechanism to be agreed to bring the Ash Lodge Drive SANG, which has permission, into use.

Achievements

- Targeted public consultation on the Proposed Submission Local Plan: Strategy and Sites (2017) (Regulation 19)
- Submission of the Submission Local Plan: Strategy and Sites (2017) document to the Secretary of State for examination
- Increase in the number of homes granted planning permission overall
- Increase in the number of affordable homes built
- Majority of homes built in the borough were on previously developed land (PDL)
- Brownfield Land Register published in December 2017
- Overall gain in employment floorspace granted planning permission across the borough
- Public consultation on the Residential Design Guide (2018)
- Adoption of Effingham Neighbourhood Plan

Further information

For further information please email planningpolicy@guildford.gov.uk, visit the Local Plan webpage at [Local Plan: Guildford Borough Council](#) or phone 01483 444471.

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1. Introduction

Role of the Monitoring Report

- 1.1 The Monitoring Report is prepared in accordance with the requirements of legislation (the Localism Act 2011, the Town and Country Planning (Local Planning) England Regulations 2012 and the Planning and Compulsory Purchase Act 2004). This requires reporting on specific topics and progress against targets. It includes:
 - Progress of Local Plan preparation
 - Activity relating to the duty to co-operate
 - Implementation of policies in the Local Plan
 - Implementation of neighbourhood plans
- 1.2 Once the Council has adopted a new Local Plan, the Monitoring Report will monitor the implementation of the new policies and help determine whether there is a need to undertake a partial or full review of the Local Plan.
- 1.3 Paragraph 027 (referenced ID: 12-027-20150326) of National Planning Practice Guidance (NPPG) provides a short commentary on the role of the Monitoring Report. The guidance refers to regulation 34 of the Town and Country Planning (Local Planning) (England) Regulations 2012, which sets out what information must be included within a Monitoring Report.
- 1.4 A Monitoring Report also provides the opportunity to report on various other planning related matters. In particular, the reports can highlight the developer contributions towards local infrastructure provision from developments, including Section 106 planning obligations, Community Infrastructure Levy and New Homes Bonus payments.

Status of the Local Plan (2003) and implementation of policy

- 1.5 The development plan consists of the saved policies of the Guildford Borough Local Plan 2003, the Surrey Minerals and Waste Plans and the remaining policies of the revoked South East Plan 2009. Under the 2004 Planning and Compulsory Purchase Act, and the 1990 Planning Act, “determination must be made in accordance with the plan unless material considerations indicate otherwise” (NPPF, para 210).
- 1.6 When determining planning applications, the Council must give great weight to its Development Plan policies that are in accordance with the NPPF, and give significant

weight to other primary material considerations such as the NPPF and its SPD's.

- 1.7 The Town and Country Planning Regulations 2012 require Monitoring Reports to identify where a local planning authority is not implementing a policy specified in a local plan and provide justification for doing so. All of the saved policies in the Local Plan (2003) are used to determine planning applications where relevant, in so far as they accord with the NPPF. Policies which do not accord with the NPPF are also considered in the decision making process and given weight accordingly.

Local Development Scheme (LDS)

- 1.8 The Local Development Scheme (LDS) sets out the council's timetable for producing new planning documents. The current LDS (2017) is outlined below and can be viewed on the council's [website](#).

- 1.9 The Local Plan will consist of two parts: Part 1 'Strategy and Sites' document which contains the vision, aims and strategy for the borough up to 2034. Part 2 'Development Management Policies' document will be produced after the adoption of Part 1. The LDS details the anticipated timescales for the preparation of both parts of the plan.

- 1.10 The timetable for the preparation of these documents is outlined below. Grey shading represents the stages already completed. The yellow shading represents stages which were incorporated within the LDS, but the examiner deemed unnecessary to undertake.

New Guildford borough Local Plan: Strategy and Sites	
Consult statutory bodies on sustainability appraisal scoping report	December 2012 – January 2013
Evidence gathering and preparation of Issues and Options governance processes	February 2013
Issues and Options public consultation including initial sustainability appraisal (Regulation 18)	October – November 2013
Analysis of representations and other evidence base gathering including testing of development distribution options, draft the plan, sustainability appraisal and governance processes	November 2013 – June 2014
Consultation of Draft Plan (12 weeks) (Regulation 18)	July – September 2014

Analysis of representations and other evidence base gathering including testing of development distribution options, draft the plan, sustainability appraisal and governance processes	September 2014 – May 2016
Pre-submission publication and consultation (six weeks) (Regulation 19)	June – July 2016
Analysis of representations and other evidence base gathering including testing of development distribution options, draft the plan, sustainability appraisal and governance processes	August 2016 – May 2017
Further targeted Pre-submission publication and consultation (six weeks) (Regulation 19)	June – July 2017
Submission to the planning inspectorate for Examination (Regulation 22)	December 2017
Pre-examination meeting*	February 2018
Examination in public – hearings (Regulation 24)	April 2018**
Anticipated adoption (Regulation 26)	December 2018**
Policies Map	December 2018**

New Guildford borough Local Plan: Development Management Policies**	
Evidence base gathering, draft the plan, sustainability appraisal and governance processes	September 2018 – May 2019
Consultation on draft Local Plan: Development Management Policies (six weeks) (Regulation 18)	June – July 2019
Analysis of representation, preparation of submission plan, sustainability appraisal, governance processes	July – December 2019
Pre-submission publication and consultation (six weeks) (Regulation 19)	January – February 2020
Submission to the planning inspectorate for Examination (Regulation 22)	April 2020

Pre-examination meeting	July 2020
Examination in public – hearings (Regulation 24)	September 2020
Anticipated adoption (Regulation 26)	December 2020

*The examiner determined that a pre-examination meeting was not necessary; therefore, it did not take place

**Reference should be made to most the most recent LDS to verify timetable

Status and progress of the New Local Plan

- 1.11 The proposed Submission Local Plan June 2017 (Regulation 19) went out for further public consultation between June-July 2017. The 'Submission Local Plan: Strategy and Sites (2017)' was approved for submission by Full Council on 21st November 2017. Following this, the Submission Local Plan: Strategy and Sites (December 2017) and accompanying documents were submitted to the Secretary of State for Local Government on 13 December 2017 for independent examination. The examination starts on 5th June 2018.

2 Housing

Current requirement for new homes

- 2.1 We do not currently have an up to date housing number in an adopted Development Plan Document. An interim housing number of 322 homes per year was agreed in May 2012; however, this figure does not take account of an up to date assessment of our objectively assessed housing need- as required by National Planning Policy Framework, paragraph 47).
- 2.2 The West Surrey SHMA Guildford Addendum Report (2017) indicates that the objectively assessed need (OAN) for the borough is 654 homes per year (2015-2034). This takes account of ONS 2015 Mid-year Population Estimates, official 2014-based Population and Household Projections and updated econometric forecasts for employment growth. This includes uplift for affordability and student growth, but does not take account of land supply or development constraints within the borough.
- 2.3 The Submission Local Plan (2017) proposed to meet the borough's OAN within the plan period through a phased approach, taking into account the deliverability of greenfield sites and those sites reliant on infrastructure. These issues will be discussed in detail at the Examination in Public, please check our website for updated since the Monitoring period: <http://www.guildford.gov.uk/newlocalplan/examination>

Table 1 Completions of new homes per year in Guildford borough

Year	Completions (net)
08/09	130
09/10	227
10/11	190
11/12	262
12/13	234
13/14	137
14/15	242
15/16	387

16/17	294
17/18	299

- 2.4 The Town and County Planning Regulations 2012 require Monitoring Reports to report progress against a target for the monitoring period (2017/18), and since the relevant policy regarding that target was first published.
- 2.5 Given that there is not a current up to date housing number in an adopted Development Plan, it is not possible to satisfy the requirement that refers to the publication date of the policy. However, the OAN figure identified in the West Surrey SHMA Guildford Addendum Report (2017) base dated 2015 can be used as an indicator for completions after this date. Completions data for years earlier than 2008/2009 is available in previous monitoring reports.
- 2.6 The figure remains lower than the OAN of 654 and the interim housing figure of 322.

New homes completed on previously developed land (PDL)

Table 2 Completions of new homes (previously developed land (PDL) / greenfield land)

New homes completed on PDL (net)	New homes completed on greenfield land (net)	Total number of new homes completed (net)
278 (92%)	21 (8%)	299

- 2.7 Table 2 illustrates that the majority of new homes built in the borough continues to be on previously developed land; this is due to the completion of a number of planning applications in the Guildford Urban Area and Guildford Town Centre for more than 5 homes (net).
- 2.8 Development on PDL is likely to decrease in the future, specifically due to the development proposals set out in the new Local Plan, which identify some development areas on countryside land. Previously Developed Land, also known as Brownfield land, will continue to be identified for development through the Land Availability Assessment (LAA) and the Brownfield Land Register.

