

Monitoring Report 2014/2015

October 2015



GUILDFORD
BOROUGH

Executive summary

The primary purpose of a monitoring report is to share information about the preparation of the new Local Plan and new development in Guildford borough.

We report the progress of the new Local Plan, and how many new homes are being built and where. We also report how much new business and retail floor space has been granted planning permission.

If the results show that we are not achieving what we need to, we make recommendations about where we can possibly make changes.

We have made considerable progress towards having a new Local Plan in place. In the summer of 2014, we undertook an extensive 12 week consultation on a draft Local Plan, drawing in comments from some 7,000 respondents. Having considered these comments, further work has been carried out on our evidence base, and a timetable has been set for the next steps of the preparation of the Local Plan. A further Local Plan Strategy and Sites consultation is scheduled to take place in June and July 2016.

This Monitoring Report emphasises the importance of adopting a new Local Plan, and identifying suitable land for new homes. If we do not achieve this, there are considerable risks and challenges for our communities, economy and environment. It also acknowledges our identified need for new homes and to what extent we are meeting it.

This report monitors the period from 1 April 2014 to 31 March 2015.

Further information

If you would like to be kept up to date with the progress of the new Local Plan, please get in touch with us and we can add your name to our mailing list, and let you know about events and consultations.

Email us at planningpolicy@guildford.gov.uk, visit our website at www.guildford.gov.uk/planningpolicy or phone us on 01483 444471.

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Introduction

We prepare our Monitoring Report in accordance with the requirements of legislation (the Localism Act 2011 and the Planning and Compulsory Purchase Act 2004). There are specific topics we must report on. Where we have targets, we must report our progress against them.

The requirement to monitor and report is set out in legislation. We measure progress against the aims and objectives of our Local Plan (2003) and national planning policy and guidance (National Planning Policy Framework – [NPPF](#), National Planning Practice Guidance - NPPG).

The NPPF sets out how we should boost the supply of new homes, and plan to meet as much of the need for new homes as is sustainably possible. We also need to assess the need for other uses such as employment and retail floor space, and other types of homes, and plan for those too. Legislation and national policy requires us to make these plans through the preparation of a Local Plan, in consultation with our communities.

Local Plans must conform with national planning policy. If we do not have an up to date Local Plan, we face significant risks and challenges from development pressures and increasing needs.

This monitoring report focuses on the progress of our new Local Plan, and the requirements of our current Local Plan and national planning policy.

Summary of key findings

Positives

- We have consulted on a draft Local Plan and engaged with many residents and businesses within Guildford borough
- The amount of affordable housing built this year has increased from last year
- We have granted planning permission for two permanent Traveller pitches, contributing towards meeting our identified need for Traveller accommodation in the borough
- We have granted planning permission for a net gain of 18,703 square metres of employment floor space (all B uses)
- We have granted planning permission for a mix of housing sizes and types
- The majority of new homes built this year are on previously developed land
- The number of new homes completed this year has increased from last year.

Areas where change or improvement is needed

- Whilst the number of new homes built this year has increased, the number is still far lower than our identified need per year (as set out in the West Surrey Strategic Housing Market Assessment, SHMA 2015)
- A five year supply of deliverable housing land against the identified need in the West Surrey SHMA 2015 is not currently identifiable
- There has been a loss of B1a employment floorspace, which we need to consider in relation to the identified need (as set out in the [Employment Land Needs Assessment](#) ELNA 2015), and allocate suitable sites for employment floorspace in the new Local Plan

- Whilst considerable progress has been made with the preparation of the new Local Plan, we currently do not have an up to date Local Plan, or a five year supply of deliverable housing land. The Local Plan needs to be progressed in accordance with the [Local Development Scheme](#) 2015
- There remains an outstanding unmet need for Traveller accommodation, when measures against the requirements in the Traveller Accommodation Assessment, TAA 2012
- There is a deficiency of SANG sites in the western part of the borough.

Recommendations

Whilst the positives show an improvement in provision towards meeting development needs since last year, there remains considerable unmet need, particularly in relation to new homes (including Traveller accommodation).

Following further work on the evidence base informing the new Local Plan, another Local Plan Strategy and Sites consultation (regulation 19 stage, pre-submission publication and consultation) is scheduled to commence in June 2016 for six weeks, with a view to presenting a sound Local Plan to an inspector for examination in December 2016. This will help to address some of the issues identified above.

Progress of the new Local Plan

This section of the Monitoring Report looks at our progress in preparing a new Local Plan. The new Local Plan will positively seek opportunities to meet the development needs of our area.

In 2014, we consulted on a draft Local Plan for over 12 weeks (July – September). The responses to the consultation have been analysed and a [summary document](#) produced.

Following this consultation, due to the extensive comments received (totalling over 20,000 individual comments), and the need for further work on evidence base documents, the LDS in place became unachievable. A revised LDS was agreed by Executive committee on 29 September 2015, and identifies the following stages and dates for the preparation of the Local Plan.

We will undertake a Regulation 19 consultation on a pre submission publication of the Local Plan Strategy and Sites between June and July 2016. We will then submit to the planning inspectorate, a proposed sound Local Plan, in December 2016 with an anticipated adoption date of December 2017.

Following a successful submission of Local Plan, we will then begin work on a Plan containing Development Management policies in September 2017 before consulting in June 2018 (regulation 18 stage). We will then carry out a Regulation 19 pre-submission consultation from January to February 2019 before submitting to the planning inspector for examination in April 2019. This will result in an anticipated adoption of the Development Management policies document in December 2019.

Housing

Current requirement for new homes

We do not currently have an up to date housing number in an adopted Development Plan Document. Whilst we agreed an interim housing number of 322 homes a year in May 2012, this 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).

The West Surrey SHMA (2015) indicates that the objectively assessed housing need for Guildford borough is 693 homes per year (2013 – 2033). This includes an uplift for affordability, economic factors and student growth.

This figure does not take account of land supply or development constraints within the borough. Our draft Local Plan proposed a housing number for Guildford borough of 652 homes a year, and identified land that would help to provide this number of new homes over the plan period. This proposed housing number was consistent with the identified housing need in the Guildford SHMA (May 2014).

A proposed housing number for Guildford borough will be considered further through consultation, updates to evidence base where necessary, and examination of the proposed Local Plan.

Completions of new homes

This is the number of new homes (net) that have been built in the borough.

Performance:

Table 1 Completions of new homes in Guildford borough

Year	Net completions
06/07	357
07/08	478
08/09	130
09/10	227
10/11	190
11/12	262
12/13	234
13/14	137
14/15	242

The majority of homes completed this year are on sites of under 20 homes. The largest site to deliver new homes this year is at White Hart Court in Ripley (ref: 12/P/00359), where 45 new homes have been built.

