

PARISH OF GODALMING

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Sir/Madam

I HEREBY SUMMON YOU to attend the Full Council Meeting of the Godalming Town Council to be held in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 13 SEPTEMBER 2018 at 7.00pm.

DATED this 7th day of September 2018.

Andy Jeffery
Clerk to the Town Council

The meeting will be preceded by prayer with the Revd Jane Vlach of St Peter & St Paul Parish Church officiating – all who wish to participate in prayers are most welcome to do so; however, anyone not wishing to participate may leave the chamber or sit quietly for the short duration of the prayers. All individuals' decisions in this matter are respected.

A G E N D A

1. THE TOWN MAYOR to sign as a correct record the Minutes of the Meeting of the Council held on the 19 July 2018.
2. TO RECEIVE apologies for absence.
3. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

THE TOWN MAYOR to allow members of the public to ask the Council questions, or make a statement or present a petition. This forum to be conducted in accordance with Standing Order 4.
4. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

To receive from Members any declarations of interests in relation to any items included on the Agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.
5. TO RECEIVE official announcements, letters, etc.
6. TO RECEIVE Chairmen's reports of the Committees as under:

Audit Committee

There were no recommendations

Members of the Public have the right to attend all meetings of the Town Council and its Committees and are welcome.

Policy & Management Committee

The Policy & Management Committee recommend that Full Council resolves to adopt the Communications Policy (attached for the information of Members).

Staffing

The Staffing Committee recommend that in accordance with Standing Order 30(ii), as an interim measure until a review of delegated functions is completed, Full Council authorise the RFO, in the absence of the Town Clerk, to undertake the functions of the Proper Officer of the Council. Remuneration for the additional responsibility to be set as a temporary increase of one incremental point on the NJC pay scale payable until the end of the month following the decision of Full Council to approve permanent arrangements.

7. TO RECEIVE the minutes of the undermentioned Committees:

	Meetings Dated
Audit Committee	26 July 2018
Policy & Management Committee	6 September 2018

8. **GODALMING JOINT BURIAL COMMITTEE – REPORT**

TO NOTE FOR INFORMATION the report of the Godalming Joint Burial Committee of its proceedings on the 6 September 2018.

9. **NEIGHBOURHOOD PLAN**

Adoption of the Godalming & Farncombe Neighbourhood Plan

Following the review of the Neighbourhood Plan by Full Council on 19 July and the subsequent review by the Policy & Management Committee of Policy GOD15, it is recommended that Full Council, as the qualifying body, adopt the Godalming & Farncombe Neighbourhood Plan version 4 (attached for the information of Members) and authorise the Town Clerk to submit the plan to Waverley Borough Council in accordance with Regulation 15 of Neighbourhood Planning (General) Regulations 2012.

Basic Conditions Statement

Regulation 15 of Neighbourhood Planning (General) Regulations 2012 requires the submitted Neighbourhood Plan to be accompanied by a Basic Conditions Statement that sets out how the submitted Neighbourhood Plan meets the requirements of the regulations. A Basic Conditions Statement (attached for the information of Members) has been prepared by the Town Council's Planning Consultant. Full Council is requested to approve the Basic Conditions Statement for submission with the Neighbourhood Plan.

Consultation Statement

Regulation 15 of Neighbourhood Planning (General) Regulations 2012 requires the submitted Neighbourhood Plan to be accompanied by a Consultation Statement that sets out how the residents were engaged with and consulted about the submitted Neighbourhood Plan as well as how the consultation shaped the outcomes of the plan. A Consultation Statement (attached for the information of Members) has been prepared by the Town Clerk and reviewed by the Town Council's Planning Consultant. Full Council is requested to approve the Consultation Statement for submission with the Neighbourhood Plan.

10. FLOOD ALLEVIATION SCHEME

Members previously agreed to create an earmarked reserve of £25,000 for the Town Council's cash contribution to the cost of the Godalming Flood Alleviation Scheme (Min No 428-14 refers). Of that reserve, £1,800 has been spent on preparatory works for the scheme leaving a balance of £23,200. Members are requested to resolve to agree the release of the outstanding funds held in the earmarked reserve to the Environment Agency to enable the construction contracts to be signed.

11. TO AUTHORISE the Clerk to sign or, where appropriate to have sealed on behalf of the Town Council any orders, deeds, or documents necessary to give effect to any of the matters contained in the Reports received at this meeting or in any Resolution passed by the Council.

12. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held on Thursday, 15 November 2018 at 7.00 pm in the Council Chamber.

13. ANNOUNCEMENTS

Brought forward by permission of the Chairman. Requests to be submitted prior to commencement of the meeting.

THE COUNCIL MAY WISH TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF THE FOLLOWING ITEM BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED IE. FINANCIAL MATTERS.

14. AUTHORISATION FOR WRITE-OFF

Members are asked to give their authorisation to write off invoice GTC 4022 in the amount of £313.55 as agreed by P&M and invoice GTC 4160 in the amount of £3,432. Town Clerk to give oral report on this item.



COMMUNICATIONS POLICY

Introduction

Effective communications provide residents, partners and stakeholders with clear messages to enable access to Godalming Town Council services; raise understanding of the Council's vision as well as the benefits of the Council's services for the local communities.

Aim

Godalming Town Council has identified a need to utilise a communications culture that recognises the growing importance of digital channels, such as social media, by residents, partners and stakeholders who are seeking to find, as well as share news and information. This strategy sets a framework to guide Godalming Town Council's communications and marketing activities to ensure they support the future aims of the Council's as set out in its *Supporting Our Community Document* adopted on 19 July 2018 <http://godalming-tc.gov.uk/supporting-our-community>

Objectives of the Strategy

- To ensure Godalming Town Council's services, priorities, aims, objectives and challenges are communicated openly and effectively to the local community;
- To identify cost effective methods and systems to communicate with residents, partners and stakeholders;
- To promote a positive image within the community;
- To manage any negative impact of service failure;
- Measure effectiveness of communications activities.

Communication Principles – Godalming Town Council will:

- Communicate as one organisation;
- Communicate in plain English;
- Ensure communications are transparent, timely and focused on issues that matter to residents, partners and stakeholders;
- Ensure communications are widely accessible;
- Listen to and engage with the community.

Communication Audience

- Godalming residents;

- Government bodies and non-governmental bodies;
- Local business community;
- Local community and voluntary groups and organisations;
- Other local authorities and parish councils;
- Social media audiences;
- The media (national, regional, local and trade (as appropriate));
- Users of Godalming Town Council services;
- Visitors/tourists to Godalming.

Communications Channels

Godalming Town Council will use the following communication channels:

- Agendas, Minutes and Reports;
- Annual Report;
- Email correspondence;
- GTC Website;
- GTC newsletters;
- JBC Website;
- Mail correspondence when appropriate;
- Media releases;
- Media broadcast - local/regional/online;
- Office reception service;
- Outdoor marketing – banners, noticeboards;
- Partner websites and social media pages;
- Printed materials, leaflets, posters, flyers and brochures;
- Public events, displays, roadshows, consultations;
- Social media – Twitter, Facebook, Instagram;
- Statutory public notices.

Communications Themes

Godalming Town Council will utilise communication channels for:

- Public relations and media engagement
 - Proactively inform the public about Godalming Town Council, its aims and objectives, plans and services;
 - Develop and maintain effective media relations, locally, regionally and nationally to raise the profile of Godalming Town Council;
 - Manage the reputation of Godalming Town Council turning reactive activity into proactive activity wherever possible.
- Digital Communications
 - Identify opportunities to benefit Godalming Town Council and the communities it serves;
 - Promote the work of Godalming Town Council and its services;
 - To listen and engage with residents;
 - Increase online accessibility to council services.
- Marketing Activities
 - Raise the profile of Godalming, nationally and locally, as a great place to live, work, visit and invest in;
 - Deliver cost effective information campaigns;
 - Provide marketing activity for events and activities that supports the work of the Council;
 - Enhance recognition of Godalming Town Council's brand identity;

- Ensure consistency of the Council's identity by officers, partners and external suppliers to ensure easier and quicker public recognition of GTC's services.
- Publications
 - Develop and improve council produced publications that support the Council's communications activities e.g. Supporting Our Community;
 - Utilise publications that offer value for money and are timely for residents and other target audiences;
 - Review the effectiveness and relevance of corporate publications to GTC's target audience.

