# Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Introduction and Background</td>
<td>3</td>
</tr>
<tr>
<td>B. Involving the Local Community</td>
<td>5</td>
</tr>
<tr>
<td>C. The Process of Plan Making</td>
<td>8</td>
</tr>
<tr>
<td>D. Summary of the Main Issues and Concerns</td>
<td>11</td>
</tr>
<tr>
<td>E. Conclusion</td>
<td>14</td>
</tr>
<tr>
<td>F. Appendices</td>
<td></td>
</tr>
<tr>
<td>1. List of Consultees</td>
<td>15</td>
</tr>
<tr>
<td>2. Email sent from Parish Council to Statutory Bodies (12-22 June)</td>
<td>18</td>
</tr>
<tr>
<td>3. Email sent from Parish Council to Other Consultees (12-22 June)</td>
<td>19</td>
</tr>
<tr>
<td>4. Leaflet hand delivered to all households in Parish on (4 June)</td>
<td>20</td>
</tr>
<tr>
<td>5. Email sent to residents on WHNP Mailing List on (7 June)</td>
<td>22</td>
</tr>
<tr>
<td>6. Comments Form used during Pre-Submission Consultation</td>
<td>23</td>
</tr>
<tr>
<td>7. Reminders sent to WHNP Mailing List and Consultees on (21 July)</td>
<td>25</td>
</tr>
<tr>
<td>8. Screenshots of WHNP website during Pre-Submission Consultation</td>
<td>26</td>
</tr>
<tr>
<td>9. Examples of editorial coverage achieved during the development of Plan</td>
<td>30</td>
</tr>
<tr>
<td>10. List of additional evidence of consultation – all available at</td>
<td>31</td>
</tr>
<tr>
<td><a href="http://www.westhorsleyneighbourhoodplan.org/consultation-statement">www.westhorsleyneighbourhoodplan.org/consultation-statement</a></td>
<td></td>
</tr>
<tr>
<td>11. Regulation 14 Report (see separate document)</td>
<td></td>
</tr>
<tr>
<td>12. Pre-Submission Consultation Report (see separate document)</td>
<td></td>
</tr>
</tbody>
</table>


A. Introduction and Background

Introduction

1. This Consultation Statement has been prepared with the aim of fulfilling the legal obligations of the Neighbourhood Planning Regulations 2012, which are set out below.

2. An extensive level of consultation (community and statutory) has been undertaken by the West Horsley Neighbourhood Plan Steering Group as required by the legislation and is set out in this Statement. The purpose of this document is to demonstrate how this consultation has shaped the neighbourhood plan.

3. This Statement has been prepared by West Horsley Parish Council’s Neighbourhood Plan Steering Group (the Steering Group) for submission to Guildford Borough Council (GBC). For further information please email Julia McClung at secretarywesthorsleynsg@gmail.com.

Legal Obligations

4. Section 15(2) of Part 5 of the 2012 Neighbourhood Planning Regulations sets out that, a Consultation Statement should be a document containing the following:
(a) details of the persons and bodies who were consulted about the proposed neighbourhood development plan; (see Appendix 1);
(b) explanation of how they were consulted; (see section B of this statement)
(c) summary of the main issues and concerns raised by the persons consulted; (see section D); and,
(d) description of how these issues and concerns have been considered and, where relevant, addressed in the proposed neighbourhood development plan (section D and E).

Background

5. West Horsley Parish became a designated area in September 2014. Following designation, a Steering Group (SG) was established by the ‘qualifying body’ in November 2014 with the purpose of taking forward work as a result of a housing needs assessment and the desire to produce a village design
statement. This resulted in the preparation of the first version of the plan (the ‘Emerging Plan’).

6. As a result of an informal consultation exercise in November 2015, and on the advice of Guildford BC, the scope of the plan was widened to encompass a broader set of issues. To this end the SG, established initially to consider housing need and design matters, added three additional sub groups covering the following topics:

- Housing and Design
- Environment and Landscape
- Community Assets, Infrastructure and Business Economy
B. Involving the Local Community

7. The Steering Group has split the work leading to submission of the Proposed Plan to GBC into four phases, as summarised below.

<table>
<thead>
<tr>
<th>Phase</th>
<th>Timeframe</th>
<th>Final Milestone</th>
<th>Actions</th>
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<tbody>
<tr>
<td>1</td>
<td>Sept ’14 – Nov ’15</td>
<td>Emerging Plan &amp; Design Statement (EP&amp;DS) completed</td>
<td>• Raise awareness of initiative</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Establish Steering Group</td>
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<td></td>
<td></td>
<td></td>
<td>• Conduct Household Needs Survey to inform drafting of Emerging Plan</td>
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<td></td>
<td></td>
<td></td>
<td>• Complete EP&amp;DS</td>
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<tr>
<td>2</td>
<td>Dec ’15 – Nov ’16</td>
<td>First Draft WHNP completed</td>
<td>• Maintain awareness of initiative</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Community consultation on survey findings and EP&amp;DS</td>
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<td></td>
<td></td>
<td>• Launch WHNP website and set up Facebook/Twitter accounts</td>
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<td></td>
<td></td>
<td>• Recruit new members to Steering Group and establish Task Groups</td>
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<td></td>
<td></td>
<td>• Prepare Task Group reports</td>
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<td></td>
<td></td>
<td></td>
<td>• Complete First Draft Plan</td>
</tr>
<tr>
<td>3</td>
<td>Dec ’16 – May ’17</td>
<td>Pre-Submission Plan completed</td>
<td>• Maintain awareness of initiative</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Community consultation and survey on First Draft Plan</td>
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<td></td>
<td></td>
<td></td>
<td>• Analyse survey results and amend Draft Plan accordingly</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>• Pre-Submission Plan completed</td>
</tr>
<tr>
<td>4</td>
<td>Jun ’17 – Oct ’17</td>
<td>Submission Plan completed and submitted to GBC</td>
<td>• Maintain awareness of initiative</td>
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<td></td>
<td></td>
<td></td>
<td>• Consult on Pre-Submission Plan</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Gather and consider all comments and amend Pre-Submission Plan</td>
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<td></td>
<td></td>
<td></td>
<td>• Proposed Plan completed &amp; submitted to GBC</td>
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8. The two key objectives of this consultation process were to:

- involve as much of the community as possible throughout all stages of the Plan’s development, to ensure the Plan is based on the views of local people and other stakeholders; and
- ensure that consultations took place at when decisions needed to be taken and that the results were fed back as quickly as possible afterwards.

