

# Monitoring Report 2015/2016

October 2016



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.

This 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 2015 to 31 March 2016.

Key challenges and achievements in 2015/16 include:

### Challenges

- Housing completions remain lower than the objectively assessed housing need (as set out in the West Surrey Strategic Housing Market Assessment, SHMA 2015)
- It is not possible to demonstrate a five year supply of deliverable land for housing or Traveller accommodation
- Overall loss of employment floorspace, with specific losses of B1a (offices) and B8 (storage and distribution) uses
- Overall loss of retail floorspace, with specific losses of A1 (shops) and A4 (drinking establishments) uses
- 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

- Approval of the Local Development Scheme in September 2015
- Consultation on a Proposed Submission Local Plan Strategy and Sites (June-July 2016) following updates to evidence base and consideration of Local Plan consultation responses during this reporting year
- Increase in the amount of affordable homes built this year from 2014/15
- Increase in the number of new homes completed this year from 2014/15
- The majority of new homes built this year are on previously developed land
- Planning permissions granted for large Suitable Alternative Natural Greenspace (SANG) in the west of the borough. The Council is currently working on a mechanism to deliver that SANG (as above).

## **Further information**

For further information please email [planningpolicy@guildford.gov.uk](mailto:planningpolicy@guildford.gov.uk), visit the Local Plan webpage at [www.guildford.gov.uk/newlocalplan](http://www.guildford.gov.uk/newlocalplan) or phone 01483 444471.

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## **Role of the Monitoring Report**

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

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.

Paragraph: 027 (reference 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.

A Monitoring Report also provides the opportunity to report on various other planning related matters. In particular, the reports are often used to highlight the developer contributions obtained towards local infrastructure provision from developments, including section 106 planning obligations, Community Infrastructure Levy and New Homes Bonus payments, and how these have been allocated.

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

The development plan consists of the saved policies of the Guildford borough Local Plan 2003, the Surrey Mineral and Waste Plans and the remaining two 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).

In the determination of planning applications, the Council must give great weight to its Development Plan policies, in so far as they accord with the NPPF, and give significant weight to other primary material considerations such as the NPPF and its SPD's.

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)**

Due to the extensive number of comments received (totalling over 20,000) following the Regulation 18 draft Local Plan consultation (2014), and the identified need for further work on evidence base documents, the previously adopted LDS became unachievable. A revised LDS was therefore presented to and agreed by the Council's Executive committee on 29 September 2015.

The Local Plan will consist of two parts: the 'Strategy and Sites' document and the 'Development Management Policies' document. The LDS details the anticipated timescales for the preparation of both parts of the Plan.

The timetable for the preparation of these documents is outlined below. Grey shading represents the stages already completed.

<b>New Guildford borough Local Plan: Strategy and Sites</b>	
Consult statutory bodies on sustainability appraisal scoping report	December 2013 – 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 on 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
Submission to the planning inspectorate for Examination (Regulation 22)	December 2016
Pre-examination meeting	February 2017
Examination in public – hearings (Regulation 24)	April 2017
Anticipated adoption (Regulation 26)	December 2017
Update Policies Map	December 2017

<b>New Guildford borough Local Plan: Development Management Policies</b>	
Evidence base gathering, draft the plan, sustainability appraisal and governance processes	September 2017 – May 2018
Consultation on draft Local Plan: Development Management Policies (six weeks) (Regulation 18)	June – July 2018
Analysis of representations, preparation of submission plan, sustainability appraisal, governance processes	July – December 2018
Pre-submission publication and consultation (six weeks) (Regulation 19)	January – February 2019
Submission to the planning inspectorate for Examination (Regulation 22)	April 2019
Pre-examination meeting	July 2019
Examination in public – hearings (Regulation 24)	September 2019
Anticipated adoption (Regulation 26)	December 2019

Consideration is currently being given to the content of the LDS, as it notes submission of the Local Plan Strategy and Sites to the planning inspectorate for Examination (Regulation 22) in December 2016. Given the high response rate to the recent consultation (Regulation

19, June-July 2016), submission is likely to be delayed and a targeted regulation 19 consultation is likely to be needed on proposed changes to the plan. An updated LDS will be published when there is greater certainty as to the next steps and associated timescales.

## **New homes**

### **Current requirement for new homes**

The Council does not currently have an up to date housing number in an adopted Development Plan. The interim housing number of 322 homes a year (agreed in May 2012) does not take account of an up to date assessment of the objectively assessed housing need (as required by NPPF, paragraph 47).

The West Surrey SHMA (2015) indicates that the objectively assessed housing need (OAN) for the 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.

The Proposed Submission Local Plan Strategy and Sites (June 2016) proposes to meet the borough's OAN across the plan period.

### **Completions of new homes**

Table 1 Completions of new homes per year

<u>Year</u>	<u>Completions (net)</u>
07/08	478
08/09	130
09/10	227
10/11	190
11/12	262
12/13	234
13/14	137
14/15	242
15/16	388

The Town and Country Planning Regulations 2012 require Monitoring Reports to report progress against a target for the monitoring period (2015/2016), and since the relevant policy regarding that target was first published.

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 (2015) is base dated 2013, from which the completions data is available above. Completions data for years earlier than 2007/08 is available in previous monitoring reports.

The number of completions this reporting year is higher than previous years, but remains lower than the OAN of 693 (West Surrey SHMA).

## **New homes completed on previously developed land (PDL)**

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

New homes completed on PDL (net)	New homes completed on greenfield land (net)	Total number of new homes completed (net)
245 (63%)	143 (37%)	388

Table 2 illustrates that the majority (63%) of the new homes built in the borough this year are on previously developed land. However, the proportion is less than last year due to completions on countryside land. 93 new homes were completed on countryside land (greenfield) in Ash and Tongham.

The Land Availability Assessment (LAA) and future brownfield register will continue to help to identify PDL for redevelopment. It is likely that the proportion of new homes provided on PDL will be less in the future due to recent planning permissions and development proposals on countryside land in Ash and Tongham.