Benchmarking Measures of Success

The following activities will be benchmarked for measurements of success

- Public relations and media engagement
 - Monitor proactive and reactive media releases (*see press strategy);
 - Monitor social media engagement growth (reach/number of views);
 - Monitor GTC website engagement;
 - Monitor JBC website engagement;
 - Feedback surveys form the community.
- Digital Communications
 - Monitor number of visitors to
 - www.godalming-tc.gov.uk
 - <http://godalming-tc.gov.uk/godalming-joint-burial-committee/>
 - Monitor and evaluate social media engagement growth (reach/number of views) for GTC social media/online platforms.
- Marketing Activities
 - Use of consistent and professional branding across the Council for all communications and marketing material;
 - Monitor feedback and customer satisfaction on marketing and events campaigns via social media channels.
- Publications
 - Distribution/readership statistics;
 - Monitor feedback created by published articles.

Half-yearly benchmark reports to be submitted to the Policy & Management Committee

Supporting Policies and Guidance Documents

- Acceptable Use of Social Media
- Acceptable Use of IT Facilities
- Press Strategy
- Supporting Our Community Publication
- Freedom of Information - Publication Scheme
- GDPR – Privacy Notice



Godalming and Farncombe Neighbourhood Plan 2017-2032

Basic Conditions Statement

August 2018

Table of Contents

1. Introduction	4
2. Basic Condition (i) – Conformity with National Planning Policy.....	7
3. Basic Condition (iv) – Contribution to Sustainable Development.....	14
4. Basic Condition (v) – General Conformity with the Strategic Policies of the Development Plan.....	17
5. Basic Condition (vi) – Conformity with EU Obligations	22
6. Basic Condition (vii) – Conformity with the Prescribed Conditions.....	23
7. Conclusion.....	24

1. Introduction

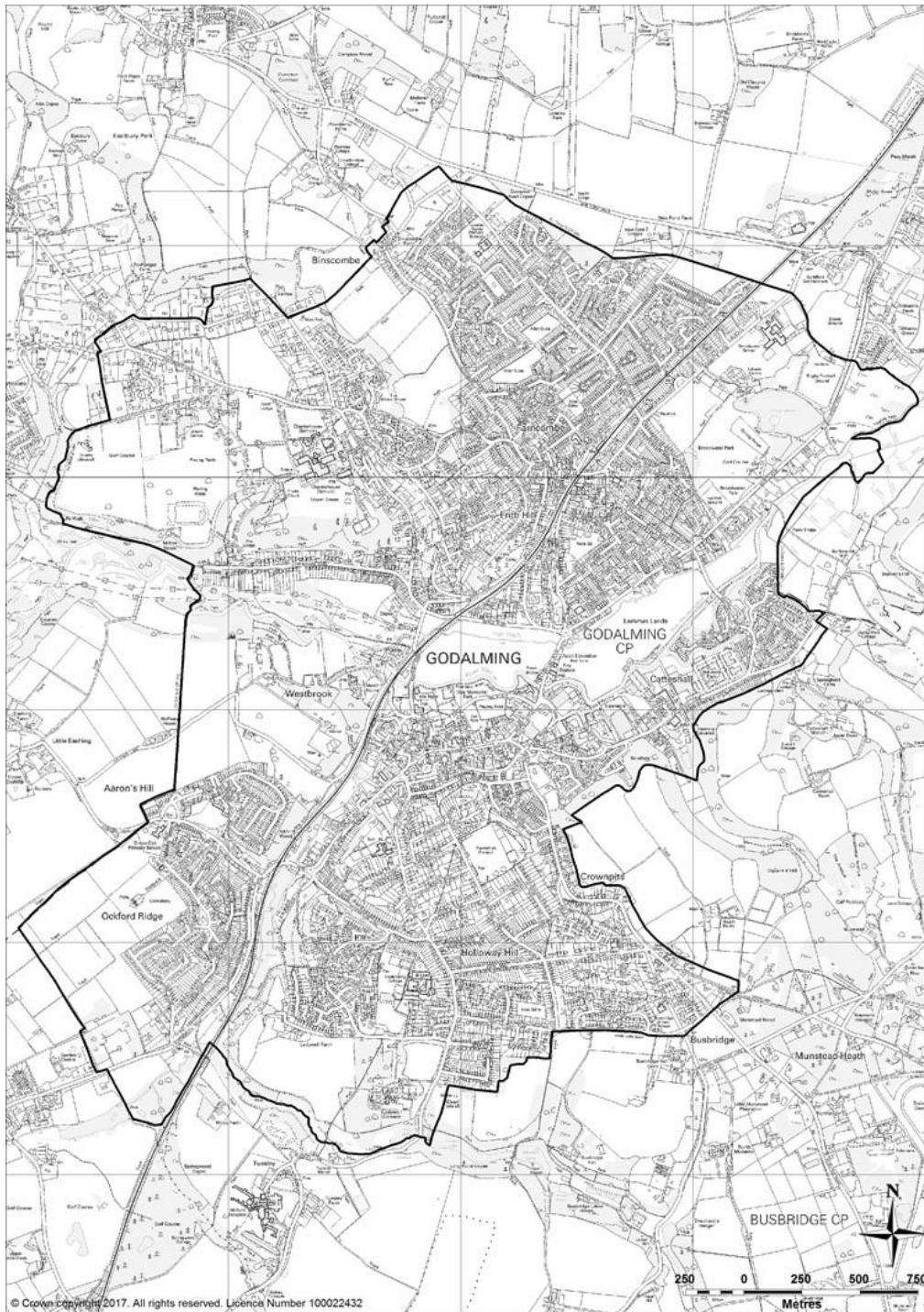
- 1.1. This Basic Conditions Statement has been produced to accompany the Godalming and Farncombe Neighbourhood Plan (or GFNP).
- 1.2. The relevant legal framework for the preparation and making of neighbourhood plans is supported by the Localism Act 2011 and the Neighbourhood Planning Act 2017 and found in the:
 - Town and Country Planning Act 1990: ss. 61F, 61I, 61M-P and Schedule 4B
 - Planning and Compulsory Purchase Act 2004: ss 38A-C
 - Neighbourhood Planning (General) Regulations 2012 (2012 No.637) (As Amended)
- 1.3. Paragraph 8(2) of Schedule 4B to the Town & Country Planning Act 1990 requires a neighbourhood plan to meet five¹ basic conditions before it can proceed to a referendum. These are:
 1. Having regard to national policies and advice contained in guidance issued by the Secretary of State it is appropriate to make the neighbourhood plan;
 4. The making of the neighbourhood development plan contributes to the achievement of sustainable development;
 5. The making of the neighbourhood development plan is in general conformity with the strategic policies contained in the development plan for the area of the authority (or any part of that area);
 6. The making of the neighbourhood development plan does not breach, and is otherwise compatible with, EU obligations; and
 7. Prescribed conditions are met in relation to the neighbourhood plan and prescribed matters have been complied with in connection with the proposal for the neighbourhood plan. The prescribed condition is that the 'making' of the neighbourhood plan is not likely to have a significant effect on a European site (as defined in the Conservation of Habitats and Species Regulations 2012) or a European offshore marine site (as defined in the Offshore Marine Conservation (Natural Habitats etc.) Regulations 2007) (either alone or in combination with other plans or projects).
- 1.4. This document sets out how the Plan meets the Basic Conditions.

Key statements

- 1.5. Waverley Borough Council (WBC), as the local planning authority, designated the Godalming Neighbourhood Area in July 2013 to enable Godalming Town Council and Godalming and Farncombe Neighbourhood Plan Group (GFNPG) to prepare the Godalming and Farncombe Neighbourhood Plan.
- 1.6. The Godalming and Farncombe Neighbourhood Plan sets out policies that relate to the development and use of land within only the Godalming Neighbourhood Area. This area is shown in Figure 1 below. The GFNP does not relate to more than one neighbourhood area.
- 1.7. The GFNPG has prepared the plan to establish a vision for the future of the parish and to set out how that vision will be realised through planning and controlling land use and development change over the plan period 2017 to 2032.

¹ There are two further basic conditions (2 and 3), which are relevant only to the making of a Neighbourhood Development Order and are therefore not considered in this document.

Figure 1: Godalming Neighbourhood Area



Supporting documents and evidence

- 1.8. The GFNP is supported by a Consultation Statement, a Strategic Environment Assessment Screening Report², this Basic Conditions Statement, and an extensive evidence base.