9. The Steering Group engaged with the community using a variety of approaches and communication methods. These included:

**West Horsley Neighbourhood Plan Steering Group Website –**

[www.westhorsleyneighbourhoodplan.org](http://www.westhorsleyneighbourhoodplan.org)

A dedicated website was launched in March 2016. It has played a key role in all communications activities, providing:

- FAQs about neighbourhood planning;
- updates on the development of the WHNP;
- access to the First Draft and Pre-Submission versions of the Plan, to the Evidence Base documents and maps; and
- enabled online access to surveys and feedback questionnaires.

**Hand-Delivered Leaflets** – In every phase of the project the Steering Group printed and hand-delivered leaflets to every household in the Parish to raise awareness of key opportunities to ‘have their say’ on the policies in the Plan.

See Consultation Statement Evidence Base for examples.

**Open House Events** – The Steering Group has hosted an Open House at each key stage in the project (all were very well attended and provided the Steering Group with substantial feedback). Held at the Village Hall, each event has provided the community with an opportunity to:

- see a visual update on how the Plan was progressing
- attend a presentation and/or Q&A session
- meet members of the Steering Group and Parish Council
- discuss, and record in writing, any issues or concerns they may have
- contribute to the development of the Plan by completing a questionnaire/survey

Full reports of all Open House events are available online in the Consultation Statement Evidence Base.
Parish Magazines – The Parish is served by two quarterly magazines – St Mary’s Magazine and Around and About Horsley – in which regular updates on the Neighbourhood Plan have been published. A third publication – The Horsley Directory – also provided editorial coverage at key stages. Examples can be found in Appendix 11 and in the Consultation Statement Evidence Base.

Steering Group Monthly Meetings were open to the public, advertised in advance and minutes published. Monthly progress updates were also given at the West Horsley Parish Council meetings.

Parish Noticeboards – The Parish Council has four noticeboards. Neighbourhood Plan notices were posted to remind the community of forthcoming important events.

Other Noticeboards – The majority of local businesses have been happy to display notices, including cafes/bars, surgeries, churches, shops and library. The Raleigh School and Cranmore School have also included the occasional notice in their newsletters.

Emails – Over the course of the project the Steering Group has built up a 450-strong email subscription list. This has been an important communication tool for briefing local residents at key stages in the project and to directing them to the website.
## C. The Process of Plan Making

10. Phase 1 – Emerging Plan and Design Statement

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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| May ’14 | - West Horsley Parish Council conducts a ‘West Horsley Housing Needs’ Survey and a ‘Local Business Housing Assessment’ to form part of the Evidence Base for a Neighbourhood Plan.  
  - Housing Needs Survey distributed to all households in the Parish.  
  - 55% return rate.  
  - Local Business Housing Assessment delivered to 350+ people who work in West Horsley.  
  - 31% return rate. |
| Sept ’14| - GBC designates West Horsley as a Neighbourhood Area. |
| Nov ’14 | - Core Steering Group established and work begins on a Design Guide. |
| Mar – Apr ’15 | - Steering Group conducts ‘West Horsley Household’ Survey to seek local opinion on issues that the WHNP might address.  
  - Survey hand-delivered to all households in the Parish.  
  - 55% return rate. |
| Jul ’15 | - Steering Group hosts activities based stall at Raleigh School Summer Fair. |
| Sep ’15 | - Steering Group completes first draft of Emerging Plan and Design Statement. |
| Nov ’15 | - Open House to consult with community on:  
  - main findings of Household Survey;  
  - first draft of the Emerging Plan and Design Statement.  
  - Event provides an opportunity for community to express views of specific aspects, especially land and land use issues, of the EP & DG. |
| Dec ’15 | - Steering Group collates and considers all comments received and updates Plan. |
### Phase 2 – First Draft Plan

#### Jan ’16
- Steering Group bring professional planning consultants on board to advise on conversion of Emerging Plan and Design Statement to a Neighbourhood Plan.
- Sub-Groups established and work begins to prepare reports comprising method, analysis, proposals and plans for the Steering Group to bring together and consider.

#### Apr ’16
- Open House to:
  - update community on development of the NP;
  - present outline policy themes and get feedback;
  - recruit new members to the Steering Group; and
  - clarify the difference between neighbourhood planning and local planning.
- Attended by 200-250 residents.
- Six new members recruited to Steering Group.

#### Jun ’16
- Steering Group presence at WHPC Guildford Draft Local Plan Meeting to raise awareness of role of WHNP.

#### Jul ’16
- Raleigh School Persuasive Writing Competition to engage with the youngest members of the community.
- Steering Group hosts an activities-based stall at Raleigh School Fair to continue to raise awareness of WHNP. See Consultation Statement Evidence Base: Raleigh School Summer Fair Report.

#### Dec ’16
- Steering Group completes First Draft of the WHNP and it is approved at Parish Council meeting.

### Phase 3 – Pre-Submission Plan

#### Jan ‘17
- Informal Consultation on the First Draft Neighbourhood Plan
- First Draft Plan available to download on website with hard copies available at library and cafes.
- Steering Group conducts a First Draft Plan Survey to ensure proposed policies reflect the views of the community.
  - 120+ completed surveys received with a total of 295 individual comments on the policies.
  - overall support for draft policies at 95%.
- Open House to enable community to:
  - view the Draft Plan and Supporting Documents;
o discuss the policies with Steering Group;  
o attend Q&A sessions; and  
o respond to survey.