Brownfield Land Register

- 2.9 The Town and County Planning (Brownfield Land Register) Regulations 2017 require Local planning authorities to prepare, maintain and publish a Brownfield Land Register.

The Register comprises a list of Previously Developed (Brownfield) sites that have the potential to accommodate residential development; this includes sites allocated in the Local Plan and sites from other sources, regardless of whether they already have planning permission, provided they meet the specified criteria. Part 1 of the Brownfield Register was published in December 2017 and contains 53 Brownfield sites. (Information on sites included can be found on the Guildford Borough Council website <https://www.guildford.gov.uk/planningpolicy/brownfield-land-register>).

Planning permission granted for new homes

Table 3 Number of new homes granted planning permission per year in Guildford borough

Year	Number of new market homes granted planning permission (net)*	Number of new affordable homes granted planning permission (net)*
11/12	152	15
12/13	148	108
13/14	272	108
14/15	593	205
15/16	277	43
16/17	577	174
17/18	1062	233

*this includes applications that were approved but have now expired

2.10 Three large planning applications have contributed towards the number of homes approved during this reporting year. The applications are:

- 438 homes approved at Guildford Railway Station, Station View, Guildford (14/P/02168)
- 295 homes approved at Howard of Effingham School & Lodge Farm, Lower Road & Browns Field, Browns Lane, Effingham (14/P/02109)
- 254 homes approved at Land at Manor Farm, The Street, Tongham (16/P/00222)
- 43 homes approved at Carter and Son Scrap Metal And Breakers Yard, Aldershot Road, Worplesdon (15/P/01987)
- 23 homes approved at Stoke Mill, Woking Road, Guildford (17/W/00095)

2.11 All other planning permissions this year are on sites of less than 20 homes. The total number of homes granted planning permission this year is significantly greater than the number of homes approved last year due to the approval of planning applications

14/P/02168 and 14/P/02109, which account for 70% of the total number of approved homes.

Outstanding Capacity

- 2.12 Outstanding capacity refers to sites with planning permission for new homes that have not yet been built.
- 2.13 As at 31st March 2018 (the base date of this report), there was an outstanding capacity of 2522 homes. Of the 2522 homes with planning permission that have not yet been built, 878 are on sites where building work has started but some homes have not yet been constructed.

Five-year supply of deliverable housing land

- 2.14 Paragraph 47 of the NPPF states that:

“to boost significantly the supply of housing, local planning authorities should...identify and update annually a supply of specific deliverable sites sufficient to provide five years worth of housing against their housing requirements with an additional buffer of 5% (moved forward from later in the plan period) to ensure choice and competition in the market for land. Where there has been a record of persistent under delivery of housing, local planning authorities should increase the buffer to 20% (moved forward from later in the plan period) to provide a realistic prospect of achieving the planned supply and to ensure choice and competition in the market for land.”
- 2.15 Footnote 11 of the NPPF emphasises that “Sites with planning permission should be considered deliverable until permission expires, unless there is clear evidence that schemes will not be implemented within five years, for example they will not be viable, there is no longer a demand for the type of units or sites have long term phasing plans.” The LAA has taken account of this guidance, and details of which sites have been discounted are referenced.
- 2.16 The LAA addendum 2017 identifies that there are 1716 homes on sites with planning permission that could contribute towards housing delivery over the Local Plan period (2015-2034). Of these, 1031 are considered to be deliverable within the 1-5 year period (2016/17-2020/21).
- 2.17 The LAA addendum (base date March 2017) also identified sites capable of delivering new homes that do not yet have planning permission. With the exception of PDL in the Green Belt and land within identified village settlements in the Green Belt, Green Belt land has been excluded from the assessment below. The housing trajectory in

the LAA addendum (for sites without planning permission) for 2016/17-2020-21 is outlined in table 4 below:

Table 4 Housing potential identified in the LAA 2017 addendum*

Location	Number of homes (net) based on LAA
Town Centre	90
Guildford urban area	392
Ash and Tongham urban area	6
Within villages	39
Previously Developed Land in the Green Belt	42
Rural Exception	18
Countryside Beyond the Green Belt	233
Windfall	75
Total	560

*note: refer to published LAA updates for most recent information

- 2.18 Table 5 below reflects a calculation of five-year supply of deliverable land based on an OAN of 654 as per the West Surrey Strategic Housing Market Area Assessment (SHMA, 2015).
- 2.19 The supply used to calculate this only included sites that were suitable now and therefore excluded sites that are currently in the Green Belt, but allocated for residential use within the emerging Local Plan.
- 2.20 The table reflects that the Council is currently unable to demonstrate a five year supply of deliverable housing land. Taking account of the OAN as per the SHMA, a buffer and the deficit accrued since 2015, and the quantum of supply identified is 2.53 years.

Table 5 Calculation of five year supply of deliverable housing land (OAN of 654 as per SHMA, 2015)

Requirement

OAN	654
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	2015/2016	2016/2017	2017/2018	Total
Housing completions (net)	387	294	299	980
Deficit	267	360	355	982

Requirement over five years (654 x 5)	3,270
Deficit + requirement (3,270 + 962)	4,252
(Deficit + requirement) plus 20% (4,252 x 1.2)	5,102

Supply

	2018/19	2019/20	2020/21	2021/22	2022/23	Total
Outstanding capacity (Commenced)	284					284
Outstanding capacity (Approved)		370	410	549	563	1,892
Windfall		30	30	30	30	120
Rural exception		6	6	6	6	24
Town Centre						0
Guildford urban area		37	37	37	37	148
Ash and Tongham (urban area)						0
Ash and Tongham extension (currently countryside)						0
Within villages		16	16	16	15	63
PDL in the Green Belt		13	13	13	14	53
Total	284	472	512	651	665	2,584

Five year housing land supply

Five year housing land supply	
Requirement	5,102
Supply	2,584
5YHLS	2.53

Emerging local plan and OAN

- 2.21 Through the examination process, the Inspector has recalculated Guildford's OAN as 630 dpa and this figure is used in the Submission Local Plan with main modifications that was recently out for consultation.
- 2.22 Since the Local Plan hearing sessions, the revised NPPF has been published which has introduced the standard method for calculating housing need. It has also brought in a stricter test on what constitutes a "deliverable" site that can be counted within the five year supply.
- 2.23 The OAN as calculated against the standard method using the latest 2016-based household projections results in a minimum housing need of 431 dpa. As Guildford's plan is more than five years old, this new figure now applies until such time as the new plan, which is caught by the transitional arrangements, is adopted. However, MHCLG is currently consulting on a revision to the standard method. Using the 2014-based projections would result in an OAN of 752 dpa. The Council has not yet published what its five year land supply would be using the standard method OAN and the new definition of deliverable sites.

Housing trajectory—explanatory notes

- 2.24 The housing trajectory is a required output of the LAA (NPPG, Paragraph: 028 Reference ID: 3-028-20140306) (pages 20 and 21). The housing trajectory table below (Table 5b) shows the estimated delivery timescales for new homes across the plan period, per year, and compares potential housing provision (delivery) to the annual housing target³. For clarity, the most up to date trajectory at the time of publication has been used (reflecting what was published during the Reg. 22 Local Plan consultation in September 2018 as a proposed main modification to the Submission Local Plan (2017) at MM43).
- 2.25 The trajectory table also shows the phasing of the strategic sites that form urban