Analysis:

Although considerably higher than last year, the number of new homes completed this year is still lower than required to meet our objectively assessed need (693 homes per year), and this contributes to a growing deficit of new homes from a base date of the new Local Plan (2013).

Recommendations:

Housing provision is currently restricted by the lack of available and deliverable development land in the borough. A new Local Plan will identify land that can provide new homes and help increase delivery of new homes to meet identified need. The delivery rate is only likely to increase when larger areas of land are suitable and available for development.

New homes built on previously developed land

National planning policy encourages the re-use of land that has been developed before.

Performance:

191 of the 242 new homes completed this year are on previously developed land (79 per cent). The remaining 51 of the 242 new homes completed this year are on greenfield land (21 per cent).

The 51 new homes completed on greenfield land include conversions of rural buildings such as barns to new homes, the development of private residential gardens and the development of countryside land.

Analysis:

The vast majority of the new homes built this year are on previously developed land.

Commentary:

We will continue to monitor the use of previously developed land, and continue to identify as many opportunities as possible for redevelopment of previously developed land. Preparation of the Town Centre Masterplan and the Land Availability Assessment (LAA) will help towards achieving this. However, it is likely that, in the future, the proportion of new homes provided on previously developed land will be less. This is due to recent planning permissions and development proposals on countryside land in Ash and Tongham and potential future amendments to Green Belt boundaries.

Future new homes

We are required by national planning policy to demonstrate a five year supply of housing land, on which we think that new homes can be delivered within that timeframe. We can count homes that have planning permission but have not yet been built towards our five-year supply, unless we specifically know that these homes will not be built.

We are also required to illustrate the expected rate of delivery of new homes for the period of the Local Plan, and set out a housing strategy to show how we will maintain a five-year supply of deliverable housing land.

Performance:

Planning permissions

Table 2 Number of new homes granted planning permission

Year	Number of new homes granted planning permission (net)*
09/10	99
10/11	154
11/12	167
12/13	256
13/14	380
14/15	798

*this includes applications that were approved but have now expired.

Three larger planning applications have contributed towards the high number of homes approved this year. They are; 398 homes approved at Ash Lodge Drive, Ash (12/P/01973), 65 homes approved at 170 Walnut Tree Close, Guildford (13/P/01829) and 23 homes approved at Vision Engineering in Send (13/P/02183). The rest of the planning permissions this year are on sites of less than 20 homes.

As at June 2015, there are 1581 new homes with planning permission that have not yet been built. With the exception of one planning permission which has technically commenced and therefore stays live (04/P/00576 The Old Tannery Works, Tannery Lane, Send – 63 homes), but is not expected to complete, there remains 1518 homes with planning permission that could provide new homes in the future.

Five-year supply of deliverable housing land

Paragraph 47 of the NPPF says,

“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;”

For clarification;

Shortfall - The West Surrey SHMA (2015) is base dated 2013, and any housing deficit accrued before this date does not need to be re-entered into the calculations as it is accounted for in the needs assessment.

20% buffer - The % buffer should be applied against the housing requirement, as set out in the NPPF, not the requirement *and* shortfall. Adding a % to the shortfall increases the overall housing requirement, rather than bringing forward from later in the plan period (note NPPF extract above, “moved forward from later in the plan period”). A 20% buffer has been applied to these calculations.

Existing commitments and discounting:

There are 1518 homes with planning permission that could provide new homes in the future.

The NPPF says, “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 outstanding homes granted permission at the University of Surrey, are not expected to be delivered in the next five years (02/P/02505, commenced). The number of homes with planning permission expected to delivery in the next five years is therefore 1452 (net).

The NPPF does not advocate or require using a percentage discount rate to calculate a five year supply.

Table 3 Calculation of five year supply

OAN	693
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	2013/2014	2014/2015	Total
Housing completions (net)	137	242	379
Deficit	556	451	1007

		Per year in first five years
Required amount over five years (693 x 5)	3465	693
20% (693 x 6)	4158	832
plus deficit, and 20%	5165	1033

The total five-year requirement is 5165.

1452 homes with planning permission are expected to be delivered in the next five years. This equates to **1.4 years** of supply (1452/1033 = 1.4).

The SHLAA (June 2014) identifies sites that can deliver new homes that do not yet have planning permission. For the first five years, the SHLAA identifies the following (excluding Green Belt land, with the exception of PDL in the Green Belt and land within identified village settlements in the Green Belt).

Table 4 Extract from SHLAA (June 2014)

Location	Number of homes (net)
Town Centre	290
Guildford Urban Area	426
Western Urban Area (Ash and Tongham)	41
Identified village settlements	103
Rural exception	50
Previously developed land in the Green Belt	87
Countryside beyond the Green Belt	0
Total	997

With this addition ($1452 + 997 = 2449$), this equates to **2.4 years** of supply ($2449/1033 = 2.4$).

Land in the Green Belt has been excluded from the above table as Green Belt boundaries should only be altered in exceptional circumstances, through the preparation or review of a Local Plan (NPPF, para 83). To be considered deliverable and thus able to contribute towards the five year supply, sites should be in a suitable location for development *now*.

Such a decision relating to the potential use of Green Belt land to meet development needs is to be taken through the Local Plan process, and sites identified in the SHLAA in the Green Belt cannot at this stage, be relied on for delivery in next five years.

Further to above, potential SANG availability could mitigate development in the Ash and Tongham area. 992 homes were identified in the SHLAA (2014) in countryside beyond the Green Belt, but were categorised in the 6-10 year period. However, to include this total would be to potentially double count, as some of this land now has planning permission and is already counted above.

However, there are pending planning applications in this area, and a planning permission granted since the outstanding capacity was calculated at June 2015.

Table 5 Location and number of potential additional homes in Ash and Tongham

Planning reference	Address	Number of homes	Status of planning application
14/P/01154	Land at Foreman Road, Ash	55	Pending
15/P/01031	Land to the North West of, Ash Green Road, Ash	44	Pending
14/P/01637	Land at, 109 South Lane, Ash	21	Pending
15/P/01065	Land at the rear of 57, Manor Road, Tongham	14	Pending
15/P/00293	Land at Minley Nursery, Spoil Lane, Tongham	55	Pending
14/P/02398	Land adjacent to Grange Farm, Grange Road, Tongham	50	Approved – July 2015
14/P/02326	Warren Farm, White Lane, Ash	58	Pending
Total		297	

With this addition, (2249+297 = 2546), this equates to **2.5 years** of supply (2546/1033 = 2.5). With the exception of the planning permission granted (14/P/02398), it must be noted that these pending planning applications have not yet been determined, and may be refused if the proposals are unsuitable, when considered in accordance with relevant planning policies and material planning considerations. Other planning permissions in this area have been refused.

