Draft Guildford Borough Planning Contributions

Supplementary Planning Document

Updated September 2016 (original adopted March 2011)

Consultation draft v1 September 2016
Further information and alternative formats

If you would like further information or to read this document in a different format such as large print or a different language please contact Planning Policy on 01483 444471 or email us at planningpolicy@guildford.gov.uk
Summary

This Supplementary Planning Document (SPD) update amplifies and provides guidance on how we apply the policies of the Guildford Borough Local Plan 2003 relating to planning contributions.

Government and Local Plan policy recognise that where infrastructure needs to be provided, improved or expanded to absorb the impact of new development, it is legitimate to expect developers to contribute towards the financing of new or improved infrastructure directly related to those impacts.

This document provides guidance for developers and landowners on what the planning and infrastructure contributions we are likely to require. The requirements set out in this SPD are those needed in order to comply with relevant policies and/or to mitigate potential harm a development may have on the area without such contributions.

Infrastructure includes social, physical infrastructure, community, and green infrastructure. We may use a variety of mechanisms to secure planning contributions related to a planning permission, including planning conditions, obligations and other legal agreements. When we adopt a Community Infrastructure Levy (the “CIL”) for the borough, we will fund some of this infrastructure from our CIL income, and we will update this SPD again to take account of these changes.

This Supplementary Planning Document has been prepared and updated in accordance with the Town and Country Planning (Local Development) (England) Regulations 2012. In accordance with the regulations and the Council’s Community Involvement in Planning (June 2012), we are making this draft SPD update available for a four-week public consultation, to be held between 19 September and 17 October 2016.

Following consultation and making any amendments needed, the SPD update will be considered by the Council’s Executive on 29 November 2016, with a recommendation to adopt it and to withdraw the 2011 version.

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1. **Introduction**

1.1 The "saved" policies of the adopted **Guildford Borough Local Plan 2003** aim to achieve well-planned, sustainable development that is supported by the necessary community, transport, utility, and environmental infrastructure. This Supplementary Planning Document (SPD) expands upon policies of the Local Plan, in particular Policy G6, "Planning Benefits", and explains how we will apply these to planning applications.

1.2 In the last few years there have been several key changes to the planning contributions we can secure from developers and to the mechanisms that we can use to secure them. These have been introduced by way of legislative changes, Written Ministerial Statements updating government policy, and national planning guidance. This SPD reflects current legislation, national policy and guidance, as well as good practice.

1.3 We intend to introduce the Community Infrastructure Levy. In early 2015 we held a consultation on our initial proposals in a Preliminary Draft Charging Schedule. Introduction of the CIL in the borough will change the mechanism by which we secure some infrastructure contributions.

1.4 The purpose of this SPD is to:

   - explain how the Council will seek to speed up the application process, and provide transparency and consistency in seeking contributions from developments;
   - indicate what infrastructure is likely to be required to make development acceptable where it would otherwise be unacceptable in planning terms;
   - provide guidance on the thresholds and contributions that may be required from developments; and
   - identify the contributions that are likely to be required by Guildford Borough Council and Surrey County Council to comply with adopted local policy.

1.5 In the interests of transparency and consistency, and speed of drawing up and determining planning applications, this SPD provides developers and landowners with an indication of likely infrastructure required to support their planned development. We will expect these requirements to have been taken into account in the purchasing a site or an option, and in designing a development scheme. Whilst this SPD covers the most likely contributions, there may well be other infrastructure related to the specific site that will need to be secured and provided to make a proposed development acceptable.

### Strategic Environmental Assessment

1.6 The European Directive 2001/42/EC “on the assessment of the effects of certain plans and programmes on the environment” (SEA Directive), were transposed into English law by The Environmental Assessment of Plans and Programmes Regulations 2004 (the SEA Regulations). This obliges local authorities to undertake a Strategic Environmental Assessment (SEA) on any plan or programme prepared for town and country planning or land use which sets the framework for future development consent of certain projects (which includes development sites over 0.5ha).

1.7 Under Article 3(3) and 3(4) of the SEA Directive, SEA is required for plans and programmes
which “determine the use of small areas at a local level” or which only propose “minor modifications to plans” to plans and programmes, and which would otherwise require SEA, only where they are determined to be likely to have significant environmental effects.

1.8 The screening opinion to consider the likely extent of the effect of the SPD on the environment concluded that a full Strategic Environmental Assessment was not required. The Local Plan policies which this SPD amplify have been subject to SEA.

**Habitat Regulation Assessment**

1.9 The Council is required to consider the impact of the SPD on protected Natura 2000 sites. Within Guildford Borough, this includes Special Protection Areas (SPA) and Special Areas of Conservation (SAC). Screening was carried out in accordance with legislation and guidance, and concluded that the SPD is not directly connected with or necessary to the management of the site, and is not likely to have a significant effect on a European Site (in combination with other plans or projects).

**Equalities Impact**

1.10 The Equalities Act 2010 requires public authorities to specifically consider the likely impact of all policy, procedure and practice on certain groups in society. These groups, referred to as protected features, are defined by the 2010 Act as age, disability, gender (sex), race, sexual orientation, religion or belief, gender reassignment, marriage and civil partnership, pregnancy and maternity. It is the Council’s responsibility to ensure that its policies, procedures and service delivery do not discriminate, including indirectly, on people with these protected features. In order to anticipate likely differential impact on these groups, screening of the potential differential impact was carried out. The screening opinion concluded that a full Equalities Impact Assessment was not required.

1.11 This draft SPD has been subject to Habitat Regulation Assessment, Strategic Environmental Assessment screening, and Equalities Impact Assessment, which accompany this consultation. We will confirm the screening opinions following consultation.

1.12 As the implications of leaving the European Union become clear we will consider the implications for contributions we require.
2. **What are planning contributions and what are the mechanisms for securing them?**

2.1 Almost all development places additional pressure on the infrastructure of an area. To ensure that infrastructure in the area can cope with new development, we often need developments to provide or improve infrastructure, so mitigating its impact and ensuring that they do not have a negative effect on the area.

2.2 Impacts of developments may be cumulative from small-scale developments or a significant impact resulting from one proposed development. In order to mitigate the impact of development, so making it acceptable, or to meet policy requirements (such as specifying a proportion of homes to be affordable), developers may be asked to provide contributions.

2.3 There are several mechanisms that we can use to secure planning contributions from developers in order to mitigate the impact of their development on infrastructure or to comply with policy requirements. The most common mechanisms are planning conditions, planning obligations and highways agreements. We will always use the most suitable mechanism for each type of contribution, which may vary depending on the specifics of each planning application.

2.4 Where we consider it suitable and useful, we have identified thresholds for such contributions. However every planning application is determined on its merits, and there may therefore be some variation to contributions required for similar developments, taking into account the specifics of the site, and the situation at the time the planning application is considered. We will only seek contributions where a genuine need, arising from the proposed development, is generated.

2.5 New development does not always create the need for significant investments in infrastructure, particularly the smaller developments currently typical within the borough. Where needs do arise, the necessary infrastructure can often be secured on-site by means of planning conditions, or by planning obligation, particularly where off-site infrastructure needs to be provided or improved. Other new development creates the need for infrastructure that will be secured by planning obligation because it is not on the application site, or needs to be secured by payment of financial contribution(s).

**Conditions**

2.6 Planning applications can be refused, granted, or granted subject to conditions. The Council must consider whether otherwise unacceptable development could be made acceptable through the use of conditions. Planning conditions may be imposed under s70 and s72 of the Town and Country Planning Act 1990 (as amended). National planning policy and guidance advise that conditions should be imposed wherever possible in preference to planning obligations.

2.7 The NPPF requires, and the NPPF advises, that **planning conditions** should only be imposed only where they meet the following tests:

1. necessary;
2. relevant to planning and;
3. relevant to the development to be permitted;
4. enforceable;
5. precise and;
6. must not be unreasonable / should be reasonable in all other respects.

2.8 The second, third and sixth of these tests have been confirmed by the courts as being legal requirements.

2.9 Planning conditions form an integral part of planning permissions, and so almost always bind, and are enforceable against, successors in title. However, unlike planning obligations, they are not registered as land charges, and so are not always as obviously apparent to successors in title (future owners of the land).

2.10 Each condition will have a stated reason for imposition on the decision notice, and they are generally listed in the order in which they need to be complied with or discharged. A condition cannot require a payment to be made, or a planning obligation to be entered into that includes land off of the development site, or on land in third party control.

2.11 Conditions may specify the process or timing of various aspects of the development and its supporting infrastructure. An example is the use of negatively-worded “Grampian” conditions are imposed where infrastructure works need to be undertaken or contributions to infrastructure made before the use can commence, or the approved building occupied. These conditions can be used to prevent something happening before mitigation / remediation is in place. This is to ensure that all impacts have been mitigated. We have used such conditions to ensure that adequate waste water connections / water supply and TBS SPA mitigation is provided before new homes are occupied, and the impact would begin.

2.12 Examples of model planning conditions are provided in Annex A of ODPM circular 11/95.

2.13 The government is concerned that pre-commencement conditions are being overused, so are delaying housing developments. The Neighbourhood Planning Bill (published 8 September 2016) proposes to insert a new section into the Town and Country Planning Act 1990 to provide that a local authority “cannot grant planning permission subject to any pre-commencement conditions, without first obtaining the applicant’s written agreement to the terms of that condition”.

2.14 Should an applicant refuse to accept a pre-commencement condition proposed as being considered “necessary” by a local planning authority, the authority could refuse permission. This will maintain appropriate protections for important matters such as heritage, the natural environment, green spaces, and measures to mitigate the risk of flooding.

2.15 The proposed new section to be inserted into the 1990 Act would include provision for the Secretary of State with the power to make regulations specifying what kind of conditions may or may not be imposed on a grant of planning permission, and in what circumstances.
Planning obligations

2.16 It is not always possible to secure necessary infrastructure through planning conditions, particularly where the infrastructure or improvement is to be provided off site, or is to be made by a financial payment. In such cases the Borough Council may be able to grant planning permission for the proposed development provided that an appropriate planning obligation is given.

2.17 A planning obligation is made under Section 106 of the Town and Country Planning Act 1990 (as amended) substituted by Section 12[1] of the Planning and Compensation Act 1991 and amended by Community Infrastructure Levy Regulations 2010, reg. 122 and 123), and form part of the planning permission granted. Planning obligations are normally required because of an aspect of a development that cannot be controlled by imposing a planning condition or by other statutory controls under other regulatory regimes. A planning obligation is a binding legal deed, registered as a land charge, and is therefore enforceable against subsequent landowners by the Local Planning Authority.

2.18 A planning obligation can serve various purposes; it can:

- **prescribe** the nature of a development, such as affordable housing in order to comply with policy requirements.
- **compensate** for loss or damage created by a development, such as loss of trees.
- **mitigate** the impact of unacceptable impact of a proposed development to make it acceptable in planning terms.

The following tests are set out in the Community Infrastructure Levy Regulations 2010 (as amended; Reg 122) and as policy tests in the National Planning Policy Framework.

A *planning obligation* may only constitute a reason for granting planning permission for the development if the obligation is:

1. **Necessary** to make the development acceptable in planning terms
2. **Directly related** to the development; and
3. Fairly and reasonably **related in scale and kind** to the development

2.19 Both national policy (the NPPF) and guidance (the PPG) require that supplementary planning documents should be used where they can help applicants make successful applications or help infrastructure delivery.

2.20 Planning obligations include both unilateral undertakings (offered by and signed by a developer/landowner) and planning agreements negotiated between the Council and developers/landowners, sometimes with third party signatories, for example, Surrey County Council, where both parties are signatures. They may only be accepted where they would make development acceptable that would otherwise be unacceptable in planning terms.

2.21 Developers may reasonably be expected to pay for, or contribute to, the cost of all or part of additional infrastructure necessitated by their development. Planning obligations cannot be
used solely to resolve existing deficiencies in infrastructure provision, but may be required if a development would make the existing situation worse.

2.22 The Council will only seek contributions where a development creates additional need or exacerbates an existing deficiency, where it complies with the legal tests. We will not seek contributions solely to resolve an existing deficit.

2.23 In the last few years two key changes to national planning policy and law have been introduced that impact on how we can use planning.

2.24 The first is a change to legislation\(^1\) restriction the “pooling” / collecting together of planning obligations for “provision” or “funding” (for provision) for an “infrastructure project or type”, where we have already entered into at least five such obligations (counted from 6 April 2010).

2.25 This restriction applies to planning obligations that secure the “provision” or the “funding” (for provision) of “relevant infrastructure”. “Relevant infrastructure” is any infrastructure project or type on the list of infrastructure projects or types that a Council intends to fund from its CIL (or without such as list, any infrastructure). Planning obligations for improvements to existing infrastructure, or for contributions not classed as “infrastructure” for CIL purposes are not subject to this pooling restriction. Such planning obligations include funding for improving existing SANGs and other types of open spaces, or affordable housing, and access management and monitoring measures of Special Protection Areas.

2.26 The second was a change to national policy\(^2\) made in November 2014. This introduced into government policy a national minimum site size threshold of 11 homes and 1,000sqm (total gross) for tariff planning obligations and affordable housing. It specified that developments below this size should not be required to contribute s106 planning obligations for planning contributions for “tariff”-style contributions, nor for affordable housing. Planning contributions to facilitate development that would otherwise be unable to proceed because of regulatory or EU Directive requirements may also be sought. As policy, this is a material consideration that we must consider where relevant in determining planning applications.

2.27 In Areas of Outstanding Natural Beauty (AONB), such as Surrey Hills AONB, and certain designated rural areas (of which there are none in Guildford borough), we may apply a lower minimum threshold of at least six. For such developments, “tariff” type planning contributions and affordable housing contributions remain acceptable (but still subject to the CIL Regulation pooling restrictions), but must be required to be provided only after development has been completed. The National Planning Policy Guidance (Planning Obligations: Paragraph :031) has subsequently been updated to reflect this WMS. These restrictions do not apply to Rural Exception Housing developments.

2.28 For brownfield developments required to provide affordable housing, any existing vacant floorspace (whether to be demolished or reused), that has not been abandoned, must be deducted from the affordable housing contribution (number of homes or a financial contribution). This is referred to as the vacant building credit.

\(^1\) Regulation 123 amends the CIL Regulations 2010 (as amended)

\(^2\) introduced by a written ministerial statement (WMS) “Support for small scale developers…”
2.29 Although this national minimum threshold is not part of the borough’s adopted Development Plan, as national planning policy, we will give it weight as a material consideration in determining planning applications alongside our adopted development plan policies.

2.30 The process of negotiating, agreeing and sealing planning obligations very often takes longer than the given timeframes for determination of planning applications. Officers regularly have to seek “extensions of time” (EoT) to planning applications which require planning obligations.

Highways Agreements

2.31 The Highways Authority for the borough’s roads (in this case Surrey County Council or Highways England) may issue a license under section 278 of the Highways Act 1980 (as amended) to undertake or to pay for highways works on an adopted public highway. If the works are to bring a private road up to adoptable standards, the developer would need to enter into a S38 agreement. Both types of highways agreements are made between the applicant and Surrey County Council, usually specifically linked to planning permission by way of a planning condition.

The Community Infrastructure Levy

2.32 The Planning Act 2008 contains provisions (Part 11) enabling regulations to be made to establish a Community Infrastructure Levy (CIL) in England and Wales. The CIL was introduced in April 2010 by the CIL Regulations, which have since been amended.

2.33 The Community Infrastructure Levy (CIL) is a tariff that is to be paid on new build development, and is charged on the net additional floorspace of such developments. CIL income must be spent on “infrastructure” to support the development of the area.

2.34 In accordance with national policy and guidance we are preparing our CIL alongside our new Local Plan. We held a consultation on our initial proposals for the CIL, with a consultation on Guildford borough’s Preliminary Draft Charging Schedule in early 2015. Further consultations will follow.

2.35 Once Guildford’s CIL is introduced, and takes effect, we will update this SPD again to advise which infrastructure contributions we will secure through CIL and which contributions through planning obligations, other consents / licenses and planning conditions.

Other consents

2.36 We may use other legislation to secure infrastructure necessary to allow development to proceed. This includes the provisions of s1 of the Localism Act 2011, supplemented by s111 of the Local Government Act 1972 and s93 of the Local Government Act 2003.
3. Legal and Policy Context

**National Planning Policy Framework**

3.1 Under national planning policy, in determining planning applications, it is legitimate to use planning conditions or planning obligations if they would make an otherwise unacceptable development acceptable. Where safeguards are needed to make a development acceptable in planning terms, and these safeguards cannot be secured by conditions, planning obligation, or highways agreements, planning permission should be refused.

**National Planning Practice Guidance**

3.2 Planning obligations can help to make developments acceptable in terms of complying with policy, or mitigating the harm that would otherwise result from a proposed development. Without such a planning obligation, planning permission would have to be refused.

3.3 The NPPG offers guidance on using planning obligations and planning conditions, and should be read alongside Annex A (model conditions) of the now otherwise cancelled government circular 11/95.

**Local Policy : Guildford Borough Local Plan 2003**

3.4 Local Plan Policy G6 “Planning Benefits”\(^3\) sets out the Council’s policy for achieving the provision of, or contribution towards, infrastructure and other planning contributions related to developments:

’Where necessary to the grant of planning permission and in order to meet a need arising from a proposed development the Borough Council will seek from developers the provision of suitable planning benefits.’

3.5 We consider this policy alongside the three statutory tests for planning obligations or the five tests for conditions, in considering infrastructure contributions sought or offered. Examples of planning benefits are provided in the text supporting Local Plan Policy G6. These include contributions towards new highway infrastructure, open space or recreational facilities, public transport, ensuring mixed-use development and affordable housing. The purpose of this SPD guidance is to support and amplify Policy G6 which will assist in delivering a range of Local Plan Policies.

3.6 Other policies relevant to this SPD are the 2003 Local Plan listed below.

**Figure 1 : Local Plan 2003 Policies relevant to this SPD**

<table>
<thead>
<tr>
<th></th>
<th>Planning Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G6</td>
<td></td>
</tr>
<tr>
<td>G1</td>
<td>General Standards of Development, including:</td>
</tr>
<tr>
<td></td>
<td>G1(2) Transport Provision, Access, Highway Layout and Capacity;</td>
</tr>
</tbody>
</table>

\(^3\) “saved” by CLG Direction 24 September 2007
Some of the saved 2003 Local Plan policies listed above will in due course be replaced by our new Local Plan.

### Council Priorities

3.7 The Council’s [Council Corporate Plan 2015](#) is the over-arching element of the Council’s strategic framework. It sets out our vision for the borough and the priorities that will guide our future strategies and plans. The Corporate Plan builds on our previous achievements, and will ensure that our resources and actions are directed towards the issues that matter most to local people.

3.8 The Corporate Plan takes account of local, regional and national trends that affect our
community’s future needs and their demand for our services. It covers the period up to 2020, but will help shape the borough over a much longer period. With this in mind, the Plan sets out our vision for the future of the Borough. This recognises that maintaining a thriving, competitive and sustainable local economy is central to delivering improvements to people’s lives.

