



GUILDFORD
B O R O U G H

Authority Monitoring Report (Errata – August 2024)

Guildford Borough Council

1 April 2022 – 31 March 2023

Please note: for clarity, an update to the AMR was made in August 2024 following the initial publication in December 2023, to reflect the correct figures for market and affordable homes approved in 2022/23. These changes have been made at tables 3, 4, 9, 10 and 11. This corrected information is reflected in tracked changes.

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Executive Summary

The Authority Monitoring Report ('AMR') has been prepared in accordance with the requirements of national legislation (the Localism Act 2011, the Town and Country Planning (Local Planning) England Regulations 2012 and the Planning and Compulsory Purchase Act 2004) and the direction of national Planning Practice Guidance ('PPG')¹.

Monitoring is an essential part of the planning process, providing an opportunity to review the performance of planning policies in the context of set objectives and indicators. Annual Monitoring Reports are required to report on a range of specific topics and outline progress against certain targets; including, among other things, providing information on the Council's:

- progress in plan-making activities,
- activity in relation to the duty-to-cooperate,
- implementation of policies in the Local Plan, and
- implementation of neighbourhood plans.

This Authority Monitoring Report (2022 – 2023) covers the Monitoring Period between 1 April 2022 to 31 March 2023.

The Local Plan: Strategy and Sites (2015 - 2034) was adopted on 25th April 2019. Part 2 of the Local Plan: Development Management Policies was adopted on 22nd March 2023, and replaced most of the remaining 2003 policies. This AMR discusses the policies and performance indicators that formed the adopted development plan during that time and data is available to assess.

Further information

For further information please:

- Visit the Local Plan Webpage at:
<https://www.guildford.gov.uk/localplan>
- Email us at: planningpolicy@guildford.gov.uk, or
- Phone us on: 01483 444 471

¹ Available online at: <https://www.gov.uk/government/collections/planning-practice-guidance>.

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1. Introduction

What is an Authority Monitoring Report?

- 1.1 The Authority Monitoring Report (2022/23) ('AMR') contributes to the suite of documents that comprise and support the Development Plan for Guildford Borough Council ('the Council'). The purpose of the AMR is to review the progress of development activity and the effectiveness of Local Plan policies in achieving their objectives.
- 1.2 This is the third year in which Guildford Borough Council has published this document as the 'Authority Monitoring Report'. In previous years, it has been published as the 'Annual Monitoring Report'.
- 1.3 The AMR has been prepared in accordance with the requirements of national legislation (the Localism Act 2011, the Town and Country Planning (Local Planning) England Regulations 2012 and the Planning and Compulsory Purchase Act 2004) and the direction of national Planning Practice Guidance. AMRs are required to report on a range of specific topics and outline progress against certain targets; including, among other things, providing information on the Council's:
 - progress in plan-making activities,
 - activity in relation to the duty-to-cooperate,
 - implementation of policies in the Local Plan, and
 - implementation of neighbourhood plans.

What is included in an Authority Monitoring Report?

- 1.4 National Planning Practice Guidance requires that: Local planning authorities must publish information at least annually that shows progress with Local Plan preparation, reports any activity relating to the duty to cooperate and shows how the implementation of policies in the Local Plan is progressing.²
- 1.5 In meeting these obligations, this AMR includes discussion of, among other things:
 - the monitoring of policy indicators as set out in the Local Plan;
 - the progress of each document in the Local Development Scheme (LDS), including reasons for lack of progress where appropriate;
 - the adoption of Development Plan Documents and Supplementary Planning Documents;

² PPG Paragraph 027; Reference ID: 12-027-20170728.

- the principal activities undertaken in relation to the duty-to-cooperate;
- monitoring information in respect of SANG financial considerations and;
- monitoring information in relation to the development of housing, economic and other key land uses, including consideration of the self-build and custom housebuilding register.

1.6 This AMR reports on the financial year from 1st April 2022 to 31st March 2023 (the monitoring period).

How will the Authority Monitoring Report be used?

- 1.7 Alongside other evidence-base documents, the AMR comprises one of the suite of documents that supports the Council's development plan.
- 1.8 National Planning Practice Guidance ('PPG') provides a short commentary on the role of the Monitoring Report³. Importantly, the AMR should be designed to enable communities and interested parties to remain aware of the Council's progress in development planning and delivery; including its plan-making activities and implementation of neighbourhood plans that have been brought into force. The AMR may also help inform Councils if there is a need to undertake a partial or full update of the local plan, when carrying out a review at least every 5 years from the adoption date.

³ PPG, 'Plan-Making' section, Paragraph 073; Reference ID:61-073-20190315.

2. Policy Context

The Development Plan

2.1 The Council's development plan comprises a number of documents, including:

- The Local Plan: Strategy and Sites (2015 – 2034) (part 1 of the Local Plan),
- The Local Plan: Development Management Policies (part 2 of the Local Plan),
- Residual policies of the Local Plan 2003 that were not superseded by parts 1 or 2 of the Local Plan.
- Neighbourhood Plans that have passed a referendum of local residents,
- Surrey Minerals and Waste Plans, and
- Saved policy NRM6 of the South East Plan 2009.

2.2 National legislation (the Town and Country Planning Act 1990 and the Planning and Compulsory Purchase Act 2004) requires that “applications for planning permission be determined in accordance with the development plan, unless material considerations indicate otherwise”⁴.

2.3 In the determination of planning applications, national legislation requires that the Council must give great weight to its development plan policies, according to their degree of consistency with the NPPF (the closer the policies in the plan to the policies in the Framework, the greater the weight that may be given)⁵. Importantly, Councils may also give emerging policies some degree of weight in accordance with criteria outlined in the NPPF at paragraph 48. The Council must also give significant weight to other primary material considerations, such as the NPPF itself and the Council's own Supplementary Planning Documents, among other things.

2.4 Local Planning Authorities are required to identify in their Authority Monitoring Reports where the authority is not implementing a policy specified in a local plan and provide justification for this⁶. During the monitoring period being reported, the Council applied all of the saved policies in the Local Plan (2003) where relevant, up until the Local Plan Development Management Policies document was adopted in March 2023, in so far as they accorded with the NPPF. Policies which did not accord with the NPPF were also considered in the decision-making process and provided weight accordingly. Once the 'LPDMP' was adopted, most of the Local Plan 2003 policies had been replaced, except for a small number, however in total

⁴ NPPF Paragraph 2.

⁵ NPPF Paragraph 48.

⁶ See Regulation 34 of the Town and Country Planning Regulations (2012)

this only occurred for several days at the end of the monitoring period.

- 2.5 All policies that form part of the Local Plan Part 1: Strategy and Sites were given full weight as part of the development plan. The emerging policies that form part of the Local Plan Part 2: Development Management Policies were given some limited weight during the monitoring period, and then full weight once they had been adopted. Three days of hearing sessions were held during the current monitoring period (2022/23), which allowed the Planning Inspector to examine the Plan and conclude that it is sound.

Local Development Scheme

- 2.6 The Local Development Scheme ('LDS') sets out the Council's timetable for producing new planning documents. The Council's adopted LDS (December 2021) is available to view at the following link: <https://www.guildford.gov.uk/lds>. The 2021 LDS was adopted on 23rd November 2021.
- 2.7 Where the Council's Local Development Scheme does not reflect the likely trajectory of the production of planning documents, it is required to set out the reasons for the delay. The Local Plan: Development Management Policies was submitted to the Secretary of State in June 2022, staying in accordance with the LDS. The plan was then adopted in March 2023 following examination by the Planning Inspector, and was found sound. The adoption of the plan was also in accordance with the LDS.

Status and progress of the New Local Plan

- 2.8 Guildford Borough Council started work updating its Local Plan in 2012. The new Local Plan is comprised of two parts. Part 1 is the 'Strategy and Sites' document, which contains the vision, objectives and spatial development strategy for the borough up to 2034. Part 2 is the 'Development Management Policies' document, which provides greater detail in how proposals should be determined and developed.
- 2.9 The Local Plan: Strategy and Sites (2015 – 2034) was adopted on 25th April 2019 and constitutes Part 1 of the Local Plan.
- 2.10 The 'Development Management Policies' plan was adopted on the 22nd March 2023 (during this monitoring period). The policies in this Plan along with the policies from The Local Plan: Strategy and Sites (2015 – 2034) are applied full weight in the determination of planning applications.
- 2.11 The Council are presently undertaking a review of The Local Plan: Strategy and Sites

(2015 – 2034) in 2024 to determine whether it should be updated. As required, the review must be completed within five years after the plan was adopted. This work commenced outside of the monitoring period and the conclusions will be reported in the next Monitoring Report.

Neighbourhood Development Plans and Orders

- 2.12 Neighbourhood planning was introduced through the Localism Act (2011) to allow qualifying bodies (parish and town Councils, and neighbourhood forums) to produce neighbourhood plans and neighbourhood development orders. Neighbourhood plans allow communities to set planning policies for their area.
- 2.13 Once they pass a local referendum, neighbourhood plans become part of the Council's Development Plan. They must be considered when planning decisions are made, along with the Local Plan and national planning policy.
- 2.14 The Council designated one new neighbourhood area during the monitoring period. East Clandon was designated as a neighbourhood area on 20th October 2022. There are now 12 Neighbourhood Areas, covering the parishes of Albury, Artington, East Horsley, East Clandon, Effingham, West Clandon, West Horsley, Puttenham, Send, Seale and Sands, and the wards of Burpham and Lovelace (Lovelace encompasses the parishes of Ockham, Ripley and Wisley).
- 2.15 Outside of the monitoring period, the Council consulted on proposals to modify the Burpham Neighbourhood Area and the designation of a new Burpham Neighbourhood Forum. The consultation ran from 30th August 2023 to the 12th October 2023. As a result of the consultation, the Burpham Neighbourhood Area boundary was modified, and a new Burpham Neighbourhood Forum was designated.
- 2.16 The Neighbourhood Areas can be seen on the interactive map at:
<https://www.guildford.gov.uk/neighbourhoodplanninginformation>
- 2.17 On the 17th March 2022, eligible residents were able to vote in the West Clandon neighbourhood plan referendum. The plan passed the referendum and became part of the development plan. It was formally adopted on the 5th April 2022, within the monitoring period.
- 2.18 Four Parish Councils; Albury, Artington, East Clandon and Seale and Sands are currently working to produce Neighbourhood Plans for their respective neighbourhood areas. The Council has been supporting this process by providing advice and guidance. The Council is also liaising with other prospective qualifying bodies to help them decide whether they would like to apply to designate a

neighbourhood area in order to begin the process of neighbourhood planning.