Feb '17 • Steering Group discusses all comments received and updates the Draft Plan. See ‘WHNP Survey Results Feb 2017’ in the evidence base

Mar '17 • Steering Group invites Guildford Borough Council to review and comment on Draft Plan. (Healthcheck)

Apr '17 • GBC comments received.  
• Steering Group discusses all GBC comments and updates the Plan.

May '17 • Steering Group completes Pre-Submission Plan and it is approved at Parish Council meeting.

13. Phase 4 – Pre-Submission Consultation

Jun – Aug '17 Pre-Submission version of the Plan
• Consultation ran from 12 June to 4 August 2017  
• All methods of communication utilised to maximise response to consultation.  
  o An email was sent from the Parish Clerk to:  
    ▪ all statutory consultees;  
    ▪ all known businesses and charitable organisations in the Parish; and  
    ▪ a number of developers and landowners.  
  o A leaflet was hand delivered to all households in the Parish informing them of how to participate in the consultation and inviting them to an Open House.  
  o Emails were sent from the Steering Group to all residents on the WHNPSG mailing list.  
  o Notices were placed around the villages.  
  o Editorial coverage was placed in local magazines.  
  o Hard copies of the Plan were available at seven easily accessible locations around the Horsleys.

• Open House  
  o to enable the community to:  
    ▪ see all supporting documents and maps;  
    ▪ sit and read hard copies of the full Plan;  
    ▪ attend a Q&A;  
    ▪ speak to the Steering Group; and  
    ▪ leave feedback via a questionnaire.  
  o Handouts included a 24-page summary of the Plan.  
  o Attended by 100-150 residents.
D. Summary of the main issues and concerns


15. Key issues identified by the Housing Needs Survey were:
   - Local infrastructure and services considered very stretched, in particular the local schools, roads, traffic and Doctors Surgery;
   - Real concern at the lack of smaller homes and the demolition of many bungalows to make way for larger family homes; and
   - Broad support for the principle of development of housing for local people.

16. The Local Business Housing Assessment found that:
   - The eight main employers in West Horsley engage some 330 staff, approximately three-quarters of whom are full-time.
   - Three-quarters of workers surveyed live outside West Horsley.
   - Only 38% of respondees would consider moving to West Horsley, price and availability of affordable small size property being the main factor quoted.

17. The West Horsley NP Steering Group was formed in July 2014 in order to represent and work in consultation with the village population to produce the West Horsley Neighbourhood Plan.

18. A Household Survey carried out in April and May 2015 identified a number of key themes which are important to the residents of West Horsley and are presented in this plan. The survey was hand delivered to all 1121 properties in West Horsley and responses were received from 624, which represents a return of 55.6%.

19. The broad conclusions drawn from the survey responses were as follows:
   - West Horsley should retain its rural character.
   - West Horsley should retain its open aspect and strategic natural spaces.
   - Listed buildings and further buildings of historical importance should be protected.
   - West Horsley should have a range of local shops and facilities.
o More small business and shops employment opportunities are required.

o West Horsley children should have priority at the Raleigh School.

o West Horsley children should have priority at the Howard of Effingham School.

o The Raleigh School should be extended or a new school site be found.

o The Horsley Medical Centre will not cope with a growing population in West Horsley.

o The Medical Centre should be expanded, or a new centre found in West Horsley.

o Residents tend to only occasionally use cycles in West Horsley as a means of transport.

o There are insufficient bus services in West Horsley.

o Horsley station parking (outside the Parish) has sufficient capacity for the current population.

o Primary road safety issues include speeding, HGV’s, inconsiderate parking and lack of pavements.

o There is broad use of the various facilities offered by the Village Hall.

o Cycling, running and walking are the primary leisure activities for the village populace.

20. In January 2017, the WHNP Steering Group invited residents to participate in a consultation on an informal Draft Plan. An Open House was held in the Village Hall in order to update the community on the progress of the draft Neighbourhood Plan. Formal Q&A sessions were held and attendees were encouraged to complete a short survey, allowing the Steering Group to obtain their opinions and comments on the draft policies proposed in the Neighbourhood Plan. Copies of the Draft Plan, Maps, Evidence Base and Survey were also made available online via the WHNPSG website. More than 200 people attended the Open Day itself and the support of the community for the proposed policies, as demonstrated by the completed surveys, was overwhelming – averaging close to 95%.

21. The document ‘WHNP Survey Results Feb 2017’ in the Consultation Statement Evidence contains all the comments received during the consultation on the informal Draft Plan.

Responses to the Regulation 14 Statutory Consultation on the Pre-Submission Plan

22. The Pre-Submission Consultation yielded a total of 35 responses from residents of the Parish, giving a total of 58 individual comments. Seven responses were received from statutory consultees and six from local organisations.

23. Few adverse comments were received from residents. Full representations made to the Pre-Submission Consultation are documented in Appendix 12: Pre-Submission Consultation Report.
24. Three common themes were evident in the responses:

i. An apparent misunderstanding regarding the siting of a War Memorial and the role that Policy WH11 (Local Green Spaces) may play in this.

ii. A significant number of responses challenging the quantum of development proposed in the emerging Guildford Local Plan which they consider is inappropriate for West Horsley.

iii. A number of respondents suggesting the neighbourhood plan should play a role in decisions affecting the Green Belt and its boundaries.

25. These objections are noted, and in the case of the War Memorial, the Plan has been amended to clarify its position. Regarding the latter two matters, the neighbourhood plan is extremely limited in its influence on ‘strategic’ housing matters, nor can it play a role in determining Green Belt boundaries or assessing the Parish against the five Green Belt purposes. These are strategic planning matters that can only be addressed by Guildford BC.

26. Guildford Borough Council made a number of suggestions on how policies could be improved and also requested further clarification on the approach taken by the Steering Group to measure residential densities. The Steering Group has produced Evidence Base: WHNP Density Background Paper to meet this requirement. It has also acted on all of the recommendations from GBC.

27. WH7 (Education Provision) has been amended to explicitly reflect the importance of location and accessibility for pupils, as suggested by Surrey County Council.