3.9 The Plan sets out the Council’s priorities under five major themes - Our Borough, Our Economy, Our Infrastructure, Our Environment and Our Society. These priorities and the accompanying action plan drive more detailed service plans that determine day-to-day activities, for example, Guildford Housing Strategy 2015-20.

3.10 This SPD helps to ensure that developments contribute to all Corporate Plan themes, particular focus on delivering “Our Infrastructure”. In terms of outcomes, by 2020, we will have:

- Facilitated or directly delivered more homes across a range of tenures, with a particular focus on more affordable homes to rent and buy
- Worked with housing providers to deliver an appropriate range of new affordable homes in accordance with our Housing Strategy
- Started delivering a sustainable movement corridor from the west of the town
- Developed a programme of town centre pedestrianisation and road changes and improved the bus, cycling and walking networks
- Worked with utility companies to reinforce our power and water networks
- Created a delivery vehicle to enable us to provide homes across a range of tenures other than social rent
4. **Guidance on process**

**Thresholds and contributions**

5.1 It is important that landowners and developers are aware at an early stage in the development process what infrastructure contributions are likely to be required and how they would likely be secured. The following sections set out the types of developments and thresholds for the most frequent type of contributions. However, as each planning application and appeal is determined on its individual merits, this should not be taken as a definitive guide to making a planning application acceptable for approval.

5.2 In seeking contributions towards mitigating the **impact** of development on infrastructure, the Council will apply thresholds based on the **net** number of dwellings, or **net** increase in floorspace to **mitigate** the impact on infrastructure in the borough, for example, open space provision. However, thresholds for complying with **policy** requirements such as affordable housing contributions and sustainable design and construction requirements are based on the **gross** number of dwellings on the development site.

5.3 For **outline schemes**, where the number of homes or floorspace is not determined by the application, the contributions required will be set out by formulae in the planning obligation. The final number and mix agreed at reserved matters stage will determine how the planning obligation for the outline permission is applied.

**Planning obligation process**

5.4 The Council encourages applicants and their agents to discuss proposals with the planning officers before the submission of a formal planning application (see Figure 1 for planning obligation process). The Planning Service offer detailed **pre application advice** for a fee, which is dependent upon the type and scale of development. Although this does not guarantee that a planning application will be approved, discussion before applying for planning permission will highlight the likely issues to be addressed, whether through amendments to the development proposal or by way of planning obligations or conditions. Surrey County Council also operates a **formal pre-application process** for highways and transportation advice draft development proposals.

5.5 Once a planning application has been submitted, we encourage applicant’s / agent’s solicitors contact the planning case officer and / or our solicitor at the earliest opportunity in order to agree the contents of the planning obligation. To assist, we will include a standard template for a unilateral undertaking on our website, which we will update when needed. You can access this template at: [https://www.guildford.gov.uk/contributionsspd](https://www.guildford.gov.uk/contributionsspd)

5.6 The Council's planning development team will refer appropriate schemes to the panel for advice. Proposals for large scale new developments within the Borough may be reviewed at pre- or pose-application stage by the South East Design Review Panel, organised by Design South East (DSE). DSE is a not-for-profit charity and independent provider of expert design advice. The impartial advice is offered by a panel of professionals with expertise in architecture, urban design, landscape planning, building conservation, transport planning and sustainability. The panel's recommendations will help secure a higher quality of design in new development in appropriate schemes.
5.7 The design review can help to improve the quality and functionality of development proposals, resolve potentially contentious design issues, anticipate problems and provide alternative solutions, ensure development proposals move smoothly through the planning process, and provide a way of testing design ideas and developing concepts with supportive criticism. It does not replace our current formal pre-application advice process.

Development viability

5.8 National planning policy requires “careful attention to viability and costs in plan-making and decision-taking.” To ensure that developments are deliverable, the costs of complying with Local Plan policies and standards should provide competitive returns to a willing land owner and willing developer.

5.9 We have assessed the likely cumulative impacts on development in the borough of all existing and proposed local standards, supplementary planning documents and policies that support the development plan, including national standards that must be complied with.

5.10 In drawing up our draft Local Plan in 2014, which includes a new affordable housing policy consultants have advised us on the Guildford borough Local Plan Viability and Affordable Housing Study December 2014. This found the many development “typologies” that were tested to be viable with the affordable housing policy included in the Regulation 18 draft Local Plan 2014. This draft policy requires a higher proportion of affordable homes, with a lower site size threshold than the 2003 Local Plan Policy H11. The Viability Study also includes initial suggested CIL rates, which we consulted upon in early 2015. An update to the 2014 Viability Study based on the 2016 Proposed Submission Local Plan is in preparation; draft findings confirm that the combined policy requirements and standards would be viable.

5.11 We therefore expect developers to comply with the requirements of the Local Plan policies and the relevant requirements identified in this SPD. Early knowledge of likely requirements will help developers to account for these development costs, and to take them into account in purchasing land or an option to buy the land. This accords with national policy guidance (NPPG “Viability and decision taking” paragraph 023) which advises that the land value of a site should reflect policy requirements, planning obligation requirements, and where applicable the CIL. Setting out likely requirements for developments should help developers to cost their development scheme more accurately, so speeding up the planning application process with shorter negotiations needed during the planning application stage.

5.12 Applicants who consider their proposal will be unviable with all the required planning contributions must be able to support their case with detailed evidence of development viability in the form of a detailed financial viability assessment. The development appraisal will be scrutinised by external experts appointed by the Council. The Council will expect the developer to fund the costs incurred through the employment of its external experts.

5.13 In considering a planning application we will ensure that the combined total impact of such requests does not threaten the viability of the sites and scale of development identified in the development plan. For planning applications where satisfactory mitigation and policy compliance cannot viably be secured to make a proposed development acceptable, refusal
may be the only option.

Prioritising planning contributions

5.14 In determining each planning application, the Council will consider the balance of infrastructure requirements that need to be secured. Where a developer has clearly not taken these requirements into account in the price paid for the site, or the harm resulting from the development without the planning contribution would be unacceptable, refusal of a planning application may be appropriate.

5.15 The Council’s priority for planning contributions is first seek to mitigate the direct harm that the development would otherwise have on the area (e.g. highways works to improve access into a development, and to comply with Local Plan policies and standards (e.g. affordable housing requirements). The Council will then seek contributions that are relevant on a site-specific basis, such as open space improvements. It is important that these needs are taken into account at the outset in the design of a development and site purchase, as a development may be refused without these required contributions.

Cost of maintaining infrastructure

5.16 Where a development results in a need for new infrastructure or where a new facility and the ownership is passed to the Council (e.g. open space, children’s play areas, footpaths), the Council will generally require a maintenance contribution as a one off payment to cover the physical upkeep of the facility. This will usually be equivalent to 5 years’ maintenance cost, to allow for time for the cost to be taken up into local authority maintenance budgets. The maintenance contribution will be calculated by the relevant service manager in the Council based on the type and size of infrastructure provided.

5.17 Maintenance of Suitable Alternative Natural Green Space (SANG) land is treated differently, as we require developers to contribute to maintenance of SANG in perpetuity. This is generally taken as 80 years, and in certain circumstances is 125 years.

5.18 We may secure a suitable maintenance contribution by S106 or using the CIL once it has been introduced in the borough.

Monitoring

5.19 It is important that the receipt of obligations and expenditure of any contributions received from developers are carefully monitored in a transparent and accountable way. The Council’s Section 106 Officer monitors compliance with each planning obligation, and where necessary reminds developers of requirements, or refers enforcement of the planning obligation.

5.20 A monitoring charge is payable to Guildford Borough Council based on the number of obligations to be monitored. Where payments of several Section 106 obligations are scheduled to commence at different times more than one monitoring fee will be payable. For example, SPA contributions are required prior to commencement of development whereas contributions towards school places are generally required to be made before the development is first occupied.
5.21 Where the Council's solicitors need to be instructed to prepare and or advise on the suitability of a submitted obligation, the developer / landowner will also need to pay the Council's legal costs.

5.22 In accordance with legal requirements, we keep a publically available copy of all planning permission and their related planning obligations (and any variations) on our planning register. In the interests of transparency, we report income from planning obligations and spending each year in our Guildford Monitoring report.
Figure 2 – Planning obligation process flowchart

First contact from developer

Application allocated to officer and registered

Notify Councillors, Parish Councils and other interested consultees of

Simultaneous negotiations on Application and Obligation (s106) during the processing of a Planning Application. If pre-application advice given then Section 106 negotiations undertaken then.

Case Officer
Checks: Checklist, SPD and community ideas database, informs applicant of requirements and seeks advice from relevant service units

Case Officer informs applicant of likely need for obligation

Case officer negotiates with applicant following advice from service units

Case officer seeks approval of planning application with details of the obligation outlined in the delegated or committee report

Legal Services
Complete legal agreement and register with local land charges

Case officer / S106 officer
Complete all records for public inspection: Planning and S106 Registers

Groundwork and Framework set by Councillors
• Local Plan Policy
• Identification of Priorities

Consideration of Planning Application by officers and / or committee.

Feedback

S106 Officer
Advise relevant service when S106 monies have been received so that S106 can be implemented

Case Officer / S106 Officer
Monitor implementation of application and legal agreement
Types of planning contributions

5. Affordable Housing

5.25 This section sets out additional guidance on the delivery of affordable housing to assist developers, amplifying Policy H11 of the Local Plan (2003), and Policy G6.

5.26 A strategic priority of the Council’s Corporate Plan is to provide a range of housing to meet needs. We will work with other housing providers to deliver an appropriate range of new affordable homes in accordance with our Housing Strategy.

5.27 National planning policy requires local planning authorities to deliver a wide choice of high quality homes, widen opportunities for home ownership and create sustainable, inclusive and mixed communities. We are working to achieve this by identifying housing needs and setting policies to meet these needs in full by securing a wide range of new homes.

5.28 In order to create and sustain mixed and balanced communities, in accordance with national policy, Policy H11 requires affordable housing to be provided as part of housing developments over a certain size.

5.29 The definition of affordable housing for planning purposes is provided in the NPPF glossary, and the glossary to this SPD. This is important, as it defines what homes we will accept as an affordable housing contribution.

5.30 The Housing and Planning Act 2016 introduced starter homes, with a requirement for authorities to prioritise this type of affordable housing. Starter homes are defined as new build homes for sale to first time buyers under the age of 40, provided with a minimum of 20 per cent reduction on normal market price. This is subject to a price cap outside London of £250,000 (with the 20% reduction). These starter homes will be able to be sold at market prices after a number of years, details of which will be set out in regulations yet to be released. The government recently consulted on technical details of the operation of starter homes proposals, and secondary legislation is expected in coming months. The draft proposals include suggested a requirement for provision of 20% starter homes on sites of at least 10 homes or 0.5 ha.

5.31 Alongside this, and to enable this change, the government consulted on fundamental changes to the definition of affordable housing for planning purposes. The proposed new definition will include starter homes and low cost market homes, and will remove the requirement to secure affordable housing in perpetuity or recycle the subsidy to enable further provision, as starter homes will be allowed to be sold on the open market after a number of years (which the government has yet to specify).

Need

5.32 Guildford Borough’s Housing Strategy 2015-2020 focuses on affordable housing, including improving and increasing the stock of affordable housing in the borough, including building more council homes. The Strategy was informed by Guildford’s Housing Needs Assessment 2013 (HNA), and the most recent statistics from the Council’s housing needs register. The HNA is based partly on the responses from households across the borough to
a questionnaire asking them about all aspects of their housing situation.

5.33 The reason for a high level of affordable housing need in the borough is the high cost of buying or renting homes on the open market in relation to local incomes. The relationship between the cost of homes and wages is termed “affordability”.

5.34 The West Surrey Strategic Housing Market Assessment 2015 (SHMA) assesses future needs for both market and affordable housing, the type and mix of homes required and the needs of specific groups across the Housing Market Area, and separately for Guildford borough. It has been prepared in accordance with the NPPG, including the guidance on calculating affordable housing need.

5.35 The SHMA 2015 quantifies future need for affordable housing. It indicates that 1,144 additional households per year will require support in meeting their housing needs across the Housing Market Area with 455 affordable dwellings per annum required in Guildford borough. The SHMA concludes that about 70 percent of households in housing need will only be able to afford rented housing. Of the remaining 30 percent, most households can afford shared ownership with low percentages of equity purchase and residual rent on the outstanding equity, although they may not be able to get a mortgage.

5.36 Unless specifically agreed with the Council’s Housing Advice Services, we therefore require affordable housing provision to be split 70 per cent rented and 30 per cent shared ownership or other intermediate tenures. In accordance with the 2015 Housing Strategy, affordable rented housing may be provided at up to 80% of market rent, provided it is under the maximum Local Housing Allowance. We are likely to need to change this split once details of starter homes requirements are set out in secondary legislation.

5.37 The SHMA also considered what type and size of affordable homes will be needed in the borough over the next two decades. Within the borough, there will likely be need for 40% of all new affordable homes to be one-bedroom, 30% to be two-bedroom, 25% to be three-bedroom, and 5% to be four-bedroom, although this will vary across the borough.

5.38 Developers are advised to contact the Council’s Housing Development Manager to discuss the size and type of affordable homes needed in any particular area, and to ensure that a registered provider of rented housing with a local presence in the management of affordable homes is involved. Contact details for Registered Providers operating in the borough are available on request.

5.39 The addition of affordable rent to the government’s definition of affordable housing in 2012 and the reduction in public subsidy for developers to provide affordable housing has resulted in a reduction in provision of social rented housing. The additional rent achieved with affordable rent helps to enable the delivery of affordable housing without government grant.

5.40 Affordable rented housing is defined nationally as rent at no more than 80 per cent of market rents. However rents in the borough are amongst the highest in the country outside of London, and rents at 80 per cent of market rents would be unaffordable for many on the Council’s Housing Register without benefits top up. Affordable rents in the borough will therefore be permitted up to 80 per cent of market rent, or within the maximum Local
Housing Allowance, whichever is lower.

5.41 The government’s proposed change to the definition of affordable housing will significantly widen what can count as affordable housing. Starter homes will provide for broadly the same market as shared ownership housing. When the national planning definition of affordable housing has been changed, to include starter homes and low cost market homes, and a requirement for 20% of homes on qualifying site to be starter homes, we are likely to require all other affordable housing to be rented housing, available to those on our Housing Register.

5.42 Policy H11 “Affordable Housing” of the 2003 Local Plan sets out the Council's policy requirement for housing developers of schemes over a given size to provide a proportion of housing on their developments as affordable homes. In negotiating affordable housing provision on development sites, we will use planning obligations to secure the homes as “affordable” homes for successive occupiers; a requirement of Policy H11 and of the national definition of affordable housing.

5.43 Policy H11 specifies that at least 30% (see section on viability below) for further clarification) of all homes on qualifying sites affordable housing will be sought by negotiation from developers of sites of:
- 15 or more dwellings, or sites of 0.5ha or more irrespective the of the number of dwellings, or
- 10 or more dwellings, or residential sites of 0.4ha or more irrespective of the number of dwellings in small designated rural settlements (all rural villages except for villages in East Horsley and Send Parishes).

As explained above, we will require at least 70% of these homes to be for rent, to meet needs in the borough.

5.44 Developments that seek to avoid the requirements of this policy with unacceptably low density failing to make efficient use of land, or by artificially subdividing land into smaller sites will not be permitted. The full requirement for the cumulative requirement of all the sites will be required.

5.45 As set out in Policy H11, the affordable homes should be provided on site, and dispersed across the development scheme to provide for mixed communities. Whilst Policy H11 requires provision of affordable housing on-site, on site, paragraphs 5.60 to 5.62 (inclusive) set out the exceptional circumstances where we may consider off-site provision or a payment in lieu of on-site provision.

5.46 In exceptional circumstances, we may accept provision of affordable housing contributions off-site, or by a payment in lieu of on-site provision. In both cases, the Council must be satisfied that:
- the contribution is sufficient to provide for the construction of at least the same number, type and size of dwellings on a suitable different site (including the value of the land) and the financial contribution does not result in less affordable housing being provided overall

4 subject to other legislation
• appropriate arrangements are in place identifying the alternative site on which the affordable housing is to be provided.
• any off-site provision or payment is of broadly equivalent value relative to on-site provision, taking into account that land for affordable housing should be provided at nil value

Viability

5.47 The Viability Study 2014 tested, and confirmed that housing developments across the borough can generally provide 40% of homes as affordable, which is the proportion set out in our 2014 draft Local Plan, and Proposed Submission Local Plan Strategy and Sites 2016. The changes in the definition of affordable housing, including introduction of affordable rented housing, and soon starter homes, in recent years have improved viability for the developer, notwithstanding that there is now rarely any government funding available to developers (the Study tested the assumption of nil grant).

5.48 Based on our evidence of development viability across the borough, and the level of need for affordable housing identified by the SHMA and our Housing Needs Assessment and Register, “at least 30%” as set out in Policy H11 is clarified as 35%. This our starting point for negotiations for affordable housing provision. We will take into account the specifics of the site, the type of housing, and other considerations in reaching a requirement for each development site. In accordance with national guidance, we expect this requirement to have been taken into account in the land value.

5.49 As affordable housing is a policy requirement rather than mitigation, we calculate affordable housing requirement from the gross number of homes to be developed. In calculating the number of affordable homes to be provided on a site, fractions of homes will sometimes be required. In order to avoid requirements for fractions of homes we will therefore round up any part requirement of an affordable housing dwelling in line with common convention at 0.5 of a home, and down at 0.4 or less. A replacement home would not therefore make any contribution.

5.50 If a developer demonstrates that rounding up from half a dwelling or more would result in the development being unviable, we will negotiate a variation in tenure of some affordable homes, or a lesser number of affordable homes.

5.51 On brownfield land where existing vacant (but not abandoned) buildings are being reused or demolished and rebuilt, we will deduct the existing gross floorspace from the affordable housing requirement in line with the national vacant building credit policy.

5.52 There may be some circumstances where abnormal costs would make the scheme unviable to deliver. Where developers demonstrate to our satisfaction that providing the amount of affordable housing required by this policy would not be economically viable, we will follow the following cascade mechanism to assist with delivering a scheme:

• vary the tenure mix of the affordable housing (for example, more intermediate housing and less rented housing), size, and/or type of homes to be provided
• reduce the overall number of affordable homes
Financial contributions in lieu of on–site provision

5.53 As explain above, we will only accept a financial payment in lieu of on-site provision in exceptional circumstances. We use a standardised method for calculating contributions in lieu of affordable housing provision, based on an **equivalence approach**. This involves calculating the financial benefit to the developer of not including affordable housing on the development site. We will use this equivalence methodology when we accept that the scheme may make a financial contribution rather than provide affordable housing required on the development site, or exceptionally, on a different site. This money will be ring-fenced to assist in delivery of more affordable housing.

5.54 The calculation is based on the additional value to the developer of not providing affordable housing on-site (i.e. the difference between 0% and 35% provision at 55% transfer value to a Registered Provider). If the scheme was to provide on-site affordable housing, the developer would receive about 55% of the market value on transfer of these homes to a Registered Housing Provider. For starter homes, developers will receive 80% of the market value.

5.55 To calculate the payment in lieu that should be provided, we will multiply the total number of affordable homes required under the policy by the floorspace of the market homes proposed. This will give us the total floorspace of the affordable homes required should they have been provided on site. This will be multiplied by the gross development value per sq m at the time (currently £5,200) to give the required commuted sum. We provide a worked example at Appendix 7.