Supplementary Planning Documents

- 2.19 The Council adopted one Supplementary Planning Document ('SPD') during the monitoring period, the Parking Standards for New Development SPD, which was adopted on 20th March 2023.
- 2.20 The draft Green Belt SPD was consulted upon during the period 22nd February 2023 to 22nd March 2023. Following this consultation, the Green Belt SPD was adopted at Executive on the 23rd November 2023, which is outside of the monitoring period.

3. Monitoring Indicators

Housing

- 3.1 The following section considers those monitoring indicators relating to the development of homes in the borough.

Overall Housing Numbers

Annual Housing Requirement

- 3.2 The Local Plan: Strategy and Sites (2015 - 2034) identified a total housing delivery target of 10,678 units over the plan period. This equates to an annual housing target of 562 units throughout the plan period.
- 3.3 The Town and Country Planning Regulations (2012) require that Authority Monitoring Reports outline progress against targets for the monitoring period (2022 – 2023). The 'LPSS' confirms that the Council's Objectively Assessed Need ('OAN') is 562 dwellings per annum over the plan period (2015-2034).

Table 1: Previous Housing Completions (net)

Monitoring Period	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	Total
Completions	294	299	351	352	609	459	594	2,958

*This table is for the completion of C3 dwellings. It does not include any contribution from student accommodation that can be counted as part of the housing supply⁷. See section below for total completions figures incorporating student completions.

Housing for Students

- 3.4 The West Surrey SHMA Guildford addendum (2017) estimates the borough has a need for a maximum of 3,800 additional student bedspaces over the plan period (2015 – 2034).
- 3.5 Within this figure, 2,090 students are assumed to live in student-halls on-campus, which leaves a need of approximately 428 additional off-campus C3 dwellings (or 23 dwellings per year) to accommodate the remaining 1,710 new students over the plan period. This figure rests on the assumption that there are circa four students per C3 household on average.
- 3.6 The separately-identified student accommodation need for 428 C3 dwellings is

⁷ National Planning Practice Guidance, Paragraph: 034 Reference ID: 68-034-20190722

included within the general housing need figures.

- 3.7 The Manor Park Masterplan for the University of Surrey (02/P/02505) shows 145,200 square metres of student and staff residential accommodation, which has capacity for approximately 4,171 bedspaces to be built. It is worth noting that 479 bedspaces in PBSA at Manor Park were completed by September 2018 and 669 completed by September 2019. On 20/05/2020 it was determined that prior approval was not required under Schedule 2, Part 11, Class B of the Town and Country Planning (General Permitted Development) Order 2015 (as amended) for the demolition of four student halls of residence with 224 bedspaces on the University Stag Hill campus; These halls are still in situ but unoccupied.
- 3.8 Table 2a (below) shows the planning permissions that have been granted during this monitoring period for purpose-built student accommodation. Further details can be viewed in Appendix 5 of the Land Availability Assessment (2023)⁸.

Table 2a: Planning permissions for purpose-built student accommodation 1 April 2022 to 31 March 2023

Application Reference	Date Approved	Address	Proposal
21/P/02296 (variation to 18/P/02391)	10/6/22	1 & 2 Ash Grove, Guildford	Increase from 79 to 99 student bedspaces (59 studio & 20 two bed studios).
21/P/00956	Allowed at appeal 4/1/2023	Lantern House, Walnut Tree Close	330 student bedspaces (95 studio & 35 cluster units).

- 3.9 To calculate the equivalent number of C3 bedspaces for off campus purpose-built student accommodation, we use the ratio of 1:1 for studio flats and each self-contained cluster flat (comprised of a number of bedspaces) is counted as 1 C3 unit. This approach aligns to that outlined in the Delta User Guide: Housing Flows Reconciliation for purpose built purpose-built, separate homes (e.g. self-contained flats clustered into units with 4 to 6 bedrooms) for students.
- 3.10 Table 2b below shows the student bedspace completions for this monitoring period, and the equivalent number of C3 bedspaces.

⁸ Available to view online at: <https://www.guildford.gov.uk/localplan/housing>.

Table 2b: Completions of purpose-built student accommodation 1 April 2022 to 31 March 2023

Application Reference	Site	Bedspaces	Equivalent C3 units
18/P/02100 & revision 19/P/01460 & 20/P/01460	Just Tyres	99 studio flats	99
Total	-	-	99

Total housing completions

- 3.11 The total housing completions figure for 2022/23 is 693 homes. This includes 594 C3 dwellings (see Table 1 above), along with 99 equivalent C3 units⁹.
- 3.12 Table 2c shows the total housing completions in the borough, including C3 equivalent units (comprised of purpose-built student accommodation and other forms of communal accommodation).

Table 2c: Total Previous Housing Completions (including C3 equivalent units)

Monitoring Period	2015/ 16	2016/ 17	2017/ 18	2018/ 19	2019/ 20	2020/ 21	2021/ 22	2022/ 23	Total
C3 Completions	387	294	299	351	352	609	459	594	3,345
C3 equivalent completions	-	-	-	-	-	252	278	99	629
Total Completions	387	294	299	351	352	861	737	693	3,974

Planning Permissions Granted for New Homes

- 3.13 The number of homes that have been granted planning permission this year is lower than the previous monitoring period.
- 3.14 Table 3 reflects the number of new homes granted permission in the borough on an annual basis. It is apparent that fewer homes were granted in this monitoring period than the previous one, however the figure remains significant at 847 homes. The largest application that was approved during this monitoring period, and that makes up most of the new homes permitted, was hybrid application 19/P/02223: Land at Garlicks Arch, Send Marsh/Burnt Common, Portsmouth Road, Send, approved for a maximum of 520 homes (net). This follows planning permission in the previous monitoring period for another large scheme (20/P/02155, Weyside Urban Village), which was for 1550 net homes.

⁹ The 99 units are composed of 99 student studio flats (see Table 2b)

Table 3: New Homes Granted Permission in Guildford Borough Each Year¹⁰

Monitoring Period	Number of new market homes granted permission (net)	Number of affordable homes granted permission (net)
2017 / 2018	106 2	233
2018 / 2019	609	285
2019 / 2020	553	165
2020 / 2021	324	73
2021 / 2022	1,2 44	710
2022 / 2023	594 640	253 324

*This table reflects permission granted for C3 units, and does not include student accommodation that can count towards housing supply.

3.15 Table 4 (below) shows the proportion of new homes approved by site size. During the monitoring period, the largest percentage came from sites sized 200+, which made up 62% of the homes approved during the period.

Table 4: Proportion of new homes approved by site size (net)

Site size (Net number of homes)	Proportion of new homes approved per year ¹¹				
	2018/ 2019	2019/ 2020	2020/ 2021	2021/ 2022	2022/ 2023
Less than 5	11%	9%	17%	3%	10% 10%
6 – 15	12%	7%	10%	3%	8% 6%
16 – 50	-	15%	14%	6%	7% 8%
51 – 200	23%	69%	22%	9%	13% 22%
200+	54%	-	37%	79%	62% 54%

*This table reflects permission granted for C3 units, and does not include student accommodation that can count towards housing supply.

Outstanding Capacity

3.16 'Outstanding capacity' refers to the number of new homes on sites with planning permission that have not yet been built. Information regarding outstanding capacity is covered within the Land Availability Assessment (2023) ('LAA'). The LAA

¹⁰ These figures include permissions that have since expired.

¹¹ This table reflects percentages based on site size rather than number of permissions granted.

(2023) was published in December 2023 and can be viewed at:
<https://www.guildford.gov.uk/article/25375/Land-Availability-Assessment>.

Five-Year Housing Land Supply

- 3.17 As at 1 April 2023, the Council has a Five-Year Housing Land Supply position of 6.00 years, as confirmed in the Land Availability Assessment (2023).
- 3.18 Detailed assessment of the Council's Five-Year Housing Land Supply is set out in the Five- Year Housing Land Supply document (5YHLS)¹².
- 3.19 Briefly, section 4 of the LAA sets out the components of housing supply that are anticipated to be delivered within the first five-year period (namely, sites assessed as being 'deliverable'). This supply comprises a mixture of outstanding planning permissions and potential development sites as identified in the LAA at Appendix 2: Realistic Candidates for Development.
- 3.20 Table 5 (below) provides a breakdown of how the five-year housing supply has been calculated. Please refer to the LAA for detailed assessments of the various inputs.

Table 5: Five-Year Housing Land Supply Calculation

A	Housing requirement (2015 - 2034)		10,678
B	Annual requirement	$A / 19 =$	562
C	Completions required (1 April 2015 - 31 March 2023)	$B * 8 =$	4,496
D	Completions delivered (1 April 2015 - 31 March 2023)		3,985
E	Accrued deficit (1 April 2015 - 31 March 2023)	$C - D =$	511
F	Deficit annualised over the remaining plan period to 2034 (Liverpool approach)	$E / 11 =$	47
G	Annual housing requirement taking account of deficit	$B + F =$	609
H	Housing requirement (1 April 2023 - 31 March 2028)	$G * 5 =$	3,045
I	Plus 5% buffer	$H * 1.05 =$	3,197
J	Housing supply (1 April 2023- 31 March 2028)		3,833
K	Five-year housing land supply	$(J / I) * 5 =$	6.00

Housing Delivery Test ('HDT')

- 3.21 The HDT is an annual measurement of housing delivery that is calculated from the number of homes delivered in a local authority over the last three years. This figure is compared to the number of homes that were expected to be built over the same period. More information on the HDT and how it is calculated is available at:

¹² Available online at: <https://www.guildford.gov.uk/article/22879/Monitoring-the-Local-Plan>.