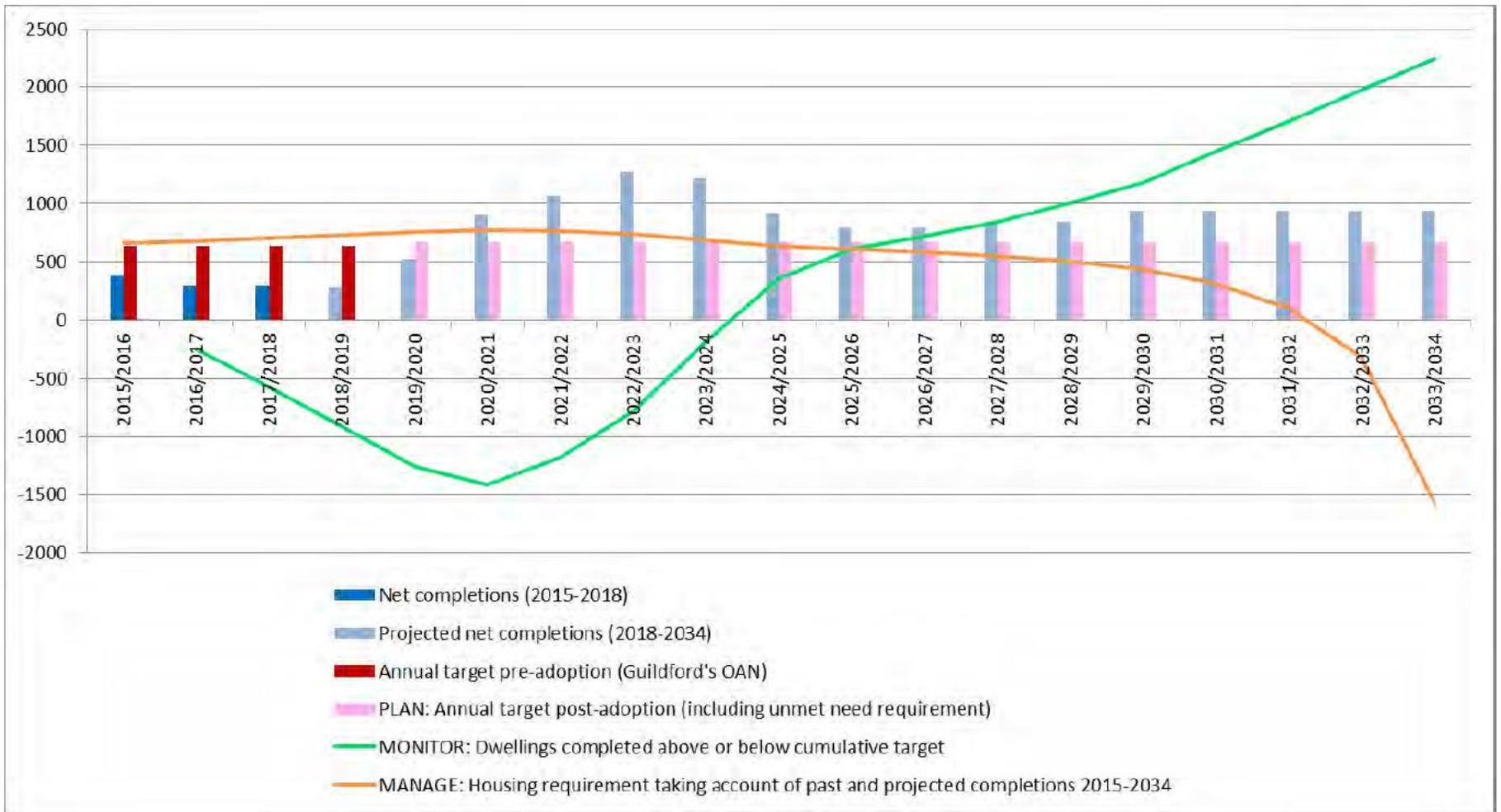
extensions and other categories of strategic developments (e.g. town centre, urban area, within villages) proposed in the Proposed Submission Local Plan 2017. These dwellings are incorporated in the 'Projected net completions (2017-2034)' line on the graph. A full explanation of the rationale for the phasing of all of the strategic sites in the Regulation 19 Local Plan (2017) is in the Housing Delivery Topic Paper (June 2017).

- 2.26 The updated housing trajectory reflects the amended Local Plan period., which has been rebased to the latest mid-year population estimate and rolled forward by one year to ensure a period of 15 years at the date of adoption (2015—2034). The Plan period is therefore now 19 years whereas previously it was 20 years.
- 2.27 The red bars on the graph show the annual housing target from the West Surrey SHMA (for the first few years of the Plan period until adoption, up to 2018/19). The pink bars show the phased target in the regulation 19 Proposed Submission Local Plan (the projected target for each year of the new Plan). The green '**Monitor**' line is equal to the cumulative deficit or surplus in the number of dwellings. It demonstrates how many dwellings above or below the planned rate, the housing supply is at any point in time. This is calculated by adding cumulative completions in previous years (i.e. cumulative) and comparing them to the total cumulative target for the same period. This gives the cumulative deficit or surplus as at the beginning of that year, which would need to be taken account of in rolling forward the five-year land supply calculations. If the trend line is positive (above zero), the Plan is ahead of target, whilst if it is negative (below zero), the Plan is under delivering relative to the target.
- 2.28 Whilst the Monitor line shows under or oversupply at any one point in time, it does not take account of the effect of future completions in meeting the overall target. The 'Manage' line does this by representing the number of dwellings left to be built in the remainder of the Plan period, as an annualised figure. It is calculated by subtracting projected completions up to the end of any particular year from the total Plan allocation, or OAN, of 12,426, and then dividing the answer (dwellings remaining to be built) by the number of years remaining in the Plan period. The Monitor and Manage lines both illustrate the steadily increasing annual housing target in the Regulation 19 Local Plan (2017), which reflects likely delivery and the nature of strategic sites, some of which depend on significant planned transport infrastructure schemes to enable their development.

³ Note: the annual housing target of 654 dwellings is set out in the West Surrey Strategic Housing Market Assessment (2015). From adoption of the Local Plan, the target will be as set out in Policy S2 of the Regulation 19 Proposed Submission Local Plan: strategy and sites.

Table 5b: Housing trajectory table and associated graph (extract from proposed main modifications to the Submission Local Plan (2017))

	Pre-adoption				First five years					6-10 YEARS					11 - 15 YEARS					Total
	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	
Completions	387	294	299																	980
Outstanding capacity (Commenced)				284						4	4	5	5	5	14	13	13	13	13	373
Outstanding capacity (Approved)					165	165	166	166												662
~ Ash and Tongham (including those subject to Grampian)					185	185	185	186	186											927
~ Howard of Effingham					20	60	60	60	60	35										295
~ Guildford Station							138	151	149											438
Windfall					30	30	30	30	30	60	60	60	60	60	60	60	60	60	60	750
Rural exception					6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	90
Town Centre										117	117	118	118	118	55	55	55	55	55	863
Guildford urban area (excluding SARP)					37	37	37	37	37	23	22	22	22	22	21	21	21	20	20	399
Slyfield Area Regeneration Plan										100	100	100	100	100	100	100	100	100	100	1000
Ash and Tongham (urban area)										5	5	5	5	5	4	4	4	4	4	44
Ash and Tongham extension (currently countryside)										94	94	95	95	95	82	82	82	83	83	885
Within villages					16	16	16	15	15	3	2	2	2	2	13	13	13	13	13	154
Villages (land proposed to be inset from the Green Belt)					46	46	45	45	45	1	1	1	1	1	4	4	4	4	4	252
PDL in the Green Belt					13	13	13	14	14	25	25	26	26	26						195
Proposed new settlement (former Wisley airfield)								50	100	150	150	150	200	200	200	200	200	200	200	2000
Extensions to urban areas and villages																				
Proposed extension to urban area (Gosden Hill, Guildford)								50	100	100	100	100	100	100	210	210	210	210	210	1700
Proposed extension to urban area (Blackwell Farm, Guildford)								50	100	100	100	100	100	100	170	170	170	170	170	1500
Land north of Keens Lane, Guildford						38	38	37	37											150
Aaron's Hill, Godalming						50	50	50	50											200
Land to the north of West Horsley						30	30	30	30											120
Land to the west of West Horsley						34	34	34	33											135
Land near Horsley Railway Station, Ockham Road North						25	25	25	25											100
Land at Garlick's Arch, Send Marsh/Burnt Common and Ripley						65	85	150	150	100										550
Land west of Winds Ridge and Send Hill, Send						20	20													40
East of Glaziers Lane, Flexford						35	35	35												105
Hornhatch Farm, Chilworth						20	20	20	20											80
Aldertons Farm, Send Marsh						30	30	30	30											120
Total housing provision	387	294	299	284	518	905	1063	1271	1217	923	786	790	840	840	939	938	938	938	937	15107



New affordable homes

- 2.29 Affordable homes are social rented, affordable rented and intermediate housing provided to eligible households whose needs are not met by the market. Eligibility is determined with consideration of local incomes and local house prices. More information is available in the NPPF [glossary](#).
- 2.30 The Review of Housing Needs Evidence across West Surrey HMA document estimates that the net affordable housing need projected forward is 631 homes per year in the borough (at a 30% income threshold).