5.56 For each application, we will consider whether we need to include an “overage” clause if the sales value of market homes increases significantly before the housing is first occupied, or the size of homes on the development site is subsequently changed.

**Qualifying developments for affordable housing provision**

5.57 Affordable housing provision will generally be required from residential developments within the C3 Use Class over the site size threshold in Policy H11. This generally includes retirement homes, as well as self-contained studio flats for a single household, and other self-contained flats, whether specifically aimed at students or not. Assisted living / Extra Care and other sui generis residential developments may be required to make provision; these will be considered on a case-by-case basis, and in some cases, an off-site contribution may be considered more suitable. Policy H11 does not apply to residential institutions within C2 use class, such as care homes and nursing homes.

<table>
<thead>
<tr>
<th>Thresholds and Contributions for Affordable Housing contributions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Location</strong></td>
</tr>
<tr>
<td><strong>Residential Developments (including mixed use)</strong></td>
</tr>
</tbody>
</table>

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5 Town and Country Planning (Use Classes) Order 1997 (as amended)
Rural settlements with a population of 3000 or fewer (excluding Send and East Horsley) | 10 or more (gross) units or 0.4ha (gross) site area or more and over 1,000sqm (gross) floorspace | 35% on site subject to “vacant building credit”

Self-build and custom housebuilding

5.58 The Council keeps a formal register of individuals or interested associations that are seeking a plot of land in our borough to construct a self-build or custom-build house as a sole or main residence, and we will explore options to grant suitable development permissions to meet this demand. To be considered suitable, a plot needs to have access to, or be provided with, road access, connections to electricity, water and waste water. Currently, to be accepted on the Self-build and Custom Housebuilding Register you need to be over 18 years old, a British Citizen, a national of an EEA state or Switzerland, and be seeking the plot to occupy as your sole or main residence. Further regulations are anticipated on additional eligibility criteria, registration fees and exemption from the requirement.

5.59 We expect self-build or custom-build plots to be provided within larger strategic housing development sites, but we will also negotiate the provision of plots on smaller housing sites on a case by case basis. Our approach will be set out in the new Local Plan. For further information please visit www.guildford.gov.uk/selfbuild.

Rural Exception Housing

5.60 People who cannot afford to access market housing that meets their needs, either to rent or to buy, need affordable homes. In many rural areas of borough, Green Belt, landscape and environmental designation policies restrict opportunities for development of affordable homes.

5.61 Policy H12 of the Local Plan 2003 allows for the development of small scale affordable housing schemes inside or outside of existing settlements as an exception to other Local Plan policies, subject to stringent criteria, including requirement for a local connection and the affordable housing to be secured in perpetuity. In determining whether a site is suitably small scale, consideration will be given to identified local affordable housing needs and to previous applications for rural exception housing.

5.62 Rural Exception Housing, affordable housing for local needs provided in perpetuity will be secured where there is recent evidence of need for affordable housing within the Parish. Rural exception housing is delivered by Registered Providers, and by private developers. Whilst rural settlements in most villages are exempt from the right to buy or acquire, rural

6 Due to SI 1997 No. 625 The Housing (Right to Acquire or Enfranchise) (Designated Rural Areas in the South East) Order 1997, and SI 2009 No. 2098 The Housing (Right to Enfranchise) (Designated Protected Areas) (England) Order 2009
exception schemes in the settlements of Send and East Horsley are not exempt, but may also be possible if a scheme can be delivered without a government grant, via a mechanism which ensure the homes will remain affordable in perpetuity.

5.63 To ensure that the housing is secured permanently to meet local affordable housing needs, we will require the affordable housing provider to enter into a planning obligation with cascade provisions, to provide for situations where there may not be local need for that size accommodation in the Parish at the time. This may be because the original occupants have moved on.

5.64 Our cascade allocation approach to allocation of rural exception housing requires the housing to be allocated to:
- people with a local connection to the parish (through residence, employment or close family), followed by
- those with a local connection to adjacent parishes within the borough who meet the criteria, and finally
- those with a connection to the borough of Guildford in accordance with its published scheme Guildford Homechoice (or equivalent scheme).

We will consider the specifics of each area’s needs at the time of the application, and will use our discretion to ensure that the planning obligation includes the most appropriate allocation cascade for that development site.

5.65 Despite generally high land values across the borough, occasionally a developer consider that a proposed rural exception scheme would be unviable without public subsidy. In these situations where there is no public subsidy available, and where there are no alternative sites available to provide the identified housing needs, as required by national policy, we may consider permitting the minimum number of market homes to make the scheme viable. We may also consider allowing at least one market home where this would result in a significant improvement in the housing mix (tenure, type or size) or rent levels.

5.66 The inclusion of market housing must serve to benefit the rural affordable housing stock and not inflate the “threshold land value”. This is the minimum land value likely to trigger an owner to sell the land. To ensure that developers take into account the policy requirements of land potentially suitable for rural exception housing, where a developer proposes that at least one market house needs to be included to make the rural exception scheme viable, we will require submission of a development appraisal.

5.67 In considering the appraisal, we will limit the threshold land value to no more than ten times the agricultural land value at the time. Where agreement cannot be reached, external consultants will be appointed at the developer’s cost to provide an independent assessment of the scheme’s viability. Any market housing must improve the mix of market housing in the village, and must be integrated into the rural exception development.
6. Sustainable design and construction

6.1 Sustainable development is central to land use planning. The overall aim of the Guildford Local Plan (2003) and the emerging new Local Plan is to promote development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

6.2 Climate change presents a number of challenges for the Council. In order to address these challenges and to deliver national policy and the Council’s aspirations for sustainable communities and buildings through the local planning system, the Council has produced a Sustainable Design and Construction Supplementary Planning Document (SPD), March 2011 (updated October 2015). This SPD sets minimum sustainability standards for new build residential and non-residential developments in the borough.

6.3 The Sustainable Design and Construction SPD requires residential developments to achieve a water efficiency standard of 110 litres per occupant per day, to achieve a ‘Good’ Building for Life standard and to reduce carbon emissions through the provision of on-site low and zero carbon technologies. We require non-residential developments to achieve at least a BREEAM very good standard and provide low- and zero- carbon technologies. We secure this requirement by planning condition.

6.4 We recognise that developers or householders way wish to use alternative sustainable design and construction assessment methods, or for large scale developments “BREEAM for Communities”. A condition will allow for a developer to use an acceptable alternative standard.

<table>
<thead>
<tr>
<th>Location</th>
<th>Threshold</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential homes</td>
<td>Borough wide</td>
<td>a water efficiency standard of 110 litres per occupant per day</td>
</tr>
<tr>
<td></td>
<td>1 or more (gross)</td>
<td>a 10% reduction in carbon emissions through the use of on- site low and zero carbon technologies</td>
</tr>
<tr>
<td>Non residential</td>
<td>Borough wide</td>
<td>BREEAM very good assessment rating as a minimum</td>
</tr>
<tr>
<td></td>
<td>1,000 sqm or more gross) floorspace</td>
<td>a 10% reduction in carbon emissions through the use of on-site low and zero carbon technologies</td>
</tr>
</tbody>
</table>
7. **Flood mitigation**

7.1 New developments can be at risk of flooding or can increase the risk of flooding to others, placing life and property at risk. Development, that reduces the amount of land available for flood water storage and impedes flood flows can increase the risk of flooding at the development site and elsewhere.

**Flooding from river sources**

7.2 Policies G1(6) and G1(7) of the Local Plan provides the Council’s approach to development within the floodplain and land drainage and states that areas of floodplain identified on the Proposals Map are safeguarded from development that would increase the risk to people or property from flooding. The Council will consult the Environment Agency on all developments affecting floodplains of all main rivers such as the River Wey, River Blackwater and the River Tillingbourne and on occasions it may be considered appropriate to seek the views of the Borough Council's Engineers.

7.3 A site specific flood risk assessment supporting a development proposal must consider whether the development is likely to be affected by current or future flooding from any source, and whether the measures proposed to deal with these effects and risks are appropriate (see NPPG Paragraph: 030 Reference ID: 7-030-20140306 for further requirements). This includes surface water flooding.

7.4 National Planning Policy seeks to direct development away from areas at highest risk of flooding. However, where development can be flood “neutral” or improvements secured by way of a planning condition or obligation without increasing risk elsewhere, permission may be granted. The sequential test underpins development proposals and plan making, to ensure that new development is steered to areas with the lowest probability of flooding. Advice on preparing a sequential test is available at Appendix 3.

7.5 In accordance with the NPPF, in instances where the sequential test and exception test (if required) is passed, and the presumption in favour of sustainable development is applied and points towards a development being acceptable, any necessary flood defences or flood alleviation works required as specified in SWMPs, Action Plans or Flood Risk Assessments should form part of that development. Such infrastructure would be secured through a Section 106 planning obligation to ensure that the developer carries out the necessary works and that future maintenance commitments are met.

7.6 The requirement for the developer to pay for construction and make arrangements for expected future maintenance costs of flood risk reduction works applies even where a proposed development does not require additional works, but, such works are considered necessary to prevent consequential additional flood risk to other areas and properties. The Council will take advice from the Environment Agency, Surrey County Council as the lead Local Flood Authority, and will negotiate an appropriate contribution from the developer. If agreement cannot be reached on the provision of that contribution, the application may be refused in accordance with the precautionary principle.

7.7 The NPPF requires that Local Plans are supported by a Strategic Flood Risk Assessment
(SFRA). The SFRA considers flood risk from all sources, and is used as the evidence base for the application of the risk based Sequential Test to support planning decisions and allocations. The SFRA was published in 2016, but is a live document and will be updated accordingly.

**Surface Water Flooding**

7.8 Surrey County Council is the Lead Local Flood Authority, and Guildford Borough Council the Flood Risk Authority for the borough. We are working in partnership with Surrey County Council, the Environment Agency and Thames Water on the Guildford Flood Risk Management Partnership Board, and have produced Surface Water Management Plans (SWMPs) and Action Plans for Guildford and Ash and Tongham. The documents aim to understand the local causes of surface water flooding, identify hotspots for such flooding, and outline cost effective actions, in the form of a management plan, to manage flood risk in these areas. The Guildford SWMP covers the whole of the Guildford Borough Council administrative area, which lies within the River Wey and Tillingbourne catchments. The Ash SWMP covers the area which drains to the River Blackwater catchment.

7.9 New development often reduces permeability, so increasing run-off from the site, particularly in times of heavy or prolonged rainfall. Development can increase the rate and volume at which run-off reaches watercourses, leading to an increased risk of flooding and potentially damaging watercourses. The Council works with the Environment Agency and developers to enable surface water run-off to be controlled as near to source as possible by the encouragement of Sustainable Drainage Systems (SuDS).

7.10 In drawing up development schemes, developers and landowners should have regard to the identified surface water flooding hotspots. Where a development would be likely to exacerbate this surface flooding, and developers will be expected to contribute to the cost of the improvement works identified within the SWMPs Action Plans.
8. Water supply and waste-water infrastructure

8.1 The provision of adequate infrastructure for water and wastewater is critical to the protection of water quality in the area and therefore to sustainable development. Some of the larger planned developments will have implications for water supply, wastewater infrastructure, or water quality, depending on the type and scale of the development and its location. There should be adequate water supply, wastewater drainage, and wastewater treatment capacity to serve the development.

8.2 All drainage on development sites must maintain separation of foul and surface flows. It is the developers' responsibility to make adequate provision for surface water drainage to ground, water course or surface water sewer. It must not be allowed to drain to the foul sewer, as this is a major contributor to sewer flooding.

8.3 We consult the statutory water undertaker and the statutory sewerage undertaker on all proposed housing developments creating a new dwelling, including replacement houses. Where they advise that there may be an issue of concern with capacity, developers are required to fund studies. The developer will then need to propose appropriate improvements as part of their planning application, including how these improvements will be funded and delivered. Significant developments will need to be accompanied by a drainage strategy to determine the impact of the proposed development, including modelling. Such infrastructure improvements will be secured by condition and funded at least in part by the developer.

8.4 As developments have an automatic right to connect to the statutory provider’s sewer network, we may need to impose a Grampian condition to prevent first occupation of the new homes until a network upgrade has been undertaken. Such a condition ensures that sewer flooding or water pollution are avoided and water quality maintained.

8.5 It is vital that sewerage/waste water treatment infrastructure is in place ahead of development if sewer flooding issues are to be avoided. It is important not to underestimate the time required to deliver necessary infrastructure.

8.6 Development proposals within 800m of a sewage / waste water treatment works may need an odour assessment to determine if the proposed development would provide adequate amenity for new occupiers. Similarly, an odour / noise and / or vibration impact assessment may be required for development within 15m of a pumping station.
9. Open space: amenity space, play space, and sports fields

9.1 National planning policy states that “Access to high quality open spaces and opportunities for sport and recreation can make an important contribution to the health and well-being of communities”.

9.2 The importance of open space provision at the local level is emphasised by the objectives for recreation in the 2003 Local Plan:

- To encourage the provision of “accessible” recreation facilities in locations which relate well in a social and physical sense, to existing communities.
- To encourage, where appropriate, the more efficient use of existing and new facilities.
- To overcome identified deficiencies in open space and other recreational facilities.
- To ensure that new residential development makes adequate provision for open space and other recreational facilities.

9.3 Policies R2 and R3 of the Local Plan 2003 set standards for open space contributions from residential developments over 5 units or 0.4ha. These policies require residential developments to provide a total of 2.8ha (7 acres) of new open space per 1,000 population. This should consist of 1.6ha of formal playing fields, 0.8ha of children’s play space and 0.4ha of amenity space. This is equivalent to 400 sqm of playing fields, 200sqm of playspace and 100sqm of amenity space for every 10 homes (net). We will not require a contribution, or will require a reduced contribution, where the existing open space locally is, and will remain after the development, adequate by these standards.

9.4 The required open space contribution will be based on the size and type of the proposed development. Certain types of housing, such as specialist accommodation only for the elderly, which do not generate a need for children’s play space, and / or playing fields, will be required to provide amenity space only, which must be on site.

9.5 This standard is based on the National Playing Field Association’s 1992 standards. Policy R2 specifies that this standard is based on an average of 2.5 people per home. Although the 2011 census shows average occupancy per home of 2.43, we will continue to apply the Local Plan policy assumptions, as the policy cannot be changed through this SPD. Using the average occupancy rate of 2.5 people per home, this is equivalent to 0.4ha of formal playing fields, 0.2ha children's playspace, and 0.1ha of amenity space for every 100 homes.

9.6 Policy R2 requires new residential developments of at least 25 (net) homes or over 0.4ha, to provide the specified amount of open space on site. The justification (paragraph 13.11) to the policy includes suggestions for layout, location and linkages of open space.

9.7 Policy R3 refers to the standards set out in Policy R2, but applies to housing developments of between five and 25 dwellings. Developments falling within these parameters are required to provide open space either on-site, or as a financial contribution in accordance with Policy R2 standards. We will use developer contributions towards provision and / or improvement of playgrounds and playing fields improvements away from the development.

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7 Now known as Fields in Trust
8 In determining planning applications, the Local Plan site size threshold of Policy R2 needs to be weighed against the national policy threshold of 10 homes and 1,000sqm (gross); see paragraph 2.26.
site will be used to improve open space provision in the area.

9.8 In determining each application, we will consider the relative weight to give Local Plan Policy R3, and the national site size threshold for “tariff”-type contributions introduced to national planning policy. For developments of between 5 and 10 homes, where possible, we will secure as much of the required amenity space on-site provision by planning condition.

9.9 Where local provision is below the required standard, and the development cannot provide the required amount of open space of all types on site, we will require a planning obligation to enable us to fund improvements of existing open space in the area. As “improvements” to existing infrastructure (such as to existing open space) are not subject to the CIL regulation pooling restrictions we will collect together developer contributions to fund improvement projects or maintenance of existing open space from developments over 11 homes and 1,000sqm. Such improvements may include refurbishing a playground, laying out a bowls green, or improving pathways in a park. This will be tied to a specific improvement project identified by the Council’s Parks Service. We may also secure funding for future maintenance of open space until it is absorbed in the Council’s maintenance programme.

9.10 Where the level of provision a particular type of open space in a ward of is adequate by these standards, but a different type of open space is inadequate, we may seek contributions towards changing an area of existing open space between types. Provision of an alternative type of open space would be funded using developer contributions, secured by planning obligations linked to a specific project, of which we will not collect more than five such obligations. We will only seek such contributions from developments of 11 or homes (net) and 1,000sqm (gross).

9.11 The required contribution for open space is shown in Figure 3 below. The figure has been developed using the experience of the Council’s Leisure Service in the delivery and improvement of play and sports facilities in the facilities in the Borough.

Figure 3: Financial contribution required in lieu of on-site provision of open space

<table>
<thead>
<tr>
<th>Dwelling Size</th>
<th>Play Space</th>
<th>Playing fields / sports grounds</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Bedroom</td>
<td>£511</td>
<td>£627</td>
<td>£1,138</td>
</tr>
<tr>
<td>2 Bedroom</td>
<td>£854</td>
<td>£1,048</td>
<td>£1,902</td>
</tr>
<tr>
<td>3 Bedroom</td>
<td>£1,023</td>
<td>£1,259</td>
<td>£2,282</td>
</tr>
<tr>
<td>4+ Bedroom</td>
<td>£1,365</td>
<td>£1,677</td>
<td>£3,048</td>
</tr>
</tbody>
</table>

9.12 New sports pitches and other sports facilities may be improved on a broader, borough-wide basis to take account of the wider catchments of such facilities and their frequency of use. Facilities such as junior and young people’s play areas, skate parks and paddling pools should be provided on the basis of need in the local area. Commuted payments may be used for general purposes such as the maintenance or running costs of existing facilities and to

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9 Regulation 123(3 and 4)
improve existing open space.

9.13 The required contribution has been calculated taking account of the estimated cost of providing the facility away from the development site, and the likely number of occupants (by number of bedrooms) of the proposed homes. This cost includes the average cost of laying out a children’s playground, playing field, etc. of the required size, including levelling and draining and the equipment costs associated with each type of open space.

9.14 Where the number of bedroom or homes is not yet specified, such as in the case of an outline application, any outline permission granted will be subject to a suitable condition so that the requirement can be calculated when a detailed planning application is submitted.

Emerging Policy

9.15 National policy (NPPF para 73) requires open space planning policies to be based on robust and up-to-date assessments of the needs for open space, sports and recreation facilities and opportunities for new provision. Such assessments should identify specific needs and quantitative or qualitative deficits or surpluses of open space, sports and recreational facilities in the local area. Information gained from the assessments should be used to determine what open space, sports and recreational provision is required’.

9.16 The Guildford Borough Open Space, Sport and Recreation Assessment (2016) (the Open Space Assessment 2016) identifies existing provision and local needs. It concludes that borough-wide, there is an overall deficit in allotments, amenity green space, park and recreation grounds, child play space and, most notably, youth play space. This document constitutes the most up-to-date assessment of the need for open space, sports and recreation facilities and opportunities for new provision, as required by NPPF (paragraph 73). In assessing and determining planning applications, this 2016 Open Space Assessment will form the basis for identifying deficits and surpluses of open space. This is presented in Appendix 4.