<https://www.gov.uk/government/collections/housing-delivery-test>

- 3.22 The Government published the Housing Delivery Test: 2021 measurement on 14 January 2022, and this comprises the most recent HDT result. The 2021 HDT measurement for GBC is 144% of its housing requirement (over the three previous years).
- 3.23 The NPPF indicates at paragraph 76, that in cases where housing delivery has fallen below 95% of the Local Planning Authority's housing requirement during the three-year period in question, it should prepare an action plan to assess the causes of under-delivery and identify actions to increase delivery in future years¹³.

Table 6: Housing Delivery Test Results

Year	Measurement
2018	75%
2019	83%
2020	90%
2021	144%

Housing Trajectory

- 3.24 The Five-Year Housing Land Supply document includes a Housing Trajectory illustrating the expected housing delivery over the next 15 years. This comprises sites that already have planning permission as well as potential development sites identified in the LAA that are expected to be delivered in the future.
- 3.25 The accompanying graph, extracted from that document, demonstrates the relationship that the anticipated housing delivery has with the borough's annual housing target. The green 'Monitor' line identifies the extent to which the anticipated housing delivery is above or below the cumulative housing requirement for the same period. This provides the cumulative deficit or surplus as at the beginning of each year, which would need to be taken account of in rolling forward the five-year land supply calculations. If the trend line is positive (above zero), housing delivery is ahead of target, if it is negative (below zero), then housing delivery is behind target.

¹³ The Council's Housing Delivery Action Plan can be viewed online at:
<https://www.guildford.gov.uk/article/22879/Monitoring-the-Local-Plan>

Housing Trajectory Graph



Provision of Affordable Homes

- 3.26 Affordable housing includes social rented, affordable rented and intermediate housing, provided to specified eligible households whose needs are not met by the market. The NPPF provides further information on Affordable Housing at Annex 2¹⁴.
- 3.27 The West Surrey SHMA: Guildford Addendum (2017) identifies that there are 517 households per annum who require financial support to meet their housing needs¹⁵.

¹⁴ The latest version of the NPPF is available online at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1182995/NPPF_Sept_23.pdf

¹⁵ Available online at: <https://www.guildford.gov.uk/article/25486/Strategic-Housing-Market-Assessment>

Table 7: Affordable homes completed in Guildford borough

Monitoring Period	Number of new affordable homes (gross)
2013 / 2014	17
2014 / 2015	68
2015 / 2016	125
2016 / 2017	32
2017 / 2018	111
2018 / 2019	89
2019 / 2020	62
2020 / 2021	78
2021 / 2022	110
2022 / 2023	40 ¹⁶

Brownfield land development ratio

3.28 Historically, a majority of housing completions have been developed on brownfield land in Guildford. This is likely to be due to the highly constrained nature of the borough with regards to its Green Belt and AONB land designations, in combination with a number of protected natural habitats such as the Thames Basin Heaths Special Protection Area ('TBHSPA').

Table 8: Ratio of completions on brownfield or greenfield land

Total Completions	Brownfield Land	Percentage (%) of total	Greenfield Land	Percentage (%) of total
693	396	57%	297	43%

*This table reflects both C3 and student accommodation completions that count towards housing supply

3.29 Table 8 illustrates that in the monitoring period, there was more brownfield development in the borough. Application 19/P/02197: Land south of Guildford Road, and to the south and east of Dene Close, Ash Wharf contributed the most to the number of brownfield land completions, providing 80 C3 units. Alongside this, 99 C3 equivalent student units were delivered via application 18/P/02100 & revision 19/P/01460 & 20/P/01460: Just Tyres, Walnut Tree Close, Guildford. For greenfield land, application 17/P/02592: Land South of Ash Lodge Drive is still providing a high number of completions, totalling 106 during the monitoring period.

¹⁶ This figure was derived from the affordable housing indicator H&J4 within the Corporate Performance Indicators publication. This is available online at: <https://democracy.guildford.gov.uk/documents/s30346/Item%2007%20-%20Appendix%201%20PMR%20Q1%2023-24%20-%20Final.pdf>

- 3.30 The ratio of development on brownfield land is likely to decrease throughout the plan period, particularly as a result of the site allocations as set out in the adopted Local Plan: Strategy and Sites (2015 – 2034), which allocates a number of strategic sites on greenfield land. However, opportunities for maximising brownfield land have been taken and the Local Plan does allocate a number of ‘Previously Developed’ sites, largely within the borough’s urban areas, which will continue to be delivered throughout the plan period. Further Previously Developed Land (‘PDL’), also known commonly as Brownfield Land, will continue to be identified for development through the Land Availability Assessment (‘LAA’) and the Brownfield Land Register.

Brownfield Land Register

- 3.31 Local Authorities are required to prepare, maintain and publish a Brownfield Land Register in accordance with the Town and Country Planning (Brownfield Land Register) Regulations 2017. The Register comprises a list of Previously Developed (Brownfield) sites that have the potential to accommodate residential development. This includes sites from various sources, including sites allocated in the Local Plan, whether they currently have planning permission or otherwise, provided they meet certain specified criteria.
- 3.32 Part 1 of the most recently published Brownfield Land Register was published on the 12th October 2023 (which is outside of the monitoring period). The register contained 75 brownfield sites, in which 52 are recognised as suitable, available and achievable for residential development under criteria 4 of the Town and Country Planning (Brownfield Land Register) Regulations 2017. The Brownfield Land Register is available on the Council’s website at:
<https://www.guildford.gov.uk/planningpolicy/brownfield-land-register>.

Type of new homes granted planning permission

- 3.33 Table 9: Type of homes granted planning permission (Gross) (2022 / 2023)

Type of Home	Number of new homes (gross)	Percentage of new homes (gross)
House or Bungalow	602 672	67% 68%
Flat	291 313	33% 32%
Unspecified	n/a N/A	n/a N/A

- 3.34 The West Surrey SHMA (2015) reports the breakdown of need for the various different size homes within the borough to be as follows:

	<u>Affordable Housing</u>	<u>Market Housing</u>
1 Bed Properties	40%	10%
2 Bed Properties	30%	30%
3 Bed Properties	25%	40%
4 Bed Properties (+)	5%	20%

- 3.35 The SHMA (2015) indicates that one-bed properties are of greatest need for affordable housing, whereas three-bed properties are of greatest need for market housing. Table 10 (below) identifies the mix of housing granted permission this monitoring year, which is not entirely out of line with the SHMA mix, which itself is in any event not prescriptive. The table does not represent the full granted applications for the year, as some units granted have yet to have a determined bedroom mix.

Table 10: Mix of housing sizes granted planning permission (2022 / 2023)

Type of homes	Affordable Housing (%) (net) (gross)	Market Housing (%) (net) (gross)
One Bedroom	35% 35%	14% 12%
Two Bedroom	37% 37%	28% 27%
Three Bedroom	25% 25%	35% 36%
Four Bedroom+	3% 3%	23% 25%

*This table reflects percentages based on the total number of homes where applicants have specified the bedroom mix, and does not include units from outline applications that have not yet specified the housing mix via reserved matters.

Affordable provision on qualifying sites

- 3.36 Policy H2 of the Guildford Local Plan Strategy and Sites seeks affordable housing provision on sites of 11 or more homes. The Council seeks 40% of the homes on site to be affordable.
- 3.37 During the monitoring period, 7 applications met the 11 dwelling threshold as set out in policy H2. Of the total 893 units provided by the qualifying sites, 341 of these units were affordable (or approximately 38% of the total).
- 3.38 Table 11 (below) demonstrates qualifying sites where applications were approved during this monitoring period, and the total percentage of affordable units which were agreed. Where the development has not met the 40% target, an explanation is provided as to why this was not achieved.

Table 11: Percentage of affordable housing on qualifying sites (2022 / 2023) (Gross)

Application Reference	Address	Total Units (Gross)	Total Affordable Units (Gross)	Affordable Percentage	Justification
21/P/00917	Land at Oakland Farm, Green Lane, Ockham, GU23 6PD	35	14	40%	-
21/P/01480	Tillings Café, 55 Station Road, Gomshall, GU5 9NP	17	7	41%	-
21/P/01811	Guildford Plaza (former Burymead House), Portsmouth Road, GU2 4DH	167 (C3 equivalent)	67	40% (on the C3 equivalent units only)	-
19/P/02223	Land at Garlicks Arch, Send Marsh/Burnt Common, Portsmouth Road, Send.	520	208	40%	-
20/P/01148	Land south of Beech Lane, Normandy, GU3 2JH	16	16	100%	Rural exception site
21/P/01306	Land at Effingham Lodge Farm, Lower Road, Effingham, Leatherhead, KT24 5JP	110	22	20%	Not financially viable to provide 40%
20/P/01057	White Horse Yard, High Street, Ripley, GU23 6BB	28 26	7	25% 27%	Not financially viable to provide 40%
21/P/02394	Land rear of Chicane and Quintons, Ockham Road North, East Horsley	110	44	40%	-
21/P/01649	5, 6, 17 and 18 Rapley's Field, Pirbright, Woking	6	6	100%	-

The Loss of Homes

3.39 During the monitoring period, no planning permissions were granted which resulted in the net loss of a dwelling. The number of homes lost through permissions remains generally low.

Housing for Different Groups in the Community

Specialist housing for older people and people with disabilities

3.40 Housing for older people and people with disabilities may fall within any of the C2, C3 or Sui Generis land use classes. Land use class C2 (residential institutions)

includes dwellings with an element of care, with residential care homes and nursing homes falling within this category. The NPPF¹⁷ defines older people as over or approaching retirement age, including newly retired through to the very frail elderly whose housing needs can encompass accessible, adaptable general needs housing through to retirement and specialised housing for those with support or care needs. Disabilities can include but are not limited to people with ambulatory difficulties, blindness, learning difficulties, autism and mental health needs which may generate a range of housing requirements.

- 3.41 The West Surrey SHMA Guildford addendum (2017) excluded the borough's population in residential care from the general household projections for use class C3 housing and identified a separate need for 433 care home bed spaces between 2015 - 2034. Although there is no set target for C2 accommodation, the LPSS recognises the importance of, and need for, this type of accommodation in the borough. Importantly, the delivery of C2 accommodation counts toward the council's housing supply in accordance with the Housing Delivery Test.
- 3.42 The West Surrey SHMA Guildford addendum Report (2017) identifies a need for 1,061 specialist homes for older persons between 2015 - 34. This forms part of our overall housing need for C3 use class housing.
- 3.43 Table 12 (below) shows the planning permissions relating to C2 use housing for older people and people with disabilities that were approved in this monitoring period.

