

WEST CLANDON PARISH COUNCIL
CORRESPONDENCE LIST
Oct-Nov 2017

Received

12 Oct	Letter from Geoff Wild of Invicta Law offering legal advice for Parish Councils at £95ph for £300pa	
16 Oct	Agenda and Papers for the meeting of GBC Executive held Tues 24 th October includes info on rates retention pilot	
25 Oct	Correspondence with Merrow resident over dangerous trees in his area	
27 Oct	Email from Counsellor Mike Goodman of SCC with changes to the Community Recycling Service. From 4 December there will be no free daily allowance of chargeable non-household waste and residents from Bracknell Forest and Wokingham will no longer be able to use Camberley CRC. From 8 January there will be restrictions on which CRCs waste from vans, trailers and pick-ups can be taken to and the opening days of most sites will reduce. Details at https://www.surreycc.gov.uk/waste-and-recycling/where-to-take-your-waste-and-recycling/community-recycling-centres	
30 Oct	Email from Elaine Bradbrook of GBC. The Boundary Commission for England has published its Revised Proposals for new constituency boundaries. The proposals and maps for the nine English regions have been published on their website, at http://www.bce2018.org.uk . The eight-week public consultation period will run until 11 December 2017. This will be the final time the public will get a chance to give the Commission their views on the latest proposals before their recommendations are reported to Parliament in September 2018. Although there are no changes to any of the Constituency boundaries within the Guildford Borough area the papers are on deposit at the Reception of the Council Offices in Guildford for everyone to view.	

Planning Applications

17/P/02195	Onslow Arms Inn, The Street, West Clandon, Guildford, GU4 7TE. The erection of an oak framed dining shelter.	JM
17/P/02216	Elm Lodge, The Street, West Clandon, Guildford, GU4 7TF: Single storey rear extension following demolition of existing conservatory. Conversion of existing loft room to bedroom suite with rear roof dormer, new rooflights to existing front and side roof slopes, re-planning of existing rear roof terrace and alterations to existing fenestration.	JM
17/P/02213	Rickdon, The Street, West Clandon, Guildford, GU4 7TD Proposal: Two storey side extension and ground floor infill front extension with enlarged first floor side extension over and single storey front extension.	JM

Planning Decisions

17/P/01833 53 Meadowlands, West Clandon, Guildford, GU4 7TA: Proposed loft conversion and roof windows: Approve

17/P/01308 Low Cottage, The Street, West Clandon, Guildford, GU4 7TG: Proposed erection of two detached dwellings following demolition of existing dwelling and garage. Approve

17/P/00699 Pound Cottage, The Street, West Clandon, Guildford, GU4 7TG: Construction of a two storey extension to the games room to create a three bedroom house following demolition of a section of the covered way linking the main house and games room: Approve

Planning cases closed

None

Planning Cases Open

EN/12/00421 Barn End, The Street, West Clandon, Guildford, GU4 7TG Creation of independent residential accommodation: Planning Application Received

EN/17/00255 CORNER COTTAGE, Lime Grove, West Clandon, GUILDFORD, GU4 7UT Alleged unauthorised erection of a fence adjacent to a highway: Investigating

Cheques Signed since the October Meeting

Date	Payee	Cheque No	Ref	VAT Reclaimed £	£
26/10/17	Gavin Jones	1933	17.54	44.93	269.59
01/11/17	KTigwells	1934	17.56	37.50	225
01/11/17	MJStone	1935	17.57	n/a	344.57
01/11/17	HMRC	1936	17.58	n/a	192.4

Journals and Magazines received – available from the Clerk at the meeting

Surrey Voice (CPRE) Autumn 2017
Clerks and Councils Direct Nov 2017

Neighbourhood Planning

Guildford Borough Council provides the following information on Neighbourhood Planning

What is neighbourhood planning?

Neighbourhood planning encompasses a series of powers introduced by the [Localism Act 2011](#). Neighbourhood planning gives communities the opportunity to plan their local area by deciding how it should grow, where development should go and what it should look like.

For example, neighbourhood planning can be used to:

- choose where new homes, shops and offices should be built
- have a say on what those new buildings should look like
- influence the design and functionality of open spaces and grant planning permission for new developments the community wants to see go ahead.

Neighbourhood planning cannot be used to prevent developments required to meet the borough's current and future needs (the strategic priorities). However communities can use neighbourhood planning to influence the design, location and mix of new development and to address any issues that are purely local.

There are **three types of neighbourhood planning tools** your community may wish to use.