## **Planning permissions granted for new homes**

Table 3 Number of new homes granted planning permission per year

Year	Number of new homes granted planning permission (net)*
10/11	154
11/12	167
12/13	256
13/14	380
14/15	798
15/16	320

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

Four large planning applications have contributed towards the number of homes approved during this reporting year. The applications are;

- 50 homes approved at the land adjacent to Grange Farm, Tongham (14/P/02398)
- 28 homes approved at Buryfields House, Bury Fields, Guildford (14/W/00154)
- 26 homes approved at the land west of Spoil Lane, Tongham (15/P/00167), and
- 25 homes at Guildford Methodist Church, Guildford (15/P/00381).

The remainder of the planning permissions this year are on sites of less than 20 homes. The total number of new homes granted planning permission this reporting year is significantly less than last year due to the inclusion of a proposal (planning application number 12/P/01973) for nearly 400 homes approved in 2014/15.

## **Outstanding capacity**

Outstanding capacity refers to sites with planning permission for new homes that have not yet been built.

As at February 2016 (the base date of the LAA), there was an outstanding capacity of 1471 homes. Of the 1471 homes with planning permission that have not yet been built, 506 are on sites where building work has started but some homes have not yet been constructed.

There is one planning permission which has technically commenced (04/P/00576 The Old

Tannery Works, Tannery Lane, Send – 63 homes) but is not expected to be completed and has therefore been discounted.

This results in 1408 homes which have a live planning permission and could be built (the outstanding capacity).

### Five-year supply of deliverable housing land

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;”*

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.

The LAA identifies that there are 1408 homes on sites with planning permission that could contribute towards housing delivery over the Local Plan period. Of these, 1342 are considered to be deliverable within the 1-5 year period (2016/17 – 2020/21).

The LAA (base date, February 2016) also identifies 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 (for sites without planning permission) for the next five years (2016/17 – 2020/21) is outlined in table 4 below:

Table 4 Housing potential identified in the LAA

Location	Number of homes (net) based on LAA
Town Centre	138
Guildford urban area	303
Ash and Tongham urban area	16
Within villages	80
Previously Developed Land in the Green Belt	47
Rural Exception	18
Countryside Beyond the Green Belt	248
Windfall	75
Total	925

Table 5 Calculation of five year supply of deliverable housing land

OAN	693
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	2013/2014	2014/2015	2015/2016	Total
Housing completions (net)	137	242	388	767
Deficit	556	451	305	1312

		Per year in first five years
Required amount over five years (693 x 5)	3465	693
Five year supply plus 20% buffer (3465+693)	4158	832
Five year supply plus 20% buffer and deficit (4158+1312)	5470	1094

	Number of homes (net)	Calculation
Requirement	5470	
Supply	2267	1342 (planning permissions deliverable in the next five years) +925 (source LAA, as referenced above)
Five year housing land supply	2.1 years supply	2267/1094 Supply / five year supply plus 20% buffer and deficit per year

Tables 4 and 5 above illustrate that the Council is currently unable to demonstrate a five year supply of deliverable housing land. Taking account of the OAN, a buffer and the deficit accrued since 2013, the quantum of supply identified is **2.1 years**.

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

### **New affordable homes**

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.

The West Surrey SHMA 2015 estimates that the net affordable housing need projected forward is 455 homes per year in the borough (at a 30% income threshold).

Table 6 Number of affordable homes completed by year

Year	Number of new affordable homes (gross)
2009/10	50
2010/11	85
2011/12	68
2012/13	22
2013/14	17
2014/15	68
2015/16	125

125 (gross) new affordable homes were completed in the borough during this reporting year, of which 93 were affordable rent, 14 were social rent and 18 were shared ownership. Whilst the number of affordable homes delivered this year represents a significant increase from the previous year, it remains below the need identified in the SHMA.

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

Site size in terms of the number of homes (net)	Proportion of total number of new homes approved per year					
	2015/16	2014/15	2013/14	2012/13	2011/12	2010/11
≤ 5	34%	16%	39%	39%	61%	43%
6-10	14%	13%	13%	17%	18%	33%
11-15	12%	5%	9%	7%	21%	14%
16-20	0%	5%	5%	7%	0%	10%
21-50	40%	3%	18%	30%	0%	0%
51-200	0%	8%	16%	0%	0%	0%
200+	0%	50%	0%	0%	0%	0%

Table 7 shows that all sites gaining planning permission this reporting year propose to deliver 50 homes or less. 60% of the new homes granted planning permission during this reporting year are on sites of 15 homes or less.

Local Plan (2003) policy requires affordable housing to be provided on sites of 15 homes or more in urban areas. Given that 60% of new homes granted planning permission this reporting year are on sites containing fewer than fifteen homes, many developments will not be required to provide affordable housing.

When a large proportion of the new homes gaining planning permission are on small sites, the amount of new affordable homes approved is reduced. Large development sites that are required to provide 35 per cent or more of affordable homes (as required by Planning Contributions SPD 2011) can provide a significant amount of new affordable homes and help towards meeting identified need.

The Council is working to build new affordable homes on land it owns and has delivered 65 homes since 2012 (35 new homes at Lakeside Close in Ash Vale 12/P/01005, 27 new homes at New Road, Gomshall 12/P/01268 and 3 new homes at Wyke Avenue, Ash 12/P/01526). A further 12 homes are currently being built at Slyfield Corporation Club (14/P/02259). Planning permission has been granted for a further 21 homes at various garage sites across the borough. A planning application for 18 affordable homes at the Apple Tree Pub in Westborough (16/P/00802) has been submitted. Another planning application has been submitted by the Council to redevelop Guildford Park Car Park in Guildford town centre to provide a mixed use scheme, including 64 affordable homes of a variety of tenure and size (16/P/01290).