This addition does not add a significant amount to the total, and the supply remains similar to that without this addition.

Therefore, there is currently **2.4 years supply** against an identified need of 693 homes a year (taking account of completions since 2013, a buffer and accrued deficit). Adding pending planning applications in Ash and Tongham (and one planning permission), increases this to 2.5 years supply, however, this addition is not certain and cannot be relied upon.

Analysis:

We are not currently able to demonstrate a five year supply of deliverable housing land without amendments to Green Belt boundaries and use of countryside land (against the objectively assessed housing need of 693 homes a year).

Our Local Plan will need to make every effort to meet our objectively assessed housing need (as required by national planning policy), and demonstrate a five year supply of deliverable housing land. If we do not make every attempt to achieve this, our Local Plan could be found unsound at examination by the planning inspectorate, and we could be vulnerable to speculative planning applications, on sites where we may not wish to see development.

If we identify and positively plan the locations of growth over the next 15 years in our borough, we can better plan for the associated infrastructure requirements. This is done through the preparation of the Infrastructure Delivery Plan and Community Infrastructure

Schedule, which is part of the preparation of the Local Plan. If large sites gain planning permission at appeal, we are less able to plan for growth and ensure infrastructure, such as new schools, is planned sufficiently ahead of time to make sure it is in place when it is needed.

Commentary

An updated Local Development Scheme is now agreed, and we are working to these timescales to ensure that a new Local Plan is adopted for Guildford borough as soon as possible.

New affordable homes

Affordable housing is 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, in annex 2 (glossary).

The West Surrey SHMA 2015 estimates that the net affordable housing need projected forward is 456 homes per year (at a 30% income threshold).

Performance:

There were 68 new affordable homes completed this year (2014/15, gross), of which 42 are affordable rent and 26 are social rent.

Table 6 Number of new affordable homes completed by year

Year	Number of new affordable homes (gross)
2008/09	97
2009/10	50
2010/11	85
2011/12	68
2012/13	22
2013/14	17
2014/15	68

442 affordable homes were provided between April 2005 and April 2008. Added to the completions listed by year above, this totals 849 affordable homes delivered since April 2005.

Table 7 Proportions of total number of new homes approved by year and site size

Number of new homes (net) approved on site	Proportion of total number of new homes approved per year (cumulative)				
	2014/15	2013/14	2012/13	2011/12	2010/11
≤ 5	16%	39%	39%	61%	43%
≤ 10	29%	52%	56%	79%	76%
≤ 15	34%	61%	63%	100%	90%
≤ 20	39%	66%	70%	100%	100%
≤ 50	42%	84%	100%	100%	100%
≤ 200	50%	100%	100%	100%	100%
≤400	100%	100%	100%	100%	100%

Table 7 shows that half of planning applications this year are on sites for under 200 homes. However, this data is skewed by the planning permission at Ash Lodge Drive in Ash, which accounts for half of all of the homes approved.

On smaller sites, affordable housing contributions are currently not required. If a large proportion of new homes gaining planning permission are on smaller sites, this reduces the amount of new affordable homes coming forward. Large development sites that provide 35 per cent or more of affordable homes (as required by our planning documents) can provide a significant amount of new affordable homes and help towards meeting our identified need.

We are working to build more new affordable homes on land the Council owns. In this reporting year, development has started at:

- New Road in Gomshall to provide 27 affordable homes (11 homes - net) (ref: 12/P/01268). As at June 2015, 11 homes had been completed and 16 homes are expected to be completed shortly.
- Lakeside Close in Ash to provide 35 affordable homes (five homes - net) (ref: 12/P/01005). As at June 2015, 8 homes had been completed and a further 12 homes are expected to be completed in summer 2015.
- Land adjoining Meadowlands in West Clandon to provide 14 affordable homes (ref: 14/P/00034). For clarification, we do not own this site; we own a small part of the access. This site is due to complete towards the end of 2015.

In the upcoming year, we can expect a number of further commencements, due to recent approvals for affordable homes in the borough. At Guildford Corporation Club, 12 new affordable homes are expected to commence building works in summer 2015 (ref: 14/P/02259). Planning approval was also granted for 18 homes on Guildford Borough Council owned garage and infill sites at The Homestead, Warren Road, Guildford (ref:

14/P/01006), behind 93 Pond Meadow, Guildford (ref: 14/P/00964) and at garages at Great Goodwin Drive, Mellow, Guildford (ref: 14/P/00979).

Outside of this reporting monitoring year, work commenced at Park Barn Drive for the creation of four affordable flats (ref: 14/P/00474), of which progress will be commented on in next years' monitoring report.

These new homes will add to the completion figures for affordable homes in future years.

Analysis:

The number of new affordable homes built this reporting year is lower than our need but is an improvement on last year. The amount of new affordable homes is restricted by the lack of private homes being developed, especially on larger sites that are required to provide a proportion of homes as affordable homes.

There is some future supply coming forward on sites where work has started, due to some rural exception sites and the Council directly developing some of its own land.

We recognise the need for new affordable homes, and are working to provide new affordable homes on land the Council owns, where possible. This year has seen development start on many Council owned sites. Scheme options are being prepared by the appointed consultants to redevelop Guildford Park Car Park in Guildford Town Centre to provide a significant proportion of affordable homes alongside new market homes and a multi storey car park, and a full planning application is expected to be submitted towards the end of the year (2015). In the longer term, however, the amount of suitable development land owned by the Council is limited, so securing affordable housing via planning obligations on private development sites will be essential to meeting affordable housing need.

Recommendations:

The West Surrey SHMA 2015 has shown that there is a high need for affordable homes in our borough. Recent delivery is low, and our new Local Plan needs to address how more affordable homes can come forward. Seeking a proportion of affordable homes from large development sites will help provide many new affordable homes in our borough.

Density of new homes granted planning permission

We do not have a target density for new developments. We will set an approach to density in our new Local Plan, reflecting local circumstances.

Performance:

Table 8 Average density of new homes granted planning permission (2014/15)

Location	Average density of new homes (new homes per hectare)
Guildford Town Centre	246
Guildford Urban Area (excluding Guildford Town Centre)	64
Ash and Tongham Urban Area	50
Villages (within settlement areas)	42

Analysis:

Higher densities often occur in town centre locations where, in some cases, higher buildings can be appropriate and car parking may not be required. These average densities show that, where possible, efficient use of land is being made.

The figures need to be considered with the understanding that prior approvals for converting B1a office space to residential use can result in higher densities. For example, on Newark Lane in Ripley, an office space of 516 square metres was approved to be converted into 18 residential apartments (ref: 14/W/00078) resulting in a relatively high density development for the local area.

To note, the figure for Ash and Tongham urban area reflects only one planning permission.