9.17 The Open Space Assessment 2016 identifies the deficits in open space, sport and recreation facilities in the borough by ward and by type of open space, based upon comparison of local evidence of need (from the audit) and the following established standards:

- **Allotments**: National Society of Allotment and Leisure Gardeners
- **Amenity green space, parks and recreation grounds, play space for children and youth**: Fields in Trust (previously known as National Playing Fields Association)
- **Natural green space**: Natural England Accessible Natural Green Space Standards (ANGSt), Woodland Trust

9.18 The 2016 Assessment considered various standards from across the country and set local standards for each typology in consultation with stakeholders. Provision of open space by type was then mapped, including its accessibility. Adequacy of current provision (by typology) was then assessed against these standards by mapping access to each type. This identified the adequacy or deficits in provision by type of open space. The Study finally includes recommendations for policy, including new open space standards related to accessibility as well as quantity. These new standards will be included the new Local Plan Development Management Policies that will include policies to replace Local Plan 2003 Policies R2 and R3.
9.19 The Open Space Assessment 2016 is subject to review following the consultation on the draft Local Plan: Strategy and Sites in summer 2016. We will reissue the updated assessment later in 2016 when the data will be updated for inclusion in this SPD.

9.20 Whilst the Open Space Assessment 2016 gives the impression that Christchurch ward has a significant surplus of open space, this is because Stoke Park (a large public park) is located within the ward. The Council recognise that Stoke Park serves not only Christchurch but other neighbouring urban wards.

**Types of Open Space**

9.21 The types of open space that may need to be provided in developments, or enhanced by developers contributions are detailed below.

9.22 **Allotments** provide areas for people to grow their own produce and plants and local authorities are obliged by law to provide sufficient allotments and to let them to local people where there is a demand. Allotments are defined in law as “land which is wholly or mainly cultivated by the occupier for the production of vegetable or fruit crops for consumption by himself or his family” (Allotment Act 1922).

9.23 **Amenity green space** includes those spaces open to free and spontaneous use by the public, but neither laid out nor managed for a specific function such as a park, playing field or recreation ground, nor managed as a semi-natural habitat. Some may be used for informal recreation activities or may contribute to the visual amenity of an area. They are likely to have the following characteristics:
- unlikely to be physically demarcated by walls or fences
- predominantly lain down to (mown) grass
- unlikely to have identifiable entrance points (unlike parks)
- may have shrub and tree planting, and occasionally formal planted flower beds, and
- may occasionally have other recreational facilities and fixtures, like play equipment of ball courts.

9.24 It is intended that attractive areas of open space of an appropriate size and location for informal recreation should be provided. Discussions with the Council should be carried out at an early stage to identify the type and extent of provision. Reference should also be made to the *Surrey Design Guide 2002* and the need to incorporate landscape and archaeological features where this is appropriate.

9.25 The **Park and recreation grounds** typology in the Open Space Assessment brings together the function of Parks and Recreation Grounds and Outdoor Sports Space (both pitches and fixed) as identified in the former PPG17 typology as within the borough spaces are often multi-functional and there may be little distinction between the two types. These spaces take many forms including:
- play space of many kinds
- a range of formal pitch and fixed sports
- outdoor gyms and fitness trails
- informal recreation and sport

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10 Planning Policy Guidance 17, since replaced by the NPPF
- attractive walks and cycle routes to work
- landscape and amenity features
- areas of formal planting
- areas for events
- habitats for wildlife, and
- areas for dog walking.

9.26 It is usually only possible to provided playing fields as part of large developments. In some cases playing fields may be more appropriately provided in conjunction with or located close to existing or proposed playing fields. Such off-site locations should be within reasonable distance of the residential development providing it. Qualitative improvements to playing fields can be provided from pooled financial contributions from smaller developments.

9.27 Developers will be expected to provide a grass/artificial surface area of suitable size, gradient and condition to satisfy the regulations of the particular sports governing body. The size must allow adequate surrounding area for the safe play of the sport and the safety of the public and property adjacent to the playing surface. It is important that consultation takes place with the Council to ensure appropriate provision to the required standard is provided, for example, fencing, changing rooms, car parking provision and floodlighting of a sports centre may be required.

Children and young people’s play space

9.28 Play space for children means areas of play that cater for the needs of children up to and around 12 years and provide safe but adventurous places for children of varying ages to play and learn. Play areas are shifting away from formal play equipment, such as slides and swings, towards landscaping and natural building materials that create environments where imagination and natural learning can flourish. Casual playing space is included within the requirement for children’s playing space. It is defined as open space of a useful size and safe location providing opportunities for informal play activities. Grassed or hard surfaced open space within a housing area with adequate separation from roads would conform to the definition.

9.29 Play space for young people means informal recreation opportunities for young people between the ages of roughly 13 to 17 years. It may include facilities such as skateboard parks, basketball courts, and ‘free access’ Multi use Games Areas (MUGAs). In practice, there may be a lack of distinction between child and youth play space.

9.30 Play space may include enclosed children’s play areas and open grassed areas suitable for ball games and other forms of casual play but excludes formal pitches and other sports provision, amenity space or landscaping provided on the site. Facilities for children should wherever possible be provided within easy walking distance of related housing areas, readily accessible to the dwellings it serves without the need to cross barriers such as major roads, and should be sited to avoid or minimise disturbance to the existing or potential nearby residents (Appendix 5 sets out the distance catchments). In housing sites of 25 dwellings or more it will normally be possible to provide a children’s play space on-site, particularly for the needs of very young children.

9.31 Fields in Trust defines three types of equipped children’s play areas for a range of age
groups appropriate to their needs. Design standards for three categories of provision (Local Play Area / LAP, Local Equipped Area for Plan / LEAP, and Neighbourhood Equipped Area for Play / NEAP) are detailed in new housing development and redevelopment listed in Appendix 5.

9.32 To be a reasonable area for use by older children a casual playing space should be a minimum of 0.05 ha, but preferably at least 0.1 ha. Facilities suitable for teenage groups such as basketball hoops, goal posts and shelters, for informal social and recreational purposes should also be considered.

9.33 **Natural green space** covers all publicly accessible spaces including meadows, woodland and copses, all of which share a trait of having natural characteristics and biodiversity value and are accessible for informal recreation. It should be noted that the provision of Suitable Alternative Natural Greenspaces (SANGs) do not count towards the provision of natural green space as a type of open space as SANGs serve the very specific purpose of acting as an alternative space for recreational users of the Thames Basin Heaths Special Protection Area.

9.34 Natural green space has value for recreation and emotional well-being and can make an important contribution towards biodiversity values. They can act as green corridors for both wildlife and people and form an important part of an area’s green infrastructure.

**Maintenance**

9.35 The Council will normally be prepared to adopt and maintain properly laid out open space of a suitable size where it is accessible to the public, subject to payment by the developer of a maintenance contribution to cover future maintenance costs for a limited period. The contribution towards maintenance is payable on the transfer of the land to a public body, and is based on current maintenance costs over a 5 year period.

<table>
<thead>
<tr>
<th>Open Space</th>
<th>Threshold</th>
<th>Obligation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Residential (larger developments)</strong></td>
<td>25 or more homes (net), or more than 0.4ha</td>
<td>* 1.6ha of formal playing field space per 1,000 people</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* 0.8ha of children’s play space per 1,000 people;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* 0.4ha of amenity space per 1,000 people</td>
</tr>
<tr>
<td><strong>Residential (smaller developments)</strong></td>
<td>Between 11 and 25 homes</td>
<td>* 1.6ha of formal playing field space per 1,000 people</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* 0.8ha of children’s play space per 1,000 people;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* 0.4ha of amenity space per 1,000 people</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A financial contribution towards improvement of existing open space in the area.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>unless the provision of open space in the ward is, and will remain after the development, adequate based on the above standards (refer to local plan policy R3).</td>
</tr>
<tr>
<td><strong>Commercial</strong></td>
<td>Developments exceeding 2,500 sqm</td>
<td>Negotiable - considered on a site by site basis.</td>
</tr>
</tbody>
</table>
10. Special Protection Areas (SPA)

10.1 The Thames Basin Heaths (TBH) Special Protection Area (SPA) was designated by Natural England as an SPA on the 9 March 2005. The SPA comprises an area of lowland heath and woodland and is a habitat protected under European and UK law.

10.2 In September 2006 the Council adopted an Interim SPA Avoidance Strategy that was agreed with Natural England and enabled residential development to take place across most of the affected areas of the Borough, whilst at the same time offering protection to the Thames Basin Heaths SPA. Simultaneously, work was undertaken at the strategic level to find an acceptable approach which could be applied consistently across the whole SPA affected region. The approach involves providing alternative natural green space with public access for recreation to divert people from using the SPAs. This alternative recreation land is known as Suitable Alternative Natural Green Space (SANG).

10.3 The Council published the TBH SPA Avoidance Strategy 2009-2016 in April 2010, which replaced the earlier strategy. The Council has produced an updated strategy (the TBH SPA Avoidance Strategy 2016) and is consulting on it alongside this SPD. The strategy enables the Council to approve planning applications for residential developments that fall within 5km of a SPA, which would otherwise have been prevented by the legislation protecting the SPA. Large scale developments between 5km and 7km of an SPA boundary will be assessed on an individual basis.

10.4 The main impact on the SPA that the strategy seeks to tackle is that resulting from recreational pressure associated with residential development (e.g. cat predation, dog walking). On this basis, the Avoidance Strategy applies primarily to all net new homes that provide permanent accommodation.

10.5 The Council's duty to consider the impact of development on the SPA applies also to non-residential development applications which will need to be considered on their individual merits. This Strategy is however, directed specifically towards the harm caused by residential developments, and the measures that can be taken to enable them to proceed without harm to the integrity of the SPA and will not, therefore, assist in the case of applications for non-residential development.

10.6 The Suitable Alternative Natural Green Space (SANG) contribution is based on the (net) size/number of bedrooms proposed in the housing development, as a fair reflection of the number of additional residents likely to be resident in the development, and is derived from the costs of works identified on the SANG sites.

10.7 An agreement (either a planning obligation or a consent agreement) enabling developers to contribute towards the cost of avoidance measures will be drawn up and agreed in accordance with this Supplementary Planning Document and the latest SPA Avoidance

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11 The SPA affects part or all of the following local authority areas; Waverley, Guildford, Surrey Heath, Woking, Bracknell Forest, Hart, Wokingham, Elmbridge, Runnymede, Royal Borough of Windsor and Maidenhead, Rushmoor.
Strategy SPD prior to the decision notice for the relevant planning application being issued. The monies agreed under the planning obligation must be paid to the Council on the commencement of development. This will allow the Council time to implement works before the development is occupied.

10.8 Access management and monitoring of the SPA (referred to as SAMM) is coordinated strategically by Natural England working with SPA-affected authorities, landowners and land managers. This is the Strategic Access Monitoring and Management (SAMM) project. A separate planning obligation will be required to fund SAMM measures (which include education, rangers, wardens and guidance on the management of the SPA and SANGs).

<table>
<thead>
<tr>
<th>Special Protection Areas</th>
<th>Threshold</th>
<th>Contribution per home (net)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dwelling Size</td>
<td>SANG</td>
</tr>
<tr>
<td>Residential</td>
<td>All net new developments located between 400m and 5km from a SPA boundary.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 bedrooms</td>
<td>£3,471.29</td>
</tr>
<tr>
<td></td>
<td>2 bedrooms</td>
<td>£4,874.58</td>
</tr>
<tr>
<td></td>
<td>3 bedrooms</td>
<td>£6,228.63</td>
</tr>
<tr>
<td></td>
<td>4 bedrooms</td>
<td>£7,361.11</td>
</tr>
<tr>
<td></td>
<td>5 or more bedrooms</td>
<td>£8,444.35</td>
</tr>
</tbody>
</table>

Note: This will be updated each year on 1 April and will increase in line with the Retail Price Index (RPI) measure of inflation.

The above SPA charge excludes the minimum legal costs (£650) and monitoring fee (£500) per point in time monitored.

Please refer to the draft *Thames Basin Heaths Special Protection Area Avoidance Strategy SPD 2016* for further information.
11. Landscape and Biodiversity

11.1 Biodiversity (biological diversity) is simply the variety of life systems. This includes the different plants, animals and micro-organisms, the genes they contain, the habitats they live in, and together, the ecosystems they form. Development and other economic activity need to take account of natural resources. In other words, development must be environmentally sustainable.

11.2 Biodiversity contributes to the quality of life of the residents both intrinsically, by providing a beautiful and attractive natural environment in which to live, by helping to ameliorate the impacts of pollution and by promoting physical and mental well-being. Historically, natural resources have contributed to the economic development of our Borough by providing an environment which attracts business and people to the area.

11.3 Economic and population growth and development in the borough is putting increasing pressure on its natural heritage with the result that its biodiversity is declining and will continue to do so unless action is taken.

11.4 The Council has a duty to consider the management and enhancement of the landscape and biodiversity. Development should minimise impacts on biodiversity, mitigating any adverse effects and compensating for the loss or permanent damage to biodiversity where impacts are unavoidable.

11.5 The NPPF at Chapter 11 sets out national planning policy on conserving and enhancing the natural environment. It states that: “The planning system should contribute to and enhance the natural and local environment by… protecting and enhancing valued landscapes, …[and] minimising impacts on biodiversity and providing net gains in biodiversity where possible” (paragraph 109). Paragraph 118 clarifies:

“When determining planning applications, local planning authorities should aim to conserve and enhance biodiversity by applying the following principles:

- if significant harm resulting from a development cannot be avoided (through locating on an alternative site with less harmful impacts), adequately mitigated, or, as a last resort, compensated for, then planning permission should be refused; …
- development proposals where the primary objective is to conserve or enhance biodiversity should be permitted;
- opportunities to incorporate biodiversity in and around developments should be encouraged;

11.6 Local Plan Policy G1(12) provides the local planning approach to the landscape and existing natural features with more specific policies on nature conservation found within Local Plan Policies NE1 - NE6.

11.7 One of the main aims of the Local Plan is the protection and enhancement of our natural environment. The following objectives apply:

- To maintain and enhance biodiversity within the Borough.
- To identify sites of nature conservation value and to balance the needs for development with their protection.
- To protect important plant and animal species
11.8 The impacts of a development upon protected species should be taken into consideration. For example, if bats are likely to be present, it is likely that a bat survey would be required through a planning condition.

11.9 **Biodiversity Opportunity Areas: the basis for realising Surrey’s ecological network**\(^{13}\) produced by the Surrey Nature Partnership (the designated Local Nature Partnership for Surrey) sets out a Surrey wide approach for delivering the objectives in the national biodiversity strategy ‘Biodiversity 2020: A strategy for England’s wildlife and ecosystem services’\(^{14}\) (Defra, 2011). The overall aim is to establish a coherent and resilient ecological network capable of responding to the challenge of climate change, involving a shift in emphasis, away from piecemeal conservation actions and towards a more effective, more integrated, landscape scale approach.

Where conditions or other controls would not be appropriate or sufficient for the agreed purposes, the Council may seek planning obligations to:

- restrict development so as not to damage or harm existing features
- secure the works necessary to enhance existing features
- secure the works necessary to create new features

11.10 We may require applicants for planning permission to enter into a planning obligation to safeguard all or a combination of the factors set out below on the development site:

- provision of appropriate landscaping
- wildlife/habitat conservation, protection, enhancement, provision and mitigation
- subsequent management and maintenance.

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\(^{13}\) [https://surreynaturepartnership.org.uk/our-work/](https://surreynaturepartnership.org.uk/our-work/)

12. Waste and recycling storage and collection

12.1 The Council has produced guidance (July 2016) on the storage and collection of household recycling and waste material. Developers should take this guidance, provided at Appendix 8, into account in designing residential scheme, particularly for flats with shared outdoor areas. As well as being integral in the design of a development scheme, it will usually be appropriate to secure storage for waste and recycling on site by way of a planning condition.

12.2 To ensure waste is collected cleanly, safely and efficiently the Council has specified it will collect waste from wheeled bins unless properties are unsuitable for bins or it is impractical to use bins. It can make this legal requirement under Section 46 of the Environmental Protection Act 1990.

12.3 The council’s standard service is a fortnightly alternate weekly collection of refuse and mixed recycling from 240ltr wheeled bins, alongside a weekly collection of food waste from a 23ltr external food waste container. We also provide a smaller 7ltr internal caddy to assist residents in managing their food waste. A number of other separate materials are collected in carrier bags from the side of bins when presented. Currently textiles, batteries and small Waste Electrical and Electronic Equipment (WEEE) are collected. In addition we offer a subscriber only garden waste service also collected via 240ltr wheeled bins.

12.4 Where new or redeveloped homes are being built and require wheeled bins the Council will require the developer to purchase these wheeled bins and pay for their delivery. The Council requires a suitable notice period from the developer to ensure that the required bins are in stock and to arrange their delivery. For large-scale developments (6+ communal bins or 20+ 240ltr bins) 4-6 weeks’ notice is requested. For smaller scale developments, we would expect 3-4 weeks’ notice.

12.5 The developer can purchase their own wheeled bins, but these must meet the council’s current specifications and be suitable for the council’s bin lifting equipment. If the developer wishes to purchase their own bins, then we would strongly advise them to contact the Recycling and Waste team for advice and a detailed specification. If the bins are not to our specification or are not compatible with our bin lifting equipment, they will not be emptied and the developer will be liable for ensuring suitable bins are put in place. The following information is therefore provided to assist developers and should be read in conjunction with Part H of the Building Regulations 2002.

Thresholds and contributions

12.6 Applications for planning permission should include appropriate provision for the storage and collection of household waste. We will usually secure provision and retention of refuse / recycling bins by planning condition. Such a condition is likely to require that the bins and store be provided before first occupation, and thereafter maintained free from obstruction (including parking of cars) for this purpose.

12.7 For large developments, the Council may negotiate planning obligations from developments for the provision of waste and recycling infrastructure. For very large housing developments, financial contributions may be required to increase the Council’s waste collection vehicle fleet.
13. Safety and security (CCTV)

13.1 The layout and design of new development can help people to reduce crime and fear of crime. Installation and operation of Closed Circuit Television (CCTV), particularly when linked directly to a police station can also assist in reducing the fear of crime, as well as helping in providing evidence. Well-located and maintained street lighting are also important in reducing fear of crime.

13.2 Local Plan Policy G1 (5) “Crime Prevention” emphasises the role that the design and layout of buildings and surrounding can have in enhancing public safety and reducing the opportunity for vandalism and crime.

13.3 Levels of crime in the borough are generally low. To help maintain this low crime level, we will ensure that new developments are designed with crime-prevention in mind. We may use planning conditions to secure this on the development site.

13.4 Surrey Police provides a centralised, monitored CCTV system, which many of the partners of Experience Guildford Town Centre Crime Reduction Partnership are linked into. We will help to keep residents and visitors to Guildford town centre feeling safe by negotiating the provision of community safety equipment such as CCTV in suitable locations within town centre developments. Within the town centre boundary (as shown on the map at Appendix 6), we will seek the provision of CCTV on developments providing restaurants (A3), drinking establishments (A4), hot food takeaways (A5), and various leisure uses, including nightclubs, cinemas and casinos. We secure these by planning condition or by a planning obligation.
14. Public Realm

14.1 The term “public realm” refers to publicly-owned streets, squares, pathways, parks, publicly accessible open spaces, right of ways, and any public or private building and facilities that are accessible by all. The quality of the public realm is vital if we are to be successful in creating environments that people want to live and work in.