Table 12: Planning permissions for housing for older people and people with disabilities from 1 April 2022 to 31 March 2023

Application Reference	Date Approved	Address	Proposal	Bedspaces
21/P/02453	18/4/2022	Pymhurst, 11 Semaphore Road, Guildford, GU1 3PS	Change of Use from Use Class C2 (Residential Care Home) to Use Class C3 (Dwelling House).	-6

Housing for Students

- 3.44 Student accommodation is addressed within Section 3 'Monitoring Indicators' of this report.

¹⁷ National Planning Policy Framework glossary: <https://www.gov.uk/guidance/national-planning-policy-framework/annex-2-glossary>

Self-build and Custom House Build

- 3.45 The Self-Build and Custom Housebuilding Act (2015) requires that local authorities 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 residence. The Council meets this obligation and publicises the register via its website (www.guildford.gov.uk/selfbuild). Local authorities must have regard to the register when carrying out their Planning, Housing, Regeneration and Land Disposal functions.
- 3.46 To be placed on the register, applicants must be aged 18 years or older, a British Citizen, a citizen of a European Economic Area (EEA) country or national of Switzerland; they must be seeking to acquire a serviced plot of land in Guildford borough to build a house to occupy as their sole or main residence. In the case of associations, all individuals within the association must meet all of the criteria.
- 3.47 In addition to the statutory criteria listed above, additional eligibility criteria applies to Part 1 of the register. Applicants must have lived in the Borough for at least five years prior to their application, worked in full-time employment (greater than 16 hours per week) in the borough for at least three years and continue to do so, and have the financial ability to purchase land for their own self-build or custom housebuilding project.
- 3.48 Self-build and Custom Housebuilding Planning Practice Guidance requires relevant authorities to grant permission for enough suitable serviced plots of land to meet the demand for self-build and custom housebuilding in their area. The requirement is established by the number of entries on Part 1 of the authority's register during the base period, which runs from 31 October to 30 October annually. At the end of each base period, authorities have three years to grant permission for an equivalent number of plots of land for self-build and custom housebuilding. Planning Practice Guidance states relevant authorities are entitled to remove an individual or association of individuals from their register in a subsequent base period if they fail to pay any annual fee set by the authority to remain on the register.
- 3.49 The figures for each base period reflect the numbers on the Register after the Council's eligibility criteria were introduced in 2018 as this reflects the most accurate representation of individuals who were in a position to build their own home in Guildford Borough and had the means to do so. Please note that the AMR monitoring period differs from the Register monitoring period.

Table 13: Number of eligible applicants on Part 1 of the Self-build & Custom Housebuilding Register

Part 1 of Register Base Period (BP)	Number of eligible applicants registering per base period
BP1: 1 April 2016 – 30 October 2016	8
BP2: 31 October 2016 – 30 October 2017	4
BP3: 31 October 2017 – 30 October 2018	8
BP4: 31 October 2018 – 30 October 2019	8
BP5: 31 October 2019 – 30 October 2020	0
BP6: 31 October 2020 – 30 October 2021	5
BP7: 31 October 2021 – 30 October 2022	4

3.50 Table 14 below shows the number of people registering in each base period and the three- year time period for granting sufficient planning approvals. The number of self-build or custom build plots granted planning permission are listed and the cumulative shortfall or surplus of plots recorded.

Table 14: Number of applicants on Part 1 of the Self-build & Custom Housebuilding Register and number of plots granted planning permission within three-year period.

Base Period and date range	Number of people registering per base period	Three-year period for meeting demand	Number of plots granted planning permission within three-year period	Cumulative shortfall/ surplus of plots
BP1: 01/04/16 – 30/10/16	8	31/10/16 to 30/10/19	7 ¹⁸	-1 shortfall (7 - 8 = -1)
BP2: 31/10/16 – 30/10/17	4	31/10/17 to 30/10/20	6 ¹⁹	1 surplus (6 - 4 - 1)
BP3: 31/10/17 – 30/10/18	8	31/10/18 to 30/10/21	0	-7 shortfall (0 - 8 + 1)
BP4: 31/10/18 – 30/10/19	8	31/10/19 to 30/10/22	18 ²⁰	3 surplus (18 - 8 - 7)
BP5: 31/10/19 – 30/10/20	0	31/10/20 to 30/10/23	5 ²¹	8 surplus (5 - 0 + 3)

3.51 An outline/hybrid planning application on Land at Garlicks Arch, Send Marsh/Burnt Common, Send (planning ref: 19/P/02223) was approved during the monitoring period (see Table 15 below). The custom housebuilding plots will be delivered in

¹⁸ Keens Lane planning ref: 18/P/01014 approved 7 plots 07/11/2018.

¹⁹ Land rear of Chicane and Quintons, East Horsley planning ref: 19/P/01541(outline pp) & 21/P/02394 (reserved matters) approved 5 plots 04/12/2019 and 7/9/2022 and The White House, East Horsley planning ref: 19/P/02153 approved 1 plot 11/3/2020.

²⁰ Manor Farm, Horsley planning ref: 20/P/02067 approved 7 plots 16/2/2022 and L/A Garlicks Arch, Send planning ref: 19/P/02223 approved 11 plots on 1/6/22 (Phase 1).

²¹ Land at 408-410 Lower Road, Effingham planning ref: 21/P/01306 approved 4 plots 28/11/2022 and Land to rear of 168 The Street, West Horsley planning ref: 22/P/00998 approved 1 plot 2/3/23.

phases, with 11 plots in Phase 1. Two other applications were approved for 4 plots and 1 plot.

Table 15: Permissions including self-build or custom housebuilding plots (1 April 2022 - 31 March 2023)

Application Reference	Date Approved	Address	Proposal
19/P/02223	1/6/2022	Garlicks Arch, Send Marsh/Burnt Common, Send	Outline/hybrid: Full planning permission for 220 residential dwellings, Travelling Showpeople plots and community facility and Outline planning permission, with all matters reserved except for access, for up to 300 residential dwellings and other associated works.
21/P/01306	28/11/2022	Land at 408 - 410 Lower Road, Effingham	Hybrid app including outline pp (access) for 4 self-build plots (appeal).
22/P/00998	2/3/2023	Land to rear of 168 The Street, West Horsley	Erection of a detached self-build / custom Build dwelling.

Traveller Accommodation

3.52 The Guildford Traveller Accommodation Assessment ('TAA') (2017)²² sets out the expected need for traveller pitches and travelling showpeople plots over the Local Plan period. Policy S2 of the Local Plan: Strategy and Sites (LPSS) (2019) reflects the identified need from the TAA (2017) and makes provision within the borough for 4 Gypsy and Traveller pitches and 4 Travelling Showpeople plots to meet the accommodation needs for travellers (as defined by Planning Policy for Traveller Sites (PPTS) August 2015) between 2017 and 2034.

3.53 The Council is not required to set targets to meet the needs of Gypsies, Travellers and Travelling Showpeople who do not meet the planning definition. However, the Council recognise from the findings of the TAA (2017) that there is an additional need for 41 permanent pitches for Gypsies and Travellers and 4 permanent plots for Travelling Showpeople who do not meet the PPTS planning definition of traveller. There is also a likely need for 8 permanent pitches for Gypsies and Travellers to meet potential additional accommodation needs of households of unknown planning status. These accommodation needs are reflected in LPSS Policy S2.

3.54 During the monitoring period, on 29/03/2023 full planning permission was granted subject to the signing of a legal agreement for four private pitches at Ipsley Lodge.

²² Available online at: <https://www.guildford.gov.uk/localplan/housing>.

Planning permission was granted for 6 Travelling Showpeople plots at Garlicks Arch
²³. Last year outline planning permission was granted for 6 pitches at Weyside Urban Village on 18 March 2022 but was not reported in the AMR 2021/22.

Table 16: Permission for Traveller pitches and plots (1 April 2022-31 March 2023)

Application Reference	Date Approved	Address	Proposal
19/P/02223	1/6/2022	Garlicks Arch, Send	Outline/hybrid: Full planning permission which includes 220 residential dwellings and six Travelling Showpeople plots.
22/P/00738	29/3/2023 (subject to signing a legal agreement)	Ipsley Lodge	Creation of four traveller pitches.

- 3.55 The Council has met its five-year Gypsy and Traveller pitch requirement, which is summarised in Table 16 below. Whilst LPSS Policy S2 sets a target over the period 2017 to 2034, the TAA breaks this target down into shorter time periods. The TAA requirement for travellers meeting the PPTS planning definition is 2 pitches to 31 March 2022 and 1 pitch between 2022 to 2027; between 27 January 2017 and 31 March 2023 30 pitches (net) have been granted planning permission, 3 pitches have extant permission and 18 pitches have been delivered (one of these was granted permission pre-2017). There has been the loss of one pitch.
- 3.56 The provision of pitches and plots over and above our target (for PPTS travellers) contributes towards meeting the accommodation needs for 8 pitches for households who are of unknown traveller status and the 41 pitches and 4 plots for households who do not meet the PPTS definition of a traveller.
- 3.57 For pitch provision between 1 April 2022 and 31 March 2027 there is a permission for 4 pitches pending the signing of a legal agreement; there are 15²⁴ pitches with outstanding extant planning permission and 2 pitches without planning permission but on a Local Plan allocated site where the landowner anticipates completing the development by March 2027.
- 3.58 For Travelling Showpeople the TAA requirement for travellers meeting the PPTS planning definition is 3 plots up to 31 March 2022 and no plots between 2022 to 2027; 6 plots have been granted planning permission on land at Garlicks Arch, Send (planning reference 19/P/02223) and are forecast to be delivered in the next 5 years. The Council therefore anticipates being able to meet its five-year Travelling

²³ A detailed planning application is currently pending for the Travelling Showpeople plots, planning ref: 23/P/01070.

²⁴ 15 pitches have planning permission but have not been delivered: 5 pitches at Four Acre Stables, 2 pitches at Valley Park, 6 pitches at Weyside Urban Village and 2 pitches at Guildford Road with extant planning permission that pre-dates 27/1/17.

