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1 September 2016

TO WHOM IT MAY CONCERN

Dear Sir/Madam

**A NEIGHBOURHOOD PLAN FOR GODALMING & FARNCOMBE – CALL FOR SITES**

As you are hopefully aware, the community of Godalming & Farncombe is in the process of producing a Neighbourhood Plan for the town (as defined by the boundary of the civil parish of Godalming). This is an important policy document because once it is in place, it will hold the same weight in determining planning applications as the policies of Waverley Borough Council.

As part of the process of developing the Neighbourhood Plan, we are considering the merits of making site allocations for development. Particular needs that the Neighbourhood Plan is looking to address are the requirement for infrastructure such as a new medical centre, an NHS dentist, small office space, employment land and affordable housing. We are, therefore, writing to all landowners in the town whom we believe may have an interest in promoting their land within the town for development.

This letter is a formal request that if you wish for your site (or any other land you may own in the parish) to be considered for allocation in the Neighbourhood Plan, then please could you provide a short written response that:

- states what use you wish the land to be considered for; and
- demonstrate how the site could help meet the needs outlined above.

Please include with your submission a site plan which clearly shows the extent of the land that you wish to be considered.

In order to ensure that you fully understand the process, members of the Neighbourhood Plan group are prepared to make themselves available to meet with you prior to its deadline.

It is understood that any response represents a draft position and at this stage does not automatically bind a landowner to make any such provisions. Equally, however, the Neighbourhood Plan can only propose to allocate sites if they are demonstrably deliverable and this is a matter which you may wish to address in your submission.

The deadline for your response is **30 September 2016**. If you have any questions on this matter, then please contact me.

Yours faithfully

Louise Goodfellow  
Town Clerk