The amount of new affordable homes provided is restricted by the lack of private homes being developed, especially on larger sites that are required by policy to provide a proportion of affordable homes. The Proposed Submission Local Plan 2016 aims to increase the delivery of affordable homes by lowering the threshold placed upon developments; requiring proposals of five homes or more, regardless of location, to provide affordable housing. The Proposed 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 8 Average density of planning permissions for new homes by location

Location	Average density of new homes (new homes per hectare) granted planning permission in 2015/2016
Guildford Town Centre	201
Guildford Urban Area (excluding Guildford Town Centre)	75
Ash and Tongham Urban Area	15
Villages (within settlement areas)	26
Countryside Beyond the Green Belt	19
Green Belt (outside of settlement boundary)	13

Higher densities often occur in town centre locations where, in some cases, higher buildings can be appropriate and car parking may not be required. The average densities (table 8) show that, where possible, efficient use of land is being made. Rural locations generally have lower densities than urban areas. The figure for Ash and Tongham urban area is lower this year than previously; reflecting the fact that there have been just five planning permissions, of which four are at a density of 10 homes or less per hectare. The higher density for village settlements reflects the inclusion of two sites that have converted commercial uses to residential uses.

## Type of new homes granted planning permission

Table 9 Type of homes granted planning permission

Type of home	% of new homes granted planning permission in 2015/2016
House	58%
Flat	42%

Table 10 Size (no. of bedrooms) of homes granted planning permission

Type of homes	% of new homes granted planning permission in 2015/2016
one bedroom	22%
two bedrooms	32%
three bedrooms	25%
four bedrooms	21%

Figure 1 Type of new homes approved by year

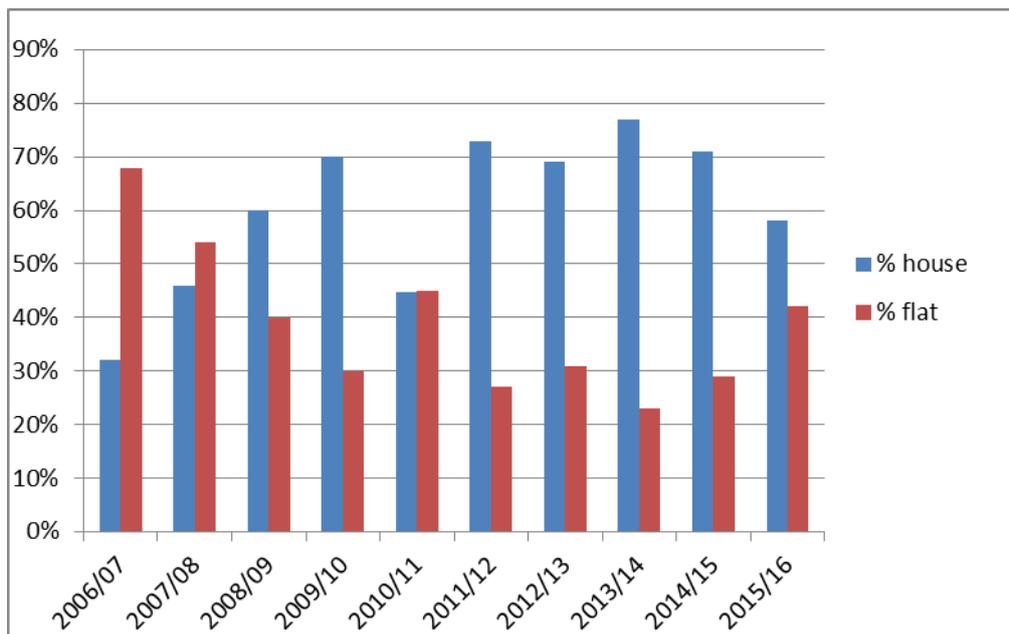


Figure 1 highlights a continuation of the trend from the last few years, where more houses gain planning permission than flats. However, the size of the difference appears to be diminishing.

The majority of new homes approved this reporting year 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%

#### Housing for different groups in the community

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

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 2015 has excluded the institutional population in residential care from the general household projections for C3 use housing and identified a separate need for 242 care home bed spaces between 2013-2033. Whilst we do not have a set target for C2 accommodation, and are not required to demonstrate a 5 year supply, we do acknowledge the need for this type of accommodation in the borough.

The West Surrey SHMA (2015) also identifies a need for 1,334 specialist homes for older persons between 2013-33. This forms part of our overall housing need for C3 use class housing.

In this reporting year, the following planning permissions have been granted.

Table 11 Planning permissions for housing for older people

Planning reference	Date approved	Address	Ward	Proposal
15/P/00260	23/4/15	The Lanterns, West Road, Guildford	Holy Trinity	The extension and conversion of an existing outbuilding to form a two bedroom bungalow (2 bedspaces) for C2 (residential care)
15/P/02063	05/01/16	Rathfarnham House, East Flexford Lane, Wanborough	The Pilgrims	Change of use from C3 to C2 Care Home for a <u>temporary</u> period of 3 years, for five residents with mild to moderate learning disabilities

14/P/02254	10/11/16	The Clockhouse, 140 London Road and 72 Boxgrove Road, Guildford	Christchurch	The erection of assisted living extra care accommodation for the frail elderly (aged 60 or over) (54 bedrooms) in sui generis use
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Construction has started at The Clockhouse (14/P/02254) with the intention of rooms being available for purchase in early 2017.

A planning application was refused during this reporting year that would have resulted in the net loss of a specialist type of housing accommodation at the former Redwood Care centre, 179 Epsom Road in Merrow (15/P/01304). The proposed net loss of accommodation contradicts the current and future need for this type of housing. A planning application (15/P/01980) was refused in June 2016 at Carters Yard, Aldershot Road, Worplesdon that included 80 bedspaces in a dementia care home, having regard to the harm to the Green Belt and the development proposals being considered to be out of scale with the surrounding area.

An application at Guildford Plaza, Portsmouth Road, Guildford (16/P/00923) that proposed 103 assisted living units of accommodation for the over 60's, in sui-generis use was withdrawn in July 2016. This site is a proposed site allocation for residential use (C3) in the Proposed Submission Local Plan (2016).