Showpeople plot requirement.

Table 17: Traveller pitch and plot target from the Traveller Accommodation Assessment (TAA) time periods and number of pitches/plots approved.

TAA Time period	Traveller Pitches			Travelling Showpeople Plots		
	TAA PPTS traveller pitch target	Pitches approved (for all travellers)	Pitches completed	TAA PPTS traveller plot target	Plots approved (for all travelling showpeople)	Plots completed
27/1/17–31/3/22	2 pitches	30 ²⁵ pitches	18 ²⁶ pitches completed	3 plots	0 plots	0 plots completed
1/4/22 – 31/3/27	1 pitch	4 ²⁷ pitches (pending) approved to date	0 completed to date	0 plots	6 plots approved to date	0 plots completed

3.59 The Council have planned to meet all traveller's accommodation needs regardless of their status in PPTS terms. However, in terms of reporting we have focussed on the target set out in Policy S2 of the LPSS for travellers meeting the PPTS definition.

3.60 The Council's Land Availability Assessment ('LAA') (2023) includes within Appendix 6 an assessment of land available for traveller accommodation. It sets out the components of traveller accommodation supply for the first five-year period (namely, sites assessed as being 'deliverable'). This supply comprises a mixture of outstanding planning permissions, site allocations and sites identified in the LAA. The LAA also identifies sufficient potential land to meet the need for traveller accommodation over the plan period (2015 – 2034).

Economic Development

3.61 The following section provides data in connection with monitoring indicators in the Local Plan Strategy and Sites (2019) relating to economic development and to retail and other main town centre uses.

²⁵ Updated from 2021/22 LAA to reflect 6 pitches permitted at Weyside Urban Village (20/P/02155).

²⁶ Out of 30 pitches granted planning permission within this period, 17 were completed plus one completion from an extant 2013 permission.

²⁷ Four pitches approved at Ipsley Lodge subject to signing a legal agreement (22/P/00738).

Employment Floorspace

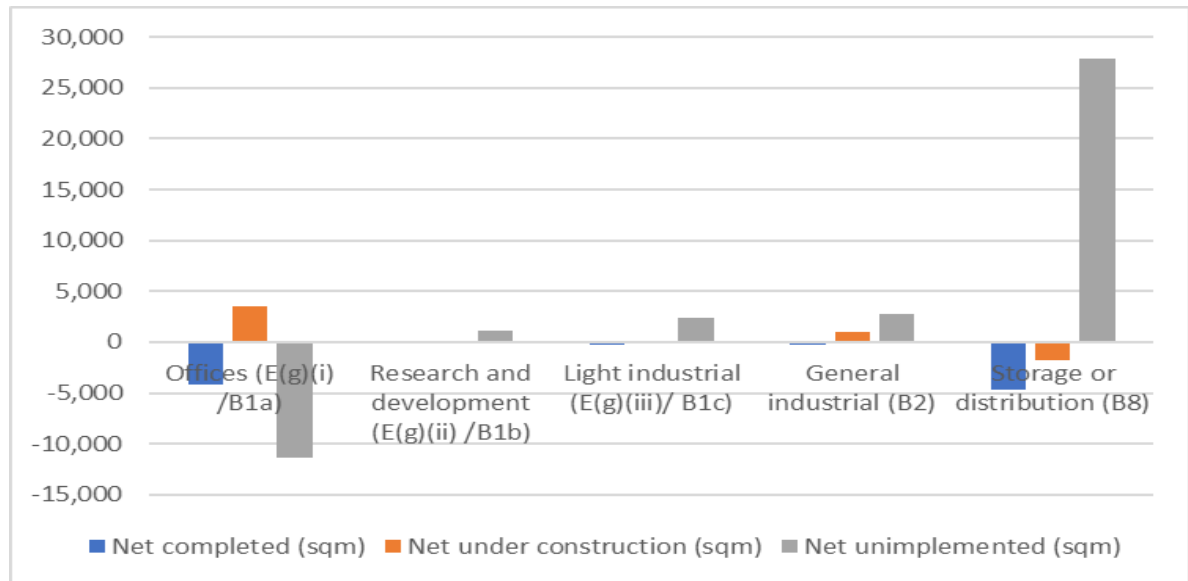


Figure 1: Net* sqm change in employment (Class E(g)), B2 and B8 floorspace unimplemented²⁹, under construction and completed, 1 April 2022 to 31 March 2023 (Borough-wide)

Table 17: Net completions and commencements for employment use classes²⁸ (1 April 2022 to 31 March 2023)

Use class	Net completed (sqm)	Net under construction (sqm)	Net unimplemented
Offices (E(g)(i))	-4,192	3,511	-11,331
Research and development (E(g)(ii))	0	0	1,125
Light industrial (E(g)(iii))	-52	0	3,932
General industrial (B2)	-305	952	2,819
Storage or distribution (B8)	-4,659	-1,733	27,905
Total	-9,208	2,730	22,860

* Please note these figures are overall net sums for each use class. Within each total, there are gains and losses of floor space from individual sites

3.62 LPSS Policy E1 sets a target for a net gain of between 36,100 and 43,700 sqm of office and research and development floorspace, and 3.7 to 4.1 ha of industrial land over the Local Plan period to 2034. Figure 1 and Table 17 above show the total net change (total gains and losses) of employment floorspace arising from approved planning applications across the borough that were either completed during the 2022-23 monitoring year (1 April 2022 to 31 March 2023), or that were

²⁸ Use Classes B1(a), B1(b) and B1(c) were revoked from 1 September 2020 and replaced by Class E(g)(i), E(g)(ii) and E(g)(iii) respectively. See <https://www.planningportal.co.uk/permission/common-projects/change-of-use/use-classes> for details of the current and previous use classes.

under construction, or unimplemented, as of 31st March 2023²⁹.

Employment floorspace completed

- 3.63 Employment floorspace completed during the 2022/23 monitoring period resulted in an overall net loss of 4,192 sqm of office (class E(g)(i)) floorspace. The majority (3,994 sqm) of this resulted from the proposed change of use of Liongate House, Ladymead, approved in March 2020 under two prior approval applications³⁰, into a total of 94 1- and 2-bedroom flats. Liongate House was a late 1980s building that comprised approximately 4,000 sqm (43,000 sq ft) office space, owned by Guildford Borough Council before being sold for residential use. Also included within the completed net loss figure was the change of use of the second and third floors of 255 High Street, Guildford from an office to form two flats.
- 3.64 There was a small net loss of light industrial floorspace in this period from the change of use, approved in November 2020, of a horological workshop at 204 Worplesdon Road to a single dwelling (-52 sqm).
- 3.65 A net loss of 4,659 sqm of Class B8 Storage or Distribution floorspace was completed from the approved change of use of a vacant warehouse at 2, Thornberry Way, Guildford (part of Slyfield Industrial Estate), to an indoor activity/soft play centre.

Employment floorspace under construction

- 3.66 A net gain of 3,511 sqm office floorspace was under construction at the end of the monitoring period. This arose from five approved schemes: four involving a net gain of office floorspace. 1,600 sqm of this was from the proposed refurbishment and two-storey extension to existing offices at 255 High Street, Guildford; and 667 sqm was part of ongoing redevelopment of Guildford Boat House, Millbrook to new offices. A new 1,311 sqm office building was also being constructed at Charters Yard, Mary Road, Guildford.
- 3.67 A net gain of just over 950 sqm Class B2 Industrial floorspace was underway from the ongoing construction of 20 new industrial units on Middleton Industrial Estate (owned by the Council) following the demolition of 2 existing industrial buildings.
- 3.68 Also under construction was the change of use of a vacant storage and distribution warehouse (1,700 sqm class B8 floorspace) at 1 Thornberry Way, Guildford (part of Slyfield Industrial Estate) to a motorcycle storage and sales with associated offices,

²⁹ Unimplemented floorspace refers to developments that had been granted planning permission but where the proposed development had not yet commenced at the end of the annual monitoring period (1 April 2022 to 31 March 2023).

³⁰ See applications 20/W/00021 and 20/W/00022.

workshop and MOT bay (sui generis).

Unimplemented schemes involving loss or gain of employment floorspace

- 3.69 Approved planning applications proposing a change in employment floorspace that remained unimplemented at the end of the 2022-23 monitoring period (pipeline schemes) included an overall net loss of 11,331 sqm of office (class E(g)(i)) floorspace. The majority (six) of the seven applications that made up this total comprised a net loss of office floorspace. These included 1,872 sqm from the redevelopment of Lantern House, Walnut Tree Close, Guildford to purpose-built student accommodation³¹. They also included several applications to convert offices to dwellinghouses under prior approval, the largest of which were at Beaufort House, 31 Chertsey Street (3,455 sqm) and 1-7 Stoke Road (5,322 sqm).
- 3.70 Except for Unit 3c Kings Court, Burrows Lane, Gomshall (196 sqm), which was constructed in 2019, these offices proposed to be lost to residential uses are older properties dating from no later than the early 1990s. The redevelopment of these units and, in particular, the gain of new offices (see 'Employment floorspace under construction') has evidently been intensified by permitted development rights, but could also partly reflect the wider market trend across London and the South East for heightened occupier demand for modern Grade A office buildings at the expense of generally poorer uptake of older second-hand buildings³².
- 3.71 A small net gain of office space from an application for change of use of the former Jaguar Land Rover Garage, in Astolat Way, Peasmarsh from a car showroom, workshop and MOT test centre to a flexible use under Classes B1 (a, b and c) (now Class E(g), B2 and B8³³) was in the pipeline. This was set to result in a net gain of 1498 sqm employment space across these use classes³⁴.
- 3.72 There was a proposed net floorspace gain at the end of the monitoring period of all other (non-office) employment use classes arising from unimplemented permissions, with the largest (net) gain comprising B8 storage or distribution space (27,209 sqm). Most of this total was from a proposed new Council depot at the site of Weyside Urban Village (formerly Slyfield Area Regeneration Project, which is Site A24 in the Local Plan: Strategy and Sites).
- 3.73 A total net gain of 2,342 sqm E(g)(iii) light industrial floorspace remained unimplemented at the end of the monitoring period. This was from several schemes, including an outline permission for 28 dwellings at the Elms Centre,

³¹ Application ref. 21/P/00956, approved at appeal on 4 January 2023.