28. A project to create and enhance wildlife corridors using CIL has been added to the Implementation section, following Natural England’s recommendation.

29. The Barley Mow Beer Garden has been removed from WH11 (Local Green Spaces) following an objection from Punch taverns.

30. Farleys Green has also been removed from WH11 (Local Green Spaces) following an objection from GBC.

31. West Horsley Historic Environment Records have been obtained from SCC’s Heritage Conservation team and have been added to the Evidence Base.

32. A list of all statutory bodies, voluntary organisations, developers/landowners and local businesses consulted can be found at Appendix 1. The names and contact details of all respondents to the Plan have been withheld for reasons of confidentiality.

33. Please see Appendix 11: Regulation 14 Report for further details about the Pre-Submission Consultation.
E. Conclusion

34. The West Horsley Neighbourhood Plan is built on a firm base of evidence and engagement.

35. Community engagement in the Plan making process has been outstanding and this is confirmed in the evidence gathered all of which has been made available in the ‘Evidence Base’ folder available on the website at https://www.westhorsleyneighbourhoodplan.org/home.

36. Feedback from the public and stakeholders as a result of the pre-submission Regulation 14 consultation process has been good and confirmed the broad interest in this process. Many of the comments were positive and appreciative of the work which had gone in to the plan.

37. The public were shown to be well informed and engaged with the process and could, as a result, make a positive contribution. The output was not without some criticism, much of it directed toward the potential impact of strategic proposals beyond the remit of neighbourhood planning. Nonetheless all comments have been carefully considered.

38. All the main issues and concerns that have been raised have been addressed by the Steering Group and, where appropriate, acted upon. The WHNP Steering Group and the Parish Council as the ‘qualifying body’ believe they have done all that is required of the Neighbourhood Planning Regulations and indeed much more to define a Neighbourhood Plan which is fully compliant. Once it has been subject to a further six week Submission Stage consultation by Guildford BC and scrutinised by an Examiner it is anticipated that there will be a significant majority voting to adopt the Plan at referendum.

Statement by the Chairman of the WHNP Steering Group

“Over the last two years the WHNP Steering Group has worked hard to identify, research and draft a set of policies that we believe best reflects the views and ambitions of our community, whilst remaining aligned with the strategic needs of the country and the wider local area. If accepted, this Plan will influence the types and designs of development within West Horsley. It will also help us to protect our local green spaces and community assets, preserve our countryside and environment, and promote local business and infrastructure.”

Paul Dodgson, Chairman WHNPSG
F. Appendices

Appendix 1: List of Consultees

Those who responded to the consultation are marked with *
Those who assisted during the development of the Plan are marked with ^

Guildford Borough Council *^
Surrey County Council *^
East Horsley Parish Council *^
Ockham Parish Council
Ripley Parish Council
East Clandon Parish Council
Shere Parish Council
Mole Valley Parish Council
Natural England*
The Environment Agency*
Historic England*
Network Rail
Openreach
UK Power Networks
Affinity Water
Horsley Medical Practice^
NHS Guildford & Waverley CCG

Voluntary bodies
Mary Roxburghe Trust^
The West Horsley Independent Players
Horsley Countryside Preservation Society^
West Horsley Village Hall*
Grace & Flavour
Horsley Garden Society
4th Horsley Brownies
1st Horsley Guides
1st Horsley Scouts
West Horsley Wheel of Care*
Horsley Community Bus*
Horsley Community Fund
Horsley Football Club^
Horsley and Send Cricket Club^
U3A
West Horsley WI
Horsley DFAS*

Religious Groups
St Mary’s Church^
The Methodist Church, West Horsley*

Bodies which represent the interests of disabled persons
Horsley Community Fund
Communities Engagement Team, Diocese of Guildford

Environmental Organisations
Surrey Wildlife Trust^
National Trust
Woodland Trust
Forestry Commission
CPRE Surrey Branch & Guildford District ^
Surrey Hills

Local Land Owners/Farms
Stonewater (Housing Association) re: Old St Mary’s
Punch Partnership Ltd re: The Barley Mow*
Stephen Isaac^
Bramble Farm
Hillside Farm
Open View Farm
Fullers Farm
Manor Farm
Place Farm
Woolgars Farm
Round Tree Farm

Local Businesses
Cranmore School
The Raleigh School
Glenesk School
Footprints Montessori Day Nursery
Puddleducks Nursery
Grange Park Opera
Bell & Colvill
Hilly’s
King William IV Public House
The Barley Mow Public House
London Cheese Board
Hookwood Chiropractic Clinic
West Horsley Dental Practice
Dene Place
West Horsley Motor Works
Wix Hill Livery
Squires Garden Centre
Spring Reach Nursery
CT Cars
Adam Aaronson Glass Studio
PS Davies Tree Surgery
Curchods Mortgage Services
Amanda Warwick School of Dance
Pets Corner
Cranmore Cattery
Crystal Marquee Hire
Appendix 2: Email from West Horsley Parish Council to Statutory Bodies

Dear [insert name],

**West Horsley Neighbourhood Plan Available for Consultation**

West Horsley Parish Council is undertaking a Pre-Submission Consultation on its Neighbourhood Plan, as required by the Neighbourhood Planning (General) Regulations 2012. As a Statutory Consultee, we are seeking your views before the Plan is submitted to Guildford Borough Council for examination.

The Pre-Submission version of the Plan was approved by the Parish Council on 18th May 2017 and will now undergo a public consultation from **12th June to 4th August 2017 (5.00pm) inclusive**.

We kindly request that your organisation reviews the Plan and lets us have any comments before the end of the consultation period.

The Plan and supporting documents are now available online at [www.westhorsleyneighbourhoodplan.org](http://www.westhorsleyneighbourhoodplan.org).

Please email your comments to secretarystewhorsleymsg@gmail.com.