14.2 For a development to be successful, its treatment of the elevations and spaces that impact on the public realm areas need to be of consistently high standard. Good quality public realm is more than just aesthetically pleasing, it also:
- plays a large role in determining the character / feel of the place;
- supports urban regeneration, by improving the attractiveness of a place,
- reduces opportunities and motivation for crime and other anti-social behaviour, and fear of crime, by upgrading areas and redesigning or improving spaces;
- generates social and community cohesion;
- aids movement in and between spaces;
- enhances biodiversity and nature, improving air quality and contributing to shade;
- ensures local distinctiveness; and
- improves the quality of life for all.

14.3 We have a rich architectural and historic heritage that includes numerous listed buildings and conservation areas, protected parks and scheduled ancient monuments. The Local Plan identifies protecting and enhancing the quality of our natural and built environment as a strategic priority.

14.4 It is important that the national emphasis upon making more efficient use of existing built up areas is not at the expense of good quality outdoor spaces. High quality design through well-designed, well-managed public spaces and a considered regard to the protection and enhancement of our heritage make a place.

14.5 The Council requires developments to be designed with improving the quality of the public realm in mind. For strategic developments which impact significantly on the public realm, it is likely that a planning obligation will require off-site improvement works, secured by planning obligation.

14.6 The Council has adopted a number of strategies which contribute towards improving public realm in the borough, for example the various Conservation Area Character Appraisals. Where relevant to a development site, these will be taken into account and improvements as part of the secured by planning condition.

14.7 We may seek contributions towards off site public realm improvements. As improvements, these are not subject to the pooling restriction introduced by the CIL regulations. Give the national minimum site threshold of 11 homes and 1,000 sqm for seeking a tariff-type / pooled planning contribution, we will restrict negotiation of such contributions to development schemes over 10 homes and 1,000 sqm.
15. Public Art

15.1 Integrating public art into developments and the wider public realm will help to deliver Local Plan Policy G5 (4) “Street Level Design” which states that buildings and spaces at pedestrian level provide visual interest and a sense of identity. The supporting text to Policy G5(4) states that “details such as …the use of art, can be used to give a building identity and character.”

15.2 National planning guidance advises that “public art and sculpture can play an important role in making interesting and exciting places that people enjoy.” This can help improve cultural well-being in both urban and rural areas.

15.3 The Council seeks opportunities for innovative and dynamic public art that has residents and artists at its core, whilst celebrating and enhancing its rich heritage of architecture, landscape and public art. Guildford Public Art Strategy 2008 defines public art as involving artists and craftspeople in the design of artworks in the public realm, which is any open space or public building that is free to access.

15.4 The Council is currently reviewing its Public Art Strategy and intends to report to committee in late 2016. The new Public Art Strategy will include consideration of the role that developers can take in providing art to enhance the environment in, and around development sites. It will also include broad specifications and design requirements, and a programme of sites and art projects.

15.5 As explained in Section 2 of this SPD, we will not seek planning contributions from developers unless we consider them necessary to make a development acceptable in planning terms. The new Public Art Strategy, read alongside Local Plan Policy G5(4) will provide the evidenced justification for seeking contributions.

15.6 There are a number of ways that artists can work in the public realm including:
   - artist in residence schemes to develop permanent artworks
   - artists working as members of design teams to create landscape or building schemes

15.7 The benefits of public art include:
   - Creating an attractive and vibrant place to live, work and visit
   - Involving the local community through education and consultation
   - Contributing to the local economy through tourism and employment

15.8 For developers it can:
   - Set a development apart from others
   - Give opportunities for better press and media coverage
   - Build good relationships with local people
   - Increase building and land values
   - Improve the environment for staff and tenants.

15.9 All public art negotiated must be sited so that the public can view it from a public place, to the benefit of the local community and the development itself. If on site, it will generally be secured with a planning condition. In other circumstances and areas, it will be more
appropriate for more than one development to contribute to public art in the wider streetscape. We will only seek contributions to public art on a case by case basis by negotiation from developments of over 10 homes. For provision of art installations outside of any development site, we will enter into no more than five planning obligations to fund each art project. This will help to deliver the public art strategy.

15.10 A planning condition could be attached to the planning permission requiring full details of the artwork to be submitted for agreement by the Council, so that a separate planning application is not needed if the artwork is of a scale and / or nature as to require planning permission in its own right.

15.11 By way of example of the positive impact that public art can have on the wider environment, enhancing it for all users, we secured funding from local developments to provide sculptures along the River Wey. These sculptures are linked both thematically and visually to the River and also complement each other and provide a coherent style along the River Wey corridor.

Figure 4 : Public art : sculptures along the River Wey

Evidence


ixia is the UK’s public art think tank and provides guidance on the role of art in the public realm.  
http://ixia-info.com/  

Public Art online is an information site which provides guidance and examples of public art practice from around the UK and internationally.  
http://www.publicartonline.org.uk/
16. County Council infrastructure : Sustainable transport

16.1 In order to ensure that development is sustainable, many developments will be required to contribute to providing or improving strategic infrastructure. In determining the level of infrastructure, facilities, and services required as a result of a new development, Surrey County Council will assess the extent to which the existing arrangements can satisfactorily accommodate the additional or different demands likely to arise from the new development in operational and sustainability terms. Where this is inadequate, the developers will be expected to provide or fund a package of solutions to address and mitigate the adverse impacts.

16.2 Surrey County Council is the Highways Authority for the local strategic road network in the borough, and Highways Agency is the Highways Authority for the strategic roads, the M25, A3 and the A31 that cut across the borough. Surrey County Council is also the Local Education Authority, and the Lead Local Flood Authority (LLFA) for all of Surrey County. LLFAs (established under the Flood and Water Management Act 2010) are responsible for leading the co-ordination of flood risk management in their area.

Parking provision, car clubs, travel plans and sustainable transport

16.3 The level of off-street parking in new developments is Guildford Borough Council’s concern in determining planning applications. In some areas of the borough, Surrey County Council may also have views on likely impact of off-street parking provision on the free-flow of traffic and related highway safety.

16.4 Our parking standards are currently set out in Guildford Borough Council’s Vehicle Parking Standards SPD 2006, which replaced the standards set out in Appendix 1 of the 2003 Local Plan.

16.5 Local Plan Policy G1(1) “Parking Provision” requires parking provision on developments to be in accordance with the standards set out in Appendix 1 of the Local Plan. These set maximum standards for non-residential developments and for housing developments within Guildford town centre, and minimum standards for residential developments in the remainder of the borough. In order to discourage reliance on the car, especially for journeys to work.

16.6 Whilst this policy is still part of the borough’s development plan, and therefore the starting point for consideration of adequacy and implications of proposed parking provision for new development, it must now be considered alongside more recent national policy.

16.7 The government abolished maximum parking standards in 2011, and subsequently set out its new policy in the NPPF (Paragraph 39). This requires local planning authorities, in setting local parking standards, to take into account the accessibility of the development; the type, mix and use of development; the availability of and opportunities for public transport; local car ownership levels; and an overall need to reduce the use of high-emission vehicles.

16.8 National policy on parking standards has recently been changed. It now requires that alongside the NPPF (paragraph 39) criteria, local planning authorities should only impose

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15 written ministerial statement regarding parking standards, 25 March 2015
local parking standards for residential and non-residential developments where there is clear and compelling justification that it is necessary to manage their local road network. It considers that the market is best placed to decide if additional parking spaces should be provided.

16.9 In advising on, or considering proposals for parking provision within a development site, we will therefore take account of recent government policy alongside our adopted standards. In most circumstances, planning conditions will be the most appropriate mechanism for securing the appropriate amount of parking on a development site, and for ensuring that it is provided when first needed and retained free of obstruction for that purpose.

16.10 Local Plan Policy G1(2) requires satisfactory access and highway layout, and appropriate provision is made for pedestrian, cyclists and public transport. The policy also requires that the traffic generated by the development should be compatible with the local road network. Developments should not compromise the safe movement and free flow of traffic or the safe use of the road by others. Policy G12 restricts developments generating significant numbers of trips to locations highly accessible by public transport (including Park and Ride) and served by cycle and pedestrian routes. Where these do not already exist, we will use planning obligations to secure such improvements away from the development site.

16.11 There may be situations where Guildford Borough Council and Surrey County Council consider the level of car parking in a proposed development to be too low, and likely to have a negative impact on the free-flow of traffic, therefore highways safety due to existing parking stress in Controlled Parking Zone in the immediate area. This is likely to be limited to developments within certain areas of Guildford town centre. In these situations it may be suitable for a development to include a parking space for a car club car, together with a year’s membership of a local car club operational already in the area (to be organised and funded by the developer, potentially with the assistance of Surrey County Council).

16.12 In consultation with Surrey County Council, the Council may seek the following as planning obligations for specific developments:

- Provision of allocated parking space for Car Club vehicles and a year’s membership of a car club already operating in the area for future occupants
- Electric car charging points for apartments in Guildford town centre
- New / upgraded bus shelters - including the installation of real time information systems
- New / extended / improved cycle paths and footpaths
- Travel Plans

16.13 We require submission and approval of a Green Travel Plan for non-residential developments over 1,000sqm that Surrey County Council and / or Guildford Borough Council consider to be a generator of a significant number of trips. We generally secure this by condition, although a planning obligation is also required to secure a “monitoring fee” for Surrey County Council to work with the business or schools/ college to ensure it is being complied with and is effective.

16.14 The transport implications of proposed developments will be assessed taking into account
the needs of all users and the availability of public and other transport alternatives in that location. For example, in Guildford Town Centre where there is a high level of public transport accessibility, it will be more appropriate for developers to provide improvements to public transport (such as upgraded bus shelters), or walking and cycling infrastructure. Where the improvements required are outside of the development site, a planning obligations will be entered into.

16.15 The majority of buses services that operate within the Borough are provided on a commercial basis by private operators, and decisions on the extent and frequency of services are mainly a matter for the commercial judgment of the operator concerned. However, a development may impose an additional impact on a service which might need development support or investment, and ongoing developer funding would be required in these circumstances. This would need to be negotiated individually dependent on the specifics of the application and it impacts.
17. County Council infrastructure : Education and libraries

17.1 Surrey County Council is the Education Authority for the borough. Most state schools in Surrey are local authority maintained. The introduction of the Academies Act in May 2010, has led to a number of schools in Surrey converting to academy status. These still remain publicly funded but are independent of local authorities. As with private schools, academies have significantly greater autonomy than local authority maintained schools (including length of the school day, the curriculum, and staffing). There are also Foundation and Voluntary Aided and Trust Schools within the borough. Free schools are fairly recent additions. These are state maintained schools, and are expected to offer a broad and balanced curriculum. Multi-Academy Trusts are organisations that that run a number of academies, including Free Schools under a single charitable company. There are several Academy Trusts now active in the borough.

Early years capacity

17.2 The Childcare Act 2006 places a duty on all local authorities to secure sufficient early education for three and four year olds and childcare to allow parents to work or attend training. It also places a duty to secure early years provision free of charge. Regulations set out the type and amount of free provision as well as the children who benefit from this.

17.3 Surrey County Council’s Childcare Sufficiency Assessment 2014 has identified nine areas where current provision will not be able to meet future demand for early education. Within Guildford borough, current provision is considered to be insufficient to meet future needs in Burpham, Merrow, Stoke, Stoughton and Westbrough wards.

17.4 There is no capital allocated to the development of early years places. Therefore where new housing developments create additional need, the full cost of additional infrastructure provision will be sought from the developer. Contributions will be used to support new or existing early education provision at sites identified near the development. This is generally a one to two mile radius unless it can be shown that due to the nature of the area, there is a wider reach, for rural areas for example.

17.5 An average pupil yield factor of between 0.07 and 0.11 is applied per housing unit for all new housing including affordable housing and an Early years place cost multiplier is used to calculate the overall contribution sought.

17.6 A threshold for negotiating contributions has not been set. Where a specific need is identified, contributions arising from the development will be considered on a site by site basis. In some situations it may be more appropriate for contributions to be used for improvements to existing infrastructure to sustain it.

Primary and secondary school capacity

17.7 Surrey County Council’s Surrey School Organisation Plan 2015/16 – 2024/25 forecasts demand for school places for 4 – 16 year olds in Surrey. It also contains specific forecasts for each borough. Many schools within the borough are popular, oversubscribed and at, or very close to capacity. Expansions are planned on trends of oversubscription, residence location of applications for places and the ability of the school to expand (site size, planning, transport
etc). Over the last decade or so, there has been a major programme of temporary (i.e. “bulge” classes) and permanent expansion of primary schools across Guildford borough to cope with the increase in school age population. This “bulge” is now reaching secondary school age.

17.8 Where new housing development creates additional need the county council may require the developer to contribute towards increasing provision of school places within the borough by expanding existing schools. Strategic development sites may generate a need for a new school, which would be secured on the site by planning obligation. More frequently it is the impact of smaller housing developments that generates the need for school expansion, on top of the natural population growth that Surrey County Council plans for. Extensions to existing schools are generally planned and managed by the local education authority, which for Guildford bough, is Surrey County Council.

17.9 Due to the impact of many small to medium housing developments within areas that are already close to capacity, we may seek a contribution towards a specific school expansion project within the close vicinity of the site. Contributions may be used to support secondary school expansion projects further away due to the longer distances travelled by secondary school pupils.

17.10 We will seek contributions to expand primary and secondary schools to provide additional capacity where Surrey County Council provide supporting justification, based on child yield arising from the proposed development, the contribution required per child place, and details of the expansion project that the contribution will be put towards. We will only seek such contributions for developments of 11 or more homes (net), and will not agree to more than 5 per expansion project. As outlined above, strategic developments may need to provide their own primary schools.

Libraries

17.11 Surrey County Council operates three libraries in the borough, at Guildford, Ash, and East Horsley. Shere Golden Diamond Jubilee library is a Community Partnered library, run by community volunteers. When requested and justified by Surrey County Council, we will seek contributions to improvements to Guildford, Ash, and East Horsley library depending on the specifics of the proposed development.
Appendix 1 – Summary of requirements

The table below is provided as a summary of the contributions that we may require from developments of different types and scales. The thresholds are indicative. As we determine each planning application individually on its own specific merits, these will not represent all requirements for all sites, and priorities will vary by scheme.

This is intended as a guide to the contributions a developer could expect in designing and submitting a scheme.

<table>
<thead>
<tr>
<th>Contribution</th>
<th>Development</th>
<th>Location</th>
<th>Site size threshold</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning Obligation Monitoring Fees</td>
<td>All planning obligations</td>
<td>Borough-wide</td>
<td>All</td>
<td>£450 as a minimum</td>
</tr>
<tr>
<td>Legal Fees</td>
<td>All planning obligations</td>
<td>Borough-wide</td>
<td>All</td>
<td>Depends on complexity and number of obligations (potentially less for a unilateral undertaking)</td>
</tr>
<tr>
<td>Affordable Housing</td>
<td>15 or more (gross) homes and / or site area of 0.5ha or more</td>
<td>Urban areas of Guildford and Ash and Tongham, Send and East Horsley parishes</td>
<td>35% on site on site (negotiable in areas / for sites with lower land values)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10 or more (gross) homes and / or site area of 0.4ha or more And over 1,000sqm total gross florospace</td>
<td>Rural Settlements (excluding Send and East Horsley Parishes)</td>
<td>35% on site on site (negotiable in areas / for sites with lower land values)</td>
<td></td>
</tr>
<tr>
<td>Sustainable Design and Construction</td>
<td>All housing developments</td>
<td>Borough-wide</td>
<td>a water efficiency standard of 110 litres per occupant per day</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>a ‘Good’ Building for Life standard</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>a 10% reduction in carbon emissions through the use of on-site low and zero carbon technologies</td>
<td></td>
</tr>
<tr>
<td>Contribution</td>
<td>Development</td>
<td>Location</td>
<td>Site size threshold</td>
<td>Requirement</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------</td>
<td>------------------------</td>
<td>---------------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Non-residential</td>
<td>Borough-wide</td>
<td>1,000sqm or more (gross) floorspace</td>
<td>BREEM very good assessment rating as a minimum A 10% reduction in carbon emissions through the use of on site low and zero carbon technologies</td>
<td>For further information refer to the Sustainable Design and Construction SPD 2011, Updated 2015</td>
</tr>
</tbody>
</table>

**Car Clubs**

- **Residential**
  - Guildford Town Centre
  - 25 or more (gross) units
  - On site parking provision

- **Mixed use**
  - Guildford Town Centre
  - 20 or more (gross) units or 1000 sqm or more (gross) B1 floorspace
  - On site parking provision

**Cycle Parking**

- **Residential**
  - Borough Wide
  - All housing developments
  - Once cycle space per unit

- **Other**
  - Refer to Appendix 1 of Guildford Borough Local Plan 2003

**Bus Shelters, Park and Ride and other sustainable transport contributions**

- Where a specific need is identified, contributions arising from the development will be considered on a site by site basis.

**Open Space**

- **Residential**
  - (developments of at least 25 homes)
  - Borough Wide
  - 25 or more (net) units, or more than 0.4ha
  - * 1.6ha of formal playing field space per 1,000 people
  - * 0.8ha of children’s play space per 1,000 people;
  - * 0.4ha of amenity space per 1,000 people

- **Residential**
  - (smaller developments)
  - Borough Wide
  - Between 11 and 25 (net) units
  - * 1.6ha of formal playing field space per 1,000 people
  - * 0.8ha of children’s play space per 1,000 people;
  - * 0.4ha of amenity space per 1,000 people
  - Or
  - As a financial contribution
<table>
<thead>
<tr>
<th>Contribution</th>
<th>Development</th>
<th>Location</th>
<th>Site size threshold</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>towards provision or improvement of open space in the area</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Negotiable – considered on a site by site basis</td>
</tr>
<tr>
<td><strong>Commercial developments</strong></td>
<td>Borough-wide</td>
<td>Developments exceeding 2,500 sqm</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Biodiversity</strong></td>
<td>Residential</td>
<td>Borough-wide</td>
<td>Generally applicable to proposals of 11 or more (net) dwellings</td>
<td>By negotiation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>By negotiation</td>
<td></td>
</tr>
<tr>
<td><strong>Commercial</strong></td>
<td>Borough-wide</td>
<td>Generally applicable to proposals comprising more than 1000 sqm of new (net) or replacement floorspace</td>
<td>By negotiation</td>
<td></td>
</tr>
<tr>
<td><strong>Special Protection Areas</strong></td>
<td>Residential</td>
<td>All developments located between 400m and 5km from an SPA Boundary.</td>
<td>£3,882.30 Per 1-bedroom dwelling</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Large scale developments between 5km and 7km of an SPA boundary will be assessed on an individual basis, in liaison with Natural England.</td>
<td>£5,451.74 per 2-bedroom home</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>£6,966.11 per 3-bedroom home</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>£8,232.67 per 4-bedroom home</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>£9,444.17 Per 5 plus-bedroom home</td>
</tr>
</tbody>
</table>

The above SANG contribution excludes the minimum legal costs (£450) and monitoring fee (£450) per obligation.
Please refer to the Thames Basin Heath Special Protection Area Avoidance Strategy (2009-2014) for further information.