³² https://www.savills.co.uk/research_articles/229130/350006-0

³³ See application ref. 20/P/00567.

³⁴ For annual monitoring purposes the 1498 sqm employment floorspace proposed by this application was divided equally between the approved use classes, i.e. B1(a, b, c) (E(g)(i,ii, iii)), B2 and B8

Glaziers Lane (loss of 1500 sqm); the application for the Jaguar Land Rover site (+ 300 sqm, see above); and 6,600 sqm of flexible employment space (Class E/B2/B8) and 3,303 sqm flexible Class E(g)(ii)/(iii)/B2/B8 floorspace at Burnt Common Nurseries, London Road, Send³⁵.

Retail and Town Centre Use Floorspace

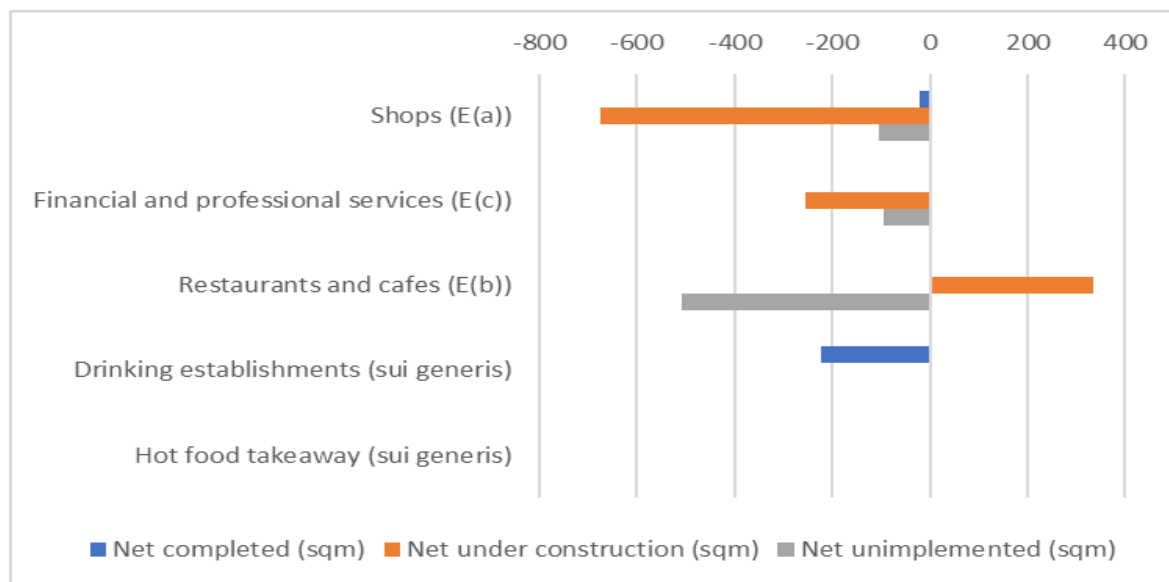


Figure 2: Net* sqm retail (Class A) floorspace granted planning permission, under construction and completed, 1 April 2022 to 31 March 2023 (Borough-wide)

Table 18: Net change in retail (Class E(a)) and town centre use floorspace, 1 April 2022 to 31 March 2023 (Borough-wide)

Use class	Net completed (sqm)	Net under construction (sqm)	Net unimplemented (sqm)
Shops (E(a))	-22	-674	-104
Financial, professional and other services (E(c))	0	-255	-96
Restaurants and cafes (E(b))	0	335	-509
Drinking establishments (sui generis)	-224	0	0
Hot food takeaway (sui generis)	0	0	0
Total	-246	-594	-709

*Please note these figures are the overall net sums of gains and losses for each use class. Within each total, there are gains and losses of floor space from individual sites.

3.74 The chart and table above show permitted total net gains and losses of floorspace in use as shops, financial, professional and other services, restaurants and cafes,

³⁵ For monitoring purposes, the proposed employment floorspace for the Jaguar/Land Rover and Burnt Common Nurseries applications was split evenly across the proposed employment use classes.

drinking establishments and hot food takeaways across the Borough during the monitoring period (1 April 2022 to 31 March 2023).

- 3.75 Use Classes A1, A2 and A3 were revoked from 1 September 2020 and replaced by the new Class E (a, b, c). For planning applications submitted from that date, Class A1/2/3 uses are treated as Class E and Class A4/5 uses are treated as sui generis³⁶. Note that the data above may underrepresent the extent of loss of Class E floorspace from prior approval applications³⁷, as information on the floorspace of existing uses does not have to be supplied by applicants for this type of application and in most cases is unavailable to the Council.

Retail Floorspace Completed

- 3.76 There was a small completed net loss of 22 sqm of Class E(a) shop floorspace during the 2021/22 monitoring year from the change of use, approved in November 2020, of a horological workshop (which also included 52 sqm light industrial floorspace) at 204 Worplesdon Road to a single dwelling. A public house, The Duke of Normandy, Guildford Road, Normandy (224 sqm, sui generis) was also lost and replaced with three dwellings.

Retail floorspace under construction

- 3.77 Retail floorspace under construction at the end of the 2020/21 monitoring period included a net loss of 674 sqm use class E(a) shops and 255 sqm use class E(c) financial and professional services floorspace. The approved loss of class E(a) floorspace arose from the demolition of a funeral directors at Charters Yard, Mary Road, Guildford and redevelopment to a new office (of just over 1,300 sqm)³⁸.

Unimplemented schemes involving loss or gain of retail floorspace

- 3.78 Approved schemes for which construction had not yet started at the end of the monitoring period involved a total net loss across all of the Class E(a), E(b) and E(c) uses. The largest net loss was from the Class E(b) cafes and restaurants use and arose from the proposed redevelopment of Tillings Café, 55 Station Road, Gomshall to 13 flats and 2 pairs of semi-detached houses³⁹.

3.79 Retail floorspace surveys

- 3.80 The Council undertakes regular surveys of ground floor commercial units in the

³⁶ See <https://www.planningportal.co.uk/permission/common-projects/change-of-use/use-classes> for details of the new and revoked use classes.

³⁷ Under, for example, Class MA of Schedule 2, Part 3 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).

³⁸ Application ref. 20/P/02016

³⁹ Application ref. 21/P/01480

Town Centre Primary Shopping Area (PSA) and the Borough's district and local shopping centres, usually on an annual basis. For consistency of results these surveys normally take place close to the end of March. The latest surveys were undertaken in March 2023 and the results of these are presented and commented on below, alongside data for previous years from 2015 onwards⁴⁰.

Guildford Town Centre Primary Shopping Area (PSA)

Table 19: Breakdown and total of use classes in the Town Centre PSA, 2015-2023⁴¹

Use class	2015	2016	2017	2019	2022	2023
Shops – E(a)	252	269	263	261	245	245
Financial/professional/other services – E(c)	27	28	26	29	45	47
Restaurants and cafes – E(b)	38	38	39	39	48	48
Offices – E(g)(i)	6	5	5	9	3	3
Hotels – C1	1	1	1	1	1	1
Dwellinghouses – C3	4	4	4	6	7	7
Non-residential institutions**	7	7	7	8	N/a	N/a
Indoor sport and recreation – E(d)	1	1	0	0	2	3
Medical or health services – E(e)	N/a	N/a	N/a	N/a	7	6
Education – F.1(a)	N/a	N/a	N/a	N/a	1	1
Display of works of art – F.1(b)	N/a	N/a	N/a	N/a	1	1
Public or exhibition halls – F.1(e)	N/a	N/a	N/a	N/a	1	1
Halls or meeting places for community use – F.2(b)	N/a	N/a	N/a	N/a	1	1
Drinking establishments – Sui generis	8	9	8	7	8	8
Hot food takeaways – Sui generis	11	11	11	10	4	4
Other – Sui Generis	3	4	4	7	8	8
Vacant	40	22	27	27	62	61
Not surveyed	12	11	14	4	1	0
Total (not including residential units and units not surveyed)	394*	395*	391*	398*	437	438

*Tunsgate Quarter (formerly Shopping Centre) was excluded from the surveys in 2015- 2019 as many of the units in these areas were vacant throughout this period due to planned or ongoing redevelopment. It was included in the March 2022 survey as its redevelopment was complete by then.

**Use Class D1 was abolished in September 2020 and replaced by Use Classes E(e-f) and F1).

Table 20: Number and percentage of Use Class E(a), E(b), and vacant ground floor retail and town centre uses in the PSA, 2015-2023 (out of all surveyed ground floor non-residential units)

⁴⁰ See <https://www.guildford.gov.uk/article/22879/Monitoring-the-Local-Plan> for previous years' Authority Monitoring Reports.

⁴¹ Note – N/a in this table indicates a use class that was introduced or replaced by the September 2020 amendments to the Use Classes Order. See <https://www.planningportal.co.uk/permission/common-projects/change-of-use/use-classes>.

Use class	May 2015	May 2016	May 2017	May 2019	Jul 2020	May 2021	Mar 2022	Mar 2023
E(a) (%)	252 (64%)	269 (68.1%)	263 (67.3%)	261 (65.6%)	**	**	245 (56.1%)	245 (55.9%)
Restaurants/cafes (E(b) (%)	38 (9.6%)	38 (9.6%)	39 (10%)	39 (9.8%)	***	**	48 (11%)	48 (11%)
Vacant (%)	40 (10.2%)	22 (5.6%)	27 (6.9%)	27 (6.8%)	12.4%*	14.7%*	62 (14.2%)	61 (13.9%)

Note: The national town centre vacancy rate was 13.8% in the first quarter of 2023; Source: British Retail Consortium and LDC

*Data from Experience Guildford

** No comparative data available

3.81 Tables 19 and 20 above indicate a slight fall in the proportion of vacant units across the Town Centre PSA between March 2022 (14.2%) and March 2023 (13.9%). The vacancy rate of 13.9% across the PSA at the end of March 2023 was only 0.1 percentage point above the national average high street vacancy rate, which was 13.8% in the first quarter of 2023, the latter remaining the same as in Q4 of 2022⁴².