Table 6 Number of affordable homes completed by year in Guildford borough

Year	Number of new affordable homes (gross)
2010/11	85
2011/12	68
2012/13	22
2013/14	17
2014/15	68
2015/16	125
2016/17	32
2017/18	111

- 2.31 111 (gross) new affordable homes were completed in the borough during this reporting year, of which 81 were affordable rent and 30 were shared ownership. The number of affordable homes delivered is a significant increase to that in the previous reporting year; however, the figure remains lower than the affordable housing need as identified in the West Surrey SHMA Guildford Addendum Report 2017.

Table 7 Proportion of new homes approved by site size per year in Guildford borough

Site size in terms of the number of homes (net)	Proportion of total number of new homes approved per year						
	2017/18	2016/17	2015/16	2014/15	2013/14	2012/13	2011/12
< 5	12%	83%	34%	16%	39%	39%	61%

6-10	6%	9%	14%	13%	13%	17%	18%
11-15	5%	2%	12%	5%	9%	7%	21%
16-20	0%	1%	0%	5%	5%	7%	0%
21-50	6%	2%	40%	3%	18%	30%	0%
51-200	0%	3%	0%	8%	16%	0%	0%
200+	71%	0%	0%	50%	0%	0%	0%

2.32 Table 7 shows a significant change with 71% of the total homes approved granted on sites of over 200 homes. 23% of new homes granted planning permission during this reporting year were on sites of 15 homes or less; this is a decrease to last year where 94% of new homes approved were on sites of 15 homes or less.

2.33 Policy H11 in the Local Plan (2003) requires affordable housing to be provided on sites of 15 homes or more in urban areas. As 77% of new homes granted planning permission this reporting year are on sites containing greater than 15 homes, a significant number of the developments will be required to provide affordable housing. This should result in greater delivery of affordable homes in the Borough, as large development sites are required to provide 35 per cent or more of affordable homes (as required by Planning Contributions SPD 2017).

Table 8 Affordable homes delivered on GBC owned land

Scheme	Total number of homes on GBC owned land	Planning application reference
2012/13		
	0	n/a
2013/14		
	0	n/a
2014/15		
Wyke Avenue	3	12/P/01526
White Hart Meadows	37	12/P/00359
New Road, Gomshall (1)	11	12/P/01268
Lakeside Close (1)	8	12/P/01005
2015/16		

New Road, Gomshall (2,3,4)	16	12/P/01268
Lakeside Close (2)	27	12/P/01005
2017/18		
Lockside/Corporation Club	12	14/P/02259
Rowan Close	3	15/P/01955
Total	117	

2.34 The Council is working to build new affordable homes on land it owns and has delivered 117 homes since 2012 as shown in Table 8. Planning permission has been granted for a further 100 homes at; Pond Meadow (3 homes, 14/P/00964); Willow Way (5 homes, 09/P/01100 and 09/P/01101); Homestead (4 homes, 14/P/01006); Great Goodwin Drive (6 homes, 14/P/00979); Apple Tree Pub (18 homes, 16/P/00802) and Guildford Park Car Park (64 homes, 16/P/01290).

2.35 The increase in approval of privately owned large planning sites is a positive contribution to the overall number of affordable homes delivered within the borough. In order to increase the number of affordable homes delivered, the Submission Local Plan 2017 proposes to lower the threshold placed upon developments; requiring proposals of five homes or more, regardless of location, to provide affordable housing. The Submission Local Plan states that 40% of the homes proposed on developments above this size threshold should be affordable. The current requirement (as identified in the Planning Contributions SPD) is 35%.

Density of new homes granted planning permission

Table 9 Average density of planning permissions for new homes by location

Location	Average density of new homes (new homes per hectare) granted planning permission in 2017/18
Guildford Town Centre	133
Guildford Urban Area (excluding Guildford Town Centre)	33
Ash and Tongham Urban Area	55
Villages (within settlement areas)	33
Countryside Beyond the Green Belt	29

Green Belt (outside of settlement boundary)	16
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2.36 The spatial hierarchy as outlined in the Housing Delivery Topic Paper (2017) suggests that Guildford Town Centre and the Urban Areas are the most sustainable locations for development and are therefore most suitable for higher densities. Table 9 above shows the higher densities are within the Town Centre and Urban Areas and the lower densities occur in the Villages, Countryside beyond the Green Belt and the Green Belt.

Type of new homes granted planning permission

Table 10 Type of homes granted planning permission

Type of home	% of new homes granted planning permission in 2017/18
House	49%
Flat	51%

Table 11 Size (no. of bedrooms) of homes granted planning permission

Type of homes	% of new homes granted planning permission in 2017/18 (includes affordable homes)	% of new affordable homes granted planning permission in 2017/18
One bedroom	24%	32%
Two bedroom	48%	49%
Three bedroom	17%	19%
Four bedroom	11%	0%

2.37 The figures for housing type in this reporting year presents a continuation of the previous reporting year, with a relatively even split for approvals between houses and flats. As shown in table 11, the size of properties remains consistent with last year, with a further increase in one bedroom and two bedroom properties. The figures also present a notable decrease in the number of four-bedroom houses granted planning permission.

2.38 The West Surrey SHMA (2015) reports the breakdown of need for different size homes to be as follows:

Affordable housing:

- 1-bed properties: 40%
- 2-bed properties: 30%
- 3-bed properties: 25%
- 4-bed properties: 5%

Market housing

- 1-bed properties: 10%
- 2-bed properties: 30%
- 3-bed properties: 40%
- 4-bed properties: 20%

2.39 The SHMA indicates that one-bed properties and three-bed properties are of the greatest need for affordable and market homes respectively, a need which is not currently being met as shown in Table 10. The number of one-bed affordable homes is 8% below the identified need and three-bed market homes are 23% below the identified need.

Housing for different groups in the community

2.40 A Local Plan should plan for a mix of new homes based on current demographic and market trends, and the needs of different groups in the community (NPPF, para 50).

Housing for older people and people with disabilities

2.41 Housing for older people and people with disabilities can fall within the C2, C3 or sui generis land use class. Use class C2 (residential institutions) includes an element of care, with residential care homes and nursing homes falling within this category. The West Surrey SHMA Guildford addendum 2017 has excluded the institutional population in residential care from the general household projections for C3 use housing and identified a separate need for 433 care homes bed spaces between 2013-34. Whilst we do not have a set target for C2 accommodation and are not required to demonstrate a five-year supply, we do acknowledge the need for this type of accommodation in the borough.

2.42 The West Surrey SHMA Guildford addendum Report 2017 identifies a need for 1,061 specialist homes for older persons between 2013-24. This forms part of our overall housing need for C3 use class housing.

2.43 In this reporting year, the following planning permission was granted.

Table 12 Planning permissions for housing for older people:

Planning reference	Date approved	Address	Ward	Proposal
17/P/00920	14/03/2018	Guildford Plaza (former Burymead House), Portsmouth Road, Guildford, GU2 4DH	Friary & St. Nicolas	Proposed assisted living accommodation for older people (Sui Generis) comprising 100 apartments, communal facilities including residents lounge, guest suite, health and well-being facilities, café/restaurant, staff offices, basement car parking, cycle parking, bin storage, plant room, associated hard and soft landscaping, and groundworks.

2.44 Construction at The Clockhouse (14/P/02254) was completed during this reporting year, providing 50 rooms in total. No further planning applications for specialist homes for older people have been submitted or approved in this reporting year.

Housing for students

2.45 The West Surrey SHMA Guildford addendum (2017) estimates a need for a maximum of 3,800 additional student bedspaces over the plan period to 2034. From this figure it is assumed that 2,090 students will live in halls on campus and there would be an additional maximum need for approximately 428 off campus C3 dwellings (23 dwellings per year) for 1,710 students over the plan period. This is based on the assumption that there are four students per household. This separately identified student accommodation need for 428 C3 dwellings is included within the general housing need figures.

2.46 During this reporting year, there have been no planning permissions granted for additional purpose built student accommodation.

2.47 The Manor Park Masterplan for the University of Surrey (02/P/02505) shows 4171 bedspaces to be built and it is understood that 1870 have been completed and are occupied to date (2018). There are two outstanding planning permissions (15.P/01035 and 15/P/01262) which will contribute 1153 homes towards the rolling program to build the remaining student bedspaces.