Recommendation:

We need to consider how appropriate densities can help to make the most efficient use of land but avoid compromising the character of the area. The draft Local Plan 2014 included a policy that proposed making best use of land whilst responding to local character, context and distinctiveness, and supported higher densities in Guildford Town Centre. The data reported above demonstrates that higher densities are achieved at present in the town centre. Monitoring data will continue to help inform density assumptions in relation to the number of homes that can be sustainably delivered in the new Local Plan.

Type of new homes approved

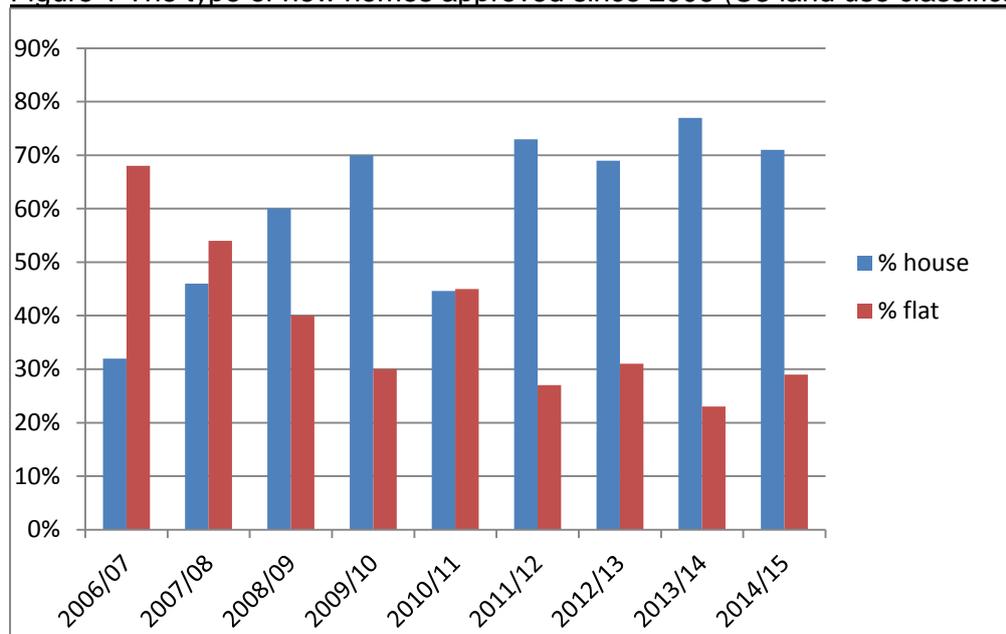
We need to provide a wide choice of high quality new homes. To do this, we need to plan for a mix of new homes based on current and future demographic trends, market trends and the needs of different groups in the community.

Performance:

Table 9 Type of new homes approved (gross) 2014/2015

Type of homes	Proportion of all new homes approved (C3 land use classification)
Houses	71%
Flats	29%

Figure 1 The type of new homes approved since 2006 (C3 land use classification)



This figure shows a continuation of the trend from the last few years, where there is a greater proportion of new houses approved, than flats.

Table 10 The size of new homes approved (number of bedrooms) in 2014/15

Type of homes	Proportion of new homes approved (C3 land use classification)
one bedroom	13%
two bedrooms	34%
three bedrooms	30%
four bedrooms	23%
unspecified	>1%

The majority of new homes approved are two bedroom homes. The West Surrey SHMA (2015) reports the breakdown of need 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%

Needs of specific groups in the population

We need to plan for a mix of homes based on current and demographic trends, market trends and the needs of different groups in the community. The West Surrey SHMA (2015) identifies a need for 1,334 specialist homes for older persons between 2013-33 (note this forms part of our overall need) and 242 care home places in Guildford (2013-33). The West Surrey SHMA (2015) also estimates a need for 2,425 student bed spaces to 2033.

There have been two planning applications determined this year regarding care homes. One planning application was approved for the change of use from residential use (C3 use class) to a care home for six residents (ref: 14/P/01479) and another application resulting in an exceptional loss of an unsuitable care home to residential use (C3 use class, ref: 14/P/00431). There are currently three applications awaiting a decision, including an application for a care home at the Clockhouse, London Road and Boxgrove Road, Guildford for 136 rooms (14/P/02254) which is awaiting a S106 agreement to be signed.

A planning application for 141 student rooms (sui generis use) following demolition of a distribution centre, at Unigate Dairy on Walnut Tree Close, Guildford was approved in June 2014 (planning reference 14/P/00253) and has since commenced.

There are 66 homes (C3) remaining to be built as part of the planning permission at University of Surrey (02/P/02505).

Analysis:

More houses continue to be granted planning permission than flats. This is reflective of the type of sites seeking planning permission (for example, greenfield locations in Ash and Tongham, oppose to many town centre sites). The size of the new homes granted planning permission is mixed (in terms of bedroom size), presenting a range of new homes.

Sites also continue to come forward for student accommodation and older persons care accommodation.

Recommendations:

There is a proposed policy in the draft Local Plan called 'Homes for All' which considers the mix of housing. We need to closely monitor the type of housing gaining planning permission and being built, to ensure it reflects our identified needs (as set out in the SHMA).

Location of new homes approved

Table 11 Location of net new homes granted planning permission

	Percentage of new homes approved				
	14/15	13/14	12/13	11/12	10/11
Green Belt (within a village)	9%	4%	41%	17%	25%
Green Belt (outside of a village)	8%	4%	13%	10%	23%
Countryside land (Countryside beyond the Green Belt)	51%	68%	14%	1%	0%
Guildford Urban Area	26%	21%	31%	64%	48%
Ash and Tongham Urban Area	<1%	1%	9%	4%	3%

44 new homes gained planning permission in Guildford Town Centre this year (five per cent of the total).

Planning permissions granted in the Green Belt outside of the village boundaries are mainly comprised of small sites, made up of one or two homes. An exception to this is at Vision Engineering in Send (13/P/02183) where 23 homes were approved. An application to convert a barn house in Send has also been approved to provide six homes (14/P/00107).

The figures have remained largely consistent with last year, with countryside land providing the location for most of the approved planning permissions.

Analysis:

The location and number of planning permissions granted relies heavily on the amount of development proposals seeking planning permission, which in turn is dependent on the availability and viability of land in an area.

Recommendations:

To prepare the next iteration of the Local Plan, we are relooking at possible site allocations in order to meet our identified development needs. Consideration of whether exceptional circumstances exist to justify amendments to Green Belt boundaries is part of the Local Plan process. However, it is unlikely that our identified development needs can be accommodated in our urban areas and villages.

Loss of homes

Context:

We need to increase the supply of new homes to attempt to meet the objectively assessed housing need. Any homes lost to other uses add to the overall wider need.