3.82 The proportion of class E(a) retail units in March 2023 (54.8%) remained almost identical to March 2022 (54.9%). There was also minimal change in the proportion of restaurants and cafes (class E(b)), or other uses⁴³.

Table 21: Number/change in vacant units by street or shopping centre in PSA, 2022-2023

	Mar 2022	Mar 2023	Vacant gain (+) or loss (-)	Total units	Mar 2023 Vacant %
Angel Gate	0	0	0	6	0%
Castle Street	0	0	0	8	0%
Chapel Street	0	3	3	19	15.8%
Chertsey Street	1	0	-1	10	0%
Friary Street	0	2	2	18	11.1%
High Street	27	20	-7	134	14.9%
Jeffries Passage	3	5	2	12	41.7%
Leapale Road	0	0	0	1	0%
Market Street	3	2	-1	15	13.3%
Milkhouse Gate	1	1	0	5	20%
North Street	8	8	0	56	14.3%
Phoenix Court	1	1	0	7	14.3%
Quarry Street	0	0	0	3	0%
Swan Lane	1	1	0	16	6.3%
The Friary Centre	4	5	1	55	9.1%

⁴² Source: British Retail Consortium and LDC: <https://www.localdatacompany.com/blog/press-release-retailers-cautious-to-invest-in-new-stores>

⁴³ The fall in the number of E(a) shop uses and corresponding increase in E(c) financial/professional/other service uses in 2022 was primarily due to the September 2020 amendments to the Use Classes Order. This repositioned services that previously fell in Use Class A1, for example hairdressers and travel agents, into Use Class E(c)(i).

	Mar 2022	Mar 2023	Vacant gain (+) or loss (-)	Total units	Mar 2023 Vacant %
The Shambles	2	0	-2	4	0%
Tunsgate	0	1	1	15	6.7%
Tunsgate Quarter	3	3	0	23	13%
White Lion Walk	8	9	1	21	42.9%
Woodbridge Road	0	0	0	10	0%
Total in PSA	62	63	1	438	13.9%

3.83 As Table 21 (above) shows, the highest percentage of vacancies in the Town Centre PSA in March 2023 were in Jeffries Passage and in White Lion Walk. This was the same situation at the time of the March 2022 survey, whilst the percentage of vacancies in the High Street fell by 5% between these two survey dates. The 9 vacant units (42.9%) in White Lion Walk (which the Policies Map designates as secondary frontage) may have artificially skewed the vacancy rate for the PSA upwards, bearing in mind that most of the vacancies in this centre were temporary and necessary to permit work on shopfronts to take place as part of the ongoing refurbishment of the centre which was approved under planning application reference 21/P00573.

3.84 This development, which is nearing completion, should not result in the loss of any ground floor retail units – at the time of writing there were new tenants lined up to occupy them, however on the first floor the former Next department store has been demolished. This is being replaced with new high specification offices (White Lion House), due to be completed in summer 2023⁴⁴.

Table 22: Previous use class** of units recorded as vacant in March 2023 survey - for High Street, White Lion Walk and whole of PSA

Use Class	E(a)	E(e)	Not recorded	Vacant
High Street	3	0	1	16*
White Lion Walk	0	1	0	8*
PSA	3	1	0	47

*The permitted use of most vacant units in the High Street and almost all the vacant units in White Lion Walk in May 2019 was A1 (now E(a))

** as of March 2022.

3.85 Table 22 (above) shows the previous use of units recorded as vacant in March 2023 in the High Street, White Lion Walk and across the PSA. The majority of these units were also vacant in March 2022. Whilst the temporary vacancies in White Lion Walk are due to impending redevelopment, there were few signs that most of the vacant units in the High Street would soon be reoccupied. Four of the 20 total

⁴⁴ See <https://www.retaildestination.co.uk/news/redevco-announces-new-tenants-for-white-lion-walk/> for more information on the approved refurbishment.

vacant units in the High Street were however due to be reoccupied or reopened imminently, according to on-site signage.

- 3.86 The persistence of certain vacant units in the High Street and elsewhere in the town centre reflects evidence of a slow recovery nationwide from Covid-19's influence on the trading performance of physical retail stores, and a corresponding increased market share from Internet-based sales outlets. Nevertheless, recent sales figures indicate that the online share of the percentage of total retail sales across the country has declined steadily since the pandemic, from its highest level of 37.8% at its peak in January 2021, to 26.6% in January 2023⁴⁵.
- 3.87 The evidence of post-pandemic recovery also appears to be reflected in the reduced number of vacant units across the town centre PSA at the end of March 2023 compared to the same time a year ago and in the years prior following the start of the pandemic (since March 2021). There was also a slight year on year increase in footfall in Guildford town centre at the end of August 2023 of 1.3%⁴⁶.
- 3.88 Out of town retail units in the borough have continued to trade successfully over the last few years, with only one vacant unit in Ladymead Retail Park recorded in March 2023 out of a total of 11. All of the retail units on Ladymead and Woodbridge Road were also occupied.

District and local centres

District centres

- 3.89 Guildford's district and local shopping centres have over past years performed consistently well in terms of vacancy rates compared to the national average for town centres (which include district and local centres). This has remained the case even at the height of the Covid-19 pandemic when many other centres experienced high vacancies resulting from a fall in consumer demand, as shoppers turned instead to the Internet for certain purchases, particularly for comparison goods. The success of these centres could be partly because they tend to offer essential services that particularly benefit local residents (e.g., convenience food stores, takeaways and hairdressers). These may also have helped to support other businesses providing non-essential goods and services.

Table 23: Total and % of occupied and vacant non-residential units in district centres (March 2023)

Use Class	Wharf Road, Ash	Station Parade, E Horsley	Ripley
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⁴⁵ Source: Office for National Statistics, and Lambert Smith Hampton, Shopping Centre Futures, 2022: <https://www.lsh.co.uk/-/media/files/lsh/research/2022/lsh%20shopping%20centres%20-%20final>

⁴⁶ Source: Springboard Footfall Report for Guildford, Week 34, 2023, Experience Guildford

	No. units	%	No. units	%	No. units	%
Shops - E(a)	15	53.6	13	43.3	12	30.8
Restaurants and cafes - E(b)	2	7.1	4	13.3	4	10.3
Financial/professional/ other services - E(c)	5	17.9	10	33.3	11	28.2
Medical/health services - E(e)	0	0	1	3.3	1	2.6
Offices - E(g)(i)	0	0	0	0	0	0.0
Public library - F1(d)	0	0	1	3.3	0	0.0
Sui generis – Pubs	0	0	0	0	4	10.3
Sui generis – Hot food takeaways	3	10.7	1	3.3	1	2.6
Sui generis (not inc. pubs/HFT)	3	10.7	0	0	1	2.6
Vacant*	0	0	0	0	5	12.8
Residential - C3	1	N/a	0	N/a	0	N/a
Total not inc. residential	28	100	30	100	39	100

*Note: The national town centre vacancy rate was 13.8% in March 2023. Source: British Retail Consortium and LDC

3.90 Table 23 (above) shows the total number and percentage of all occupied and vacant non- residential uses, and the number of residential units, in the borough's district centres as of March 2022. There were no changes of use in any of the district centres since the date of the previous survey in March 2022.

3.91 The percentage of vacant units in the district centres also remained unchanged since March 2022, with no vacancies in either Ash or East Horsley centres. The 12.8% vacancy rate in Ripley district centre was clearly above the other two centres but below the national town centre vacancy rate, which was 13.8% in March 2023⁴⁷.

Local Centres

Table 24: Total and percentage of occupied and vacant non-residential units in local centres (March 2023)

Local centre	No. units	%
Aldershot Road Westborough	0	0
Ash Vale	2	7.1
Stoughton Road, Bellfields	0	0
Bishopsmead Parade	0	0
Collingwood Crescent	0	0
Effingham	0	0
Epsom Road, Merrow	1	5.9
Fairlands	0	0
Jacobs Well	1	20
Kingfisher Drive, Merrow	0	0
Kingpost Parade, Burpham	0	0
Madrid Road, Guildford Park	0	0
Send	0	0
Shalford	0	0

⁴⁷ Source: British Retail Consortium and LDC

Shere	0	0
Southway, Park Barn	1	20
The Square, Onslow Village	0	0
The Street, Tongham	0	0
Woodbridge Hill, Guildford	0	0
Woodbridge Road, Guildford	0	0
Worplesdon Road, Stoughton	0	0

3.92 Table 24 (above) shows the number and percentage of occupied Class E(a) and vacant non-residential units in the borough's local centres as of March 2022.

3.93 Like the district centres, the borough's local centres have performed consistently well for many years and the percentage of vacant units has remained considerably below the national town centre average (currently 13.8%). There was very little overall change since the last survey in March 2022 and, in most of the local centres, there were no vacant units at all. The highest vacancy rate recorded in individual centres, 20%, was noted in Jacobs Well and Southway, Park Barn. Both of these centres had one vacancy out of a total of five units. Send and Worplesdon Road, Stoughton, which had 5 and 14.3% vacancies respectively in the previous March 2022 survey, were fully occupied in March 2023.

3.94 The churn in the occupation of some retail units over previous years suggests that where vacancies in local centres exist, they tend to persist in the long term. This will however continue to be monitored.

4. Planning Contributions

Community Infrastructure Levy ('CIL')

- 4.1 The Community Infrastructure Levy (CIL) is a charge on new development that would be paid by landowners or developers when new developments are built. It can assist in delivering infrastructure to support development. CIL is not currently in place in Guildford and developer contributions toward infrastructure are primarily secured through s106 agreements.
- 4.2 With an adopted CIL, landowners and developers are required to pay the relevant amount of CIL when they build their new buildings or extensions. CIL is non-negotiable but there are certain exceptions, such as affordable housing and developments by charities and those used for charitable purposes. The amount to be paid is based on the net floor area of a new building or extension, and its use. It applies to most new buildings and extensions over 100 sq. m. (gross), and to new homes regardless of their floor area.
- 4.3 The CIL must be based on Local Plan development and infrastructure, and CIL rates are informed by viability evidence.
- 4.4 The Council undertook further viability work during 2021-22 to support the emerging Local Plan: Development Management Policies. This work is ongoing and may also contribute to providing updated evidence to support the preparation of a draft charging schedule (DCS) for consultation. The Government has proposed the introduction of a new consolidated 'Infrastructure Levy' to replace the existing parallel regimes for securing developer contributions. This has been confirmed via the Levelling up and Regeneration Act which achieved Royal Ascent in October 2023 after the end of this monitoring period. Progress in this regard will be monitored.