² The Strategic Environmental Assessment Screening Report also includes the screening opinion relating to the need for a Habitats Regulations Assessment

2. Basic Condition (i) – Conformity with National Planning Policy

- 2.1. To meet this condition, the Plan must be shown to have regard to national policies and advice contained in guidance issued by the Secretary of State. National policy and guidance is contained within the National Planning Policy Framework ('NPPF') and the Planning Practice Guidance ('PPG').
- 2.2. The revised NPPF, published July 2018, states at paragraph 214 that the policies in the previous Framework will apply for the purpose of examining plans where those plans are submitted on or before 24 January 2019. It clarifies that 'submission' means submission to the local planning authority in accordance with Regulation 15 of the Neighbourhood Planning (General) Regulations 2012. It is therefore taken that the submitted Godalming Neighbourhood Plan will be examined under the previously NPPF 2012. However, in order to ensure a robust approach, this Basic Conditions Statement has also considered the policies in the revised NPPF.

National Planning Policy Framework

- 2.3. The NPPF (2012) has 13 key objectives which are:
1. Building a strong, competitive economy
 2. Ensuring the vitality of town centres
 3. Supporting a prosperous rural economy
 4. Promoting sustainable transport
 5. Supporting high quality communications infrastructure
 6. Delivering a wide choice of high quality homes
 7. Requiring good design
 8. Promoting healthy communities
 9. Protecting Green Belt land
 10. Meeting the challenge of climate change, flooding and coastal change
 11. Conserving and enhancing the natural environment
 12. Conserving and enhancing the historic environment
 13. Facilitating the sustainable use of minerals
- 2.4. The following objectives have been replaced in the 2018 NPPF:
- Objective 6 has been replaced with 'delivering a sufficient supply of homes';
 - Objective 8 has been replaced with 'promoting healthy and safe communities'; and
 - Objective 7 has been replaced with 'achieving well-designed places'.
- 2.5. In addition, Objective 3 has been deleted and the objective of 'making effective use of land' has been added.
- 2.6. This statement explains how the Plan contributes to meeting these objectives and also notes the specific national policies that the Plan is intended to support and supplement.

2.7. The Plan covers six broad areas with a number of objectives within each area. These are summarised in Table 2.1 alongside the NPPF goals that each objective seeks to address.

Table 2.1: Assessment of the GFNP objectives against NPPF goals

Plan objective	Relevant goal NPPF (2012)	Relevant goal NPPF (2018)
1.0 Housing		
1.1 To address the housing and social care needs of the population of Godalming and Farncombe	<ul style="list-style-type: none"> Delivering a wide choice of high quality homes Promoting healthy communities 	<ul style="list-style-type: none"> Delivering a sufficient supply of homes Promoting healthy and safe communities
2.0 Transport		
2.1 To increase walking and cycling as alternatives to the private car	<ul style="list-style-type: none"> Promoting sustainable transport Promoting healthy communities 	<ul style="list-style-type: none"> Promoting sustainable transport Promoting healthy and safe communities
2.2 To improve public transport networks and availability	<ul style="list-style-type: none"> Promoting sustainable transport 	<ul style="list-style-type: none"> Promoting sustainable transport
2.3 To address parking problems, particularly at Godalming and Farncombe stations	<ul style="list-style-type: none"> Ensuring the vitality of town centres Promoting sustainable transport 	<ul style="list-style-type: none"> Ensuring the vitality of town centres Promoting sustainable transport
3.0 Economy		
3.1 To provide modern, flexible employment space for start-ups and growing micro-businesses	<ul style="list-style-type: none"> Building a strong, competitive economy Ensuring the vitality of town centres 	<ul style="list-style-type: none"> Building a strong, competitive economy Ensuring the vitality of town centres
3.2 To ensure a flexible approach to Godalming town centre and Farncombe village centre which helps to preserve and enhance their vitality	<ul style="list-style-type: none"> Building a strong, competitive economy Ensuring the vitality of town centres 	<ul style="list-style-type: none"> Building a strong, competitive economy Ensuring the vitality of town centres
4.0 Community and Infrastructure		
4.1 To safeguard existing community infrastructure and to ensure new development provides the community facilities that are lacking in the town	<ul style="list-style-type: none"> Supporting high quality communications infrastructure 	<ul style="list-style-type: none"> Supporting high quality communications
5.0 Heritage and Design		
5.1 To ensure that development respects the character of the area	<ul style="list-style-type: none"> Requiring good design Conserving and enhancing the historical environment 	<ul style="list-style-type: none"> Achieving well-designed places
5.2 To ensure that shopfronts in the town centre protect and enhance the heritage of the Town Centre Conservation Area	<ul style="list-style-type: none"> Requiring good design Conserving and enhancing the historical environment 	<ul style="list-style-type: none"> Achieving well-designed places Conserving and enhancing the historic environment
6.0 Environment		

Plan objective	Relevant goal NPPF (2012)	Relevant goal NPPF (2018)
6.1 To protect and enhance the sensitive natural environment in which Godalming and Farncombe sits	<ul style="list-style-type: none"> • Conserving and enhancing the natural environment 	<ul style="list-style-type: none"> • Conserving and enhancing the natural environment
6.2 To ensure development enhances the potential for local flora and fauna to thrive	<ul style="list-style-type: none"> • Conserving and enhancing the natural environment 	<ul style="list-style-type: none"> • Conserving and enhancing the natural environment
6.3 To ensure that development is sustainable, particularly in its use of water and energy	<ul style="list-style-type: none"> • Conserving and enhancing the natural environment • Meeting the challenge of climate change, flooding and coastal change 	<ul style="list-style-type: none"> • Conserving and enhancing the natural environment • Meeting the challenge of climate change, flooding and coastal change
6.4 To ensure development minimises air pollution and removes the need for Air Quality Management Areas	<ul style="list-style-type: none"> • Conserving and enhancing the natural environment 	<ul style="list-style-type: none"> • Conserving and enhancing the natural environment

Table 2.2 sets out each policy of the GFNP alongside the policies in the NPPF that it has had regard to and analyses how each Plan policy contributes to achieving the key objectives of the NPPF.

Table 2.2: Assessment of how each policy in the GFNP conforms to the NPPF

Policy Title and Reference	NPPF 2012 Reference (paragraph)	Commentary	NPPF 2018 Reference (paragraph)
POLICY GOD1: ADDRESSING THE RESIDENTIAL NEEDS OF GODALMING	47, 50	The NPPF states that a clear strategy should be laid out to significantly boost the supply of housing to meet the needs of the present and future generations. This should be based on up-to-date and relevant evidence demonstrating the needs of local populations over the plan period, including the provision of an appropriate housing mix and density. The policy addresses this by outlining that development of 10 dwellings or more should be to provide a proportion of 2 or 3 bed properties in line with the SHMA and proposals with extra care facilities will be strongly encouraged to address the needs of older people.	59, 60, 61
POLICY GOD2: SMALL-SCALE EMPLOYMENT DEVELOPMENT	20, 21	The NPPF addresses the economic role of sustainable development through recognising the need economic growth and investment in business. Policies should recognise and seek to address potential barriers to investment and should support the sustainable growth and expansion of all types of business and enterprise in rural areas. This policy addresses this national aim by encouraging proposals to provide small-scale B-class employment opportunities in the area, as Godalming has very limited supply of employment premises for business start-ups.	80, 81
POLICY GOD3: NON-RETAIL USES IN THE PRIMARY SHOPPING AREA	23, 37	The NPPF seeks to ensure the vitality of town centres not only through retail uses, but also leisure, commercial, office, tourism, cultural, community and residential development. This balance of land uses ensures people can minimise journey lengths for employment, shopping and leisure. This policy ensures this by including 'pop-up' shops and cultural, creative and leisure uses whether on a temporary basis or for specific events. This should be sustainable in the sense that it should not require large amounts of parking which could cause excessive noise and pollution.	85
POLICY GOD4: RETAILING IN FARNCOMBE LOCAL CENTRE	23	The NPPF seeks to ensure that established shops and facilities reflect local needs and are able to develop and modernise sustainably. The GFNP stresses this as vital to the continued prosperity of the Farncombe retail centre as it supports the local community. The GFNP policy seeks to retain retail uses, provide new Class A retail premises and allows the redevelopment of existing buildings for retail uses within the centre.	85
POLICY GOD5: CHARACTER AND DESIGN	56, 57, 58, 59, 60	This policy contributes to the NPPF requirement of good design in the built environment. National policy encourages neighbourhood plans to develop design policies that demonstrate high quality, sustainable and inclusive design and architecture that respects and responds	124, 125, 126, 127