Performance:

Table 12 Losses of homes approved

Approvals in 2014/15	
Net loss of residential units	-2
Number of sites	2

Analysis:

Two planning permissions have been granted this year which result in a loss of dwellings. Although our overall aim is to increase the housing number, and therefore not approve losses of homes, this number is very small.

The losses are as follows;

- A planning permission to change the use from residential to a care home (C2) (ref: 14/P/01479)
- A planning permission to demolish a home to add a sports hall extension to an existing school (ref: 14/P/00271).

Traveller accommodation

There is national planning policy that specifically addresses the need for and provision of new Traveller accommodation. The document is called [Planning Policy for Traveller Sites](#) (PPTS) and was published alongside the [NPPF](#) in March 2012.

PPTS requires us to identify how much Traveller accommodation we need to provide, and to plan to meet the full need over the plan period. It also requires us to demonstrate a five-year supply of deliverable land for Traveller accommodation. If we are unable to do this, it is a significant material planning consideration when determining planning applications for new Traveller accommodation.

Performance:

During this reporting year, we granted planning permission for two permanent Traveller pitches.

In summer 2013, we published our Traveller Accommodation Assessment (TAA) (based dated June 2012). The TAA identified a need for Traveller accommodation in Guildford borough, as set out below:

Table 13 Extract from TAA (Summary of additional pitches and plots required 2012-2027)

Time period	Traveller pitches	Travelling Showpeople plots
2012-2017	43	6
2017-2022	14	1
2022-2027	16	1

Our TAA (June 2012) states that we need 43 Traveller pitches and six Travelling showpeople plots between June 2012 and 2017. Since June 2012, we have granted

permission for 18 new permanent Traveller pitches. There is a remaining need by June 2017 for 25 Traveller pitches and six Travelling showpeople plots.

In June 2014, we published a Traveller Strategic Housing Land Availability Assessment (SHLAA) which identifies land that could be used to help meet this identified need. In June 2014, we published an update of the Traveller SHLAA, informed by the findings of volume 6 of the Green Belt and Countryside Study (GBCS) which considered inseting of Traveller sites from the Green Belt.

Analysis:

Some progress has been made this year in terms of meeting the identified need, however there remains a large number of pitches and plots needed by June 2017 (25 pitches, 6 plots). Site allocations will be made for Traveller and Travelling Showpeople accommodation in the new Local Plan, and we will update the TAA prior to June 2017. An update of the Traveller SHLAA will be incorporated within the Land Availability Assessment.

Recommendations:

We are committed to identifying land to meet the identified need for Traveller accommodation in the borough. We wish to see Traveller accommodation better integrated in our residential areas, with access to services, education and health care. We believe everyone should have a decent home to live in which suits their needs, and we will strive to achieve this through partnership working with the Traveller community, and through development of our own land where appropriate.

We will continue to monitor provision and future supply, to ensure we are meeting this need, and that evidence base is kept up to date.

Development of employment floorspace

We monitor new and converted employment floor space (B use classes). This also includes any losses of employment floor space to other uses.

Performance:

Table 14 Total employment floor space (new and converted) granted planning permission

Land use	Total amount of floor space (square metres) approved in 2014/15	Total amount of floor space (square metres) approved in 2013/14
Offices (B1a)	-10,253	18,733
Research and Development - laboratories, studios (B1b)	8764	7177
Light industry (B1c)	7044	1134
General industry (B2)	12,272	-1059
Storage or Distribution Centres (B8)	876	-585
Total	18,703	25,400

The totals are overall figures. Within each total, there are gains and losses of floor space from individual sites. For example, whilst there has been an overall gain in employment floor space of 18,703 square metres, there has been a loss 10,253 B1a floor space.

Analysis:

The large loss in B1a floorspace is mainly due to prior approvals of converting office space to residential. This is in contrast to the last monitoring year where one large application skewed the data to be more positive (13/P/00082, 1 and 2 Station View, Guildford), however, this permission is not being built due to an alternative primarily residential permission being developed on site.

One large application was at the Pirbright Institute for 8020sqm of new B1b floorspace (13/P/02170). Similarly, Vision Engineering in Send gained planning permission for 5947sqm of B1c floorspace (13/P/02183) and Henley Business park gained planning permission for 11282sqm of new B2 floorspace (14/P/01054).

Overall, additional employment floor space has been approved this year, however there has been a significant loss of B1a floor space granted planning permission.

Recommendation:

The Employment Land Needs Assessment (ELNA, 2015) informs the preparation of the new Local Plan. The ELNA identifies the need for employment (B use class) land and strategic employment sites that we would wish to see retained. Site allocations will be made in the new Local Plan for employment uses.

Floorspace lost to other uses will need to be accounted for when considering the identified need for employment floor space over the plan period.

Retail development

We monitor planning applications granted for new retail floorspace and loss of retail floorspace, as well as for other town centre uses, such as restaurants, leisure, and banks.

This helps us to check the effectiveness of our policies. We provide more detailed monitoring of the effectiveness of Local Plan shopping policies in our separate [Town Centre Vitality and Viability Report](#). An update to the Retail and Leisure Needs Study (2015) includes a Vitality and Viability assessment of centres for 2014.

Performance:

Table 15 Changes in retail floor space (new and converted) granted planning permission

Land use	Additional floor space (square metres) approved 2014/15	Additional floor space (square metres) approved 2013/14
Shops (A1)	6199	4006
Financial and professional services (A2)	-461	-27
Restaurants and cafes (A3)	3776	237
Drinking establishments (A4)	49	-548
Hot food takeaway (A5)	0	77
Total	9563	3745

Analysis

The figures in Table 15 are overall figures. Within each total, there are gains and losses of floor space from individual sites. In 2014-15, a net increase of over 9,000sqm was approved.

A significant proportion of this increase in retail floorspace (6,550sqm) was the change of use of the Vineries nursery, Effingham from a nursery with retail garden centre to a garden centre (A1) (ref: 13/P/01290). The change of use of this site was permitted, within the Green Belt and outside of any retail centre, because of the locational needs of this type of retail operation, and the existing buildings were to be reused. The existing buildings have been reused, resulting in 5,350sqm indoor space and 1,200sqm outdoor retail floorspace, and ancillary cafe. The permission is restricted by condition to use as a garden centre only, and no other retail use is permitted.

Other retail increases included 1,486sqm at Racing Green Cars Ltd, at Lysons Avenue in Ash. The site was used for car servicing, repairs and car sales (a mixed B1c, B2 and B8 use). The permission is restricted by condition to the sale of bulky goods. This site is also outside of any centre, although is within the urban area.

We issued a lawful development certificate for the retention of retail floorspace at Pembroke House, Mary Road, Guildford, on the basis that retail use (bathroom and kitchen sales) had been undertaken for at least 10 years.