We will update the above charge annually on 1 April in line with the Retail Price Index.

<p>| <strong>Public Realm</strong>            | Residential | Borough-wide    | 11 or more (net) residential units | By negotiation |
|                            | Commercial  | Borough-wide    | 1,000sqm (net) additional floorspace | By negotiation |
| <strong>Public Art</strong>             | Residential | Borough-wide    | Site by site basis                  | On site provision |</p>
<table>
<thead>
<tr>
<th>Contribution</th>
<th>Development</th>
<th>Location</th>
<th>Site size threshold</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial</td>
<td>Borough-wide</td>
<td>Site by site basis</td>
<td>On site provision</td>
<td></td>
</tr>
<tr>
<td>CCTV</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Retail Drinking Establishments</td>
<td>Guildford Town Centre or where there is an identified need</td>
<td>Site by site basis</td>
<td>Negotiable: On site provision or contribution</td>
<td></td>
</tr>
<tr>
<td>• Hot food takeaway</td>
<td></td>
<td></td>
<td></td>
<td>On site provision or contribution</td>
</tr>
<tr>
<td>• Cinemas</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Amusement Arcades</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Nightclubs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flood Mitigation</td>
<td>Residential</td>
<td>Borough-wide</td>
<td>Case by case basis</td>
<td>By negotiation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Commercial</td>
<td>Borough-wide</td>
<td>Case by case basis</td>
<td>By negotiation</td>
</tr>
<tr>
<td>Highways</td>
<td>Where a specific need is identified, contributions towards mitigating harm that would otherwise arise from the development.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education :</td>
<td>Residential</td>
<td>Borough-wide, in areas where Surrey County Council has identified that school expansion is needed to accommodate children from proposed homes</td>
<td>11 homes (net)</td>
<td>By negotiation</td>
</tr>
<tr>
<td>Early Years / Primary / Secondary /</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sustainable transport measures / Public Transport</td>
<td>Non-residential</td>
<td>Case by case basis</td>
<td>By negotiation</td>
<td></td>
</tr>
<tr>
<td>Libraries</td>
<td>Residential</td>
<td>Borough-wide</td>
<td>Case by case basis</td>
<td>By negotiation</td>
</tr>
</tbody>
</table>
### Appendix 2 - Glossary

| **Affordable Housing** | Social rented, affordable rented and intermediate housing, provided to eligible households whose needs are not met by the market. Eligibility is determined with regard to local incomes and local house prices. Affordable housing should include provisions to remain at an affordable price for future eligible households or for the subsidy to be recycled for alternative affordable housing provision.

**Social rented housing** is owned by local authorities and private registered providers (as defined in section 80 of the Housing and Regeneration Act 2008), for which guideline target rents are determined through the national rent regime. It may also be owned by other persons and provided under equivalent rental arrangements to the above, as agreed with the local authority or with the Homes and Communities Agency.

**Affordable rented housing** is let by local authorities or private registered providers of social housing to households who are eligible for social rented housing. Affordable Rent is subject to rent controls that require a rent of no more than 80% of the local market rent (including service charges, where applicable).

**Intermediate housing** is homes for sale and rent provided at a cost above social rent, but below market levels subject to the criteria in the Affordable Housing definition above. These can include shared equity (shared ownership and equity loans), other low cost homes for sale and intermediate rent, but not affordable rented housing.

Homes that do not meet the above definition of affordable housing, such as “low cost market” housing, may not be considered as affordable housing for planning purposes.

| **Affordability** | Affordability of housing is generally reported using the ratio of lower quartile house price to lower quartile earnings. This is the government’s favoured indicator for affordability, as affordability is most likely to be an issue for people such as first time buyers, whose wages are lower.

The higher the ratio, the less affordable housing is (it is in effect how many times a person’s salary would be needed to buy a home).

Data sources are the Annual Survey of Hours (ASHE) and Earnings (ONS) and HM Land Registry.

<p>| <strong>Climate change adaptation</strong> | Adaptations to buildings, places or environments that make them more resilient to, and potentially benefit from, expected... |</p>
<table>
<thead>
<tr>
<th><strong>Climate change mitigation</strong></th>
<th>Action to reduce the impact of human activity on the climate system, mainly through reducing greenhouse gas emissions.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Combined cooling heating and power (CCHP)</strong></td>
<td>A power plant that generates electricity and useful heating and cooling simultaneously for distribution through a network providing power and heat to buildings. The lack of energy lost means the system is highly efficient. CCHP plants and distribution networks can work at a number of scales and can be powered by carbon based fuels, like oil and gas, or renewable fuels, like wood pellets. CCHP is often referred to as trigeneration and CCHP networks that serve multiple buildings may be referred to as district heating and cooling networks.</td>
</tr>
<tr>
<td><strong>Combined heat and power (CHP)</strong></td>
<td>A power plant that generates electricity and useful heat simultaneously for distribution through a network providing power and heat to buildings. The lack of energy lost as heat results in high efficiency. CHP plants and distribution networks can work at a number of scales and can be powered by carbon based fuels, like oil and gas, or renewable fuels, like wood pellets. CHP is often referred to as cogeneration and CHP networks that serve multiple buildings may be referred to as district heating networks.</td>
</tr>
</tbody>
</table>
| **Community Infrastructure Levy (CIL)** | A tariff system of developer contribution payable on the net floorspace of most new build developments.  

The CIL was introduced by the Planning Act 2008 and subsequent regulations. The CIL Regulations scale back the existing system of s106 planning obligations, to limit their use to site mitigation, provision of affordable housing, and non-infrastructure contributions. |
| **Conservation Area** | An area designated as being of special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance, designated by the local planning authority under the Listed Buildings and Conservation Areas Act 1990. |
| **Designated heritage asset** | A World Heritage Site, Scheduled Monument, Listed Building, Protected Wreck Site, Registered Park and Garden, Registered Battlefield or Conservation Area designated under the relevant legislation. |
| **Development** | The carrying out of building, engineering, mining or other operations in, on or under land, or the making of any material |
change in the use of any buildings or other land

As defined in the Town and County Planning Act 1990 Section 55.

**Development Plan**
Documents that set out the parameters for development in the borough, having been consulted upon and subject to public examination in their preparation. For Guildford borough, the Development Plan comprises South East Plan Policy NRM6 “Thames Basin Heaths Special Protection Area”, the saved policies of the Guildford Borough Local Plan (2003), Surrey Waste Plan (2008), Surrey Minerals Plan Core Strategy and Primary Aggregates Development Plan Documents (July 2011), and Aggregates Recycling Joint DPD (2013). Also, Burpham Neighbourhood Plan (2016) is part of the development plan for the Burpham ward.

Section 38(6) of the Planning and Compulsory Purchase Act 2004 requires that planning applications and appeals be determined in accordance with the Development Plan unless material considerations indicate otherwise.

**Development Plan Document (DPD)**
These are spatial planning documents that are subject to independent examination and form part of the development plan for the area (as opposed to Supplementary Planning Documents).

**District Heating / Cooling**
A system that distributes heat from a central location to residential and commercial buildings, typically through pipes containing superheated water in a closed system. District heat is often combined with combined heat and power (CHP) where both energy and heat are provided from the same facility.

**Highways Authority**
Surrey County Council are the Highways Authority in Surrey responsible for the management and maintenance of the local road network. Highways England is the highways authority responsible for the strategic road network.

**Housing Market Area (HMA)**
The general area within which people most often move house. These will typically cover the administrative areas of multiple councils.

**Housing Register**
The Borough Council register of persons who qualify to be allocated housing accommodation under the Housing Act 1996.

**Infrastructure**
The services, land and buildings required to support development including highways, sewerage and utilities.

“Infrastructure”, for the purpose of CIL is defined in the CIL...
<table>
<thead>
<tr>
<th><strong>Local Area for Play (LAP)</strong></th>
<th>A small area of unsupervised open space specifically designated for young children for play activities close to where they live.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Local Equipped Area for Play (LEAP)</strong></td>
<td>An unsupervised play area equipped for children of early school age.</td>
</tr>
</tbody>
</table>
| **Local Housing Allowance (LHA)** | LHA is the housing benefit for tenants of privately rented accommodation. LHA is a flat rate allowance towards rent costs, calculated based on the circumstances of the tenant (such as family size) and the broad area they live in.  
If a household’s rent is less than the 'Valuation Office determined' LHA for the type of property, their claim will be assessed on their rental liability, not the LHA amount. If their rent is more than the LHA they will normally have to pay the extra themselves.  
Guildford borough is split between two LHA areas, one that includes the west of the borough, the other covering the majority of the borough. |
| **Local Plan** | A plan for development prepared by local planning authorities. It forms part of the development plan system set out in the Town and County Planning Act 1990. |
| **Local planning authority** | The public authority whose duty it is to carry out specific planning functions for a particular area. All references to local planning authority apply to the district council, London borough council, county council, Broads Authority, National Park Authority and the Greater London Authority, to the extent appropriate to their responsibilities. |
| **Neighbourhood Area for Play (NEAP)** | An unsupervised site serving a substantial residential area, equipped mainly for older children but with opportunities for play for younger children. |
| **Registered providers** | Registered Providers (RPs) are independent housing organisations registered with the Homes and Communities Agency under the Housing Act 1996. Most are housing associations, but there are also trusts, co-operatives and companies. |
| **Renewable and low carbon energy** | Includes energy for heating and cooling as well as generating electricity. Renewable energy covers those energy flows that |
occur naturally and repeatedly in the environment – from the wind, the fall of water, the movement of the oceans, from the sun and also from biomass and deep geothermal heat. Low carbon technologies are those that can help reduce emissions (compared to conventional use of fossil fuels).

<table>
<thead>
<tr>
<th><strong>Rural exception Housing / Sites</strong></th>
<th>Small sites used for affordable housing in perpetuity where sites would not normally be used for housing. Rural exception sites seek to address the needs of the local community by accommodating households who are either current residents or have an existing family or employment connection. Small numbers of market homes may be allowed at the local authority’s discretion, for example where essential to enable the delivery of affordable units without grant funding.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Special Protection Area (SPA)</strong></td>
<td>In March 2005, the government designated areas of heathland within the Thames Valley as the Thames Basin Heaths Special Protection Area (TBH SPA) under the EC Birds Directive. The TBH SPA has been identified as an internationally important habitat for three rare species of bird - the Dartford warbler, woodlark and nightjar. Within Guildford Borough, there are a number of areas included within the Thames Basin Heaths Special Protection Area. Natural England believes that recreational use of the heaths arising from housing developments up to 5km away from a SPA will create disturbance to rare bird populations. As a result, all housing development within 5km of a SPA is now subject to stringent tests and impact assessments.</td>
</tr>
<tr>
<td><strong>Statement of Community Involvement (SCI)</strong></td>
<td>Sets out the standards, that authorities will achieve with regard to involving local communities in the preparation of local development documents and development control decisions.</td>
</tr>
<tr>
<td><strong>Supplementary Planning Document (SPD)</strong></td>
<td>These planning documents provide further information and guidance on the implementation of policies in the development plan. Prepared with public consultation, although they do not form part of the development plan and are not subject to independent examination.</td>
</tr>
</tbody>
</table>
Introduction

Why prepare a Sequential Test and / or Exceptions Test ?

The Guildford Context

Sequential Test : Key Requirements

Exception Test

Good and Bad practice in preparing a flood risk sequential test

Summary
1.0 Introduction

This guidance has been produced to help applicants (developers, agents and consultants) to prepare flood risk sequential and exception test assessments to support their planning applications. By following this guide, comprehensive assessments can be prepared that comply with the requirements of national and local policy, and meet the Council’s expectations.

2.0 Why prepare a sequential test and exception test?

The National Planning Policy Framework (NPPF) emphasises that new development should be planned to avoid increased vulnerability to the impacts arising from climate change. Paragraph 100 of the framework states that “inappropriate development in areas at risk of flooding should be avoided by directing development away from areas at highest risk, but where development is necessary, making it safe without increasing flood risk elsewhere”. To achieve this, Local Planning Authorities (LPAs) should apply the Sequential Test to both the plan-making and decision-making process. Where necessary and once the Sequential Test has been passed, planning applications should also be subject to the Exception Test.

The purpose of the Sequential Test is to direct development towards areas of lowest flood risk first. Paragraph 101 of the NPPF insists that “development should not be allocated or permitted if there are reasonably available sites appropriate for the proposed development in areas with a low probability of flooding. The Strategic Flood Risk Assessment should form the appropriate basis for applying this test. A sequential approach should be used in areas known to be at risk from any form of flooding”, including from rivers and the sea, surface water and critical drainage problems as notified to the LPA by the Environment Agency. The test should also be applied where the proposed location of the development would increase flood risk elsewhere. (Emphasis added).

If, following application of the Sequential Test, it is not possible, consistent with wider sustainability objectives, for the development to be located in zones with a lower probability of flooding, the Exception Test can be applied if appropriate.

To pass the Exception Test applicants must demonstrate that:

- The development provides wider sustainability benefits to the community that outweigh flood risk, informed by a Strategic Flood Risk Assessment where one has been prepared; and
- The development will be safe for its lifetime taking account the vulnerability of its users, without increasing flood risk elsewhere, and where possible, will reduce flood risk overall. This must be evidenced through the submission of a site-specific flood risk assessment.

It is important that in the situation of a flooding event, all occupants of the proposed building have a flood-free route to escape from the building. The FRA will therefore also need to clearly explain and demonstrate how safe access and egress to the site will be provided for the Council to assess.

When determining planning applications, LPAs should ensure that flood risk is not increased elsewhere and only consider development appropriate in areas at risk of flooding where, informed by a site specific flood risk assessment following the Sequential Test, and if required the Exception Test, it can be demonstrated that:

- within the site the most vulnerable development is located in areas of lowest flood risk
unless there is an overriding reason to prefer a different location; and
- development is appropriately flood resilient, including safe access and escape routes where required, and that any residual risk can be safely managed and it gives priority to the use of sustainable drainage systems.

In determining applications and whether an Exception Test may be required, the Council will also have regard to the vulnerability of the proposed land use(s) to flooding and their appropriateness within the relevant flood risk zone(s) as identified in NPPG paragraphs 066 and 067.

If development classified within a certain vulnerability classification is considered inappropriate to the flood zone of the development site, planning permission will generally not be permitted.

### Flood Risk Vulnerability Classification

#### Essential Infrastructure
- Essential transport infrastructure (including mass evacuation routes) which has to cross the area at risk.
- Essential utility infrastructure which has to be located in a flood risk area for operational reasons, including electricity generating power stations and grid and primary substations; and water treatment works that need to remain operational in times of flood.
- Wind turbines.

#### Highly Vulnerable
- Police and ambulance stations; fire stations and command centres; telecommunications installations required to be operational during flooding.
- Emergency dispersal points.
- Basement dwellings.
- Caravans, mobile homes and park homes intended for permanent residential use.
- Installations requiring hazardous substances consent. (Where there is a demonstrable need to locate such installations for bulk storage of materials with port or other similar facilities, or such installations with energy infrastructure or carbon capture and storage installations, that require coastal or water-side locations, or need to be located in other high flood risk areas, in these instances the facilities should be classified as ‘Essential Infrastructure’).

#### More Vulnerable
- Hospitals
- Residential institutions such as residential care homes, children’s homes, social services homes, prisons and hostels.
- Buildings used for dwelling houses, student halls of residence, drinking establishments, nightclubs and hotels.
- Non–residential uses for health services, nurseries and educational establishments.
- Landfill* and sites used for waste management facilities for hazardous waste.
- Sites used for holiday or short-let caravans and camping, subject to a specific warning and evacuation plan.
**Less Vulnerable**
- Police, ambulance and fire stations which are **not** required to be operational during flooding.
- Buildings used for shops; financial, professional and other services; restaurants, cafes and hot food takeaways; offices; general industry, storage and distribution; non-residential institutions not included in the ‘More Vulnerable’ class; and assembly and leisure.
- Land and buildings used for agriculture and forestry.
- Waste treatment (except landfill* and hazardous waste facilities).
- Minerals working and processing (except for sand and gravel working).
- Water treatment works which do not need to remain operational during times of flood.
- Sewage treatment works, if adequate measures to control pollution and manage sewage during flooding events are in place.

**Water-Compatible Development**
- Flood control infrastructure.
- Water transmission infrastructure and pumping stations.
- Sewage transmission infrastructure and pumping stations.
- Sand and gravel working.
- Docks, marinas and wharves.
- Navigation facilities.
- Ministry of Defence’s defence installations.
- Ship building, repairing and dismantling, dockside fish processing and refrigeration and compatible activities requiring a waterside location.
- Water-based recreation (excluding sleeping accommodation).
- Lifeguard and coastguard stations.
- Amenity open space, nature conservation and biodiversity, outdoor sports and recreation and essential facilities such as changing rooms.
- Essential ancillary sleeping or residential accommodation for staff required by uses in this category, subject to a specific warning and evacuation plan.

*Figure 5: Flood risk vulnerability classification*
Source: National Planning Practice Guidance 066.
In accordance with the NPPF, a sequential test will not need to be undertaken for the following forms of development:

- applications for individual developments located on sites allocated within post-NPPF adopted development plans\(^\text{16}\).
- development proposed in Flood Zone 1 (unless a Strategic Flood Risk Assessment or other up-to-date evidence highlights specific flooding issues now or in the future)
- change of use applications (except those involving a change of use to a caravan, camping or chalet site, or to a mobile home or park home site)
- applications for minor development\(^\text{17}\)

**Summary:**

In considering proposals for non-minor developments or change of use developments proposed within Flood Zone 2 or Flood Zone 3, the applicant must prove, through the submission of a Sequential Test, that there are no reasonably available sites appropriate for the proposed development in areas at lower risk of flooding. Where this is adequately demonstrated, an Exception Test must also be passed if the Council considers it necessary. The need for such an assessment will be determined with reference to the proposed use’s flood risk vulnerability classification and its flood zone compatibility as outlined in the NPPG. To pass the Exceptions

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\(^{16}\) Allocated sites in a Local Plan that predates the NPPF are likely to require a sequential test.

\(^{17}\) Minor development means:
- Minor non-residential extensions with a footprint less than 250sqm.
- Alterations: development that does not increase the size of buildings e.g. alterations to external appearance.
- Householder development: e.g. sheds, garages, games rooms etc. within the curtilage of the existing dwelling in addition to physical extensions to the existing dwelling itself. This excludes any proposed development that would create a separate dwelling within the curtilage of the existing dwelling e.g. subdivision of houses into flats.
Test, applicants must illustrate through the submission of a site-specific flood risk assessment how the proposed development will be safe over its lifetime to users and demonstrate how the benefits of the proposed scheme to the local community (ie. in the public interest) will outweigh flood risk.

3.0 The borough context

Guildford borough is generally not subject to severe flooding. However, a significant proportion of the Guildford town is located within flood zone 2 or 3 and is thus considered to be at medium to high risk of flooding.