Policy Title and Reference	NPPF 2012 Reference (paragraph)	Commentary	NPPF 2018 Reference (paragraph)
		positively to the area's character. This policy contributes to national policy by focusing on development proposals that contributes to the distinctive character and historical architectural interest of the Godalming area. The policy also meets the requirements of para 59 of the NPPF focusing on development that is sympathetic to the scale, mass, height and form of neighbouring properties.	
POLICY GOD6: PROVISION AND DESIGN OF RESIDENTIAL PARKING	39	This policy specifically addresses para 39 of the NPPF where local parking standards for residential development take into account accessibility, type, mix and use of development. In addition, this policy states that parking spaces in the form of open spaces are encouraged.	105, 106
POLICY GOD7: SHOPFRONTS, SIGNAGE AND ADVERTISING BOARDS	59, 67	Good design is a key aspect of sustainable development, is indivisible from good planning and contributes to making place better for people. This policy follows on from Policy GOD5 in terms of design, but specifically focuses on ensuring shopfronts, signage and adverts are in keeping with the character of the area and street scene. This includes use of materials, height and layout.	132
POLICY GOD8: VIEW FROM CHALK ROAD/ BRIDGE ROAD TO PARISH CHURCH	109, 113	The NPPF aims to conserve and enhance the natural environment by protecting and enhancing valued landscapes. This policy seeks to minimise the landscape impact of development, whether residential or commercial in respect to existing natural features at Chalk Road and Bridge Road.	170
POLICY GOD9: MOVEMENT ROUTES	35, 69	The NPPF seeks to promote sustainable transport, particularly giving priority to pedestrian and cycle movements. The layouts should be safe and secure and minimise conflicts between traffic and cyclists or pedestrians. This policy meets national policy requirements by ensuring new developments should provide safe pedestrian and cycle access to link up with existing ones and should mitigate the impact of additional traffic movement on pedestrians.	91, 102, 104, 110
POLICY GOD10: PARKING AT GODALMING AND FARNCOMBE STATION AND GODALMING TOWN CENTRE CAR PARKS	32, 35, 40	The NPPF states that local authorities should seek to improve the quality of parking in town centres so that it is convenient, safe and secure, including appropriate provision for motorcycles. This policy focuses on the capacity for car, bicycle and bus parking in particular around Godalming and Farncombe railway stations which are close to their respective centres. Although the policy encourages increased levels of provision for car parking, the overall strategy is focused on encouraging alternatives to the private car. The NPPF 2018 more explicitly supports improved quality of provision for bicycles as well as motor vehicles.	102, 105, 106
POLICY GOD11: ELECTRIC VEHICLE INFRASTRUCTURE	30, 35	The NPPF seeks to promote sustainable transport for wider sustainability and health objectives. Electric vehicles are an example of smarter use of technologies that can support reductions in greenhouse gas emissions and reduce congestion. This policy ensures that where	102, 105

Policy Title and Reference	NPPF 2012 Reference (paragraph)	Commentary	NPPF 2018 Reference (paragraph)
		development provides additional space for motor vehicle, there should be the associated provision of charging points for electric vehicles. The NPPF 2018 more explicitly supports planning for the provision of plug-in vehicle technologies.	
POLICY GOD12: GREEN CORRIDORS	113, 117	A key objective of the NPPF is the conserve and enhance the natural environment. In order to achieve a net biodiversity gain in the area, this policy ensure that development will be expected to preserve and enhance specific wildlife corridors.	170, 171, 174
POLICY GOD13: GODALMING AND FARNCOMBE SKYLINE	109, 113	As mentioned in Policy GOD8, the NPPF aims to conserve and enhance the natural environment by protecting and enhancing valued landscapes. This particular policy meets these requirements by expecting development to retain the appearance of the tree-lined slopes and skyline, which is important to the character and setting of Godalming.	170
POLICY GOD14: WATER RECYCLING	94, 109	This policy states that development proposals which incorporate measures to enable the use of recycled water in residential and commercial properties will be encouraged. This is to reduce the amount of water used domestically and commercially to help protect wildlife that lives in rivers and wetlands. This supports the NPPF objective of conserving and enhancing the natural environment.	149
POLICY GOD15: HEALTHY AIR	109, 124	The NPPF places emphasis on preventing development that contributes to risk of unacceptable levels of air pollution in order to enhance the natural and local environment, as highlighted in para 109. The NPPF states that policies should contribute towards EU limit values in relation to air pollutants. The NPPF 2018 more explicitly requires policies to sustain and contribute towards compliance with national objectives for pollutants (for air pollution, these are legally binding requirements).	170, 181
POLICY GOD16: HEALTHCARE PROVISION	70	Healthcare provision meets the NPPF's requirement to promote healthy communities by ensuring residents have the facilities they need and this can also support a prosperous economy in creating jobs. This policy places importance on the provision of new healthcare facilities including outpatient services, a pharmacy and NHS dental service which should be in an accessible location to the community.	92
POLICY GOD 17: PROVISION FOR CHILDREN'S PLAY AND YOUNG PEOPLE	69, 70, 73	The NPPF defines sustainable development as economic, social and environmental. In delivering the social aspect, national policy states that development should support community wellbeing, taking into account strategies which positively plan to improve health and social wellbeing by delivering sufficient community facilities. This policy contributes to the NPPF objective of promoting healthy communities all. This policy promotes the provision of play and youth facilities such as Local Equipped Areas for Play and Multi-Use Games Areas.	96

- 2.8. The development of the GFNP has also fully taken into account the guidance provided in the National Planning Practice Guidance on these matters and also generally on the approach to preparing a neighbourhood plan. Of particular note are the following:

“Neighbourhood plans are not obliged to contain policies addressing all types of development. However, where they do contain policies relevant to housing supply, these policies should take account of latest and up-to-date evidence of housing need.

In particular, where a qualifying body is attempting to identify and meet housing need, a local planning authority should share relevant evidence on housing need gathered to support its own plan-making.”

Paragraph: 040 Reference ID: 41-040-20160211

- 2.9. National Planning Practice Guidance states:

“Local Plans and neighbourhood plans should be based on a clear and deliverable vision of the area. Viability assessment should be considered as a tool that can assist with the development of plans and plan policies. It should not compromise the quality of development but should ensure that the Local Plan vision and policies are realistic and provide high level assurance that plan policies are viable.”

Paragraph: 005 Reference ID: 10-005-20140306

- 2.10. The NPPF 2018 has provided the following additional guidance:

“The role for viability assessment is primarily at the plan making stage. Viability assessment should not compromise sustainable development but should be used to ensure that policies are realistic, and that the total cumulative cost of all relevant policies will not undermine deliverability of the plan.

It is the responsibility of plan makers in collaboration with the local community, developers and other stakeholders, to create realistic, deliverable policies. Drafting of plan policies should be iterative and informed by engagement with developers, landowners, and infrastructure and affordable housing providers.”

Paragraph: 002 Reference ID: 10-002-20180724

3. Basic Condition (iv) – Contribution to Sustainable Development

- 3.1. The NPPF states in paragraph 14 that a presumption in favour of sustainable development is at the heart of the NPPF and ‘should be seen as a golden thread running through both plan-making and decision-taking’.
- 3.2. For the GFNP, sustainable development has been the fundamental basis of each of its policies. The National Planning Practice Guidance advises that ‘sufficient and proportionate evidence should be presented on how the draft neighbourhood plan guides development to sustainable solutions’. It should also be noted that, as part of the requirement to meet Basic Condition 6, a Strategic Environment Assessment Screening Report was prepared. This determined that the Regulation 16 Submission GFNP would not have a significant effect on the environment. This has been submitted at Regulation 16 stage as part of the evidence base supporting the GFNP and should be read alongside this Basic Conditions Statement.
- 3.3. Table 3.1 summarises how the objectives and policies in the GFNP contribute towards sustainable development, as defined in the NPPF. Many of the objectives of the GFNP overlap the three strands of sustainability, so for the purposes of this document, the most relevant strand has been taken to illustrate conformity.