A loss of 1,456sqm of retail floorspace was approved in the refurbishment, reconfiguration and extension of Tunsgate Shopping Centre, with additional restaurant floorspace being created (ref: 14/P/02078). Planning permission was also granted for subdivision of 21-22 Friary Street, Guildford, in the secondary shopping frontage, to form two restaurants (Use Class A3).

At 197-199 High Street, Guildford, planning permission was granted for a change of use of a retail unit in the secondary shopping frontage to an estate agent (A2) (ref: 14/P/00994). In Ripley, permission was granted for the conversion of the post office to a fish and chip takeaway.

Recommendation:

The Retail and Leisure Needs Study (2015) informs the preparation of the new Local Plan. The assessment identifies the need for retail floor space. Site allocations will be made in the new Local Plan for retail uses.

Status of the Local Plan (2003)

Our development plan is the Local Plan 2003 (saved policies 2007). The list of policies from the Local Plan that we did not save in 2007 is on our website at www.guildford.gov.uk/localplan.

We use the Local Plan (2003), along with national planning policy (the [NPPF](#)), to determine planning applications. As the Local Plan was adopted before 2004, we look at how much our Local Plan policies conform with the [NPPF](#) when we use them, and give them weight according to their degree of consistency with the [NPPF](#). The policies in the [NPPF](#) are a material consideration.

We do not have policies in our Local Plan that are not used. We use all of our saved policies (2007) alongside the [NPPF](#) to determine planning applications when relevant, and identify how much weight they are given when considered in terms of their conformity with the [NPPF](#).

Our new Local Plan must conform with the [NPPF](#).

Neighbourhood development orders and neighbourhood development plans

Neighbourhood planning was introduced through the Localism Act 2011. New powers allowed qualifying bodies (parish or town councils, or neighbourhood forums in areas without parish or town councils) to produce neighbourhood plans and neighbourhood development orders. Neighbourhood plans allow communities to set planning policies for their area. Neighbourhood development orders allow communities to grant up-front planning permission for developments they want or need.

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.

Progress:

We designated Burpham Neighbourhood Area and Burpham Neighbourhood Forum on 4 February 2013. Since that time, the Burpham Neighbourhood Forum (the neighbourhood planning body for the neighbourhood area) has produced a neighbourhood plan and submitted it to the Council. The neighbourhood plan has been examined by an independent examiner and amendments proposed. The Council will consider the examiner's report and whether to progress the plan to a referendum.

We designated a further neighbourhood area (Effingham Neighbourhood Area) on 5 April 2013. The Effingham Village Plan, which is led by Effingham Parish Council, is currently at a pre-draft stage with plans to produce a draft shortly. The Council has provided advice and guidance throughout the process and assisted the parish council in undertaking a local housing survey, which will provide evidence that helps to formulate and support neighbourhood plan policies.

We have designated neighbourhood areas covering the parishes of East Horsley, West Horsley, Puttenham and Send, and have designated a neighbourhood area covering the ward of Lovelace. We are providing advice and guidance to the groups undertaking neighbourhood planning in those areas. We are talking to other parish councils to help them decide whether to apply for a neighbourhood area.

Developer Contributions

We intend to introduce the Community Infrastructure Levy (CIL) in Guildford borough to ensure we have a fair and transparent mechanism in place to secure financial contributions from a wide range of developments.

We held a consultation on our initially proposed CIL rates (in the Preliminary Draft Charging Schedule, PDCS) between 19 January and 1 March 2015. We received over 100 responses, which can be viewed at <https://getinvolved.guildford.gov.uk/consult.ti/PDCS/listresponses>

Informed by these responses, we are continuing work in considering the overall viability of the emerging Local Plan and its policies, and suitable rates for CIL. We are also continuing work on defining and costing the infrastructure needed to support development in our emerging Local Plan.

By introducing the levy, we will be able to continue to pool / collect financial contributions from developments. Since 6 April 2015, pooling of developer contributions for provision or funding for provision of infrastructure has been restricted by national legislation, unless the CIL is used.

We must base our CIL on Local Plan evidence of infrastructure needed to support planned development and on viability evidence. Progress of this evidence and the new Local Plan has affected our timetable for introducing Guildford borough's CIL.

You can view the PDCS consultation material and can keep updated on progress of introducing our CIL at <http://www.guildford.gov.uk/cil>.

Section 106 Annual Review

The use of Section 106 monies to fund 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.

During the Financial Year, 2014 –2015, we agreed 87 Section 106 agreements. The total financial value to the Council of these agreements is £1,884,547.13. This sum excludes monitoring fees, Natural England access management monitoring fees (SAMM) and Surrey County Council (SCC) obligations. SAMM and SCC obligations add an additional £852,080.68

This year we received £1,009,207.59 (excluding monitoring fees, Natural England monitoring fees (SAMM) and Surrey County Council (SCC) obligations). We received an additional £43,500.00 for S106 monitoring during the year.

2014/2015Table 16

Beneficiary	Received	Negotiated	Spent
Off site recreational facilities	£287,190.59	£609,173.29	£186,017.34
TBHSPA	£722,017.00	£1,092,658.95	£75,426.83
SAMM	£183,426.31	£196,513.06	Transfer to Hampshire County Council
Environmental Policy	£22,008.76	£50,000.00	£218,109.47
Other	£0.00	£141,151.20	£0.00
Surrey County Council Education	£60,260.00	£588,453.86	Transfer to Surrey County Council once invoice received
Surrey County Council Highways	£84,000.00	£62,350.00	Transfer to Surrey County Council once invoice received
Surrey County Council Libraries	£0.00	£4,763.76	Transfer to Surrey County Council once invoice received

Highlights from S106 SpendingEnvironmental improvements – highlights include:

- North Street Rejuvenation Programme
- G Live – Environmental Improvements, Signage and lighting
- Epsom Road/Boxgrove road environmental improvements
- Stoke Grove environmental improvements

Parks and Countryside – highlights include:

- G Live – new trees and landscaping
- Bushey Hill Facilities
- Blackwater Close Play Facilities
- Grace and Flavour community gardens
- Shalford Parish children's playground
- Ripley Parish Council playground

SPA – highlights include:

- Chantry woods – signage and upgrading entrance and footpaths
- Effingham – signage and upgrading footpaths
- Lakeside – signage and wetland management
- Riverside – installed field gates and boardwalk

Art – highlights include:

- Juno at G Live
- Four wooden pieces installed at Lakeside in Ash
- Mural at The Spike

Duty to co-operate

Under the Localism Act 2011 and the National Planning Policy Framework (NPPF) we have a duty to co-operate with local authorities and a number of bodies to ensure that our Local Plan is both sound and our policies are effective. The duty applies to strategic planning issues with cross boundary significance and we are required to engage in a constructive, active manner and on an ongoing basis. A matrix showing the cross boundary areas and issues is shown at Appendix 2.