- **Neighbourhood Plan** - through a neighbourhood plan you can establish and deliver a vision for your neighbourhood, setting planning policies and making proposals for land use in your

local area. An adopted neighbourhood plan will sit alongside the borough's [Local Plan](#) and help decide the outcome of planning applications.

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- **Neighbourhood Development Order (NDO)** - this allows you to grant up-front planning permission for certain types of development that the community wants.
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- **Community Right to Build Order** - a type of NDO that grants planning permission for the local community to build small-scale housing developments, community facilities or shops.

Is neighbourhood planning the right option?

Neighbourhood planning is not the only option available. There are many other ways you can influence planning in your area:

- Community led plans, including parish and town plans
- Community design statements
- Local distinctiveness studies
- Local landscape character assessment
- Residents' survey
- Concept statements
- Conservation area appraisals

Whichever method you choose, it should always be appropriate for your goal and available resources. The Localism Network has produced [Planning and Localism: Choices and Choosing](#) which sets out the options in more detail and provides advice on the most appropriate choices. Neighbourhood planning is generally aimed at bringing forward or shaping new development. If your goals cannot be met through development, neighbourhood planning may not be the best tool.

How can we start neighbourhood planning?

Neighbourhood planning is a democratic process led either by a parish or town council, or a neighbourhood forum (see below) in non-parished areas. The Council can provide some guidance and technical assistance.

For more information, please see our five step guide to neighbourhood planning below. Further advice on the neighbourhood planning process can be found in the [Neighbourhood Plans Roadmap Guide](#) from Locality.

If you are interested in neighbourhood planning, or have any questions, please contact us using the contact details at the bottom of this page.

Five-step guide to neighbourhood planning

This is a brief summary of the main stages involved in the neighbourhood planning process.

1. Establish the lead body and define the neighbourhood area

The neighbourhood planning process is community driven but needs a body to lead the process. In parished areas this will be the town or parish council.

In non-parished areas a neighbourhood forum will need to be established. This must consist initially of at least 21 unrelated people who are sufficiently representative of that area. These people must live in, run businesses in or be elected members of a council in the neighbourhood area. This group acts as the forum steering group and a nucleus around which a community forum can form. Once the forum is established anyone who lives, works or has a business in the area may join. See [section 61F\(5\)](#) of the Town and Country Planning Act 1990 for the full criteria.

You also need to decide on an area for plans or orders to cover. This area is called the 'neighbourhood area'. This could follow parish or ward boundaries but doesn't have to. The area must make sense in planning terms and cannot overlap with other existing or proposed neighbourhood areas.

Once the lead body and neighbourhood area are decided, an application for designation needs to be made to the Council. This should be in the form of a letter and must include: a map which identifies the area applied for, a statement explaining why this area is considered appropriate to be designated as a neighbourhood area and a statement that the body making the application is a 'relevant body' (either a parish or town council, or a body that meets the criteria to become a

neighbourhood forum).

Prospective neighbourhood forums must also apply to the Council for designation. The application must include the name of the proposed forum, a copy of the written constitution, the name of the neighbourhood area to which the application relates, the contact details of at least one forum member (this will be made public) and a statement which explains how the proposed forum meets the criteria.


Please send neighbourhood area and forum applications to planningpolicy@guildford.gov.uk.

2. Prepare your neighbourhood plan or development order

This is a democratic process that involves the community. You will need to collect together your community's ideas, gather evidence and draw up your proposals. You will need to ensure that everyone living and working in and around your neighbourhood area is appropriately consulted - including residents, businesses, landowners and relevant local, regional and national organisations and agencies. You may need to adjust proposals in response to consultation feedback.

Planning and development proposals must:

- Be compatible with European and national legislation
- Have regard to national planning policy and advice, including the [National Planning Policy Framework](#) and [National Planning Practice Guidance](#)
- Be in general conformity with the strategic policies and designations of our statutory [Local Development Plan](#)

Read a document that sets out  [the strategic policies of the Guildford Borough Local Plan 2003](#). [\[151.24KB\]](#)

Neighbourhood planning proposals form part of the development plan when they are adopted, which means they must be considered when planning decisions are made. As a result, neighbourhood plan policies must be robust, justified and supported with evidence.

Developing a neighbourhood plan or order may be a long process and will entail some costs which the neighbourhood planning body will have to carry. There may be government funding available to contribute to these costs, but this is not guaranteed.