Table 3.1: Assessment of GFNP objectives and policies against sustainable development

Deliver economic sustainability	
NPPF definition – ‘Contribute to building a strong, responsive economy’	
GFNP Objectives	<p>3.1 To provide modern, flexible employment space for start-ups and growing micro-businesses</p> <p>3.2 To ensure a flexible approach to Godalming town centre and Farncombe village centre which helps to preserve and enhance their vitality</p>
GFNP Policies	<p>POLICY GOD2: SMALL-SCALE EMPLOYMENT DEVELOPMENT</p> <p>POLICY GOD3: NON-RETAIL USES IN THE PRIMARY SHOPPING AREA</p> <p>POLICY GOD4: RETAILING IN FARNCOMBE LOCAL CENTRE</p>
Commentary	<p>The proportion of Godalming’s population of working age is high, with 44% in full-time employment. This is particularly prevalent in the professional industries, public admin, education and health sectors. Alongside the increase in a highly-skilled population, there is an opportunity to develop more modern workspaces. These include for small to medium enterprises and flexible workspaces for the increasing number of those who are self-employed or work from home but would benefit from access to affordable workspace and meeting facilities.</p> <p>The Godalming Town Centre Area provides vital services to the community and retaining and enhancing the vitality of the centre is important to ensure the economy stays competitive. Retail and convenience shopping is anchored by two large supermarkets, but it is also important that there is a balance between retail, residential and commercial uses. Similarly in the Farncombe retail centre, the need is to encourage more retail facilities in order to retain the vibrancy of the centre.</p>

Deliver social sustainability	
NPPF definition: ‘Supporting strong, vibrant and healthy communities’ and ‘support its health, social and cultural well-being’	
GFNP Objectives	<p>1.1 To address the housing and social care needs of the population of Godalming and Farncombe</p> <p>2.1 To increase walking and cycling as alternatives to the private car</p> <p>2.2 To improve public transport networks and availability</p> <p>2.3 To address parking problems, particularly at Godalming and Farncombe stations</p> <p>4.1 To safeguard existing community infrastructure and to ensure new development provides the community facilities that are lacking in the town</p>
GFNP Policies	<p>POLICY GOD1: ADDRESSING THE RESIDENTIAL NEEDS OF GODALMING</p> <p>POLICY GOD9: MOVEMENT ROUTES</p> <p>POLICY GOD10: PARKING AT GODALMING AND FARNCOMBE STATION AND GODALMING TOWN CENTRE CAR PARKS</p> <p>POLICY GOD16: HEALTHCARE PROVISION</p> <p>POLICY GOD 17: PROVISION FOR CHILDREN’S PLAY AND YOUNG PEOPLE</p>
Commentary	<p>Growth in population has brought new facilities to be delivered alongside growth. Innovation in design has been encouraged as more young families move to Godalming, but in a way that is in keeping with the historic character of the area.</p> <p>Transport is used principally for people to access services - education, healthcare, shopping, jobs and leisure. Enabling people to access these services as easily as possible, and preferably as close as possible to where they live, minimises cost, time and use of resources. However, there is a heavy reliance on travel by car in the area, that could be reduced if routes for pedestrians and cyclists were improved.</p> <p>Addressing the residential needs is key to the GFNP, including suitable accommodation for the elderly population, affordable home for young families and first-time buyers and a general lack of social housing. Over the period to 2032, Waverley borough’s population of people aged over 65 is forecast to grow by approximately 50%. In addition, one needs also to take into account specific illnesses (especially dementia-related) and disabilities (particularly mobility problems), particularly with the rising cost of social care.</p> <p>Health provision is a key issue in Godalming, with insufficient parking at doctors’ surgeries, difficulty getting timely appointments with doctors and a lack of NHS dentists in the town. In addition, there is a need for provision for teenagers and young people. Godalming is home to an Air Training Corps, a Canoe Club, Scouts and a Junior Drama Group, but there are no local authority-run youth groups.</p>
Environmental sustainability	
NPPF definition: ‘Contributing to protecting and enhancing our natural, built and historic environment’	
GFNP Objectives	<p>2.1 To increase walking and cycling as alternatives to the private car</p> <p>5.1 To ensure that development respects the character of the area</p> <p>5.2 To ensure that shopfronts in the town centre protect and enhance the heritage of the Town Centre Conservation Area</p> <p>6.1 To protect and enhance the sensitive natural environment in which Godalming and Farncombe sits.</p>

	<p>6.2 To ensure development enhances the potential for local flora and fauna to thrive.</p> <p>6.3 To ensure that development is sustainable, particularly in its use of water and energy.</p> <p>6.4 To ensure development minimises air pollution and removes the need for Air Quality Management Areas.</p>
<p>GFNP Policies</p>	<p>POLICY GOD5: CHARACTER AND DESIGN</p> <p>POLICY GOD6: PROVISION AND DESIGN OF RESIDENTIAL PARKING</p> <p>POLICY GOD7: SHOPFRONTS, SIGNAGE AND ADVERTISING BOARDS</p> <p>POLICY GOD8: VIEW FROM CHALK ROAD/ BRIDGE ROAD TO PARISH CHURCH</p> <p>POLICY GOD11: ELECTRIC VEHICLE INFRASTRUCTURE</p> <p>POLICY GOD12: GREEN CORRIDORS</p> <p>POLICY GOD13: GODALMING AND FARNCOMBE SKYLINE</p> <p>POLICY GOD14: WATER RECYCLING</p> <p>POLICY GOD15: HEALTHY AIR</p>
<p>Commentary</p>	<p>The inclusion of multiple habitats within a corridor strengthens its value and most of the green corridors in Godalming and Farncombe embrace multiple habitats. Examples of these include the Wey Valley green corridor and Busbridge Lakes and Ock Valley.</p> <p>The Godalming Hillsides have been identified and specifically protected by Waverley Local Plan policy and by POLICY GOD13 in the GFNP. The protection of these Hillsides is important to the community and to maintain the overall character and setting of the hillsides and town in general to not significantly encroach on the existing skyline. Protected views are also covered such as the view from Chalk Road and Bridge Road in POLICY GOD8.</p> <p>Godalming and its features have been established over a long period, of which the GFNP seeks to conserve and enhance. The town has a historic retail centre in a Conservation Area which is important to local people. New development design must be sympathetic to the existing character area, as described in the Godalming and Farncombe Character Area Assessments.</p>

4. Basic Condition (v) – General Conformity with the Strategic Policies of the Development Plan

- 4.1. The development plan currently consists of the Waverley Borough Local Plan 2018. This plan includes the spatial vision, objectives and strategy for the Borough for the period up to 2032. It also includes some saved policies from the Waverley Local Plan 2002 Plan which will remain saved until the Local Plan Part 2 (Site Allocations and Development Management Policies) has been adopted.
- 4.2. Table 4.1 details the GFNP policies alongside a consideration of how they are in general conformity with the strategic policies in the Waverley Borough Local Plan 2018 and the saved policies from the Local Plan 2002.
- 4.3. Where a policy is not identified in Table 4.1, it is considered that the GFNP does not contain any policies that directly relate to it.

Table 4.1: Assessment of conformity with policies in the development plan

GFNP Policy	Waverley Borough Local Plan 2018 Policy <i>Waverley Local Plan 2002 saved policies</i>	Commentary
POLICY GOD1: ADDRESSING THE RESIDENTIAL NEEDS OF GODALMING	ALH1: The Amount and Location of Housing AHN1: Affordable Housing on Development Sites AHN2: Rural Exception Sites AHN3: Housing Types and Sizes AHN4: Gypsies, Travellers and Travelling Show People Accommodation	The policy states the approach to development in the village, including site allocations and allowing for strategic allocations in the GFNP. This is in line with strategic policy guidelines on the supply of housing, including specific types of housing for specific types of people. The policy requires developments not allocated for strategic-scale growth to provide a mix of dwelling sizes and tenure types. This is in line with strategic policies outlining a need for smaller dwelling sizes across the district and on the provision of affordable housing.
POLICY GOD2: SMALL-SCALE EMPLOYMENT DEVELOPMENT	EE1: New Economic Development EE2: Protecting Existing Employment Sites <i>IC12: Working from home</i>	The policy gives support to small-scale Class B employment provision in Godalming. This is in line with strategic policy supporting a diversity of employment uses as well as the provision of facilities for small firms.
POLICY GOD3: NON- RETAIL USES IN THE PRIMARY SHOPPING AREA	TCS2: Local Centres TCS3: Neighbourhood and Village Centres <i>D2: Compatibility of Uses</i>	This policy supports the broader Local Plan policy to ensure an economically healthy and attractive centre with a range of facilities and services. This policy encourages the use of retail for temporary use and ‘pop up’ shops and cultural, creative and leisure uses.