#### Housing for students

The West Surrey SHMA (2015) estimates a need for a maximum of 4,410 additional student bedspaces over the plan period to 2033. From this figure it is assumed that 2,425 students will live in halls on campus and there would be an additional maximum need for up to 500 off campus C3 dwellings (25 dwellings per year) for 1,985 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 500 C3 dwellings is included within the general housing need figures.

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

The Manor Park Masterplan for the University of Surrey (02/P/02505) shows 4171 bedspaces to be built and it is understood that 1750 are completed and occupied to date (June 2016). As part of a rolling program to build the remaining student bedspaces at Manor Park, there is an outstanding planning application, which was registered during this reporting year, proposing 200 and 953 student bedspaces at University of Surrey, Manor Park (15/P/01035 and 15/P/01262 respectively). This would considerably contribute towards meeting the need of 2,425 student bedspaces by 2033.

## Location of new homes approved

Table 12 Location of new homes approved by year

Location	Percentage of new homes granted planning permission by location					
	15/16	14/15	13/14	12/13	11/12	10/11
Green Belt (within a village settlement)	10%	9%	4%	41%	17%	25%
Green Belt (outside of a village settlement)	12%	8%	4%	13%	10%	23%
Countryside	24%	51%	68%	14%	1%	0%
Guildford Urban Area	27%	26%	21%	31%	64%	48%
Ash and Tongham Urban Area	2%	<1%	1%	9%	4%	3%

80 new homes gained planning permission in Guildford Town Centre this reporting year (25 % of the total). The number of homes granted planning permission in the town centre represents nearly double the amount of the previous year and can primarily be attributed to prior approvals (generally from office to residential use).

The highest proportion of new homes granted planning permission during this reporting year is in Guildford urban area, as was the case in 2012/13 and the two years before that.

There has been a decrease in homes granted planning permission in the countryside (Ash and Tongham area). The high proportion last year in this area included an approval for 398 homes at Ash Lodge Drive (12/P/01973).

Planning permissions granted in the Green Belt outside of the village settlements are predominately on small sites of one or two homes.

## Loss of homes

Table 13 Loss of homes granted planning permission

Planning permission granted in 2015/16	
Net loss of residential units	-6
Number of sites	5

Five planning permissions have been granted this year which result in a 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. Whilst the net loss of residential units is small, it is higher than previous years.

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

Planning reference	Date approved	Address	Ward	Proposal	General reasoning
15/P/01430	9/10/15	The Flats, George Road, Guildford, GU1 4NP	Friary and St Nicolas	Change of use of two flats to ancillary offices to serve the existing business on site.	The proposed economic and business gains of this development outweigh the loss of two homes
15/P/01814	26/10/15	Edgeley House, Farley Green, Albury, Guildford, GU5 9DW	Tillingbourne	Prior notification for proposed demolition of Edgeley House and domestic garage	Demolition of dwelling allowed under Permitted Development Rights
15/P/02063	5/1/16	Rathfarnham House, East Flexford Lane, Wanborough, Guildford, GU3 2JP	The Pilgrims	Change of use from residential (C3) to Care Home (C2) for a temporary period of 3 years	The temporary loss of a dwelling is deemed justified as a care home for five residents would replace it
15/P/01255	24/2/16	32 Woodbridge Hill, Guildford, GU2 9AB	Stoughton	Change of use from C3 (dwelling houses) to sui generis (houses in multiple occupation) (retrospective).	HMO since 2008, therefore the loss of a dwelling is unlikely to be felt
15/P/00577	24/6/15	15 Waterden Road, Guildford, GU1 2AN	Holy Trinity	Certificate of Lawfulness to establish whether the proposed use of 15 Waterden Road as a single dwelling house constitutes permitted development	The proposed change of use would not amount to a material change of use

## Self-build and custom house build register

The Self-build and Custom Housebuilding Act 2015 requires 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](http://www.guildford.gov.uk/selfbuild)). Local authorities must have regard to the register when carrying out their Planning, Housing, Regeneration and Land Disposal functions.

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 other than the United Kingdom or national of Switzerland and seeking to acquire a serviced plot of land in the borough of Guildford 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.

The Planning and Housing Act (2016) came into force on 12 May 2016 and recommends amendments to the Self-build and Custom Housebuilding Regulations 2016 to include the requirement that *"an authority ... must give suitable development permission in respect of enough serviced plots of land to meet the demand for self-build and custom housebuilding in the authority's area arising in each base period. Regulations must specify the time allowed for compliance with the duty...in relation to any base period."* The Self-build and Custom Housebuilding Regulations 2016 have not yet been updated to reflect the amendments suggested in the Planning and Housing Act 2016.

The first base period started on the date the Council initiated its register (March 2016) and will conclude on 30 October 2016. Subsequent base periods will last for twelve months and commence the day immediately following the end date of the previous base period.

The Council has included a section on self-build and custom housebuilding in the proposed submission Local Plan Strategy and Sites 2016, and has allocated some self-build plots within the proposed strategic housing development sites. Self-build and custom built houses fall within the same C3 use class category as dwelling houses so there is flexibility to accommodate future demand for such plots on land allocated for residential use.

The Self-build and Custom Housebuilding Register will provide us with a valuable source of information on the level of demand for self-build and custom housebuilding within our area.

Since publicising its register in March 2016, the Council has received considerable interest in self-build and custom housebuilding. As of 31 August 2016:

- 57 applicants have successfully been placed on the register
- All of the applicants have registered as individuals/couples (none on behalf of associations)
- Most applicants have indicated a general preference for a plot 'in the Guildford area'. Various other locations named include in or near Guildford Town Centre, the Horsleys, Chilworth, Pirbright or a village location. More specific responses identified a preference for a plot within 1.5 miles of Guildford train station and within the A3 and within twenty minutes walking or cycling distance from a station.
- The size of plot that applicants require ranges from 100 sq m to a minimum of an acre. A number of applicants requested enough room for a 3-bedroom or family house.
- More than two thirds of the applicants had not applied to be on another Local Planning Authority's register at the time of application.