A summary of each flood risk zone, as defined in the NPPG, is provided in Figure 7? below:

<table>
<thead>
<tr>
<th>Flood Zone</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zone 1</td>
<td>Low Probability Land having a less than 1 in 1,000 annual probability of river or sea flooding.</td>
</tr>
<tr>
<td>Zone 2</td>
<td>Medium Probability Land having between a 1 in 100 and 1 in 1,000 annual probability of river flooding or between a 1 in 200 and 1 in 1,000 annual probability of sea flooding.</td>
</tr>
<tr>
<td>Zone 3a</td>
<td>High Probability Land having a 1 in 100 or greater annual probability of river flooding or a 1 in 200 or greater annual probability of sea flooding.</td>
</tr>
<tr>
<td>Zone 3b</td>
<td>The Functional Floodplain This zone comprises land where water has to flow or be stored in times of flood.</td>
</tr>
</tbody>
</table>

Figure 7: Flood Risk Zones

Source: National Planning Practice Guidance paragraph 065.

Parts of Guildford town centre are located within flood zone 3a and 3b and, in accordance with the Flood risk vulnerability and flood zone ‘compatibility’ table, are inappropriate locations for many forms of development. However, it is also recognised that urban brownfield sites, which are well connected to transport systems and local services, are often the most sustainable locations for development. Unlocking the development potential of such sites for regeneration is a key aim of the Council.

The River Wey and its tributaries are the primary source of flooding in the borough. The River Blackwater, located to the far west of the borough, is a further source of flooding. Guildford town centre has been subject to fluvial flooding in the recent past, including in 2012, 2013 and 2014, and historic settlements that have built up along local rivers are also susceptible. The borough also includes a number of ‘surface water hotspots’, most notably around Ash, which are recognised as being at particular risk of surface water flooding.

Given the anticipated impacts of climate change, it is likely that flood events will become more frequent and severe. Heavier rainfall in winter is expected to increase the hazards associated with flooding and the number of properties in the borough at risk of flooding. Higher peak river flows may also increase flood risk in some areas of the borough, whilst heavier rainfall could lead to more surface water flooding.
Flooding can cause damage to property and endanger communities. Given the growing concerns regarding climate change and existing challenges facing the borough, it is vital that future development is directed to areas of lowest risk first, and where this cannot be achieved, flood risk is adequately mitigated. The sequential test will play a crucial role in helping the Council achieve this.

4.0 **Sequential test: key requirements**

To enable the Council to fully consider the appropriateness of application sites within Flood Zones 2 and 3 as a location for the proposed development, applicants are encouraged to include within their Sequential Tests the following information:

- A description of the development site (including the flood risk zone(s) it falls within) and the proposed development
- Identification and justification of the extent of the search area
- A description and justification of the parameters applied to the search (to ensure all ‘reasonably available sites’ are considered)
- A table or schedule identifying reasonably available sites based on up-to-date evidence
- An appraisal of the appropriateness of sites which pass the initial sieving exercise
- A conclusion highlighting and justifying whether any of the alternative sites identified are more appropriate for the proposed development.

**Description of the development site and proposed development**

Applicants should provide a brief description of the application site and its physical context, including the level of flood risk on the site. This will help ascertain areas at equal and less risk of flooding than the application site. A site location plan/map should also be included in the document.

**Identifying, confirming and justifying the extent of the search area**

Applicants are encouraged to discuss the extent of the search area with the Council before undertaking the Sequential Test. Determining a suitable search area is vital to ensuring that an accurate assessment of the number and appropriateness of ‘reasonably available sites’ is made without overburdening the applicant. National Planning Policy Guidance (NPPG) supports this approach. Paragraph 033 states that:

"for individual planning applications where there has been no sequential testing of the allocations in the development plan, or where the use of the site being proposed is not in accordance with the development plan, the area to apply the Sequential Test across will be defined by local circumstances relating to the catchment area for the type of development proposed. For some developments this may be clear, for example, the catchment area for a school. In other cases it may be identified from other Local Plan policies, such as the need for affordable housing within a town centre, or a specific area identified for regeneration. For example, where there are large areas in Flood Zones 2 and 3 (medium to high probability of flooding) and development is needed in those areas to sustain the existing community, sites outside them are unlikely to provide reasonable alternatives".
Identify and justify the parameters for ‘reasonably available’ sites

To ensure that the sequential test is relevant to the application proposal, appropriate parameters should be set. Defining (and justifying) what constitutes a ‘reasonably available’ site is particularly important in this regard. These should include those sites:

- within the agreed area of search; and
- of a comparable size to the application site (plus or minus 20% of the application site area is considered to be an appropriate yardstick); and
- that can accommodate the requirements of the proposed development; and
- that is owned by the applicants, is for sale at a fair market value or is publically owned land that has been formally declared as surplus and is available for purchase; and
- which have not been safeguarded/allocated for another use within a Local Plan.

Sites are not ‘reasonably available’ if they fail to meet any of the above requirements or have planning permission for a development that is likely to be implemented.

National Planning Practice Guidance (para 033) emphasises that “when applying the Sequential Test, a pragmatic approach on the availability of alternatives should be taken. For example, in considering planning applications for extensions to existing business premises it might be impractical to suggest that there are more suitable alternative locations for that development elsewhere. For nationally or regionally important infrastructure the area of search to which the Sequential Test could be applied will be wider than the local planning authority boundary”.

Identifying alternative sites and their development potential using up-to-date evidence

Once a suitable search area has been agreed, and the parameters of the assessment defined, applicants should undertake the test using up-to-date information and evidence. In carrying out the test applicants should refer to the following sources of information:

- Sites included with the Council’s latest (published) Land Availability Assessment (LAA) (apart from discounted sites)
- Information included within the latest Guildford Town Centre Masterplan (if appropriate to the location of the development)
- Sites included within the Council’s emerging Local Plan
- Windfall sites not allocated within the emerging Local Plan or identified in the LAA. Property Agent listings may be a valuable source of information in regards to such sites
- Planning applications that have been granted permission for similar development in the study area

It is recommended that details of each site is recorded in table format and, as a minimum, include:

- The name and address of the site
- The status of the site (i.e. whether it is allocated in the Local Plan, identified in the Land Availability Assessment, a windfall site etc)
- The status of the Local Plan (for instance whether the Council has adopted a post-NPPF Local Plan, i.e post-March 2012). Sites allocated within an adopted post-NPPF Local Plan will not need to undergo a sequential test.
- An estimate of the site’s development capacity (taking into account the density of the surrounding area)
- A description of any issues that would prevent development and whether these could be overcome (and if not, a brief justification of why the issue could not be overcome)
- The flood risk to the site
- Supporting documentation/evidence about the alternative sites identified (for instance the Local Plan background and evidence base documents)

The table should be used as evidence to sieve out sites which are immediately identifiable as inappropriate alternatives to the application site. Sites which are not available, not of the required size and form, in an inappropriate location for such development or within a higher flood risk zone should not be carried forward. The Council’s Strategic Flood Risk Assessment and other evidence base documents (including the Surface Water Management Plan) should be used as a starting point for identifying and comparing flood risk.

Consider the appropriateness of sites which pass the initial sieving exercise in more detail

Sites which pass the initial sieving exercise should be considered in greater detail to determine whether they are more appropriate locations (at lower risk of flooding) for the proposed development. A detailed appraisal of the flood risk of the alternative sites compared to the application site should be undertaken; informed by the Council’s Strategic Flood Risk Assessment. It is recommended that Table 4-3 (sequential test template) of the Council’s Strategic Flood Risk Assessment 2015 or a suitable equivalent is used to undertake this assessment. The suitability of the alternative sites (in regards to all other planning matters) to accommodate the proposed development should also be considered and described in a written statement. Where alternative sites are considered less appropriate for the proposed development than the application site, detailed justification must be provided.

<table>
<thead>
<tr>
<th>Sites Identified for Potential Future Development</th>
<th>Flood Zones (See Vol 3 for Flood Zones)</th>
<th>Flooding Flood Risk (See Vol 3 for detailed maps of river flooding. Consider the climate change impacts and the Functional Floodplain)</th>
<th>Flooding Flood Risk———Exposure (See Vol 3 for detailed maps of river flooding. Consider the extent of the 1000 year return period floodplain)</th>
<th>Risk of surface water and sewer flooding (See Vol 3 for maps of recorded surface water, and sewer flooding)</th>
<th>Risk of ground water flooding (See Vol 3 groundwater susceptibility map)</th>
<th>Risk of flooding from artificial sources (See Vol 3 risk of flooding from the Basingstoke Catchment)</th>
<th>Additional comments</th>
</tr>
</thead>
</table>

**Figure 8 : Template table for recording Sequential Test Process**


Identify whether any of the alternatives are suitable alternatives to the application site.

The document should conclude by restating whether there are any more appropriate sites for the proposed development in areas at lower risk of flooding.
5.0 **Good and bad practice in preparing a flood risk Sequential Test**

<table>
<thead>
<tr>
<th><strong>Good Practice</strong></th>
<th><strong>Bad Practice</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Engaging with Planning Officers before undertaking the Sequential Test to determine an appropriate search area</td>
<td>Failing to discuss the search area with the Council – may result in a search area which is too small or too large</td>
</tr>
<tr>
<td>Including sites within the same flood zone and lower flood zones in the search (if located within the defined search area*)</td>
<td>Excluding sites in the same flood risk zone as the application site from the search¹⁸</td>
</tr>
<tr>
<td>Describing the methodology, including the assessment parameters, used within the document</td>
<td>Relying on old/ out-of-date policy and evidence</td>
</tr>
<tr>
<td>Drawing on various sources of up-to-date evidence in identifying ‘reasonably available’ sites</td>
<td>Ruling out ‘reasonably available sites’ without justification</td>
</tr>
<tr>
<td>Identifying ‘reasonably available sites’ in a clear table/schedule</td>
<td></td>
</tr>
<tr>
<td>Providing detailed justification of why alternative sites have been considered appropriate or inappropriate locations for the proposed development</td>
<td></td>
</tr>
</tbody>
</table>

6.0 **Exception Test**

If a development proposal passes the Sequential Test, it may still be subject to the requirement to meet the Exceptions Test depending on its flood risk classification and flood zone compatibility (see Figures 1 and 2 for clarification).

The Exception Test should demonstrate that:

- The development provides wider sustainability benefits to the community that outweigh flood risk, informed by a Strategic Flood Risk Assessment where one has been informed; and
- The development will be safe for its lifetime taking account the vulnerability of its users, without increasing flood risk elsewhere, and where possible, will reduce flood risk overall. This must include clearly demonstrating that safe access and egress will be provided to users of the development site.

¹⁸ Some application sites may be located in several different flood zones. For such sites, it is important to compare how the coverage of each flood zone on that site relates to the coverage of flood zones on alternative sites. Other reasonably available sites may also be predominately located within flood zone 2 or 3 but contain areas of flood zone 1. These sites may therefore be at lower risk of flooding than an application site located entirely within flood zone 2 or 3 and could therefore be recognised as ‘reasonably available’ sites.
Applicants are encouraged to demonstrate the benefits of the proposed development scheme through the submission of a detailed appraisal based upon the Council's site-specific Sustainability Appraisal criteria. A written summary of the appraisal should also be included with the submission documents.

The second requirement must be demonstrated through the submission of a site specific Flood Risk Assessment (FRA) which satisfies the requirements of the Environment Agency. The NPPG offers detailed guidance for applicants preparing FRAs. To ensure that their submissions are robust, applicants are recommended to have regard to the advice contained within the NPPG. The technical note to the NPPF states that FRAs should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed so that the development remains safe throughout its lifetime, taking climate change into account. Applicants must clearly demonstrate that safe access and egress will be provided to the development site and are advised to seek specialist advice in this regard.

7.0 Summary

This guide is intended to assist applicants to undertake Sequential flood risk and Exception Tests as part of their planning applications in areas at risk of flooding. It outlines the national planning policy context relating to considering flood risk of proposed developments, and identifies what information the Council will expect Flood Risk Sequential Tests to contain. Information is also provided for applicants where an Exception Test is required to support a planning application. Applicants are encouraged to consider the contents of this document when preparing Sequential and Exception tests. Applications that are not able to demonstrate there is no reasonably available alternative at less risk of flooding are likely to be refused.
Appendix 4   Open space surplus and deficit by ward and type of open space

Source: Guildford open space, sport and recreation assessment 2016

The following two tables from the Guildford Open Space, Sport and Recreation Assessment 2016-2033 set out the current provision of open space by ward and typology.

**Note:** This summary will be amended to take into account responses to the Proposed submission Local Plan 2016 and any comments from the consultation on this draft SPD. The final table will be included in the SPD to be adopted.

**Figure 9: Adequacy of existing open space by type**

<table>
<thead>
<tr>
<th>Typology</th>
<th>Existing Provision (ha)</th>
<th>Existing Provision (ha/1000)</th>
<th>Required Provision (ha)</th>
<th>Required Provision (ha/1000)</th>
<th>Supply (ha)</th>
<th>Supply (ha/1000)</th>
<th>Overall Supply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allotments</td>
<td>31.25</td>
<td>0.23</td>
<td>34.3</td>
<td>0.25</td>
<td>-3.05</td>
<td>-0.02</td>
<td>UNDER SUPPLY</td>
</tr>
<tr>
<td>Amenity Green Space</td>
<td>129.07</td>
<td>0.94</td>
<td>137.7</td>
<td>1</td>
<td>-8.13</td>
<td>-0.06</td>
<td>UNDER SUPPLY</td>
</tr>
<tr>
<td>Park and Recreation Ground (Public Combined)</td>
<td>94.01</td>
<td>0.69</td>
<td>109.76</td>
<td>0.8</td>
<td>-15.75</td>
<td>-0.11</td>
<td>UNDER SUPPLY</td>
</tr>
<tr>
<td>Park and Recreation Ground (Public and Private Combined)</td>
<td>184</td>
<td>1.35</td>
<td>185.22</td>
<td>1.35</td>
<td>-1.22</td>
<td>0.00</td>
<td>SUFFICIENT SUPPLY</td>
</tr>
<tr>
<td>Park and Recreation Ground (Private)</td>
<td>75.29</td>
<td>0.55</td>
<td>109.76</td>
<td>0.8</td>
<td>-34.47</td>
<td>-0.25</td>
<td>N/A</td>
</tr>
<tr>
<td>Outdoor Sport (Pitches)</td>
<td>16.38</td>
<td>0.12</td>
<td>0</td>
<td>0</td>
<td>16.38</td>
<td>0.12</td>
<td>N/A</td>
</tr>
<tr>
<td>Outdoor Sport (Fixed)</td>
<td>2.34</td>
<td>0.02</td>
<td>0</td>
<td>0</td>
<td>2.34</td>
<td>0.02</td>
<td>N/A</td>
</tr>
<tr>
<td>Outdoor Sport (Private)</td>
<td>89.96</td>
<td>0.66</td>
<td>75.46</td>
<td>0.55</td>
<td>14.53</td>
<td>0.11</td>
<td>SUFFICIENT SUPPLY</td>
</tr>
<tr>
<td>Play Space (Children)</td>
<td>5.06</td>
<td>0.04</td>
<td>6.86</td>
<td>0.05</td>
<td>-1.8</td>
<td>-0.01</td>
<td>UNDER SUPPLY</td>
</tr>
<tr>
<td>Play Space (Youth)</td>
<td>1.4</td>
<td>0.01</td>
<td>4.11</td>
<td>0.03</td>
<td>-2.72</td>
<td>-0.02</td>
<td>UNDER SUPPLY</td>
</tr>
<tr>
<td>Accessible Natural Green Space</td>
<td>4305.38</td>
<td>31.38</td>
<td>0</td>
<td>0</td>
<td>4305.38</td>
<td>31.38</td>
<td>SUFFICIENT SUPPLY</td>
</tr>
<tr>
<td>Education</td>
<td>192.47</td>
<td>1.4</td>
<td>0</td>
<td>0</td>
<td>192.47</td>
<td>1.4</td>
<td>N/A</td>
</tr>
<tr>
<td>Churchyards and Cemeteries</td>
<td>50.85</td>
<td>0.37</td>
<td>0</td>
<td>0</td>
<td>50.85</td>
<td>0.37</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Figure 10: Adequacy of existing open space by ward