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- 4.5 Planning obligations assist in mitigating the impact of unacceptable development to make it acceptable in planning terms. Planning obligations may only constitute a reason for granting planning permission if they meet the tests that they are necessary to make the development acceptable in planning terms. They must be:
- necessary to make the development acceptable in planning terms;
 - directly related to the development; and
 - fairly and reasonably related in scale and kind to the development.
- 4.6 Section 106 figures are published via Guildford Borough Council's Annual

Infrastructure Funding Statement. The IFS reflecting information for 2022/23 is available to view at: <https://www.guildford.gov.uk/article/24697/What-are-planning-obligations>

Thames Basin Heaths Special Protection Area

- 4.7 The Thames Basin Heaths Special Protection Area ('TBH SPA') Avoidance Strategy 2017 Supplementary Planning Document ('the SPA strategy') was adopted in July 2017⁴⁸. The SPA strategy enables residential development to take place that would otherwise be prevented by legislation that prevents adverse impacts on the TBH SPA.
- 4.8 Under the SPA strategy, net new residential development within 5km of the SPA must:
- fund or provide Suitable Alternative Natural Greenspace ('SANG') to attract visitors away from the SPA, and
 - fund Strategic Access Management and Monitoring ('SAMM'), a programme of visitor management and monitoring on the SPA.
- 4.9 See the SPA Strategy for more information about these measures.

Implementation and Monitoring

- 4.10 Officers from the Planning Policy, Development Management, Parks and Countryside and Financial Services teams meet periodically to assess the progress and to identify and address implementation issues as they arise.
- 4.11 The Joint Strategic Partnership ('JSP') is responsible for monitoring the effectiveness of SANG and SAMM. The JSP organises and funds visitor surveys on fully allocated SANGs across the TBH SPA area in order to provide a standardised, consistent approach to monitoring. The evidence collected has shown that there has been no significant increase in the levels of visitors on the TBH SPA despite an increase in the number of homes within its vicinity⁴⁹. Evidence continues to be collected through the SAMM project.
- 4.12 We report on an annual basis to the JSP Board on SANG delivery and capacity, housing delivery within SPA zones, and monitoring and financial data relating to the SAMM project.

⁴⁸ Available online at: <https://www.guildford.gov.uk/tbhspa>.

⁴⁹ See Natural England Commissioned Report NECR136
<http://publications.naturalengland.org.uk/publication/4514481614880768>.

Financial Situation

4.13 The financial position for each of the operational SANGs at the end of March 2023 is shown in the following table.

SANG Site	Contributions received from September 2006 to end of March 2023	Expenditure incurred from September 2006 to end of March 2023
Chantry wood	£6,652,176.00	£451,008.51
Effingham Common	£3,570,455.20	£94,315.06
Lakeside Nature Reserve	£765,399.79	£249,259.21
Riverside Nature Reserve and Parsonage Watermeadows	£3,771,176.31	£712,262.74
Totals	£14,759,207.30	£1,506,845.52

4.14 The table above does not include financial information for SANGs outside of Council ownership as the Council does not receive money or spend money on works for these SANGs. The Council does monitor capacity in those SANGs (see next section).

Current SANG capacity

4.15 We closely monitor the amount of SANG capacity that is allocated to housing developments to make sure that enough capacity is available. The table below sets out the position in the middle of November 2023.

SANG Site	Total amount of SANG (hectares)	SANG already allocated (hectares)	Remaining SANG (hectares)
Riverside Nature Reserve/Parsonage Watermeadows	24	23.66	0.34
Effingham Common	34	18.08	15.92
Lakeside Nature Reserve	4	3.82	0.18
Chantry Wood	38	37.9	0.1
Ash Green Meadows (inc. Bin Wood)*	26.17	20.81	5.36
Runfold Bridge (Manor Farm)*	17.7	8.16	9.54
Horsley Meadows*	24	6.65	17.35
Remaining overall			48.79

Figures may not sum due to rounding.

*These are SANGs outside Council ownership.

4.16 Developments are allocated capacity in a specific SANG when they get planning permission. If a development does not pay the SANG tariff and the planning permission expires, the SANG allocation will be withdrawn and the capacity will be made available for other developments.

- 4.17 SANG is provided at a minimum of 8 hectares per thousand people. Homes across the SPA region average 2.4 occupants. This equates to 0.0192 hectares of SANG per house. The unallocated SANG capacity of 48.79 hectares would therefore provide mitigation for around 2,537 new homes, though the exact amount depends on the mix of home sizes that is delivered. Many of the homes that make up our annual housing delivery figures (set out in the annual Land Availability Assessment) are already permitted and have been allocated SANG capacity, and a large number of proposed homes are on strategic sites that will provide their own bespoke SANG. These homes will not draw on the remaining SANG capacity set out in the table above.

Future SANG capacity

- 4.18 There are a number of new SANGs expected to come online in the near future.

- Council owned Tyting Farm to the southeast of Guildford will be an extension to the existing SANG at Chantry Wood. It was expected to come online early in 2020 but works were delayed due to Covid and later due to the need for Thames Water to lay a pipeline through the site. The first tranche of the SANG is now due to open in winter 2023 with the remainder by 2025. The first tranche will provide around 13 hectares of SANG and the whole site will provide around 40 hectares. The SANG will provide mitigation for developments in and around the Guildford urban area.
- Wood Street Knoll SANG (formally referred to as Russell Place Farm SANG) is a new 34 hectare SANG in Worplesdon parish near Wood Street Village. It has been granted planning permission and SANG works have been undertaken. The SANG is privately owned and has a total capacity for approximately 1,770 homes, with a catchment stretching from Guildford to Ash. The site owner is discussing with the Council how the SANG can be brought online.

- 4.19 These two SANGs together would provide around 74 hectares of SANG, enough land for just over 3,848 homes.

- Eashing Fields SANG near Eashing is within Guildford borough and has been brought forward by the developer of a housing site over the borough boundary in Waverley. The SANG works are complete and the SANG is open, but it is not clear whether this SANG will provide capacity for developments in Guildford borough, and its catchment does not cover parts of Guildford Borough where significant development is expected. As a result, it is not included in the SANG capacity table.
- Benswood SANG in West Horsley parish is close to completion. The Council

expects to take ownership of the SANG once works are signed off. It is a small SANG with limited capacity and most of its capacity will be used for a nearby development, but a small amount of capacity is expected to be available for other developments (to be determined). It is close to Horsley Meadows SANG and is expected to form part of its network so they can share the extended catchment.

- Burpham Court Farm is a Council owned site to the northeast of Guildford. The Council has received planning permission for change of use to create new open space and a Nature Reserve covering 45.9 hectares. It is not clear at this stage how much of that land will be available for use as SANG or whether any will be left over from the Council's own Weyside Urban Village development.

4.20 The Local Plan: Strategy and Sites contain allocations for large strategic sites at Gosden Hill Farm, Blackwell Farm and the Former Wisley Airfield. These strategic sites will deliver bespoke SANGs to cover their own developments and may provide spare capacity for other developments.

4.21 The Council continues to work to ensure enough SANG capacity is in place:

- We work with the owners of privately owned SANGs that are not yet online to agree a mechanism that enables their SANGs to come online for new developments. This includes providing advice on legal agreements for either the Council or a suitable qualifying body to take on the SANG
- We continue to engage with landowners who are considering offering their land for use as SANG, including developers proposing new SANGs.

Strategic Access Management and Monitoring (SAMM)

4.22 Since 2011, and up to the end of March 2023, we have passed £2,921,976.55 to Hampshire County Council for the purpose of funding the SAMM project. The JSP delivers the SAMM project and makes decisions on spending while Hampshire County Council host the SAMM project.

5. Duty to Cooperate

- 5.1 The duty to cooperate ('DtC') was introduced by the Localism Act 2011⁵⁰. It places a legal duty on local planning authorities, county councils in England and public bodies to engage constructively, actively and on an ongoing basis to maximise the effectiveness of local plan preparation in the context of strategic cross boundary matters.
- 5.2 The Duty to Co-operate Matrix at Appendix 1 demonstrates the various organisations that the Council consults and corresponds with for the purposes of the duty-to-cooperate in plan-making, alongside the relevant strategic issues that they are consulted upon.
- 5.3 During the monitoring period, the Council continued work on part 2 of the Local Plan, the 'Local Plan: Development Management Policies' document. The Council undertook a 6 week consultation on the proposed submission version of the Plan, and consulted and gathered feedback from prescribed bodies. In November 2022, the Inspector held a 3 day hearing session, in which stakeholders and prescribed bodies who submitted representations to the proposed submission version of the Plan were invited. Stakeholders were then invited to comment further on 'main modifications' proposed by the Inspector to make the Plan sound during a 7 week consultation conducted by the Council over Dec 2022 to Feb 2023.
- 5.4 Outside of the monitoring period, the Council undertook a duty to corporate exercise in October 2023 in preparation for a review of the Local Plan. Neighbouring authorities and prescribed bodies were contacted with regards to any strategic issues which would be relevant to the review.
- 5.5 During the monitoring period, the Council also responded to all relevant consultations received by the prescribed bodies.

⁵⁰ Available online at: <http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted>.

6. Evidence Base

- 6.1 Paragraph 31 of the NPPF states that: The preparation and review of all policies should be underpinned by relevant and up- to-date evidence. This should be adequate and proportionate, focused tightly on supporting and justifying the policies concerned, and take into account relevant market signals.
- 6.2 The full list of supporting evidence-base documents submitted to the Local Plan Examination in Public is available online at:
https://www.guildford.gov.uk/newlocalplan/media/26763/Submission-core-and-supporting_documents/pdf/Submission_core_and_supporting_documents.pdf.
- 6.3 The evidence-base documents that support the Local Plan Part 2: Development Management Policies are available to view online at:
<https://www.guildford.gov.uk/localplanpart2examdocuments2>

Appendix 1 - Duty to cooperate matrix of prescribed bodies and strategic issues

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