The Council will continue to maintain the Self-build and Custom Housebuilding Register and start to monitor planning applications for such use to ensure this demand is being met. The Council will keep anticipated amendments to legislation under review.

### **Traveller accommodation**

The Traveller Accommodation Assessment (TAA, 2012) identifies a need for Traveller accommodation as follows:

Table 15 Traveller accommodation needs

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

The Traveller Accommodation Assessment (June 2012) identified a need for 43 pitches in the borough between 2012 and 2017. Since June 2012, planning permission has been granted for 22 permanent traveller pitches. A further 2 pitches have been recommended for approval and the permission for these will be formally granted once a section 106 agreement has been signed. There then remains a need for 19 pitches by June 2017. There is an additional need for a further 14 pitches between 2017 and 2022 and 16 pitches between 2022 and 2027. This totals 73 pitches (2012-2027).

During this reporting year, planning permission was granted for one temporary traveller pitch at The Paddocks, Rose Lane, Ripley (14/P/00867 allowed at appeal 31/7/15). No planning permissions have been granted during this reporting year for Travelling Showpeople accommodation.

A series of temporary planning permissions for Traveller pitches are seeking renewal, including six pitches at Palm House Nurseries in Normandy (15/P/00521, approved).

The Council's Executive agreed to assess council owned sites to see if they may potentially be suitable for Traveller accommodation. So far, this process has resulted in five new Traveller pitches at Ash Bridge caravan site in Ash being completed (December 2014) with the assistance of HCA funding. In addition, six pitches at Home Farm in Effingham were approved in August 2016 to meet local need (16/P/00428). The Council will continue to bring forward sites where appropriate for all types of development to help meet the needs of the community.

The Land Availability Assessment (LAA) was published in May 2016. This includes assessment of land for Traveller accommodation, and replaces the Traveller SHLAA (2014). In June 2014, Volume 6 of the Green Belt and Countryside Study (GBCS) (Insetting of Gypsy and Traveller Sites and defining Green Belt Boundaries within Guildford borough) was published. The LAA considers the findings of Volume 6 of the GBCS, and the Proposed Submission Local Plan Strategy and Sites (2016) proposes amendments to Green Belt boundaries to help meet future development needs, including the need for Traveller accommodation. The LAA identifies sufficient potential land to meet the need for Traveller accommodation over the Local Plan period (2013 to 2033).

Whilst the LAA (2016) and the Proposed Submission Local Plan (2016) identify sufficient potential land to meet the identified need for Traveller accommodation, the Council is not currently able to demonstrate a five year housing land supply. To be considered deliverable, and thus able to contribute towards the five year supply, sites should be in a suitable location for development now. The decision to use Green Belt land to meet development needs

should be taken through the Local Plan process, and sites identified in the LAA in the Green Belt cannot, at this stage, be relied on for delivery in the next five years. Green Belt boundaries should only be altered in exceptional circumstances, through the preparation or review of a Local Plan (NPPF, para 83).

There remains, therefore, an unmet need for traveller sites in the borough.

## Employment floorspace

Table 16 Total employment floor space (new and converted) granted planning permission

Land use	Total amount of floor space (square metres) approved in 2015/16	Total amount of floor space (square metres) approved in 2014/15
Offices (B1a)	-7864	-10,253
Research and Development - laboratories, studios (B1b)	791	8764
Light industry (B1c)	99	7044
General industry (B2)	211	12,272
Storage or Distribution Centres (B8)	-456	876
Total	-7219	18,703

The totals are overall figures. Within each total, there are gains and losses of floor space from individual sites.

The loss of B1a floorspace is mainly due to prior approvals converting office space to residential, particularly in Guildford town centre. However, an application at 140 London Road and 72 Boxgrove Road (14/P/02254) was approved for the loss of 1592sqm of B1a floorspace for a new care home (C2).

Only two applications contribute towards the change in B1b floorspace. At Cobbett Hill Earth Station in Normandy, an extension to provide 643sqm additional B1b floorspace was approved (15/P/00183). At the Institute for Animal Health in Pirbright, an application for a new research laboratory was approved to provide an additional 148sqm of B1b floorspace (15/P/01656).

There has been a notable loss of B2 floorspace (677sqm) at Tollgate Farm in Effingham (15/P/01259) but two approvals for gains of B2 floorspace, result in a net gain. These include an application for a change of use application at Lovelace Works in Ripley from a mix of B2 and B8 use to solely B2 use, providing a gain of 729sqm of B2 floorspace (15/P/01021). Additionally, at Piccards Farm in Guildford an application for a change of use from B1 to B2 was approved, resulting in a gain of 225sqm of B2 floorspace (15/P/00766).

The 2015/16 figures for B Class floorspace show significant change from 2014/15, due to a few large sites being approved in the previous year. In 2014/15, one large application at the Pirbright Institute resulted in 8,020sqm 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, a net loss of employment floor space has been approved this year.

## Retail floorspace

Table 17 Total retail floor space (new and converted) granted planning permission

Land use	Additional floor space (square metres) approved 2015/16	Additional floor space (square metres) approved 2014/15
Shops (A1)	-837	6199
Financial and professional services (A2)	166	-461
Restaurants and cafes (A3)	256	3776
Drinking establishments (A4)	-611	49
Hot food takeaway (A5)	71	0
Total	-955	9563

The totals are overall figures. Within each total, there are gains and losses of floor space from individual sites.

More detailed monitoring of the effectiveness of Local Plan shopping policies is available in the town centre vitality and viability report, which for 2014 are included in the Town, District and local Centre Health Checks at chapters 5 and 6 of the Retail and Leisure Needs Study 2014 ([www.guildford.gov.uk/newlocalplan/economy](http://www.guildford.gov.uk/newlocalplan/economy)).