GFNP Policy	Waverley Borough Local Plan 2018 Policy <i>Waverley Local Plan 2002 saved policies</i>	Commentary
	<p><i>TC2: Existing retail uses</i></p> <p><i>TC3: Development within Town Centres</i></p>	
<p>POLICY GOD4: RETAILING IN FARNCOMBE LOCAL CENTRE</p>	<p>TCS1: Town Centres</p> <p><i>TC2: Existing retail uses</i></p>	<p>In the Local Plan, Primary Shopping Areas are the main focus, particularly at ground level, for A1 uses. This is the focus of this policy, in particular, those adjacent to the Farncombe Local Centre.</p>
<p>POLICY GOD5: CHARACTER AND DESIGN</p>	<p>TD1: Townscape and Design</p>	<p>This policy ensures that design is well thought out and of high quality to ensure the neighbourhood area is an attractive, sustainable place in which people want to live. The Local Plan has design requirements for new developments including residential sites that must take into account a variety of factors including local distinctiveness, a sense of place and civic pride.</p>
<p>POLICY GOD6: PROVISION AND DESIGN OF RESIDENTIAL PARKING</p>	<p>ST1: Sustainable Transport</p> <p>ICS1: Infrastructure and Community Services</p> <p><i>M16: Local Parking Problems</i></p>	<p>This policy supports the Local Plan policy of infrastructure delivery generated alongside site proposals. The Local Plan does not have any policies that specifically state parking as a potential infrastructure item, however, the provision of parking in residential developments can mitigate the impact of cars on the road.</p>
<p>POLICY GOD7: SHOPFRONTS, SIGNAGE AND ADVERTISING BOARDS</p>	<p>TD1: Townscape and Design</p> <p>HA1: Protection of Heritage Assets</p> <p><i>S7: Shopfronts</i></p>	<p>This policy seeks to ensure that shopfronts and signage are of high-quality design that is in keeping with the townscape character. This contributes to Policy TD1 of the Waverley Borough Local Plan that ensures that protecting the character of an area promotes a high-quality public realm and attractive environment.</p>
<p>POLICY GOD8: VIEW FROM CHALK ROAD/ BRIDGE ROAD TO PARISH CHURCH</p>	<p>RE3: Landscape Character</p>	<p>This policy conforms to the need to protect and enhance the neighbourhood area's natural features focusing on Chalk Road and Bridge Road in particular. According to the Local Plan, development will seek to protect the historic landscape character. This view is across the Lammas</p>

GFNP Policy	Waverley Borough Local Plan 2018 Policy <i>Waverley Local Plan 2002 saved policies</i>	Commentary
		Lands towards the Parish Church, which themselves are protected from development by Waverley Local Plan Saved Policy C5.
POLICY GOD9: MOVEMENT ROUTES	ST1: Sustainable Transport ICS1: Infrastructure and Community Services <i>TC16: Footways and yards</i> <i>M5: Provision for cyclists</i> <i>M7: Footpaths and cycleways</i>	This policy seeks to improve the efficiency and provision of pedestrian and cycle networks. Policy ST1 conforms to this particular policy to provide attractive walking routes to encourage people to travel by sustainable transport such as by foot or bicycle rather than by car.
POLICY GOD10: PARKING AT GODALMING AND FARNCOMBE STATION AND GODALMING TOWN CENTRE CAR PARKS	ST1: Sustainable Transport ICS1: Infrastructure and Community Services <i>M10: Public Transport and Interchange Facilities</i>	In terms of rail links, Godalming is on the London to Portsmouth line and so it is heavily used for commuters. In this way, this policy seeks to ensure the provision of parking infrastructure to cope with the capacity at stations.
POLICY GOD11: ELECTRIC VEHICLE INFRASTRUCTURE	ST1: Sustainable Transport ICS1: Infrastructure and Community Services	The Local Plan places importance on sustainable transport and states that it is not possible to achieve levels of sustainable living in urban locations, where facilities are close together and public transport networks are more comprehensive. Electric vehicles provide a more modern solution to combat this issue. This policy encourages the use of these vehicles that have a far lower impact of the local environment and pollution levels.
POLICY GOD12: GREEN CORRIDORS	NE1: Biodiversity and Geological Conservation NE2: Green and Blue Infrastructure <i>C7: Trees, Woodlands and Hedgerows</i>	This policy seeks to protect and enhance wildlife through new development. This is in conformity with Local Plan that involves the safeguarding of designated nature conservation sites and protected species to strengthen biodiversity in the neighbourhood area.
POLICY GOD13: GODALMING AND	RE3: Landscape Character	Part V of Policy RE3 ensures the protection of Godalming Hillsides in particular and states that that new development is not permitted

GFNP Policy	Waverley Borough Local Plan 2018 Policy <i>Waverley Local Plan 2002 saved policies</i>	Commentary
FARNCOMBE SKYLINE	<i>BE5: Godalming Hillsides</i>	unless the Council is satisfied it would not diminish the wooded appearance of the hillside and result in a loss of tree cover.
POLICY GOD14: WATER RECYCLING	NE1: Biodiversity and Geological Conservation NE2: Green and Blue Infrastructure	This policy states that development proposals that incorporate measures which enable the use of recycled water in residential and commercial properties will be encouraged. This is to reduce the amount of water used most domestically and commercially to help protect wildlife that lives in rivers and wetlands. This supports the Local Plan's policies to protect biodiversity and blue and green infrastructure in the area.
POLICY GOD15: HEALTHY AIR	ST1: Sustainable Transport TCS1: Town Centres <i>D2: Compatibility of Uses</i>	There is an existing Air Quality Management Area (AQMA) along Flambard Way and part of Ockford Road in the town centre. This is also identified in the Local Plan. The actions in the plan concentrate on tackling emissions from NO2 levels in particular. This is supported by a move towards using sustainable transport to improve the environment for pedestrians.
POLICY GOD16: HEALTHCARE PROVISION	ICS1: Infrastructure and Community Services	Healthcare provision meets the Local Plan's requirement to promote healthy communities by ensuring they have the facilities they need. This policy places importance on the provision of new healthcare facilities including outpatient services, a pharmacy and NHS dental service which should be in an accessible location to the community.
POLICY GOD 17: PROVISION FOR CHILDREN'S PLAY AND YOUNG PEOPLE	ICS1: Infrastructure and Community Services LRC1: Leisure and Recreation Facilities <i>LT6: Leisure and Tourism Development in the Settlements</i>	The policy encourages the development of leisure facilities, outlining requirements for providing facilities for young people. This is in line with strategic policy requiring new development to provide or support the delivery of appropriate and accessible infrastructure for all including community uses like open space, sport and recreation facilities.

5. Basic Condition (vi) – Conformity with EU Obligations

- 5.1. The Plan and the process under which it was made conforms to the SEA Directive (EU 2001/42/EC) and the Environmental Assessment of Plans and Programmes Regulations 2004 (the Regulations). In May 2018, a screening report prepared by Waverley Borough Council was published. This followed consultation with the statutory bodies (the Environment Agency, Natural England and Historic England) to assist in the determination of whether or not the Godalming and Farncombe Neighbourhood Plan would have significant environmental effects in accordance with the European Directive 2001/42/EC and associated Environmental Assessment of Plans and Programmes Regulations 2004.
- 5.2. The Screening Report concluded that the Plan would not be likely to have any significant environmental effects arising either individually or cumulatively.
- 5.3. The Screening Report, including the responses from the statutory bodies, has been submitted at Regulation 16 stage as part of the evidence base for the Plan.
- 5.4. In addition to conforming to its EU obligations, the Plan does not breach and is not otherwise incompatible with the European Convention on Human Rights.

6. Basic Condition (vii) – Conformity with the Prescribed Conditions

- 6.1. Under Directive 92/43/EEC, also known as the Habitats Directive³, it must be ascertained whether the draft Plan is likely to have significant effects on a European site designated for its nature conservation interest. The Directive is implemented by the Conservation of Habitats and Species Regulations 2010. Assessments under the regulations are known as Habitats Regulation Assessments (HRA). An appropriate assessment (AA) is required only if the Plan is likely to have significant effects on a European protected species or site. To ascertain whether or not it is necessary to undertake an assessment, a screening process is followed.
- 6.2. An HRA Screening was undertaken by Waverley Borough Council and published in May 2018. This reflected consultation with Natural England. Waverley Borough Council was of the opinion that the Plan is not likely to have significant impacts on European protected species or sites.
- 6.3. The Screening Report including the responses from the statutory bodies has been submitted at Regulation 16 stage as part of the evidence base for the Plan.