Location of new homes approved

Table 12 Location of new homes approved by year

Location	Percentage of new homes granted planning permission by location					
	17/18	16/17	15/16	14/15	13/14	12/13
Green Belt (within a village settlement)	4%	8%	10%	9%	4%	41%
Green Belt (outside of a village settlement)	39%	4%	12%	8%	4%	13%
Countryside	1%	24%	24%	51%	68%	14%
Guildford Urban Area	9%	28%	27%	26%	21%	31%
Ash and Tongham Urban Area	2%	3%	2%	<1%	1%	9%
Guildford Town Centre	45%	27%	25%	2%	7%	4%

2.48 The number of new homes granted planning permission in Guildford Town Centre was 467; this is a significant increase from last year and can be heavily attributed toward the approval of 445 homes at Guildford Railway Station (14/P/02168).

2.49 There has been an increase in the number of homes granted planning permission in the Green Belt (outside of a village settlement) due to the approval of a planning application for 295 homes at the Howard of Effingham School and Lodge Farm (14/P/02109). There has been a decrease in the number of homes granted planning permission in the Green Belt (within the village settlement) due to a high proportion of replacement dwellings, which do not contribute to the new homes figure

Loss of homes

Table 13 Loss of homes granted planning permission

Planning permission granted in 2017/18	
Net loss of residential units	-6
Number of sites	5

2.50 Five planning permissions have been granted this year which result in a net loss of dwellings. The Council is aiming to increase housing delivery in the borough, and therefore applications involving the loss of homes are generally refused. The loss of six residential dwellings remains low, but is higher than the figure in the previous reporting year.

Table 14 Further information regarding the sites contributing towards approved loss of homes

Planning reference	Date approved	Address	Ward	Proposal	General reasoning
17/P/02277	30/11/2017	84 London Road. Guildford. GU1 1SS	Christchurch	Certificate of Lawfulness for existing use to establish whether the use of the whole property at 84 London Road as a single dwelling house has been in use for more than four years from the date of this application.	The property had been occupied as a single dwelling for more than four years prior to the application and the change would not result in a material change of use.
17/P/02157	14/12/2017	6 Weston Yard, The Street, Albury. Guildford, GU5 9AF	Tillingbourne	Temporarily change of use from residential to office B1(a) for 3 years.	The temporary loss of a dwelling would not result in a long term or permanent change to the character of the site.

17/P/01460	26/01/2018	West Horsley Place, Epsom Road, West Horsley, Leatherhead. KT24 6AN	Clandon and Horsley	Change of use of the Manor House, the Stables, the Coach House and various barns at West Horsley Place to D1 and D2 uses.	The loss of a dwelling is demonstrably outweighed by the benefits of the scheme.
17/P/02453	25/01/2018	Little Tithe, Elstead Road, Seale GU10 1JA	The Pilgrims	Change of use of two flats to single residential dwellinghouse	The loss of a dwelling is not considered to have a negative impact due to the location of the dwelling and retention of all residential floorspace.
17/P/02074	23/11/2017	21 Shepherds Hill, Guildford, GU2 9RY	Westborough	Certificate of lawfulness for an existing use to establish whether the use of the property as a House of Multiple Occupancy is lawful	There are no restrictions upon permitted development rights; therefore conversion to a HMO is lawful.

Self-build and custom house build register

2.51 The Self-build and Custom Housebuilding Act 2015 required local authorities to keep a register of individuals and associations interested in acquiring a serviced plot(s) of land within their administrative area for the purpose of building houses to occupy as a main place of residence. The Council has met this obligation and publicised the register via its website (www.guildford.gov.uk/selfbuild). Local authorities must have regard to the register when carrying out their Planning, Housing, Regeneration and Land Disposal functions.

2.52 Planning Practice Guidance Self-build and custom housebuilding April 2016 (updated 28 July 2017) (<https://www.gov.uk/guidance/self-build-and-custom-housebuilding>), states that relevant authorities must give suitable development permission to enough suitable serviced plots of land to meet the demand for self-build and custom housebuilding in

their area. This is established by reference to the number of entries added to an authority's register during a base period, which runs from 31 October to 30 October each year. At the end of each base period, relevant authorities have 3 years in which to permission an equivalent number of plots of land, which are suitable for self-build and custom housebuilding, as there are entries for that base period (Paragraph: 023 Referenced ID: 57-023-201760728). The Council do not currently specifically monitor self-build planning applications but will give further consideration to this matter.

- 2.53 To be placed on the register applicants must be aged 18 years or older, a British Citizen, a citizen of a European Economic Area (EEA) country or national of Switzerland; they must be seeking to acquire a serviced plot of land in Guildford borough to build a house to occupy as that individual's sole or main residence. In the case of associations, all individuals within the association must meet all of the criteria specified above.
- 2.54 In addition to the statutory criteria listed above, the Council consulted on a set of proposed changes to the criteria from 1 February 2017—1 March 2017. The proposed additional eligibility criteria area listed below:
- Have lived in the Borough for at least five years prior to their application;
 - Worked in full-time employment (greater than 16 hours per week) in the borough for at least three years and continue to do so, and;
 - Have the financial ability to purchase land for their own self-build or custom housebuilding project
- 2.55 Following the approval of the additional criteria by the Executive, we intend to apply the additional criteria retrospectively and to all future applicants in due course.
- 2.56 Draft Policy H1 "Homes for All" in the Proposed Submission Local Plan 2017 outlines that on residential development of 100 homes (gross) or more, 5% of the total homes will be available for sale as self-build or custom housebuilding plots whilst there is an identified need.
- 2.57 Prior to the application of the amended eligibility criteria to existing applicants, the number of applicants in base period 1 and base period 2 so far, are listed below:

Table15 Number of eligible applicants on the self-build register

Base period	Number of eligible applicants* *prior to application of the amended criteria

1 (1 April-30 October 2016)	87
2 (31 October 2016-30 October 2017)	109
3 (31 October 2017-31 st March 2018)	31

Traveller Accommodation

2.58 The new Traveller Accommodation Assessment 2017 (TAA, 2017) sets out how many traveller pitches and plots we expect to need over the local plan period. Whilst there is currently no pitch target in an adopted policy there is a target in the Submission Local Plan 2017 (Policy S2) which reflects the need identified in the TAA 2017. The TAA 2017 identifies the need for 4 pitches (for Gypsies and Travellers) and 4 plots (for Travelling Showpeople) to meet the accommodation needs for travellers (as defined by Planning Policy for Traveller Sites (PPTS) August 2015) between 2017 and 2034.

Table 16 Traveller accommodation needs identified in the Traveller Accommodation Assessment 2017

Time period	Traveller pitches	Travelling showpeople plots
2017-2022	2	3
2022-2027	1	0
2017-2032	1	1
2032-2034 (2 year period)	0	0

2.59 4 pitches are considered deliverable within the period 2017-2034 and are not reliant on the Submission Local Plan allocated sites. 3 pitches with extant permission (Guildford Road, Ash, 12/P/02100) can be included within the 5 year housing land supply figures and planning permission for 1 pitch (Puttenham Heath Road, 15/p/02322) has been granted since the base date of the TAA 2017. This totals the 4 pitches required to meet the 5 years supply of deliverable sites. The Council have therefore identified sufficient sites to meet the five years supply of deliverable traveller sites to meet this target.

2.60 Whilst the Council do not need to set targets to meet the needs of Gypsies, Travellers and Travelling Showpeople who do not meet the planning definition, the Council know from the findings of the TAA 2017 that there is a need for 41 permanent pitches for Gypsies and Travellers who do not meet the planning definition of traveller. There is also a likely need for 8 permanent pitches to meet potential additional need of households of unknown planning status.