Planning permissions of note in this reporting year include:

- Loss of 450sqm of A1 floorspace to C3 floorspace at Sage Antiques in Ripley (15/P/02078)
- Loss of 405sqm of A1 floorspace to C3 floorspace at 17-23 Market Street, Guildford (15/P/01266)
- Gain of 376sqm of A1 floorspace at the Standard of England public house, Ash. This resulted in a loss of 337sqm of A4 floorspace.

Overall, there has been a loss of retail floorspace this year, compared to a net gain in the previous year (2014/15).

## 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.

Since 2011, the Council has designated eight neighbourhood areas covering the parishes of Effingham, East Horsley, West Horsley, Puttenham, Send and Seale and Sands, and wards of Burpham and Lovelace (Lovelace encompasses the parishes of Ockham, Ripley and Wisley). A map showing these neighbourhood areas can be found at [www.guildford.gov.uk/neighbourhoodplanninginformation](http://www.guildford.gov.uk/neighbourhoodplanninginformation).

The Burpham Neighbourhood Forum has produced the Burpham Neighbourhood Plan. In line with statutory requirements, the Council has taken the plan through examination and referendum to adoption on 12 April 2016. The plan now forms part of the development plan.

Effingham Parish Council has produced a draft neighbourhood plan (the Effingham Village Plan) and has undertaken the first statutory consultation required by regulation 14 of the Neighbourhood Planning (General) Regulations 2012. The Council is working with Effingham Parish Council to progress the plan to submission stage and will then take the plan through examination, and referendum and adoption if appropriate.

The parish councils who are the qualifying bodies for the other adopted neighbourhood areas are currently producing draft neighbourhood plans. 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.

### **Community Infrastructure Levy (CIL)**

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.

The Council held a consultation on our initially proposed CIL rates (in the Preliminary Draft Charging Schedule, PDCS) in early 2015. Comments were received from nearly 100 respondents, which can be viewed at <https://getinvolved.guildford.gov.uk/consult.ti/PDCS/listresponses>

Informed by these responses, on-going discussions with site promoters and an updated Viability Study, we will consult again on our CIL proposals once we have set the dates for our next Local Plan consultation in a revised LDS.

By introducing the CIL, we will be able to continue to pool together financial contributions towards future infrastructure provision from many developments. Pooling of planning obligations (through traditional Section 106 Agreements) has been restricted nationally since April 2015.

We must base our CIL on Local Plan evidence of infrastructure needed to support planned development and on evidence of development viability.

You can view the PDCS consultation material and can keep updated on progress of introducing our CIL at [www.guildford.gov.uk/newlocalplan/cil](http://www.guildford.gov.uk/newlocalplan/cil)

### **Section 106 Annual Review**

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.

During the reporting year, the Council agreed 89 Section 106 agreements. Table 18 sets out the obligations negotiated, received and spent in 2015-2016. The Council also received an additional £25,000 for S106 monitoring during the year.

Table 18 S106 spending

<b>Beneficiary</b>	<b>Negotiated</b>	<b>Received*</b>	<b>Spent*</b>
Parks (off-site recreational facilities)	£36,922.96	£588,206.36	£229,454.33
Special Protection Area (SPA)	£855,216.38	£367,341.79	£35,061.50
Other	£21,474.00	£127,819.61	£0.00
Art	£0.00	£0.00	£29,709.00
Environmental Improvements	£0.00	£0.00	£9,334.43
<b>Sub Total</b>	<b>£913,613.34</b>	<b>£1,083,367.76</b>	<b>£303,559.26</b>
Strategic Access Management and Monitoring (SAMM)	£159,651.90	£66,654.62	Transfer to Hampshire County Council
Surrey County Council Education	£141,142.00	£1,206,150.94	Transfer to Surrey County Council once invoice received
Surrey County Council Highways	£60,000.00	£85,315.07	Transfer to Surrey County Council once invoice received
<b>Sub Total</b>	<b>£360,793.90</b>	<b>£1,358,120.63</b>	<b>£0.00</b>
<b>Total</b>	<b>£1,274,407.24</b>	<b>£2,441,488.39</b>	<b>£303,559.26</b>

\*This figure includes obligations negotiated in previous years.

#### Highlights from S106 Spending

S106 contributions have been allocated to a range of projects including those outlined below.

Parks - highlights include:

- G Live – this was to fund a tree survey, the removal of a tree and to carryout essential tree maintenance. It also included some landscaping work, involving re stock and mulching the shrub beds, weed and feed the lawns, top dress and over seed the lawns, grade the banks and mulch around the trees.
- Millmead Island Improvements - replacement of all the damaged picnic tables and benches between the river and canal from the boat club to the lock at Millmead. The remaining funds used to install a footpath linking Shalford water meadows/park and the existing path to Millmead.
- West Clandon play area improvements - the Parish Council maintains a children's play area on the recreation ground in West Clandon. The Parish Council consulted with residents and identified a need to provide additional equipment that is accessible for all children. They chose to install a basket swing and cone climbing frame.

SPA – highlights include:

- Chantry Wood – access tracks. Resurfaced tracks around car park and sections of the track to access Warren Farm.

Art - highlights include:

- Woodbridge Meadows artwork – a new piece of public art by artist Charles Normandale. Inspired by the poem Silver by Walter de la Mare, Charles wanted to create the feeling of walking on the river bed, amongst the reeds, with fish swimming above.

Environmental improvements - highlights include:

- Woodbridge Hill environmental improvements
- G Live – improvements to lighting and signage

## **New Homes Bonus**

In 2015-16 the Council received £1,779,365 in new homes bonus grant. £1,000,555 of this was used in 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 £778,810 was transferred to the new homes bonus reserve and is awaiting allocation to specific projects although £1.8million of the balance on the NHB reserve is earmarked for the following projects.

- Guildford Town Centre Transport Package
- Riverside Route phase 2 and 3
- Clay Lane link road

The remaining balance on the reserve is currently unallocated.