³ Directive 92/43/EEC 'on the conservation of natural habitats and of wild fauna and flora': <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:31992L0043>.

7. Conclusion

- 7.1. The relevant Basic Conditions as set out in Schedule 4B to the TCPA 1990 are considered to be met by the Redbourn Neighbourhood Plan and all the policies therein. It is therefore respectfully suggested to the Examiner that the Godalming and Farncombe Neighbourhood Plan complies with Paragraph 8(1)(a) of Schedule 4B of the Act.





Consultation Statement

SEPTEMBER 2018

Table of Contents

Section	Content	Page
1	Introduction	2
2	Organisational Structure of the Godalming and Farncombe Neighbourhood Plan	2
3	Consultation Statement	4
4	Methodology	4
5	Representations, Comments and Issues Raised	5
6	Map of the Godalming and Farncombe Neighbourhood Plan Area	7
Appendix A	Consultation Summary	
Appendix B	Survey Questionnaire and Outcomes Document	
Appendix C	Call for Sites Letter	
Appendix D	Examples of Publicity Material	
Appendix E	List of Consultees	
Appendix F	Regulation 14 Notice	
Appendix G	Summary of Regulation 14 Consultation Representations, Responses and Suggested Action Document	
Appendix H	Specific representations regarding Policy GOD15 Air Quality	
Appendix I	Amendments made to the Godalming and Farncombe Neighbourhood Plan following Regulation 14 Consultation.	

1. Introduction

- 1.1. The Godalming and Farncombe Neighbourhood Plan (NP) has been prepared in accordance with the Town & Country Planning Act 1990, the Planning & Compulsory Purchase Act 2004, the Localism Act 2011, the Neighbourhood Planning (General) Regulations 2012 (as amended) and Directive 2001/42/EC on Strategic Environmental Assessment. The Plan establishes a vision of the future of the Parish and sets out how that vision will be realised through planning and controlling land use and development change.
- 1.2. The NP is a new type of planning document prepared by Godalming Town Council as the Qualifying Body on behalf of its residents. It is a legal planning policy document and once it has been 'made' by Waverley Borough Council (WBC) it forms part of the statutory development plan. In this regard it must be used by the local planning authority in assessing planning applications and should inform applicants as they prepare planning application for submission to the local planning authority.
- 1.3. This NP will be examined by an independent examiner who will assess whether it meets the 'basic conditions. Matters relating to this have been addressed in a separate Basic Conditions Statement submitted alongside this Consultation Statement. Following this examination it must be approved by a simple majority of votes (i.e. over 50% of those voting) in a local referendum before it can be made and therefore form part of the statutory development plan.
- 1.4. The contents of the NP have been prepared by the Godalming and Farncombe Neighbourhood Plan Steering Group, which has been led by Godalming Town Council. It covers the whole parish area and is intended to cover the period 2017 - 2032.

2. Consultation Statement

- 2.1. This Consultation Statement relates to the Submission Draft (Regulation 16) Godalming and Farncombe Neighbourhood Plan and has been prepared to fulfil the legal obligations of the Neighbourhood Planning Regulations 2012 (as amended). Section 15(2) of Part 5 of the Regulations sets out that a Consultation Statement should contain:
 - Details of the persons and bodies who were consulted about the proposed Neighbourhood Plan;
 - Explain how they were consulted;
 - Summarises the main issues and concerns raised by the persons consulted;
 - Describes how these issues and concerns have been considered and, where relevant, addressed in the proposed Neighbourhood Development Plan.

3. Organisational Structure of the Godalming and Farncombe Local Plan

- 3.1. WBC, as the local planning authority, designated a Neighbourhood Area for the whole of Godalming parish in July 2013 to enable Godalming Town Council to prepare the Godalming and Farncombe Neighbourhood Plan. The Godalming and Farncombe Neighbourhood Plan has been prepared by the community through the Godalming and Farncombe Neighbourhood Plan Group.
- 3.2. The process of producing a plan has sought to involve the community as widely as possible and the different topic areas are reflective of matters that are of considerable importance to Godalming and Farncombe, its residents, businesses and community groups.
- 3.3. In October 2013, Godalming Town Council agreed to promote and resource the Godalming and Farncombe Neighbourhood Plan process for Godalming and Farncombe and engaged professional planning consultants to advise on the process. A public meeting was held in January 2014 at the Borough Hall, with nearly 300 people attending; the event had to be streamed live into the adjoining Council Chamber as well as being streamed live on a webcast. The public meeting was publicised via Godalming Town Council's December 2013 newsletter which, at that time, was published in 'Round & About' magazine, a free publication delivered to all postal addresses in the GU7 area, as well as featuring as a front page report in the Godalming edition of the *Surrey Advertiser* and the *Weekly Messenger* and on their associated websites. Additionally, the meeting was publicised on the Town Council's website and via advertising posters on all the towns' public notice boards and in community centres and doctors surgeries.
- 3.4. From this meeting residents were asked to complete feedback forms from which over 70 volunteers came forward to form six working groups - Transport, Community & Infrastructure, Natural Environment & Water Management, Housing, Economy and Heritage & Design. These groups started their investigations and evidence gathering phase in March 2014. Each group was provided with guidance notes from the Town Council's planning consultant which provided information on:
 - Working Group Structure
 - Common Approach
 - Issues, Evidence, Options, Preferred Option
 - Fundamental Principles
 - Policies cannot simply say no to development
 - Proposals have to be deliverable
 - Landowners consent
 - Possible issues
 - Evidence requirements and collection techniques
 - Cross-cutting issues with other groups (see para 3.5)
 - Other neighbourhood Plans
 - Resources

- 3.5. In order to avoid cross-cutting issues and duplication of effort, a steering group, consisting of the Chairman of each of the working groups was set up, whilst during this period representatives from Godalming Town Council oversaw the allocated budget for developing the Neighbourhood Plan.

In November 2015, Godalming Town Council agreed to amalgamate the Steering Group and Town Council representatives to form an Ad-hoc committee of The Council, '*The Neighbourhood Plan Ad-hoc Advisory Committee*' (NPAHAC) with the membership of and terms of reference for this committee being agreed by the Planning and Environment Committee of Godalming Town Council.

Terms of Reference of the Neighbourhood Plan Advisory Committee

The advisory committee will:

- report to the Planning & Environment Committee;
- recognise that community engagement in the Neighbourhood Planning process is key to its success and be as open and inclusive as possible;
- be responsible for arranging and running opportunities for community engagement; and
- be responsible for drawing up a Draft Neighbourhood Plan and any revisions as a result of the on-going consultation process

Other Matters

- Meetings of the advisory committee will be conducted in accordance with Godalming Town Council's Standing Orders;
- the advisory committee shall elect a Chairman and Vice-Chairman;
- only the Chairman and Vice-Chairman are authorised to speak in the media (or elsewhere) on behalf of the advisory committee);
- the advisory committee shall not have the power to exercise, on behalf of the Town Council, any authority, nor to incur expenditure without reference to the Town Clerk (who will, as appropriate, use delegated authority or seek the necessary authority from the relevant Committee of the Council); and
- minutes of each meeting of the advisory committee will be received at the first subsequent meeting of the Planning & Environment Committee and published on the Town Council's website

- 3.6. The NPAHAC fulfilled its function on delivery of the Draft Neighbourhood Plan for adoption by the Town Council as the Qualifying Body.

- 3.7. The working groups gathered information and evidence through a number of processes including online surveys and public consultations at the main town events. As the area's main family event the Godalming Town Show was chosen to engage with families and working individuals who may not visit the town during weekdays, likewise, although a smaller event, the Farncombe Fete, which serves both Farncombe and Binscombe wards, was chosen for similar reasons plus the fact that not all residents from these areas visit Godalming Town Centre on a regular basis, therefore it was considered important to engage within this specific locality. As dormitory localities, i.e localities without local shops or specific centres, residents from Holloway and Charterhouse use Godalming Town Centre hence the need

for engagement activities within the town centre, these included Summer and Christmas Festival Markets and the monthly farmers markets. Of the differing localities within the town, the Ockford Ridge and Aarons Hill area has, historically, been more challenging for formal bodies such as the Town Council to engage with residents, therefore having a Neighbourhood Plan group presence at key events in the area, such as the Green Oak School Fete, was seen as a good way of engaging with the area's residents for their input into the Neighbourhood Plan.