2.61 The following table shows planning approvals for pitches and plots in this reporting year:

Table 17 Planning permission for traveller pitches and plots in period 1 April to 31 March 2018

Planning reference	Date approved	Address	Permanent pitches or plots
15/P/02322	19/05/2017	The Orchard, Puttenham Heath Road, Compton	1 pitch
17/P/01988	20/12/2017	Valley Park, East Shalford Lane, Guildford	3 pitches
16/P/01667	6/6/2017 *time limited by condition to 31/01/2021	Four Acre Stables. Aldershot Road, Guildford	Pitch number not specified, 10 caravans

Table 18 Pending planning permission awaiting section 106 agreements for traveller pitches and plots in period 1 April 2017 to 31 March 2018

Planning reference	Date approved	Address	Temporary pitches or plots
14/P/01058	Pending section 106 agreement	Ipsley Lodge Stables, Ipsley Lodge, Hogs Back, Seale	2 pitches
17/P/00092	Pending section 106 agreement	The New Yard, Lysons Avenue, Ash Vale	1 pitch

Table 19 Temporary planning permissions for traveller pitches and plots in period 1 April 2017 to 31 March 2018

Planning reference	Date approved	Address	Temporary pitches or plots
17/P/01148	15/02/2018 expires 31/12/2019	The Paddocks, Rose Lane, Ripley	1 site, pitches unspecified (8 caravans)
15/P/02363 and	05/03/2018 expires	Land North of, Green	2 temporary pitches

15/P/02364	05/03/2021	Lane East, Normandy	
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- 2.62 Planning permission was granted for 6 public pitches on council owned land at Home Farm, Effingham in August 2016; these have been completed and are accounted for within the TAA 2017 figures.
- 2.63 There is a pending planning application for 1 additional pitch at Calvert Road, Effingham (17/P/00784).
- 2.64 No planning permissions have been granted for Travelling Showpeople plots during this reporting year.
- 2.65 The Land Availability Assessment (LAA) was published in February 2016 with an addendum published in June 2017. This includes assessment of land for traveller accommodation and the findings of the Green Belt and Countryside Study 2014. The LAA identifies sufficient potential land to meet the need for traveller accommodation over the plan period (2017-2034). The Guildford borough Submission Local Plan: Strategy and Sites (2017) proposes amendments to Green Belt boundaries to help meet future development needs, including the need for traveller accommodation.
- 2.66 We have allocated Travelling Showpeople plots within the Submission Local Plan (2017) to meet assessed need; 2 additional plots at Whittles Drive and 6 plots at Garlicks Arch. However, as these sites are located within the Green Belt and do not currently have the benefit of planning permission they cannot be considered deliverable, as they are not suitable for development at the present moment. Green Belt boundaries should only be altered in exceptional circumstances, through the preparation or review of a Local Plan (NPPF, paragraph 83). Therefore, we cannot currently meet the need for Travelling Showpeople plots in the next five years and there remains an unmet need for Travelling Showpeople plots in the borough.
- 2.67 The TAA 2017 has also assessed the needs of travellers who do not meet the PPTS definition of a traveller as they have ceased travelling permanently. Through the Submission Local Plan (2017) we are seeking to make provision of 41 permanent pitches and 4 permanent plots for the assessed needs of travellers who do not meet the planning definition of a traveller and 8 pitches for households of unknown traveller planning status.

3 Employment floorspace

Table 20 Total employment floorspace (new and converted) granted planning permission

Land use	Total amount of floor space (square metres) approved in 2017/18	Total amount of floor space (square metres) approved in 2016/17
Offices B1(a)	7294	-3527
Research and Development—laboratories, studios (B1b)	0	24266
Light industry (B1c)	558	-504
General industry (B2)	-145	-1531
Storage or Distribution Centres (B8)	-6547	3270
Total	1160	21974

- 3.1 The totals are overall figures. Within each total, there are gains and losses of floor space from individual sites.
- 3.2 Two large applications primarily contributed to the gain in B1(a) employment floorspace; an application at 255 High Street, Guildford (16/P/02557) was approved for the refurbishment and extension of an existing office building, resulting in the gain of 1600sqm of additional B1(a) floorspace. In addition an application as Guildford Business Park (17/P/00243) to provide a new commercial office building, which will result in 5684sqm of B1(a) floorspace.
- 3.3 There were no planning applications which proposed a change in B1(b) floorspace this reporting year.
- 3.4 The loss of B2 floorspace is notably less than the previous reporting year, with an extension to an existing building at 11 Lysons Avenue, Ash Vale (17/P/01957) providing 165sqm of B2 floorspace, and a proposal for six residential flats which would result in the demolition of 310sqm of B2 floorspace (17/P/00794) accounting for the total loss of floorspace.
- 3.5 An application on land at Tithebarns Farm, Tithebarns Lane, Send for 13 residential houses (17/P/00523) resulted in the loss of 5927sqm of B8 floorspace, accounting for the majority of overall loss of B8 floorspace in the borough.

3.6 The 2017/18 total figure represents a marked change from the 2016/17 figure; this is primarily due to the significant contribution the development at Pirbright Institute provided for the gain in overall floorspace in the previous reporting year.

Retail floorspace

Table 21 Total retail floor space (new and converted) granted planning permission

Land use	Additional floorspace (square metres) approved 2017/18	Additional floorspace (square metres) approved 2016/17
Shops (A1)	1529	-114
Financial and professional services (A2)	-771	59
Restaurants and cafes (A3)	-360	759
Drinking establishments (A4)	-540	-40
Hot food takeaway (A5)	467	0
Total	325	664

3.7 The totals record in Table 16 represent both gains and losses across within each use class for this reporting year.

3.8 The retail floorspace approved in this reporting year, is approximately 50% less than that approved in the 2016/17 reporting year; this is due to a greater number of losses than gains across the different land uses. Planning applications of note that have contributed significantly to the gain in floorspace are listed below:

- A gain of 1398sqm of A1 floorspace at 11 Haydon Place, Guildford (17/P/01046)
- A gain of 176sqm of A5 floorspace at 207 Epsom Road, Guildford (17/P/00476)
- A gain of 186 sqm of A5 floorspace at Ladymead Retail Park (17/P/00755)

Neighbourhood development orders and neighbourhood development plans

3.9 Neighbourhood planning was introduced through the Localism Act 2011. New powers allowed qualifying bodies (parish or town councils) to produce neighbourhood plans and neighbourhood development orders. Neighbourhood plans allow communities to set planning policies for their area and grant up-front planning permissions for developments they want or need.

- 3.10 Once adopted, neighbourhood plans join the adopted Local Plan in the Council's Development Plan. They must be considered when planning decisions are made, along with the Local Plan and national planning policy.
- 3.11 Since the previous reporting year the Council has not designated any Neighbourhood Areas; therefore nine Neighbourhood Areas have been designated, covering the parishes of Albury, East Horsley, West Horsley, Puttenham, Send and Seale and Sands, and the wards of Burpham and Lovelace (Lovelace encompasses the parishes of Ockham, Ripley and Wisley). The Neighbourhood Areas can be seen on the interactive map at <https://www.guildford.gov.uk/neighbourhoodplanninginformation>.
- 3.12 There is currently one adopted Neighbourhood Plan (Burpham), one post-referendum Neighbourhood Plan (Effingham) and one emerging post-examination Neighbourhood Plan (East Horsley) within the borough. Six other Parish Councils are also currently producing Neighbourhood Plans.
- 3.13 Albury, Puttenham, Seale and Sands, Lovelace and Send are all at the plan-making stage of a Neighbourhood Plan. The Council is supporting this process by providing advice and guidance. The Council is also talking to other prospective qualifying bodies to help them decide whether they would like to apply for a neighbourhood area designation in order to undertake neighbourhood planning.

4 Planning contributions

Community Infrastructure Levy (CIL)

- 4.1 We intend to introduce the Community Infrastructure Levy (CIL) in the borough to ensure we have a fair and transparent mechanism in place to secure financial contributions from a wide range of developments towards future infrastructure provision.
- 4.2 The Council held a consultation on our initially proposed CIL rates (in the Preliminary Draft Charging Schedule, PCDS) in early 2015. Comments were received from nearly 100 respondents, which can be viewed at:
<https://getinvolved.guildford.gov.uk/consult.ti/PDCS/listresponses>
- 4.3 Informed by these responses, on-going discussions with site promoters and an updated Viability Study, we will consult again on our CIL proposals.
- 4.4 By introducing the CIL, we will be able to continue to pool together financial contributions towards future infrastructure provision for many developments. Pooling of planning obligations (through traditional Section 106 Agreements) has been restricted nationally since April 2015.
- 4.5 We must base out CIL on Local Plan evidence of infrastructure needed to support planned development and on evidence of development viability.
- 4.6 You can view the PDCS consultation material and keep updated on progress of introducing our CIL at www.guildford.gov.uk/newlocalplan/cil

Section 106 Annual Review

- 4.7 The use of Section 106 monies to fund infrastructure improvements links into the core values and key strategic priorities of the Council, contributing to a sustainable environment with cost effective services relevant to community needs.
- 4.8 During the reporting year, the Council agreed 73 Section 106 agreements and received £54,985 for S106 monitoring. The table below outlines the additional obligations negotiated, received and spent in 2017-18 reporting year.