Yours sincerely

Sam Pinder
Clerk, West Horsley Parish Council
clerk@westhorsley.info
Dear (insert name),

**West Horsley Neighbourhood Plan Available for Consultation**

I am writing to inform you that the Pre-Submission version of the West Horsley Neighbourhood Plan was approved by the Parish Council on 18 May 2017 and will now undergo a public consultation, as required by the Neighbourhood Planning (General) Regulations 2012.

The consultation will run from **12th June to 4th August 2017 (5.00pm) inclusive**.

We kindly request that your organisation reviews the Plan and lets us have any comments before the end of the consultation period.

The Plan and supporting documents are now available online at [www.westhorsleyneighbourhoodplan.org](http://www.westhorsleyneighbourhoodplan.org).

Please email your comments to [secretarywesthorsleymsg@gmail.com](mailto:secretarywesthorsleymsg@gmail.com).

Yours sincerely

Sam Pinder  
Clerk, West Horsley Parish Council  
clerk@westhorsley.info
THE PRE-SUBMISSION VERSION OF THE WEST HORSLEY NEIGHBOURHOOD PLAN WILL BE IN CONSULTATION FROM 12 JUNE TO 4 AUGUST 2017

PLEASE READ IT AND TELL US WHAT YOU THINK

OPEN HOUSE
Sunday, 18 June (2-5pm)
West Horsley Village Hall

VIEW THE PLAN - SPEAK TO THE TEAM
ATTEND A Q&A AT 3PM - SUBMIT YOUR COMMENTS

www.westhorsleyneighbourhoodplan.org
Email: secretarywesthorsleymsg@gmail.com; T: 01483 281286
WEST HORSLEY PARISH COUNCIL

WEST HORSLEY NEIGHBOURHOOD PLAN
PUBLIC CONSULTATION
12 JUNE – 4 AUGUST 2017

The Pre-Submission version of the West Horsley Neighbourhood Plan (Plan) will be available for public consultation from 12 June:

❖ Online at www.westhorsleyneighbourhoodplan.org;
❖ In hard copy at the following locations:
  - St Mary’s Church
  - King William IV Pub
  - Goose Deli
  - Horsley Library
  - The Wheelhouse
  - Crossroads Stores
  - The Stockyard

Comments on the Plan can be submitted:

❖ Online at www.westhorsleyneighbourhoodplan.org;
❖ By email to secretarywesthorsleymsg@gmail.com;
❖ By post to WHNPSG, Brentor, Cranmore Lane, West Horsley KT24 6BU;
❖ In person at the Open House on 18 June.

❖ For each comment please state which policy or paragraph number you are referring to and, if possible, indicate an alternative approach which would address the comment.

Open House – Sunday, 18 June, 2-5pm at West Horsley Village Hall:

❖ Speak to representatives of the Parish Council and Steering Group;
❖ Attend a Q&A session at 3pm;
❖ View the Plan and supporting documents;
❖ Submit your comments.

Closing date for comments is Friday, 4 August 2017 at 5pm.
Appendix 5: Email sent to Residents on WHNP Mailing List on 7 June 2017

Dear West Horsley Residents,

PUBLIC CONSULTATION ON THE PRE-SUBMISSION VERSION OF THE WEST HORSLEY NEIGHBOURHOOD PLAN 12 JUNE TO 4 AUGUST 2017

I am writing to inform you that the Pre-Submission version of the West Horsley Neighbourhood Plan was approved by the Parish Council on 18 May 2017 and will be available for public consultation for a period of six weeks, as required by the Neighbourhood Planning (General) Regulations 2012.

The Pre-Submission version of the West Horsley Neighbourhood Plan and all supporting documents will be available on our website from Monday 12 June 2017. Hard copies of the Plan will also be available throughout the consultation period at the following locations:

- St Mary’s Church (Epsom Road)
- The Wheelhouse (East Lane)
- King William IV (The Street)
- Crossroads Stores (The Street)
- Goose Deli (Bishopsmead Parade)
- Horsley Library (Parade Court, East Horsley)
- The Stockyard (Station Approach, East Horsley)

OPEN HOUSE – 18 JUNE 2017, 2-5PM – WEST HORSLEY VILLAGE HALL

Representatives of the West Horsley Neighbourhood Plan Steering Group and the West Horsley Parish Council will be available to discuss the Plan at an Open House on 18 June. Please come along and:

- Read the Plan
- See a display of the policies
- Learn more about the evidence considered
- Speak to the team
- Attend a Q&A session at 3pm
- Submit your comments

HOW TO COMMENT

If you would like to comment on the Plan, please do so in one of the following ways, by 5pm on 4 August 2017:

- By email (preferably using the attached comments form) to secretarywesthorslevnsg@gmail.com
- Online via our website at www.westhorsleyneighbourhoodplan.org
- In person at the Open House on 18 June 2017
- By post (preferably using the attached comments form) to WHNPSG, c/o Brentor, Cranmore Lane, West Horsley, KT24 6BU

We hope to see you at the Open House and look forward to receiving your comments on the Plan.

Yours faithfully

Julia McClung
Secretary, WHNPSG
On behalf of West Horsley Parish Council

(Attachment: Comments Form)
Your Details*:

Name:

Email:

Address:

Postcode:

*Anonymous comments, or those irrelevant to the content of the plan, will not be accepted. All comments will be made public but your personal details will remain confidential and only be used for reference purposes.

Please state your comment and, where possible, indicate an alternative approach which would address your comment:

COMMENT 1: Re: Policy No. _____ / Paragraph No. _____

COMMENT 2: Re: Policy No. _____ / Paragraph No. _____

COMMENT 3: Re: Policy No. _____ / Paragraph No. _____

Please continue overleaf
Are there any general comments you would like to make?

If the Referendum for the West Horsley Neighbourhood Plan were based on the current Pre-Submission version of the Plan, would you vote to support it? (Please tick)

Yes [ ] No [ ] Don’t Know [ ]
Appendix 7: Reminders sent to WHNP Mailing List & Consultees on 21 July 2017

Dear Residents,

WHNP Public Consultation: 12 June to 4 August, 2017

I am writing to remind everyone that the Public Consultation on the Pre-Submission version of the West Horsley Neighbourhood Plan ends at 5pm on Friday 4 August, 2017. Please read the Plan and let us know what you think. The Plan and all supporting documents can be found on the WHNP website at www.westhorsleyneighbourhoodplan.org.