- 3.8. From the feedback received via these events (see Appendix A – Consultation Summary and Example Feedback), the Steering Group collated information from the individual working groups to create the Godalming and Farncombe Neighbourhood Plan Survey. The intention of the survey was to garner further information from residents to enable the working groups to better understand the communities view on specific issues raised from the initial feedback events. To ensure all residents had the opportunity to input to the Neighbourhood Plan process, the survey was distributed via the Royal Mail to all postal addresses within the GU7 area, approximately 9,500 addresses. In conjunction with the postal survey, an online version was made available via the Godalming Town Council website. In total, 2,084 responses were received. This consultation formed the basis of the community evidence which, coupled with the technical evidence and evidence gathered from other stakeholders, inform the policies contained within the Plan.
- 3.9. The survey information was collated during November 2015 (the survey questionnaire and the main outcomes from the survey are detailed at Appendix B – Survey Questionnaire and Outcomes Document). In order to further clarify some of the narrative responses provided from survey respondents who indicated on the survey form that they wished to engage further with the Neighbourhood Plan process, were emailed a list of dates of focus groups and invited to attend. In total 12 Focus Group sessions (two for each of six the working groups) were held at various times and locations throughout March 2016 to discuss the issues raised. During the same period, themes identified from the survey were explored with the Godalming & District Chamber of Commerce.
- 3.10. A Neighbourhood Plan exhibition was held at Godalming Museum during April 2016, which highlighted the emerging policies, representatives of the Godalming and Farncombe Neighbourhood Plan Steering Group were in attendance to assist and inform the visitors to the exhibition and to seek feedback on the emerging policies.
- 3.11. During July 2016 and October 2017, a further online survey was conducted with local businesses, followed by a call for sites to establish any potential sites that might be allocated for development in the Godalming and Farncombe Neighbourhood Plan. The Call for Sites letter is show at Appendix C. No sites, other than those already identified in the emerging Local Plan were identified, as such, the Godalming and Farncombe Neighbourhood Plan has not allocated any sites within the plan.

- 3.12. Throughout the process, updates were published within the Town Council's newsletters which were distributed to all GU7 households (which covers the entire Neighbourhood Area).
- 3.13. The beginning of 2017 saw an end of the evidence gathering phase and the submission of Working Group Reports to the Steering Group in order to produce the first draft Godalming and Farncombe Neighbourhood Plan Report. The first draft of the plan was reviewed by WBC, whose feedback was considered by the NPAHAC as part of the revision of the first draft. Having, through a series of meetings reviewed the draft report, the NPAHAC forwarded their final draft for scrutiny and adoption by Godalming Town Council prior to the Pre-Submission Consultation.
- 3.14. Appendix D shows examples of publicity material used to promote engagement with the Godalming and Farncombe Neighbourhood Plan process.

4. Regulation 14 Consultation

- 4.1. This statement provides an overview and description of the Pre-Submission (Regulation 14) consultation on the Godalming and Farncombe Draft Neighbourhood Plan that ran from 30 April 2018 until 11 June 2018.
- 4.2. The source documents supporting the Consultation Summary are available to view on the Town Council website:
<http://godalming-tc.gov.uk/neighbourhoodplan/#1524652319641-51a81c16-d6cc>

Methodology

- 4.3. Several methods were adopted to ensure that all relevant bodies and parties were informed of the consultation period, as well as ensuring that local residents were made aware of the consultation period and provided with opportunities to provide their views and comments.
- 4.4. Preceding the commencement of the consultation period on 30 April 2018, the Draft Godalming and Farncombe Neighbourhood Plan (version 3.3.2) and supporting documentation were uploaded onto the Godalming Town Council website explaining the process and the consultation period. Contact details and methods on how to make representations or comments about the Draft Plan were detailed on the website to encourage as much engagement as possible. Copies of the Regulation 14 Notice were also placed on 12 public notice boards throughout the Neighbourhood Area and at the Wilfrid Noyce and Broadwater Park Community Centres (which have over 1,500 users per week).
- 4.5. Additionally, hard copies of the Draft Godalming and Farncombe Neighbourhood Plan were placed in the public library, the Godalming Museum and the Town Council Offices for residents to collect and take

away as well as reference copies to be retained within the library and Museum.

- 4.6. Godalming Town Council sent either an email or letter to consultees informing them of the commencement of the consultation period. These included the statutory bodies required to be consulted by Regulation 14 of The Neighbourhood Planning (General) Regulations 2012 (as amended) and organisations within the parish that represent various communities or groups within the Neighbourhood Plan area. A list of those contacted, along with an example letter and email, is available at Appendix E – List of Consultees.
- 4.7. A double page advertisement placed in the *Vantage Point Magazine* a local magazine delivered free of charge to all postal addresses within the Godalming and Farncombe Neighbourhood Planning area during the week commencing 23 April, outlined the requirements of Regulation 14 and explained how to access copies of the Neighbourhood Plan and how to make representations or comments about the plan (see Appendix F – Regulation 14 Notice).
- 4.8. Consultees and residents could submit comments using the following methods:
 - Website: representations could be made via the Town Council’s website using the Neighbourhood Plan feedback form; (the website feedback form allowed respondents to use a blank comment box whose content, once submitted, was emailed to the office of Godalming Town Council)
 - Email to: office@godalming-tc.gov.uk
 - Mail to: Godalming Town Council, Municipal Buildings, Bridge Street, Godalming. GU7 1HT

Representations, Comments and Issues Raised

- 4.9. At the close of the consultation period, representations, comments and issues raised about the Draft Godalming and Farncombe Neighbourhood Development Plan were reviewed by Godalming Town Council staff. In order to be able to provide considered responses to the individual representations, comments and issues raised, the council staff engaged with the Town Council’s planning consultants and planning officers from WBC during the review.
- 4.10. A table summarising the representations, comments and issues raised during the consultation period, along with detailed responses to those matters and the recommendations (suggested actions, for approval by Godalming Town Council), is detailed at Appendix G.
- 4.11. Whilst, in the course of informal meetings with WBC planning officers, as detailed at 5.1 above, it proved possible to reach a position on the majority of the representations and comments made by WBC, issues raised by WBC regarding GOD15 Air Quality proved to be more challenging.

- 4.12. Having received additional comments from WBC officers regarding Policy GOD15 just before the meeting of the Town Council on 19 July 2018, it was not possible to fully consider and form a view of the issues raised. As such, it was decided that Policy GOD15 Air Quality would be considered at a separate meeting to be held on 6 September 2018. Therefore, on 19 July 2018, members of Godalming Town Council considered all other representations, comments and issues raised along with the responses and suggested actions resulting from the Regulation 14 Consultation, and agreed to incorporate the recommended amendments into Draft 3.4 of Godalming and Farncombe Neighbourhood Plan.
- 4.13. Following further consultation with the Town Council's planning advisors and having considered the information contained in Annex H, on 13 September 2018 Godalming Town Council agreed the wording for Policy GOD15
- 4.14. The amendments to the Draft Godalming and Farncombe Neighbourhood Plan agreed by Godalming Town Council are detailed at Appendix I. These amendments were incorporated into Draft version 3.4 and this document was adopted by Godalming Town Council on 13 September 2018 as the Submission Version (Regulation 16) of the Godalming and Farncombe Neighbourhood Plan 2017 – 2032.

GODALMING TOWN COUNCIL

Disclosure by a Member¹ of a disclosable pecuniary interest or a non-pecuniary interest in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Godalming Members' Code of Conduct).

As required by the Localism Act 2011 and the adopted Godalming Members' Code of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]² [a non-pecuniary interest]³ in the following matter:-

COMMITTEE:

DATE:

NAME OF COUNCILLOR: _____

Please use the form below to state in which agenda items you have an interest.

Agenda No.	Subject	Disclosable Pecuniary Interest	Non-Pecuniary Interest	Reason

Signed _____

Dated _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee

² A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2012/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

³ A non-pecuniary interest is defined by Section 5 (4) of the Godalming Members' Code of Conduct.