Table 22 S106 spending

Beneficiary	Negotiated	Received*	Spent*
Parks (off-site recreational facilities)	£0.00	£150.00	£61,239.23
Special Protection Area (SPA)	£1,282,030.32	£1,021,121.55	£70,545.30
Other	£0.00	£80,927.41	£224,465.92
Art	£0.00	£0.00	£7,235.00
Environmental Improvements	£0.00	£31,387.93	£30,242.06
Sub Total	£1,282,030.32	£1,122,586.89	£393,727.51
Strategic Access Management and Monitoring (SAMM)	£229,427.05	£181,854.51	Transfer to Hampshire County Council
Surrey County Council Education	£696,093.00	£73,408.70	Transfer to Surrey County Council once invoice received
Surrey County Council Highways	£383,900.00	£330,021.78	Transfer to Surrey County Council once invoice received
Sub Total	£1,309,420.05	£585,284.99	£0.00
Total	£2,591,450.37	£1,718,871.88	£393,727.51

*This figure includes obligations negotiated in previous years

Highlights from S106 Spending

4.9 Parks – highlights include:

- Playground improvements to The Briars in Ash and Goose Green play area that included the replacement of old play equipment and addition of new play equipment.
- Improvements to Shalford Park Pavilion
- Refurbishment of the Stoke Park ‘Trim Trail’ through the replacement of fitness equipment along with explanatory signage for how to use it.
- Improvements to Gunpowder Mills; including, signage; access and woodland imp.

4.10 Art – highlights include:

- Bellfields public art: following consultation with residents, artist Tom Nicholson-Smith created four seed pod sculptures and a bench for Bellfields Green. The bench has layers like contours of the soil and looks out over the green and views beyond. The seed pods are inspired by: a cedar cone, an acorn, an almond and a hornbeam pod; all trees are used in the road names around the estate.

New Homes Bonus

4.11 In 2017-18 the Council received £278,540 in new homes bonus grant, totalling £2,075,466 over the four year period. £1,000,555 of this was the Council's general fund revenue budget to support expenditure on the emerging Local Plan, dealing with major planning applications, housing strategy and economic development. The remaining £1,074,911 of the grant was transferred to the new homes bonus reserve and used to fund Ash road bridge feasibility £82,771, Guildford Gyratory and Approaches feasibility £91,898, Guildford station platform capacity study £107,182, Sustainable movement corridor feasibility £282,643 and Bedford Wharf feasibility £472,601 during the year.

Table 23 New Homes Bonus commitments

Commitments	Amount committed
Guildford Gyratory package (P5) – Walnut bridge	£773,398.83
Clay Lane link road (ED32)	£186,387.80
2017/18 Capital Bid for Bright Hill Car Park Housing Development Park Ph 2 & 3 (P6)	£500,000.00
Riverside Park Ph 2 & 3 (P6)	£600,000.00
Bid 193 – Spectrum feasibility study	£120,000.00
Bid 124 – SPD for strategic sites in the local plan	£200,000.00
Bid 139 – Bike share scheme feasibility	£70,000.00
Bid 142 – Ash road bridge design	£80,000.00

5 Duty to cooperate

5.1 The duty to cooperate was introduced by the Localism Act 2011. It places a legal duty on local planning authorities, county councils in England and public bodies to engage constructively, actively and on an ongoing basis to maximise the effectiveness of local plan preparation in the context of strategic cross boundary matters.

5.2 Housing DTC matters include

- Engaged with Waverley regarding a Green Belt boundary amendment on the Aaron's Hill site which straddles the Guildford and Waverley boundary. Recommended that the Green Belt boundary be strengthened as part of any planning permission.
- Met with Waverley and Woking to clarify unmet need; issues with early and evenly distributed delivery, and preparation of a Statement of Common Ground.
- Responded to Waverley consultation on 'main modifications to the pre-submission Local Plan part 1: strategic policies and sites.' Supported the decision for Waverley to meet at least half of Woking's need; noted that Guildford's emerging Local Plan evidence base suggests that we will not be able to meet the remaining need and provided response on the cross boundary transport impacts.
- Discussed implications of Waverley examination and updated the Statement of Common Ground for Guildford's submission.
- Shared draft Review of Housing Needs Evidence across West Surrey HMA
- Engaged with Waverley regarding approach towards Self-build and Custom Housebuilding register and local eligibility criteria
- Responded to the draft Traveller Accommodation Assessment's for Surrey Heath and Waverley
- Engaged with Elmbridge to clarify a query regarding traveller site waiting lists.

5.3 Infrastructure DTC matters include:

- Responded to Rushmoor Draft Submission Local Plan noting they should plan and seek to meet any additional school places required as a result of growth.
- Engaged with Surrey County Council regarding removal of site A41 from the Draft Local Plan due to concerns on deliverability.
- Discussion with the Environment Agency (EA) regarding an update to the Level 2 SFRA in response to comments received by the EA on the Proposed Submission Local Plan (2016).
- Engaged with North East Hampshire & Farnham CCG and Major Applications team regarding development in Ash and Tongham that fall within their area; calculation of

contributions and future points of engagement.

5.4 Transport DTC matters include:

- Continuous engagement with Highways England (HE) and Surrey County Council (SCC) regarding to proposed A3 improvement schemes.
- Review with SCC, HE and Surrey borough/district councils regarding Surrey Infrastructure Update and key priorities for each borough/district by infrastructure type.
- Engaged with SCC, HE, South West Trains, Great Western Railway, Enterprise M3 Local Enterprise, Mole Valley, Ruhs Moor, Waverley and Woking regarding the draft Guildford Borough Transport Strategy.
- Met with Guildford Joint Infrastructure Group to discuss infrastructure updates and studies from Department for Transport, HE and Network Rail.
- Responded to the consultation on Main Modifications to the Pre-Submission Local Plan Part 1: Strategic Policies and Sites for Waverley; supporting changes to policies ST1 and SS7 and noting that the Strategic Highways Assessment modelling should be updated with regard to additional development proposed in Waverley Borough.

Local Plan evidence base

5.5 Paragraph 158 of the NPPF states that:

“Using a proportionate evidence base—each local planning authority should ensure that the Local Plan is based on adequate, up-to-date and relevant evidence about the economic, social and environmental characteristics and prospects of the area. Local planning authorities should ensure that their assessment of and strategies for housing, employment and other uses are integrated, and that they take full account of relevant market and economic signals.”

5.6 The [NPPF](#) and [Planning Policy for Traveller Sites](#) identify the evidence base studies that we need to prepare.

5.7 The following Table provides a list of the status of key evidence based documents.

Table 24 Status of evidence base documents

Document	Date Published	Future Work
Land Availability Assessment	October 2017	Updated regularly, or as and when there is a significant change to any information about land in the borough that would affect the accuracy of the assessment
Strategic Housing Market Assessment; 2017 Guildford addendum and Review of Housing Needs Evidence across West Surrey HMA	October 2015/March 2017/November 2017	None
Guildford Local Plan and CIL Viability Study	October 2016	Being updated
Traveller Accommodation Assessment	June 2017	None
Guildford Retail and Leisure Needs Assessment and 2017 addendum	September 2015/February 2017	None
Employment Land Needs Assessment	March 2017	None
Green Belt and Countryside Study	Between February 2013– May 2014	None
Sites of Nature Conservation Importance	November 2007	Ongoing Surveys
Conservation Area Character Appraisals		Currently working on a prioritised list
Strategic Flood Risk Assessment	May 2016/December 2017	The Environment Agency is updating the River Wey Modelling. If this information is available prior to submission of the Local Plan for examination, the SFRA will be updated
Landscape Character Assessment	January 2007	None

Habitat Regulations Assessment 2017 and 2018 update	November 2017/May 2018	None
Surface Water Management Plan	October 2014	Ongoing work to deliver the Action Plans through the Guildford Flood Risk Management Partnership Board
Environmental Sustainability and Climate Change	October 2014	None
Guildford Renewable Energy Mapping Study	February 2015	None
Surrey Hills AONB Areas of Search Natural Beauty Evaluation Report	October 2013	Natural England will undertake AONB boundary review. A date for the review has not been set.
The Thames Basin Heath Special Protection Area	July 2017	None
Historic Environment Information	April 2016	Will be updated as and when necessary when a building is added to the list, if a new conservation area is declared, or when there is updated information from Surrey County Council on archaeological priority areas etc.
Guildford Borough Transport Strategy 2017	December 2017	Updated as and when there is a significant change to any information about the transport strategy for the borough.
Strategic Highways Assessment Report and 2017 addendum	June 2016/June 2017	None
Infrastructure Delivery Plan	December 2017	None
Infrastructure Baseline	July 2013	None
Education Review	May 2016	None

Settlement Hierarchy Study	May 2014	None
Assessment of sites of amenity value	June 2017	None
Guildford Open Space, Sports and Recreation Assessment	June 2017	None

Appendix 1

Thames Basin Heaths Special Protection Area (TBH SPA) position statement and monitoring report—2017

Introduction

The Thames Basin Heaths Special Protection Area Avoidance Strategy 2017 Supplementary Planning Document was adopted on 18 July 2017 and took effect on 28 July 2017. The strategy enables residential development which would otherwise be prevented by the provisions of European legislation relating to the protection of the SPA, to take place.