This year we have demonstrated our duty in the following ways:-

General

Not necessarily linked to any one particular strategic issues we undertook the following consultation/engagement exercises with our neighbouring councils:

- Together with Surrey County Council and the other Surrey district and borough councils, we contributed towards the preparation of a Local Strategic Statement (LSS) and the creation of a joint Surrey Strategic Planning and Infrastructure Partnership, to allow countywide priorities and opportunities to be identified as a way of contributing to meeting the duty to cooperate. This partnership will also provide a single voice to comment on wider strategic issues such as the London Plan. We have signed and agreed the Memorandum of Understanding and Terms of Reference.
- Held a series of individual meetings with our relevant neighbours prior to/in the early stages of our draft Local Plan (July 2014) consultation.
- Responded to Hart's consultation on their Duty to Cooperate Scoping statement.
- Responded to Rushmoor's consultation on their Duty to Cooperate Scoping statement.
- Responded to Waverley's consultation on potential housing scenarios and other issues, and participated in their duty to cooperate workshop.

- Responded to Surrey County Council's consultation on their draft Statement of Community Involvement.
- Cooperated with Hart, Runnymede and Waverley to discuss potential shared approaches to the S106 pooling restriction.
- Ongoing cooperation with neighbouring authorities in the wider South East region and the Mayor of London at the Greater London Authority Summit.

Employment

- Ongoing cooperation with Waverley and Woking Borough Councils to establish the Functional Economic Area (FEA). The EM3 LEP Commercial Property Study identifies an FEA comprising Guildford, Waverley and Woking borough councils.
- Responded to Runnymede's consultation on their proposed FEA.
- Ongoing cooperation with the Enterprise M3 LEP which published its Strategic Economic Plan in March 2014. We are also members of delivery groups such as Surrey Future and Surrey Leaders with agreement to focus on initiatives such as improvements to A3, the North Downs Line and access to airports which support economic growth.

Environment

- Ongoing membership of the Surrey Hills Area of Outstanding Natural Beauty (AONB) Board with Surrey County Council, Mole Valley, Waverley, Tandridge, Reigate and Banstead, and Natural England. Joint work to update and prepare the AONB Management Plan 2014 which we have now adopted. Ongoing cooperation with Natural England to progress the AONB boundary review.
- Working jointly with the Surrey Nature Partnership, Surrey County Council and all Surrey authorities to explore opportunities for Biodiversity Off-setting
- Active members of the Joint Strategic Partnership Board (JSP) and application of the Thames Basin Heaths Special Protection Area (SPA) Avoidance Strategy.
- Ongoing cooperation with Natural England, Surrey County Council and neighbouring councils to progress a number of potential cross boundary Suitable Alternative Natural Greenspaces (SANGs).
- Ongoing cooperation with Natural England to identify and progress additional SANGs.
- Ongoing cooperation with the Environment Agency to agree the update to our Strategic Flood Risk Assessment (SFRA) and ensure that our approach to flooding in the town centre masterplan is consistent with national policy and guidance

Housing

- Ongoing cooperation with Waverley, Woking, Mole Valley and Runnymede in relation to cross boundary sites/Green Belt reviews.
- Jointly commissioned and published a draft West Surrey Strategic Housing Market Assessment (SHMA) with Waverley and Woking.
- Responded to Waverley Borough Council's consultation on their proposed methodology for preparing the Land Availability Assessment (LAA).

Infrastructure

- Ongoing cooperation with Surrey County Council to identify sufficient new school sites to meet expected need.
- Ongoing cooperation with Surrey County Council and the Environment Agency to prepare and publish the Guildford Surface Water Management Plan and Ash Surface Water Study.
- Ongoing cooperation with Surrey County Council to progress the implementation of their new responsibility for Sustainable Drainage Systems (SuDS).

- Ongoing joint working with infrastructure providers to

Transport

- Actively engaged on an ongoing basis with bodies including Surrey County Council as the Local Highway Authority and Local Transport Authority, Highways England, the Environment Agency to develop and progress schemes for Clay Lane Link Road, the A3 trunk road, the local road network and the schemes that are planned to be delivered using Local Growth Fund.
- Actively engaged on an ongoing basis with Network Rail, South West Trains, First Great Western, and Surrey County Council as the Local Transport Authority to develop and progress schemes for improvements to North Downs Line and new rail stations in the borough.

Supplementary Planning Documents

We prepare Supplementary Planning Documents (SPD) to expand on current policy and provide more detail. If not related to a specific policy, SPDs must comply with national planning policies.

Current SPDs are:

- Sustainable Design and Construction SPD (2011)
- Planning Contributions SPD (2011)
- Woodbridge Meadows SPD (2008)
- Vehicle Parking Standards SPD (2006)
- Bellerby Theatre and North Place Day Centre SPD (January 2011) – note, the site is currently being developed
- Deepcut SPD (2011) – note, we have adopted the Deepcut document as planning guidance only.

Our draft Local Plan sets out plans to update the Planning Contributions SPD (2011), and to prepare a new vision SPD for Ash and Tongham strategic location of growth.

Planning Contributions SPD (2011)

Affordable housing contributions from off-campus student housing developments and elderly people's housing within C3 use class (therefore excluding nursing homes) may be provided off-site, or by payment in lieu where we agree that on site provision and management would be impractical. Any off-site provision or payment must be of broadly equivalent value relative to on-site provision. We will use financial payments made in place of on-site affordable housing provision to help provide more affordable homes.

We are currently working on a formula for calculating affordable housing payments in lieu of on-site provision. These will be provided in the publication Local Plan. We will set out the working details for implementing the policy in an update to the Planning Contributions SPD 2011.

Local Plan evidence base

We prepare evidence base to inform the decisions we take in the new Local Plan. The evidence base provides factual, technical information on current situations. For example, when we report that there is a need for new homes in the borough, we are relying on information from our [Strategic Housing Market Assessment and Housing Needs Survey](#). When we say an area of land is not suitable for certain land uses because of flood risk, we are using the [Strategic Flood Risk Assessment](#) (SFRA) to help make that decision.

Evidence is important as it makes sure we avoid uninformed decisions, but allows us to make decisions based on real facts and situations. With the assistance of the findings of the Sustainability Appraisal, in the long term, these should be the most sustainable decisions for the future of the borough and its communities.

The [NPPF](#) and [Planning Policy for Traveller Sites](#) identify the evidence base studies that we need to prepare. It is vital we keep all evidence base projects up to date and we monitor when we need to do this.

In 2015 we have published the West Surrey Strategic Housing Market Assessment (SHMA), the Employment Land Needs Assessment, the Retail and Leisure Needs Study and an Environmental Sustainability and Climate Change Study.