Comments can be submitted in any of the following ways:
- online via the 'submit your comments' page
- by email to secretarywesthorsleynsg@gmail.com
- in writing to WHNPSG, c/o Brentor, Cranmore Lane, West Horsley, KT24 6BU

Hard copies are also available to view at Horsley Library, The Stockyard, St Mary's Church, The Wheelhouse, King William IV Pub, Goose Deli and Crossroads Stores.

All comments will be carefully considered by the WHNP Steering Group and subsequent changes may be made as the Submission version of the Plan is finalised.

Thank you for continued support.

Kind regards

Julia McClung
Secretary, WHNPSG
On behalf of West Horsley Parish Council

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Dear Consultees,

I am writing to politely remind you that the Regulation 14 Consultation on the West Horsley Neighbourhood Plan ends at 5pm on Friday, 4 August, 2017.

The Plan and all supporting documents can be viewed at www.westhorsleyneighbourhoodplan.org.

If you are planning to respond to the Consultation we would appreciate it if you could submit your comments by email to secretarywesthorsleynsg@gmail.com.

Kind regards

Julia McClung
Secretary, WHNPSG
On behalf of West Horsley Parish Council
Appendix 8: Screenshots of pages from WHNP website during Pre-Submission Consultation
DATES
The consultation will run from Monday, 12 June to Friday, 4 August 2017.

READ THE PLAN
You can download and/or print a copy of the Plan. There is also a summary available for download. If you would prefer to read a hard copy please go to one of the following locations:

- The Stockyard (next to Horsley Station)
- Goose Deli (9 Bishopsmead Parade)
- Horsley Library (Parade Court)
- St Mary’s Church Office (Wheelhouse, East Lane)
- St Mary’s Church (Epsom Road)
- King William IV Pub (The Street)
- Crossroads Stores (The Street)

OPEN HOUSE
An Open House will be held at the Village Hall on Sunday, 18th June, 2017 from 2 - 5pm. This will be hosted by members of the Steering Group and Parish Council who will be on hand to answer any questions you may have. A Q&A session will be hosted by the SG Chairman at 3pm.

HOW TO REGISTER YOUR COMMENTS
If you have any comments to make on the Pre-Submission Consultation Draft Plan please do so by 17:00 on 4 August, 2017, in one of the following ways:

- Via the Website: Click here to send us your comments.
- By Email: Please email us at secretarywesthorsleymsg@gmail.com
- In Writing: To Secretary WHNSG, c/o Brentor, Cranmore Lane, West Horsley KT24 6BU; or
- In Person at the Open House on 18 June.

NEXT STEPS
After the consultation the Steering Group will finalise the Submission Plan and all the supporting documents required for the examination by an independent planning inspector. This includes:

- Proposed Neighbourhood Plan
- Policies Map
- Consultation Statement
- Basic Conditions Statement
- Screening Opinion
- Copy of all the representations received during the consultation

We anticipate submitting the West Horsley Neighbourhood Plan for independent examination in September 2017.
West Horsley's Neighbourhood Plan has now reached its Pre-Submission Consultation stage. This six-week consultation provides an opportunity for residents and other interested parties to comment on the Plan.

All comments received during this consultation will be carefully considered by the WHNP Steering Group and further changes to the Plan may be made before it is submitted to Guildford Borough Council for examination by an independent planning inspector.

All comments must be received by 5pm on 4 August 2017.

Please note that anonymous comments will not be accepted. All comments will be made public but your personal details will remain confidential and only be used for reference purposes.

For each comment you would like to make, please state:

1. the number of the policy and/or paragraph you are referring to;
2. your comment;
3. an alternative approach which would address your comment (optional).

Your comments can be submitted to us in the following ways:

- Online using the form below;
- By post, preferably using the designated Comments Form, to WHNPG, Brentor, Cranmore Lane, West Horsley KT24 6BU; or
- In person at the Open House on 18 June, 2017.

Thank you for participating in this consultation.

TO SUBMIT YOUR COMMENTS ONLINE PLEASE COMPLETING THE FORM BELOW.
(Please note you are required to complete the sections marked *)

Name:*  
Email:*  
Address  
Postcode:*  
Your Comments:

Send  

Contact Us
OPEN HOUSE - 18 JUNE 2017

We prepared a number of handouts for our Open House. You can download them all from this page.

- WHNP Project Timeline [02_06_17].pdf
- Consultation All Flyers.pdf
- What a Neighbourhood Plan Can (and Can’t) Achieve.pdf
- WHNP Pre-Submission Plan Summary [12_06_17].pdf
- Comments Form.pdf

THE PRE-SUBMISSION VERSION OF THE WEST HORSELEY NEIGHBOURHOOD PLAN WILL BE AVAILABLE FOR PUBLIC CONSULTATION FROM 12 JUNE TO 6 AUGUST 2017

PLEASE COME TO AN OPEN HOUSE
SUNDAY, 18 JUNE (2-5pm)
WEST HORSELEY VILLAGE HALL

View the plan - speak to the team
Attend a Q&A at 3pm - submit your comments

www.westhorseleyneighbourhoodplan.org
Appendix 9: List of Additional Consultation Evidence available online in PDF format [https://www.westhorsleyneighbourhoodplan.org/consultation-statement](https://www.westhorsleyneighbourhoodplan.org/consultation-statement)