3. Independent check

Once the plan or order is completed, we will arrange for it to be checked by an independent examiner. The examiner will check to make sure it is legally compliant and meets the 'basic conditions'. The examiner will consider any representations received during the consultation period. If the examiner considers that your plan or order doesn't meet requirements, he/she will recommend that it be changed or rejected. We will then need to consider the examiner's views and decide whether to make those changes, reject the plan or proceed to referendum. If significant changes are recommended, then the community may need to be consulted again before proceeding.

4. Community referendum

Once independently approved by the examiner, your neighbourhood plan or development order will need to be put to a community referendum organised by us. This will ensure that the community has the final say on whether your plan or order is to come into effect.

The referendum must be won by a simple majority of those who voted. Anyone who lives in the neighbourhood area and is usually eligible to vote there will be eligible to vote in the referendum. Where the proposals may significantly impact upon people living outside the neighbourhood area, the referendum boundary may be extended.

5. Legal adoption

If the plan or order passes referendum, we must formally adopt it as part of the statutory [Local Development Plan](#) for the area. Once your plan or order has been brought into effect, decision-makers will be legally obliged to take what it says into account when considering planning applications and other proposals for development in the neighbourhood area.

Where the local community has made it clear that they want to see development of a certain type, it will then be easier for that sort of development to go ahead.

See <https://www.guildford.gov.uk/neighbourhoodplanninginformation> for further information

Grants

All groups are eligible to apply for total grant funding of up to £9,000 over the three year programme from 2015-18.

You can apply for a grant to develop a website, put together a project plan, undertake a local survey, develop your evidence base, or hire a planning expert.

Closing date

The Neighbourhood Planning Grants will close on 31 January 2018, with the expenditure deadline being 31 March 2018.

Technical Support

Technical Support is available for groups facing more complex issues developing their neighbourhood plan.

AECOM offers independent advice on technical or process issues. It is designed to provide you with information (evidence) and advice (professional judgement) which will help you to:

- decide your priorities and direction
- to draft policy
- avoid legal challenges
- engage confidently with stakeholders such as developers, councils, local businesses and of course residents, who will have a vote at the end of it all.

Additional grant package

An additional grant package of £6,000 (bringing the grant ceiling amount available to £15,000) is also available to groups that have complex issues.

Final submission dates

- All Expressions of Interest for Technical Support must be completed by 1 March 2018
- Applications for Technical Support must be received by 5 March 2018
- All decisions on Technical Support applications will be made and applicants informed by 31 March 2018.

However The Department for Communities and Local Government announced their continued commitment to neighbourhood planning with around £5.5m allocated per year from 2018-2022 to provide expert support and advice through information services, grants and technical support packages.

West Clandon Parish Council								
Budget 18-19 v 011117								
Draft for Discussion								
	2015/16	2016/17	2016/17	2017/18	2017/18	2017/18	2018/19	
Income	outturn	Budget	outturn	budget	to date	Projection	Budget v2	
Precept	19250	19614	19614	20428	20430	20430	20839	2% inc
LCTSS Grant	776	776	776	776	776	776	0	grant ceasing
Grants	13058	15000	20010	500	0	500	17000	Assuming Car Park and VH Store Room grants secured
Interest	7	7	5	5	0.5	1	2	small inc in int rates
RBL Rent	600	600	600	600	0	600	800	RBL rent increase
VH Income	0	0	5765	0	0	0	0	
	33691	35997	46770	22309	21206.5	22307	38641	
Expenditure								
Clerks Fees	5780	5780	5947	6000	3370	6214	6340	
Office & Admin	761	800	844	800	631	800	820	
Insurance	800	850	832	850	868	868	885	
Rec Ground	8924	5000	4746	5000	2168	4018	5100	Play Gnd rprs now included
Capital Projects	10000	17000	16924	1000	1366	1716	20500	Defib (17/18) VAS, Car Park and Store Room (18/19)
Footpaths	494	1000	659	1000	917	917	1020	
Subs and Donations	157	250	129	250	15	250	250	
Village Assoc S137	2250	2250	2250	3250	500	2750	3000	
Village Hall	0	500	500	500	0	500	500	
Election Expenses	65	0	0	0	0	0	0	
Sundries and Unforseen	82	2567	3682	3659	755	3659	226	VAS sign unlikely to be billed in 17/18?
VH Expenditure	0	0	7340	0	0	0	0	
	29313	35997	43853	22309	10590	21692	38641	
Surplus/Def	£4,378	£0	£2,917	£0	£10,617	£615	£0	