## **Duty to co-operate**

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. The Localism Act defines a strategic matter as sustainable development or use of land that has, or would have, a significant impact on at least two planning areas, including county council matters.

Appendix 2 includes a matrix showing the cross boundary areas and issues.

Examples of co-operation during this year are listed below, and also include some examples from the next reporting year (2016/2017).

### General

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

- Responded to Reigate and Banstead's Duty to Cooperate scoping statement
- Responded to Runnymede's Duty to Cooperate scoping statement.
- Ongoing cooperation with neighbouring authorities in the wider South East region and the Mayor of London through the Political Steering Group, represented by Surrey and supported by an Officer Working Group.
- Together with Surrey County Council and the other Surrey district and borough councils, we have continued to cooperate as part of preparing the Local Strategic Statement (LSS).

### Employment

- Worked with Waverley and Woking Borough Councils to define our Functional Economic Market Area (FEMA) and our approach to meeting employment needs within this area. A targeted consultation was undertaken on the proposed FEMA and the document was published in August 2016.
- Responded to a consultation on the draft 'Functional Economic Market Area for Mole Valley: an assessment'.
- Agreed with Rushmoor to engage on economic issues arising within the Blackwater Valley area.
- Ongoing cooperation with the Enterprise M3 LEP which published its Strategic Economic Plan in March 2014. We are also members of delivery groups including 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.

### Retail

- Responded to Rushmoor's draft Local Plan and noted that our Retail and Leisure needs study shows considerable convenience expenditure leakage from Ash and Tongham into Aldershot, identifying the need for a supermarket in this area.

### 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. Ongoing cooperation with Natural England to progress the AONB boundary review.
- Supported the work undertaken by Surrey Nature Partnership to plan for biodiversity at the landscape scale across Surrey, along with other Surrey authorities.
- 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 to identify and progress additional SANGs.
- Ongoing cooperation with the Environment Agency to agree the level 1 and level 2 Strategic Flood Risk Assessment (SFRA).
- Undertook a targeted consultation with neighbouring authorities to help inform the Guildford Open Space study.
- Agreed to continue to work proactively with Rushmoor Borough Council to address the shortage of sufficient SANG to support the level of need identified within Rushmoor.

### Housing

- Jointly commissioned and published the West Surrey Strategic Housing Market Assessment (SHMA) with Waverley and Woking.
- Responded to Waverley's proposed methodology for their Land Availability Assessment (LAA).
- Responded to Woking's Site Allocations DPD, in particular that their Core Strategy housing target is significantly below the level of need identified in the emerging West Surrey SHMA and their approach to Green Belt.
- Continued to work with Waverley and Woking under the context set by the signed Memorandum of Understanding to explore mechanisms for addressing unmet need within the housing market area.

### Infrastructure

- Ongoing cooperation with Surrey County Council to identify sufficient new school sites to meet expected need.
- Cooperated with Surrey County Council as part of preparing the Surrey Infrastructure Study.
- Ongoing cooperation with infrastructure providers to identify the infrastructure needed to support the emerging Proposed Submission Local Plan.
- Responded to Rushmoor Borough Council's draft Local Plan Consultation and identified the education need in Guildford arising from developments in Rushmoor.

### Transport

- We have regularly met and actively engaged with Surrey County Council, Highways England and Network Rail, responsible for local roads, strategic roads and the rail network respectively, to develop and progress strategies for the improvement of their networks.
- We prepared and published in April 2016 a Guildford Borough Transport Strategy 2016 that sets out a programme of schemes covering all modes of surface transport in the borough and beyond. A draft of the strategy was sent to adjoining local authorities, Surrey County Council, Highways England, Network Rail, South West Trains and Great Western Railway for review and comment.
- Regular meetings of the Guildford Joint Infrastructure Group involving representatives of the Council, Surrey County Council and Highways England have continued. A sub-group for Guildford town centre was established in 2016 and regular meetings have taken place.
- We have continued to represent the seven borough and district councils in the west of Surrey which fall within the Enterprise M3 LEP area on the LEP's Transport Action Group. Surrey County Council, Highways England, Network Rail, South West Trains and Stagecoach are represented on this group.
- We are working with the principal bus operators in the borough, namely Arriva Southern Counties, Stagecoach South and Safeguard Coaches on a study to consider options for future bus interchange in Guildford town centre.
- Responded to Department for Transport's consultation on the South Western rail franchise.

### **Local Plan evidence base**

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”.*

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

Table 19 Status of evidence base documents

Document	Date Published	Future work
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Land Availability Assessment	May 2016	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	September 2015	Following the Brexit vote, and the publication of new population, household and economic projections we will revisit the Strategic Housing Market Assessment (SHMA), the Employment Land Needs Assessment (ELNA) and the Retail and Leisure Study before submitting the Local Plan to the Secretary of State
Guildford Local Plan and Affordable Housing Viability Study	December 2014	Being updated
Traveller Accommodation Assessment	June 2012	Being updated
Guildford Retail and Leisure Study	September 2015	Following the Brexit vote, and the publication of new population, household and economic projections we will revisit the Strategic Housing Market Assessment (SHMA), the Employment Land Needs Assessment (ELNA) and the Retail and Leisure Study before submitting the Local Plan to the Secretary of State
Employment Land Needs Assessment	September 2015	Following the Brexit vote, and the publication of new population, household and economic projections we will revisit the Strategic Housing Market Assessment (SHMA), the Employment Land Needs Assessment (ELNA) and the Retail and Leisure Study before submitting the Local Plan to the Secretary of State
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	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	May 2016	Update to accompany next iteration of Local Plan

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	AONB boundary review will be undertaken by Natural England. A date for the review has not been set
The Thames Basin Heath Special Protection Area	February 2010	Currently being updated
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 2016	June 2016	Updated as and when there is a significant change to any information about transport strategy for the borough
Strategic Highways Assessment Report	June 2016	Will be reviewed and updated prior to submission of the Local Plan for examination
Draft Infrastructure Delivery Plan	June 2016	Update to accompany next iteration of Local Plan
Infrastructure Baseline	July 2013	None
Education Review	May 2016	Update to accompany next iteration of Local Plan
Settlement Hierarchy Study	May 2014	None
Assessment of sites of amenity value	June 2016	None
Guildford Open Space, Sports and Recreation Assessment	June 2016	Currently being updated

The published evidence base is available to view on our website at [www.guildford.gov.uk/newlocalplan/evidencebase](http://www.guildford.gov.uk/newlocalplan/evidencebase).