We are currently preparing the following evidence base documents:

- Planning for open space and green infrastructure
- Development Viability Study
- Infrastructure delivery plan
- Town Centre Master Plan

We are currently updating the following evidence base documents:

- Strategic Housing Land Availability Assessment (SHLAA) – preparing a Land Availability Assessment (LAA)
- Transport Assessment
- Strategic Flood Risk Assessment (SFRA)
- Development Viability Study update
- Traveller Accommodation Assessment (TAA)

The published evidence base is available on our website at www.guildford.gov.uk/researchandevidence

Appendix 1

Thames Basin Heaths Special Protection Area (TBH SPA) position statement and monitoring report – April 2015

Introduction

We adopted the Thames Basin Heaths Special Protection Area (TBH SPA) Avoidance Strategy 2009-2014 on 25 February 2010 (effective from 1 April 2010) to enable residential development to take place in parts of the borough where otherwise it would be restricted by the SPA requirements. The strategy allows us to approve planning applications for residential development by ensuring that there will be no adverse impact on the SPA and therefore compliance with the Habitats Directive and European legislation. In 2014 we took the decision to extend the strategy to 2016 in order for work on the new Local Plan to progress.

A full update to the TBH SPA Avoidance Strategy will need to be produced alongside the emerging Local Plan.

Implementation and monitoring

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

We send detailed monthly reports to Natural England (NE) providing information relating to planning applications received, Section 106 agreements made, financial contributions received towards avoidance works, and where and when the money will be spent. We present monitoring reports twice a year to the Joint Strategic Partnership Board (JSPB). Each SPA affected authority provides information to the JSPB relating to:

- the stage reached in the preparation, adoption or revision of its SPA strategy
- the supply, availability and capacity of SANG (Suitable Alternative Natural Greenspaces) in their respective boroughs
- the collection of SAMM (Strategic Access Management and Monitoring) payments, and appeals.

In the past, we carried out regular visitor surveys on SANG sites in the borough. Since 2009, we have reduced the frequency of these from every year to every two to three years. Changes in visitor levels are unlikely to be significant from year to year. It will be a number of years before the surveys will be able to provide meaningful data on the effect of providing avoidance land and the success or otherwise, of SANG sites in attracting people away from the SPA. Natural England is aiming to standardise the visitor surveys and it is currently proposed that Natural England take on the role of organising and funding them across the TBH area. This proposal is currently being discussed through the JSPB.

Financial situation

The financial position with regard to each of the designated and operative SANG sites at the end of March 2015 is shown in the table below.

SANG Sites	Contributions received from September 2006 to end of March 2015	Expenditure incurred from September 2006 to end of March 2015
Chantry wood	£1,028,305.42	£145,336.74
Effingham Common	£274,520.21	£58,377.63
Lakeside Nature Reserve	£767,874.74	£209,382.05
Riverside Nature Reserve	£767,628.79	£491,959.64
Parsonage Watermeadows	£709,193.18	£0
Sub Totals	£3,547,522.34	£905,056.06

Note: the figure for cumulative expenditure in this report is lower than in previous monitoring reports. The figures above are correct. The discrepancy reflects errors in reporting previously.

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. This monitoring highlights a deficiency of SANG sites in the western part of the borough. The table below sets out the position at the end of March 2015.

	Total amount of SANG (hectares)	SANG already allocated (hectares)	Remaining SANG (hectares)
Total Hectares allocated - signed and draft			
<u>Existing SANG sites</u>			
Riverside	15	11.97	3.03
Effingham	34	4.73	29.27
Lakeside	4	3.99	0.01
Chantry	38	9.10	28.90
<u>New SANG</u>			
Parsonage Water Meadows	9	8.12	0.88
Awaiting allocation to a SANG	0.31		-0.31
<u>Remaining overall</u>			61.78

Note: Remaining capacity shows a small increase since the 2013/14 Monitoring Report. The small increase in SANG capacity is likely due to developments that were awaiting allocation to a SANG, but then subsequently were not built or were subject to amended plans. We have changed the way we allocate SANG this year so that it is allocated when planning permission is granted, rather than when section 106 contributions are paid. This has resulted in a much smaller amount of SANG awaiting allocation.

We are currently preparing our new Local Plan, which will identify our housing number. The West Surrey SHMA (2015) identifies an objectively assessed housing need of 693 homes a year (2013 – 2033). On the basis of this number, the existing unallocated SANG capacity of 61.78 hectares which equates to 3218 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 4.6 years (3218 new homes, divided by 693 homes per year = 4.6 years).

The National Planning Policy Framework (NPPF, 2012) significantly weakens the policy protection which 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 now experiencing development pressure, but the lack of available SANG in this area is preventing approved development commencing. The amount of available SANG at Lakeside Park for developments in the western part of the borough is now 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.
- The landowner of Russell Place Farm near Wood Street Village has submitted a planning application to use the farm for use as SANG (ref 13/P/01453). This could support development in the west of the borough. We are currently considering this application.
- 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 has still to be determined, and an additional uplift (enabling tariff), the scale for which has been set, could prove to be prohibitive to developers, causing development of their sites to be unviable. We are currently progressing matters regarding Tongham Pools.
- We granted planning permission for residential development and SANG (planning reference 12/P/01973) at land south of Ash Lodge Drive, Ash. This decision was challenged through judicial review. The judicial review has now been dismissed. This planning permission makes approximately 15 hectares of land with planning permission for SANG available to the Council to purchase. The Council is currently considering this option.

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

- We are working to deliver a small parking area for Effingham Common SANG. This 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.

- We are considering the proposals of landowners who have suggested land for use as SANG, at Ben's Wood near East Horsley and Alderton's Farm near Send.
- 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 are the body that holds the funds provided by developers for SAMM. This money is used by Natural England to fund monitoring and access management on the SPA. Since 2011, we have passed £378,556.07 to Hampshire County Council.

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.

Strategy review

Once a revised housing number is agreed and a broad spatial strategy emerges showing where the need for homes in our borough will be met, we will need to do a full review of our TBH SPA strategy to demonstrate that there is enough SANG in the right places to mitigate the development.

Appendix 2 Duty to Cooperate Matrix showing the cross boundary areas and issues

	Housing	Gypsies and Travellers	Employment and retail	Transport	Special Protection Area (SPA)/ Suitable Alternative Natural Greenspace (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				✓	✓			✓	✓	✓	
East Hampshire District Council	✓										
Hart District Council					✓						
Rushmoor Borough Council	✓	✓	✓	✓	✓			✓	✓		✓
Prescribed Bodies											
Civil Aviation Authority				✓							
Clinical Commissioning Groups (CCG) <ul style="list-style-type: none"> • 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				✓							