<table>
<thead>
<tr>
<th>Date</th>
<th>Evidence</th>
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<tbody>
<tr>
<td>April 2015</td>
<td>• West Horsley Household Survey Questionnaire</td>
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<td></td>
<td>• West Horsley Household Survey Advert</td>
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<td></td>
<td>• Summary of Household Survey</td>
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<tr>
<td>November 2015</td>
<td>• Open House Report – November 2015</td>
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<tr>
<td>April 2016</td>
<td>• Open House Report – April 2016</td>
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<tr>
<td></td>
<td>• Open House flyer</td>
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<td></td>
<td>• Distribution routes for all leaflet drops</td>
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<td></td>
<td>• Editorial for Parish website</td>
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<td></td>
<td>• Advert for local theatre programme</td>
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<td></td>
<td>• St Mary’s Magazine editorial piece</td>
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<td></td>
<td>• The Horsley Directory advert</td>
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<td></td>
<td>• Around &amp; About Horsley editorial piece</td>
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<td></td>
<td>• FAQs handout for Open House</td>
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<td>June 2016</td>
<td>• Flyer for Parish Council Local Plan meeting</td>
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<td></td>
<td>• Around &amp; About Horsley editorial piece</td>
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<tr>
<td>July 2016</td>
<td>• Raleigh School Fair Report – July 2016</td>
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<td>• Raleigh Persuasive Writing Competition certificate</td>
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<td></td>
<td>• Summary of comments received at Summer Fair</td>
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<td></td>
<td>• Competition entry poster</td>
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<td>• Come to our Stand poster</td>
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<td>September 2016</td>
<td>• Around &amp; About Horsley editorial piece</td>
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<tr>
<td>January 2017</td>
<td>• Open House Report – January 2017</td>
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<td></td>
<td>• Informal Consultation Printable Survey</td>
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<td>• WHNP Results of Survey</td>
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<td>• Flyer for Open House</td>
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<td>• Poster for Open House</td>
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<td>• Around &amp; About Horsley editorial piece</td>
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<td>• St Mary’s Magazine editorial piece</td>
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<td>• GBC Comments to Pre-Reg. 14 Draft Plan</td>
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<td>• Agreed Amendments to Draft Plan</td>
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<td>June 2017</td>
<td>• Open House Report – January 2017</td>
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<td>• Leaflet for Pre-Submission Consultation</td>
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<td>• Open House poster</td>
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<td>• Webpage screenshot – Consultation on Pre-Submission Plan</td>
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<td>• Webpage screenshot – Your Opportunity to Comment</td>
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<td>• Webpage screenshot – Link to all Open House handouts</td>
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<td>• Around and About Horsley editorial piece</td>
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<td>• The Horsley Directory editorial piece</td>
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<tr>
<td></td>
<td>• St Mary’s Magazine editorial piece</td>
</tr>
<tr>
<td>September 2017</td>
<td>• Advert for West Horsley Village Fete Programme</td>
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</table>
Appendix 10: Examples of Editorial Coverage

**St Mary’s Magazine** (published quarterly with free distribution to every household in West Horsley). Also available online at [http://stmaryswesthorsley.co.uk/our-community/magazine/](http://stmaryswesthorsley.co.uk/our-community/magazine/)

**St Mary’s Magazine - Easter 2016 Issue**

_Your village needs you…_  
BY PAUL DODGSON, CHAIRMAN WHNPG

In July 2014 Guildford Borough Council issued a Draft Local Plan (subsequently withdrawn) in which they proposed building more than 430 houses on three West Horsley sites, all within a five year timeframe. When a new plan is issued next month it is expected that the numbers will be much the same, meaning a huge percentage increase in the number of properties in our village, with no evidence of significant investment in infrastructure.

The Parish Council is preparing for this in two ways. Firstly, it plans to object as vigorously as it can, through all appropriate channels, to the over-expansion of West Horsley. Secondly, it will submit a village-approved Neighbourhood Plan, which will identify local need and set out how our community wants to develop over the next decade.

A Neighbourhood Plan cannot contradict GBC’s strategic policies, in particular the number of houses to be built. However, it will sit alongside GBC’s Local Plan when decisions on planning applications in the Parish are being made. This means it can go some way to ensuring that we retain the character of our village. The Plan can also make policies on issues such as local business, public open spaces and environment.

There is a lot of work to do to get our Neighbourhood Plan researched, prepared and approved, and we are appealing for residents to join our Steering Group.

FIND OUT MORE ONLINE: [WWW.WESTHORSLEY.INFO/NEIGHBOURHOOD-PLAN](http://www.westhorsley.info/neighbourhood-plan)
Thank you to everyone who participated in the Public Consultation on the Pre-Submission version of the West Horsley Neighbourhood Plan (WHNP). This statutory consultation, which ended on 4 August, provided people who live, work and/or conduct business in the neighbourhood area with a final opportunity to read and comment on the draft Plan.

All comments received have now been carefully considered by the Steering Group and a number of revisions are being made as the Submission Plan is prepared. This Submission Plan will be sent to Guildford Borough Council (GBC) for examination by an independent inspector.

If the Submission Plan passes examination it will move to a village referendum which will be arranged by GBC. The referendum will simply ask residents “Do you want GBC to use the WHNP to help it decide planning applications in the West Horsley Neighbourhood Area?” If more than 50% of those who vote in the referendum vote ‘yes’ then it will be adopted. The referendum will work like any other poll. Everyone on the West Horsley electoral roll will receive a polling card and will have the option of either visiting a polling station on a specified day or submitting a postal vote.

There are a number of ways to keep informed about the progress of the West Horsley Neighbourhood Plan. You can:
- visit our website to view all the latest documentation and to sign up to our mailing list, follow us on Facebook and/or Twitter @WestHorsleyNP, and check the Parish Council noticeboards for periodic updates. Thank you for your continued support. If you have any questions please email us at: secretarywesthorsleyng@gmail.com.

## What a Neighbourhood Plan Can (and Cannot) Achieve

A considerable number of comments received relate specifically to the proposed level of development in the Parish and surrounding areas and the protection of the Green Belt - perfectly understandable seeing as the Local Plan consultation also took place over the summer. We’d like to clarify that Neighbourhood Plans:

- **CAN** give communities, like West Horsley, important new rights around local planning. They are legal documents which must be used by councils when they decide on planning applications in the area. They guide development to be appropriate to the local context and include policies on the design of new buildings, protection and improvement of the vitality of local business, and the preservation of community facilities, local green spaces, heritage and more.