## **Appendix 1**

### **Thames Basin Heaths Special Protection Area (TBH SPA) position statement and monitoring report – 2016**

#### **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 before a full update.

A full update to the TBH SPA Avoidance Strategy is currently being prepared. The Council consulted on the TBH SPA Avoidance Strategy Supplementary Planning Document 2016 between 19 September and 17 October 2016 and aims to adopt the new strategy before the end of the year.

#### **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 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 takes 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 2016 is shown in the table below.

SANG Sites	Contributions received from September 2006 to end of March 2016	Expenditure incurred from September 2006 to end of March 2016
Chantry wood	£1,336,074.12	£152,616.74
Effingham Common	£666,026.02	£64,813.27
Lakeside Nature Reserve	£767,874.74	£209,382.05
Riverside Nature Reserve	£768,621.02	£494,979.64
Parsonage Watermeadows	£1,061,652.60	£0
<b>Sub Totals</b>	<b>£4,600,248.50</b>	<b>£971,791.70</b>

## 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 June 2016.

	Total amount of SANG (hectares)	SANG already allocated (hectares)	SANG already allocated but not yet paid (hectares)	Remaining SANG (hectares)
<u>Existing SANG sites</u>				
Riverside Nature Reserve	15	12.75	0.41	1.84
Effingham Common	34	5.05	1.59	27.36
Lakeside Nature Reserve	4	3.90	0.00	0.10
Chantry Woods	38	10.09	0.65	27.26
Parsonage Water Meadows	9	7.93	0.03	1.04
Remaining overall				57.6

Please note: an audit of SANG allocations undertaken since the last monitoring report found that Parsonage Water Meadows and Lakeside Nature Reserve have a greater amount of remaining SANG capacity than previously reported. This has meant that the capacity of Parsonage Water Meadows has increased from 0.88 hectares at the end of March 2015 to 1.04 hectares at the end of June 2016, and that Lakeside Nature Reserve has increased from 0.01 to 0.10 hectares over the same period. The Council is currently undertaking further audit work.

The column "SANG already allocated but not yet paid" shows SANG allocated to developments that have received permission but where developers have not yet paid the fees required to secure the SANG capacity. In these cases, 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.

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 57.6 hectares which equates to around 2,995 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 4.3 years (2,995 new homes, divided by 693 homes per year = 4.3 years).

The Council consulted on a Proposed Submission Local Plan: Strategy and Sites (draft local plan) in June and July 2016. This plan was accompanied by the draft [Infrastructure Delivery Plan](#) (IDP). The IDP sets out a suite of proposed SANGs that provide enough SANG capacity in the right places to deliver the development proposed in the plan over the period 2013 to 2033, with additional capacity remaining.

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 do not meet the criteria set down in Natural England's Guidelines for SANG.
- We are conducting a review of the SANG at Lakeside Nature Reserve to assess whether there is any additional spare capacity, or whether the capacity can be increased. Spare capacity may be created by improving the attractiveness of the site, improving access to the site, or adding land to the site, all of which improve the site's capacity to "soak up" visitors who would otherwise have gone to the SPA.
- The landowner of Russell Place Farm near Wood Street Village submitted a planning application to use the farm as SANG (13/P/01453). The Council refused this application and the owner has lodged an appeal. If the permission were granted through appeal, the land could provide around 34 hectares of SANG, enough SANG for around 1,768 homes.
- 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. It is possible 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 premium over and above the SANG tariff. The SCC premium could prove to be prohibitive to developers, causing development of their sites to be unviable.
- We granted planning permission for residential development and SANG (12/P/01973) at land south of Ash Lodge Drive, Ash. This planning permission makes 16 hectares of SANG land available to the Council to purchase. The Council is currently considering this option.
- Manor Farm, south of Tongham, has been proposed as a SANG through a planning application (16/P/00222). The SANG is over 17 hectares and could provide SANG capacity for developments in Ash and Tongham and around 880 homes. The Council is currently considering this application. Part of the SANG would fall in

Waverley borough, and some of the SANG capacity could be used for developments there.

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.
- A parcel of land at Long Reach, West Horsley, has been proposed as SANG through a planning application (16/P/01459). This 24 hectare site could provide SANG mitigation for most of the east of the borough and around 1250 homes. The Council is currently considering this application.
- A parcel of land at Manor Farm, Ash, has been proposed as SANG through a planning application (16/P/00222). This 17 hectare site could provide SANG mitigation for much of the west of the borough and around 880 homes. The Council is currently considering this application.
- 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 Natural England to fund monitoring and access management on the SPA. Since 2011, and up to the end of June 2016, we have passed £646,635.88 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.

### **Strategy review**

We are currently reviewing the TBH SPA Strategy and aim to replace it by the end of 2016.

	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
<b>Surrey County Council</b>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
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	✓	✓	✓		✓	✓		✓	✓		✓
<b>Hampshire County Council</b>				✓	✓			✓	✓	✓	
Hart District Council					✓						
Rushmoor Borough Council	✓	✓	✓	✓	✓			✓	✓		✓
<b>Prescribed Bodies</b>											
Civil Aviation Authority				✓							
Clinical Commissioning Groups (CCG) <ul style="list-style-type: none"> <li>• Guildford and Waverley CCG</li> <li>• North West Surrey CCG</li> <li>• Surrey Heath CCG</li> </ul>								✓			
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				✓							