<table>
<thead>
<tr>
<th>Ward</th>
<th>Allotments</th>
<th>Amenity Green Space</th>
<th>Park and Recreation Ground (Public Combined)</th>
<th>Park and Recreation Ground (Public and Private Combined)</th>
<th>Outdoor Sport (Pitches)</th>
<th>Outdoor Sport (Fixed)</th>
<th>Outdoor Sport (Private)</th>
<th>Play Space (Children)</th>
<th>Play Space (Youth)</th>
<th>Accessible Natural Green Space</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ash South and Tongham</td>
<td>-0.96</td>
<td>-2.17</td>
<td>-3.54</td>
<td>-7.41</td>
<td>-3.59</td>
<td>0.15</td>
<td>-4.07</td>
<td>-0.27</td>
<td>-0.2</td>
<td>27.21</td>
</tr>
<tr>
<td>Ash Vale</td>
<td>-1.42</td>
<td>0.89</td>
<td>-4.44</td>
<td>-7.57</td>
<td>-4.55</td>
<td>0.12</td>
<td>-3.19</td>
<td>0.18</td>
<td>-0.09</td>
<td>34.88</td>
</tr>
<tr>
<td>Ash Wharf</td>
<td>0.61</td>
<td>-3.92</td>
<td>-3.38</td>
<td>-3.65</td>
<td>-3.38</td>
<td>0</td>
<td>0</td>
<td>0.13</td>
<td>0.19</td>
<td>9.19</td>
</tr>
<tr>
<td>Burgham</td>
<td>0.95</td>
<td>-3.96</td>
<td>1.71</td>
<td>1.42</td>
<td>-0.24</td>
<td>1.3</td>
<td>0.45</td>
<td>-0.39</td>
<td>-0.14</td>
<td>31.31</td>
</tr>
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<td>Christchurch</td>
<td>-0.17</td>
<td>3.19</td>
<td>23.46</td>
<td>26.19</td>
<td>24.78</td>
<td>0.68</td>
<td>0.75</td>
<td>-0.08</td>
<td>-0.07</td>
<td>39</td>
</tr>
<tr>
<td>Clandon and Horseley</td>
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<td>-6.88</td>
<td>-1.35</td>
<td>6.83</td>
<td>-2.49</td>
<td>0.92</td>
<td>0.22</td>
<td>8.18</td>
<td>-0.08</td>
<td>1896.12</td>
</tr>
<tr>
<td>Effingham</td>
<td>0.23</td>
<td>-2.24</td>
<td>7.24</td>
<td>7.23</td>
<td>3.55</td>
<td>3.51</td>
<td>0.18</td>
<td>0.01</td>
<td>-0.01</td>
<td>1068.78</td>
</tr>
<tr>
<td>Friary and St Nicholas</td>
<td>-0.65</td>
<td>-7.7</td>
<td>-4.61</td>
<td>-4.67</td>
<td>-8.76</td>
<td>1.15</td>
<td>0</td>
<td>-0.06</td>
<td>-0.35</td>
<td>29.08</td>
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<tr>
<td>Holy Trinity</td>
<td>0.54</td>
<td>-2.94</td>
<td>3.02</td>
<td>5.9</td>
<td>-0.87</td>
<td>3.49</td>
<td>0.13</td>
<td>2.88</td>
<td>-0.25</td>
<td>409.69</td>
</tr>
<tr>
<td>Lovelace</td>
<td>0.38</td>
<td>-2.62</td>
<td>4.07</td>
<td>8.09</td>
<td>-3.89</td>
<td>0.66</td>
<td>0.07</td>
<td>4.02</td>
<td>-0.04</td>
<td>391.61</td>
</tr>
<tr>
<td>Merrow</td>
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<td>-5.6</td>
<td>-4.62</td>
<td>0.97</td>
<td>-4.97</td>
<td>0</td>
<td>0.01</td>
<td>3.99</td>
<td>-0.31</td>
<td>689.39</td>
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<tr>
<td>Normandy</td>
<td>0.1</td>
<td>-1.78</td>
<td>-0.76</td>
<td>6.51</td>
<td>-3.85</td>
<td>0.87</td>
<td>0.02</td>
<td>7.57</td>
<td>0.47</td>
<td>135.4</td>
</tr>
<tr>
<td>Onslow</td>
<td>2.37</td>
<td>1.15</td>
<td>-5.26</td>
<td>6.2</td>
<td>-3.81</td>
<td>0.55</td>
<td>0</td>
<td>11.46</td>
<td>-0.3</td>
<td>30.51</td>
</tr>
<tr>
<td>Pilgrims</td>
<td>0.68</td>
<td>4.58</td>
<td>-1.82</td>
<td>-1.94</td>
<td>-2.08</td>
<td>0.47</td>
<td>0</td>
<td>-0.54</td>
<td>0.02</td>
<td>1421.71</td>
</tr>
<tr>
<td>Pinfold</td>
<td>-0.92</td>
<td>2.56</td>
<td>-0.9</td>
<td>-2.12</td>
<td>-0.93</td>
<td>0</td>
<td>0.27</td>
<td>-1.92</td>
<td>0.1</td>
<td>151.95</td>
</tr>
<tr>
<td>Sand</td>
<td>-0.46</td>
<td>-3.8</td>
<td>-1.68</td>
<td>-2.6</td>
<td>-2.11</td>
<td>0.34</td>
<td>0.11</td>
<td>-0.84</td>
<td>0.18</td>
<td>8.3</td>
</tr>
<tr>
<td>Shefford</td>
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<td>5.94</td>
<td>-4.51</td>
<td>4.77</td>
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<td>Stoke</td>
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<td>6.08</td>
<td>-4.98</td>
<td>-3.33</td>
<td>-4.99</td>
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<td>-3.4</td>
<td>-0.09</td>
<td>-0.14</td>
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<td>Stoughton</td>
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<td>-5.47</td>
<td>-10.84</td>
<td>-5.47</td>
<td>0</td>
<td>-5.39</td>
<td>-0.41</td>
<td>-0.16</td>
<td>34.97</td>
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<td>1.11</td>
<td>-1.49</td>
<td>-3.78</td>
<td>-3.94</td>
<td>1.26</td>
<td>0.25</td>
<td>-0.09</td>
<td>-0.01</td>
<td>2185.18</td>
</tr>
<tr>
<td>Westbrook</td>
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<td>-2.44</td>
<td>-2.46</td>
<td>-7.23</td>
<td>-3.73</td>
<td>1.29</td>
<td>0</td>
<td>-4.84</td>
<td>-0.07</td>
<td>90.98</td>
</tr>
<tr>
<td>Worglessdon</td>
<td>0.92</td>
<td>10.47</td>
<td>-5.17</td>
<td>-8.14</td>
<td>-3.77</td>
<td>0.6</td>
<td>0</td>
<td>-2.97</td>
<td>-0.23</td>
<td>399.69</td>
</tr>
</tbody>
</table>
## Appendix 5

### Design standards for children's play spaces

<table>
<thead>
<tr>
<th>Facility</th>
<th>Minimum total space required including buffer (sq m)</th>
<th>Minimum size for Activity Zone (sq m)</th>
<th>Minimum distance from activity zone to closest property boundary (i.e. buffer)</th>
<th>Maximum walking distance from new home in minutes</th>
<th>Maximum walking distance from home in metres</th>
<th>Characteristics</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Local Area for Play (LAP)</strong></td>
<td>400 sq m</td>
<td>100 sq m</td>
<td>5m from activity zone</td>
<td>1</td>
<td>100</td>
<td>The main characteristics of a LAP are:</td>
</tr>
<tr>
<td>a small area of unsupervised open space specifically designated for young children for play activities close to where they live</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1 It caters for children up to 6 years in age.</td>
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<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>2 It is within walking time of 1 minute from home.</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3 It is positioned beside a pedestrian pathway on a route that is well used.</td>
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<td></td>
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<td></td>
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<td></td>
<td>4 It occupies a reasonably flat site that is well drained with grass or a hard surface.</td>
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<td></td>
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<td></td>
<td>5 It has an activity zone a minimum or 100m² in area.</td>
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<td></td>
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<td></td>
<td></td>
<td>6 It contains features that enable children to identify the space as their own domain, for example, a footprint trail, a mushroom style seat or a model of an animal or insect.</td>
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<tr>
<td></td>
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<td></td>
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<td></td>
<td>7 A buffer zone, of 5 metres minimum depth, is provided between the activity zone and the forward-most part of the nearest dwelling that faces the LAP. Gable end or other exposed walls should be protected from use for ball games by, for example, providing a strip of dense planting or 1 metre minimum depth.</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>8 The buffer zone includes planting to enable children to experience natural scent, colour and texture Some individual seats are provided for parents or carers.</td>
</tr>
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<td></td>
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<td></td>
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<td></td>
<td>9 It has a 600mm high guard-rail or similar low level fence around the perimeter (either within or adjacent to areas of planting).</td>
</tr>
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<td></td>
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<td></td>
<td>10 It has a barrier to limit the speed of a child entering or leaving the facility.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>11 It has a sign to indicate that the area is solely for use by children, that adults are not allowed unless accompanied by children and that dogs</td>
</tr>
<tr>
<td>Facility</td>
<td>Minimum total space required including buffer (sq m)</td>
<td>Minimum size for Activity Zone (sq m)</td>
<td>Minimum distance from activity zone to closest property boundary (i.e. buffer)</td>
<td>Maximum walking distance from new home in minutes</td>
<td>Maximum walking distance from home in metres</td>
<td>Characteristics</td>
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</tbody>
</table>
| Local Equipped Area for Play (LEAP): an unsupervised play area equipped for children of early school age | 3,600 sq m | 400 sq m | 20 m from activity zone | | | 12 It is overlooked from nearby houses.  
13 The area of the activity zone contributes to meeting the children’s playing space part of the Six Acre Standard.  

The main characteristics of a LEAP are:  
1 It caters for children of 4-8 years in age.  
2 It is within a walking distance of 5 minutes from home.  
3 It is positioned beside a pedestrian pathway on a route that is well used.  
4 It occupies a site that is well drained with grass or a hard surface and features an appropriate impact-absorbing surface beneath and around the play equipment.  
5 It has an activity zone a minimum of 400m$^2$ in area.  
6 It contains at least 5 types of play equipment, of which at least two are individual pieces rather than part of a combination. Each item is designed to stimulate one of the following:  
(i) Balancing, e.g. beams, stepping logs, clatter bridges, or graphic line elements.  
(ii) Rocking, e.g. see-saw or spring animals.  
(iii) Climbing or agility, e.g. frames, nets, overhead bars, or angled climbers.  
(iv) Sliding, e.g. traditional slides, straight or angled ‘fire-fighter’s’ poles.  
(v) Social play, e.g. sheltered areas or child seating.  
Additional items might focus upon rotating, swinging, jumping, crawling, viewing (e.g. ground graphics), counting or touching (e.g. sand and water).
<table>
<thead>
<tr>
<th>Facility</th>
<th>Minimum total space required including buffer (sq m)</th>
<th>Minimum size for Activity Zone (sq m)</th>
<th>Minimum distance from activity zone to closest property boundary (i.e. buffer)</th>
<th>Maximum walking distance from new home in minutes</th>
<th>Maximum walking distance from home in metres</th>
<th>Characteristics</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>There is adequate space around the equipment to enable children to express their general exuberance and play games of ‘tag’ and ‘chase’.</td>
<td></td>
<td></td>
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<tr>
<td>8</td>
<td>It has fencing, if the site is not already adequately enclosed, of at least 1 metre in height around the perimeter of the activity zone with two, outward-opening and self-closing, pedestrian gates on opposite sides of the space (to deter entry by dogs and to restrict opportunities for bullying).</td>
<td></td>
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<tr>
<td>9</td>
<td>It has a barrier to limit the speed of a child entering or leaving the facility.</td>
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<tr>
<td>10</td>
<td>A buffer zone, not less than 10 metres in depth, is provided between the edge of the activity zone and the boundary of the nearest property containing a dwelling. Normally, a minimum of 20 meters should be provided between the activity zone and the habitable room façade of the dwelling. Where these minimum distances apply, careful consideration needs to be given to:</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>(i) The design of the means of enclosure, planting scheme and/or other physical features on the boundary of the residential property, and</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(ii) The siting of play equipment within the activity zone (to preclude opportunities for overlooking nearby gardens and a consequential loss of privacy for residents).</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>The buffer zone includes planting to enable children to experience natural scent, colour and texture.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Some individual seats are provided for parents or carers.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facility</td>
<td>Minimum total space required including buffer (sq m)</td>
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<td>Maximum walking distance from new home in minutes</td>
<td>Maximum walking distance from home in metres</td>
<td>Characteristics</td>
</tr>
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</tr>
</tbody>
</table>
| Neighbourhood Area for Play (NEAP) | 8,4000 sq m | 1,000sq m | 30m from activity zone | 15 | 1,000 | The main characteristics of a NEAP are:  
1. It caters predominantly for older children.  
2. It is within a walking time of 15 minutes from home.  
3. It is positioned beside a pedestrian pathway on a route that is well used.  
4. It occupies a site that is well drained with both grass and hard surfaced areas and it feature an appropriate impact-absorbing surface beneath and around the play equipment.  
5. It has an activity zone a minimum of 1000m2 in area that is divided into two parts; one containing a range of play equipment and the other provided with a hard surface of at least 465m2 (the minimum area needed to play five-a-side football).  
6. It contains at least 8 types of play equipment comprising:  
   (i) At least 1 item to stimulate rocking, touch, social or developmental play among younger children. |

13. It has a notice to indicate:  
   (i) That the area is solely for use by children.  
   (ii) That adults are not allowed unless accompanied by children.  
   (iii) That dogs should be excluded.  
   (iv) The name and telephone number of the operator of the facility to report any incident or damage to the play equipment.  
   (v) The location of the nearest public telephone.  

14. It has a litter bin.  
15. The area of the activity zone contributes to meeting the children’s playing space part of the Six Acre Standard.
<table>
<thead>
<tr>
<th>Facility</th>
<th>Minimum total space required including buffer (sq m)</th>
<th>Minimum size for Activity Zone (sq m)</th>
<th>Minimum distance from activity zone to closest property boundary (i.e. buffer)</th>
<th>Maximum walking distance from new home in minutes</th>
<th>Maximum walking distance from home in metres</th>
</tr>
</thead>
<tbody>
<tr>
<td>younger children</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(ii) At least 2 items to facilitate, sliding, swinging or moderate climbing.
(iii) At least 5 items, of which at least 3 are individual pieces rather than in combination, to encourage either more adventurous climbing, single point swinging, balancing, rotating, or gliding (e.g. aerial runway).

7 There is adequate space around the equipment to enable children to express their general exuberance and play games of ‘tag’ and ‘chase’.
8 It has fencing, if the site is not already adequately enclosed, of at least 1 metre in height around the perimeter of the activity zone with two, outward-opening and self-closing, pedestrian gates on opposite sides of the space (to deter entry by dogs and to restrict opportunities for bullying).
9 It has a barrier to limit the speed of a child entering or leaving the facility.
10 A buffer zone, of 30 metres minimum depth is provided between the activity zone and the boundary of the nearest property containing a dwelling. A greater distance may be needed where purpose-built skateboarding facilities are provided.
11 The buffer zone includes planting to enable children to experience a part of the ‘natural’ environment.
12 Some individual seats are provided for parents or carers in the vicinity of the play equipment and other seating is provided within the hard surfaced games area.
13 It has a notice to indicate:
   (i) That the area is solely for use by children.
   (ii) That adults are not allowed in the equipped space unless
<table>
<thead>
<tr>
<th>Facility</th>
<th>Minimum total space required including buffer (sq m)</th>
<th>Minimum size for Activity Zone (sq m)</th>
<th>Minimum distance from activity zone to closest property boundary (i.e. buffer)</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td>(iii) That dogs should be excluded.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(iv) The name and telephone number of the operator of the facility to report any incident or damage to the play equipment.</td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(v) The location of the nearest public telephone.</td>
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<td></td>
<td></td>
<td></td>
<td>14. It has litter bins at each access point and in proximity of each group of seats.</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>15. It has convenient and secure parking facilities for bicycles.</td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>16. The area of the activity zone contributes to meeting the children’s playing space part of the Six Acre Standard.</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
Appendix 6  Guildford town centre parking boundary
defined by Guildford Local Plan 2003 Policy M1
Appendix 7  Example of calculation of a financial contribution in lieu of on-site affordable housing provision.

The methodology considers the financial benefit to the developer of not including affordable housing in the development scheme. This is the difference in gross development value between a development of 100% market housing and 65% market housing with 35% affordable housing.

Example :

Proposed development of 50 units of assisted living / extra care flats.
Provision of affordable housing is sought at 35%, i.e. 17.5 flats, rounded up to 18 flats.

<table>
<thead>
<tr>
<th>Flat size</th>
<th>Number of homes</th>
<th>Floor space as proposed for the market homes</th>
<th>Sales value per square metre £/sq m based on recent actual market housing sales</th>
<th>Value (floor space x Sales value £/sqm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 bed flat</td>
<td>9</td>
<td>55</td>
<td>5200</td>
<td>2,574,000</td>
</tr>
<tr>
<td>2 bed flat</td>
<td>9</td>
<td>70</td>
<td>5200</td>
<td>3,276,000</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td>5,850,000</td>
</tr>
</tbody>
</table>

Value of flats as affordable housing (assuming sale to RP at average 55% of market value)
NOTE : starter homes will be at 80% of market value

<table>
<thead>
<tr>
<th>Value of flats as affordable housing (assuming sale to RP at average 55% of market value)</th>
<th>3,217,500</th>
</tr>
</thead>
</table>

Development value without affordable housing minus value of flats for sale to a Registered Provider
= Additional value to the developer of retaining 18 homes for market sale / rent rather than them being affordable

<table>
<thead>
<tr>
<th>Development value without affordable housing minus value of flats for sale to a Registered Provider</th>
<th>2,633,000</th>
</tr>
</thead>
</table>

The affordable housing payment in lieu would therefore be **£2,633,000**
Appendix 8  Guidance for provision of waste and recycling storage and collection

Access

12.8 The collection vehicle will need to park near the storage area.

So access roads need to:
- Have suitable foundations and surfaces to withstand the maximum weight of the vehicle (generally 26t GVW, 11.5t axle loading)
- Have heavy-duty manhole covers, gully gratings etc.
- Be designed to ensure reasonable convenience for the collection vehicle.
- Be a minimum of 5 metres wide.
- Be arranged for the collection vehicle to continue in a forward direction.
- Offer adequate space for turning.
- Allow a minimum of 5 metres clearance under any obstruction such as an arch.
- Road hatchings at the entrance, to prevent parking at all times

12.9 Access pathways from the storage area to the collection point (where the vehicle stops) need to:
- Be level, unless the gradient falls away from the storage area in which case the gradient should not be steeper than 1:12.
- Be at least 1.5 metres wide.
- Be free from kerbs and steps.
- Have solid foundations and a smooth continuous impervious surface.
- Have shallow ramps where they meet roadways.
- Be no more than 5 metres from the point where the collection vehicle will stop.

12.10 For tracking purposes, the dimensions of the vehicles currently used in Guildford are 10.435m long and 2.49m wide. The minimum turning circles are 16.1m (kerb to kerb) and 16.9m (between walls).

12.11 If more than four containers are to be emptied, then the collection vehicle should be able to enter the development to avoid the risk of obstructing traffic.

12.12 The need for reversing should be eliminated if at all practicable but where it is required this should be minimized and certainly no longer in distance than 12 metres to a point within 5 metres of the storage area. In all such instances the road crossing the footway shall be designed so that the reversing vehicle does not encroach on the footway. The footway should be appropriately radiused to assist the vehicle reversing. Collection vehicles should not generally be expected to reverse into a development from a busy main road.

Houses and Bungalows

12.13 These properties will be provided with two 240ltr wheeled bins as standard and can opt for smaller 140ltr bins for the collection of refuse and dry mixed recycling. Each property will also receive a 23ltr container for the presentation of food waste for recycling. Space should be provided for these at each property.
12.14 The garden waste service is optional and delivered from a wheeled bin. We would not require space being provided for this bin, but would advise the provision of access to areas where an optional third bin could be sited, such as access to a rear garden, without the need to pull a bin through an inhabited room.

12.15 **Dimensions for the refuse bins** are as follows:

The standard issue bin has a capacity of 240 litres and measures;

- Width 585cm
- Depth 740cm
- Height 1100cm

The optional smaller bin has a capacity of 140 litres and measures;

- Width 505cm
- Depth 555cm
- Height 1100cm

12.16 The containers should generally be stored on a hard, impervious, free-draining surface, in a position with convenient access to the kitchen door but also where they can be easily moved by the residents to the kerbside at the front of the property for collection.

12.17 Where it is intended for the containers to be permanently stored at the front of the property, a suitable enclosure should be constructed in an accessible, but inconspicuous position.

**Flats and Communal Properties**

12.18 Wherever possible and practical, flats and communal properties should receive the same service as other properties.

12.19 In developments where standard services are not possible or practical, communal wheeled bins may need to be provided for both refuse and dry mixed recycling. These would be emptied fortnightly and therefore sufficient capacity for two weeks of refuse and recycling should be allowed for.

12.20 Additionally, we would site 140ltr bins for food waste at these properties. This bin would be emptied weekly. Where food waste services cannot be provided a weekly service will be provided.

12.21 Bin stores should be no more than 5m from the highway unless suitable access is available for the vehicle, the collectors will collect, empty and return the communal wheeled bins to the storage area.

12.22 Communal wheeled bins for refuse have four wheels and are available in 770 ltr and 1100 ltr sizes. Dimensions of communal wheeled bins for refuse are given below.

**Dimensions**
12.23 To encourage residents to recycle waste, internal storage areas should be designed into each unit of a new development. This will enable occupants to segregate their waste into refuse, food waste and recyclables, and store it temporarily, until it can be transferred to external bins.

12.24 The **storage areas** for communal wheeled bins need to:

- Be at ground level
- Within 5 metres of the public highway
- Allow for both refuse and recycling bins
- Have a suitable level hard surface
- Access pathway
- Dropped kerb
- Hatchings adjacent to the dropped kerb prohibiting parking