- **CANNOT** change the Green Belt or stop the council from proposing strategic housing sites in its Local Plan.

- **MUST** be aligned with both the National Planning Policy Framework and the strategic development needs of the wider local area, i.e. they must positively support the level growth set out in a Local Plan. If our Plan does not conform to these rules it will fail its examination and will not reach a village referendum.

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**VISIT THEIR WEBSITE** [WWW.WESTHORSLEYNEIGHBOURHOODPLAN.ORG](http://WWW.WESTHORSLEYNEIGHBOURHOODPLAN.ORG)
The Horsley Directory - a well-established local community magazine with free distribution to 4,000 homes and businesses, in West and East Horsley, Effingham and Effingham Junction. Published every two months and available online at www.thehorsleydirectory.co.uk.

The Horsley Directory, June-July 2017 Issue

WEST HORSLEY NEIGHBOURHOOD PLAN REACHES ITS PRE-SUBMISSION CONSULTATION

West Horsley Neighbourhood Plan is gearing up for its Regulation 14 Pre-Submission Consultation. This means that before submitting the Neighbourhood Plan to Guildford Borough Council for approval, the Parish Council must publish a ‘Pre-Submission Plan’ and consult with the people who live, work or carry on a business in the Neighbourhood Area. Our six-week consultation should hopefully get underway on 12th June 2017.

This Pre-Submission Plan is the result of two years’ hard work by the WHNP Steering Group. We have identified, researched and drafted a set of policies that we believe best reflect the views and ambitions of our community, whilst remaining aligned with the strategic needs of the country and the wider local area. If accepted, the Plan will influence the types and designs of development within West Horsley. It will also help us to protect our local green spaces and community assets, preserve our countryside and environment, and promote local business and infrastructure.

Please participate in this consultation. It is essential that you, the residents, are happy with the Plan and we welcome your comments.

The Pre-Submission Consultation Plan The Plan and supporting documents will be available on our website from 12th June and hard copies of the Plan located at:

- Horsley Library
- The Stockyard
- St Mary’s Church
- The Wheelhouse
- King William IV Pub
- Crossroads Stores
- Goose Cafe

Attend our Open House on 18th June, 2-5pm Please come along to West Horsley Village Hall, read the plan, meet the team and learn more about the evidence considered. There will be a visual display of the policies and a Q&A session at 3pm.

Tell us what you think
This is our last opportunity to make sure the community supports the Plan. Please let us know if there is anything that can be improved. All your comments will be carefully considered and revisions may be made as the Plan is prepared for examination.

For details of how to comment on the Pre-Submission Plan, please visit our website at www.westhorsleyneighbourhoodplan.org or see page 2 of the Plan. Alternatively, you can email us at secretarywesthorsleynsg@gmail.com.

To advertise email sales@thehorsleydirectory.co.uk or call 01483 338 288
In light of new national guidance clarifying ‘what a neighbourhood plan can and cannot do’, we invited our recently appointed planning consultants to assess our existing Emerging Neighbourhood Plan and Village Design Statement documents and to recommend an appropriate course of action for the Group to take in order for the WHNP to be submitted for a successful examination.

The resulting report highlighted that whilst much of our policy subject matter was valid, there was a considerable amount of additional work to do in order to produce an effective neighbourhood plan document. It is this work that has kept the Group occupied for the past three months. As a direct result of this report the Steering Group successfully recruited a number of additional members and has established three new task groups: Housing & Design; Environment & Landscape; and Community Assets & Infrastructure.

These task groups are now in the final stages of preparing their reports and establishing if any further informal community consultations are required before our consultants’ advice on specific policies.

Once completed, these task group reports will enable the Steering Group to decide which policies will offer our village the greatest possible protection from inappropriate development, especially in light of the strategic housing allocations proposed in GBC’s Draft Local Plan.

As part of our ongoing community engagement we did make a return appearance at The Raleigh Summer Fair where we were able to engage directly with both children and parents - our Parish map-based competition, persuasive writing competition winners’ gallery and free sunflower planting all proving popular.

The next step for the Steering Group is the conversion of our list of policies into a first draft plan. We anticipate holding an informal Open House-style community consultation event towards the end of October. This event will enable us to gauge our community’s support for our choice of policies and to ensure that we have all the necessary evidence to support those policies.

For further information please visit our website www.westhorsleyneighbourhoodplan.org and sign up to our mailing list, or contact us directly via email secretarywesthorsleyng@gmail.com

Julia McClung
West Horsley Neighbourhood Plan
On 29 January the Steering Group hosted an Open House at the Village Hall. The event was attended by approximately 200 residents and was part of a short informal community consultation on the first draft of the Neighbourhood Plan. The Open House provided us with an opportunity to get direct feedback on the 15 land use policies in our first Draft Plan and will now give us a very good chance of finalising a Neighbourhood Plan that will be approved by the village at a referendum.

The community’s response to the first Draft Plan was overwhelmingly positive, with the policies receiving an average of 96% support. The Steering Group will now analyse all the comments received through the consultation and will decide if any amendments need to be made, or if any further evidence or detail to clarify policies is required before finalising the Draft Plan.

At this point the West Horsley Neighbourhood Plan will enter a regulated process of consultation, as set out through the Neighbourhood Planning Regulations 2012, before it is submitted for examination. The first stage of this regulated process is for West Horsley Parish Council to carry out a Pre-Submission Consultation. This will last for six weeks and is likely to begin in March/April.

It is essential for us to bring this Pre-Submission Consultation to the attention of people who live, work or carry on business in West Horsley. If you have not already done so, visit our website at www.westhorsleyneighbourhoodplan.org and join our e-mailing list. You can also follow us on Facebook and Twitter @WestHorsleyNP.
Appendix 11 – Regulation 14 Report (see separate document)

Appendix 12 – Pre-Submission Consultation Report (see separate document)