Implementation and Monitoring

Officers from Planning, Parks and Countryside and Financial Services meet every six weeks to assess the progress and to identify and address implementation issues as they arise.

We report on an annual basis to the Joint Strategic Partnership Board (JSPB) on:

- SANG delivery within the borough
- Housing provision in the inner exclusion zone and zone of influence
- Our programme for future provision of SANG
- Monitoring data relating to SANG finances quarterly

In the past, we carried out regular visitor surveys on SANG sites in the borough. Since 2009, the frequency of these have been reduced and we continue to receive footfall data from automated counters. Changes in visitor levels on the SANGs may be proportionate and follow the gradual allocation of capacity on a SANG as improvement works are implemented, and as new residents first explore and familiarise themselves with local opportunities for dog walking and recreation before forming more long term repetitive recreational habits. It will therefore be a number of years before the surveys and visitor counts will be able to provide meaningful data on the effect of providing avoidance land in terms of attracting people away from the SPA.

The approach to protecting the SPA through SANG and SANGM has been implemented across a number of boroughs and districts, and includes numerous SANG sites at different stages of allocation, meaning that data on the effectiveness of the approach must be gathered from a selection of sites before it becomes significantly meaningful. The responsibility for monitoring the effectiveness of the approach falls to the JSPB and the JSPB has taken on the role of organising and funding visitor surveys on fully allocated SANGs across the TBH area in order to provide a standardised consistent approach to monitoring. However, in respect to Guildford Borough Council's SANGs, initial data on visitor numbers from one of our SANGs that is the closest to being fully allocated does support the view that allocated SANGs achieve the visitors numbers intended by the approach.

Financial Situation

The financial position with regard to each of the designated and operative SANG sites at the end of March 2018 is shown in the table below.

Sang Sites	Contributions received from September 2006 to end of March 2018	Expenditure incurred from September 2006 to end of March 2018
Chantry Wood	£2,363,714.21	£188,596.95
Effingham Common	£1,053,373.92	£75,204.55
Lakeside Nature Reserve	£767,934.56	£263,801.50
Riverside Nature Reserve	£1,147,389.68	£522,526.23
Parsonage Watermeadows	£1,062,684.95	£2,850.50
Sub Totals	£6,395,097.32	£1,000,043.81

SANG Situation

We closely monitor the amount of SANG allocated to housing developments as they occur to ensure that for the foreseeable future, sufficient avoidance is available. A number of SANGs have been granted planning permission which when brought online will be able to provide avoidance for new developments across the borough. The table below sets out the position at the end of March 2018.

	Total amount of SANG*	SANG already allocated*	Remaining SANG*
Existing SANGs			
Riverside Nature Reserve (inc. Parsonage Watermeadows)	24	19.5	4.5
Effingham Common	34	5.2	28.8
Lakeside Nature Reserve	4	3.9	0.1
Chantry Woods	38	24.8	13.2
Totals	100	53.4	46.6
Emerging SANGs (SANGs with permission but not online)			
Ash Lodge Drive	24	0	24

Russel Place Farm	34.5	0	34.5
Long Reach	24	0	24
Manor Farm	17.7	0	17.7
Totals	100.2	0	100.2

*Amounts shown are hectares

Where developers have obtained planning permission and have been allocated SANG but have not yet paid the fees required to secure the SANG capacity, it is possible that the development will not be built out and the planning permission will expire, if so, the SANG allocation will be withdrawn and the capacity will be made available for other developments.

The West Surrey SHMA Guildford addendum (2017) identifies an objectively assessed housing need at 654 homes per year (2015-2034). On the basis of this number, the existing unallocated SANG capacity of 46.6 hectares, which equates to around 2,423 new homes (assuming an average occupancy of 2.4 people per house which means 0.0192 hectares of SANG per house), is expected to last 3.7 years (2,423 new homes, divided by 654 homes per year = 3.7 years).

If the emerging SANGs are included, the existing unallocated SANG capacity of 146.8 hectares, which equates to around 7,634 homes, is expected to last 11.7 years.

The National Planning Policy Framework (NPPF, 2012) significantly weakens the policy protection that covers a swathe of land between Ash urban area and the outer (western) boundary of the Green Belt. This part of the borough, known as Countryside beyond the Green Belt (CBGB), is experiencing development pressure, but the lack of available SANG in this area is preventing approved development commencing. The amount of available SANG at Lakeside Nature Reserve for developments in the western part of the borough is limited to approximately five new dwellings.

Our efforts to increase SANG capacity in this area include the following:

- Finding new SANG sites. We have investigated potential SANG opportunities at Shawfield Road, Hollybush Park and Snakey Lane Nature Reserve. However, these potential SANG sites did not meet the criteria set down in the Natural England Guidelines for SANG. Parks officers are currently re-evaluating some of the sites to see if parts of them can meet SANG quality, and whether land can be added to Lakeside Nature Reserve SANG.
- Working with neighbouring authorities to look for opportunities to share SANGs across borders.
- Attempting to reach agreement with Surrey County Council (SCC) about use of land it owns. We still hope that land at Tongham Pools (approximately 16 hectares in total) will become available as SANG. In December 2012, SCC adopted a policy that in principle allows the use of this land as SANG by developers on payment of a tariff. The SCC SANG tariff could prove to be prohibitive to developers.

- The Council will work with the owners of Ash Lodge Drive, Russell Place Farm Manor Farm to establish a mechanism that enables these SANGs to come online for new developments.

In other parts of the borough we are working to make sure enough SANG is available to support development:

- We are looking at options for a parking area for Effingham Common SANG. A parking area, which may need a Section 38 Agreement for the use of common land and planning permission, will significantly increase the development capacity of this SANG by widening its sphere of influence from 400 metres to 5 kilometres.
- We are looking at options that include the use of Tyting Farm and Burpham Court Farm, areas of agricultural land in Council ownership to the south east and north of Guildford respectively, as SANG.
- The Council will work with the owners of Long Reach SANG to establish a mechanism that enables this SANG to come online for new developments.
- We are continuing to engage with other landowners who are considering offering their land for use as SANG.

Strategic Access Management and Monitoring (SAMM)

Hampshire County Council is the body that holds the funds provided by developers for SAMM. This money is used by JSPB to fund monitoring and access management

on the SPA. Since 2011, and up to the end of March 2018, we have passed £931,505.64 to Hampshire County Council for this purpose.

SPA and the Community Infrastructure Levy (CIL)

We are continuing to work with the other SPA affected authorities to establish how we can best accommodate SPA contributions within the Community Infrastructure Levy (CIL) arrangements, and to decide whether it is best to fund SANG through CIL or whether an alternative mechanism would be more appropriate.

Duty to cooperate matrix of prescribed bodies and strategic issues:

	Housing	Gypsies and Travellers	Employment and retail	Transport	SPA / SANG	Green Belt	AONB	Infrastructure (including health and schools)	Flooding and waterways	Waste	Natural environment and open space
Surrey County Council	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Elmbridge Borough Council	✓	✓		✓	✓	✓		✓	✓		✓
Epsom and Ewell Borough Council		✓									
Mole Valley District Council		✓				✓	✓	✓	✓		✓
Reigate and Banstead Borough Council		✓					✓				
Runnymede Borough Council	✓	✓			✓						
Spelthorne Borough Council		✓									
Surrey Heath Borough Council	✓	✓			✓	✓		✓			✓
Tandridge District Council		✓					✓				
Waverley Borough Council	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
Woking Borough Council	✓	✓	✓	✓	✓	✓		✓	✓		✓
Hampshire County Council				✓	✓			✓	✓	✓	
Hart District Council					✓						
Rushmoor Borough Council	✓	✓	✓	✓	✓			✓	✓		✓
Prescribed Bodies											
Civil Aviation Authority				✓							
Clinical Commissioning Groups (CCG)											
• Guildford and Waverley CCG								✓			
• North West Surrey CCG											
• Surrey Heath CCG											
Environment Agency									✓	✓	✓
Enterprise M3 LEP	✓		✓	✓				✓			
Highways England				✓							
Historic England	✓		✓								
Homes and Communities Agency (HCA)	✓	✓									
Mayor of London	✓	✓	✓			✓					
National Health Service Commissioning Board								✓			
Natural England					✓		✓				✓
Office of Rail and Road				✓							
Surrey Nature Partnership											✓
Transport for London				✓							