

**Archived:** 30 August 2016 19:39:44  
**From:** Rachel Aves  
**Sent:** 08 October 2015 16:04:00  
**To:** 'Ian Motuel'  
**Subject:** RE: Meeting with Neighbourhood Planning Teams  
**Importance:** Normal

---

Hi Ian

Will be meeting with members tomorrow. I think initially, just want to say thank you for this support, it's really appreciated.

From my point of view, we should probably wait until December time when we will have the reg 15 draft prepared. Currently we have an acknowledged gap in the SANG, other infrastructure provision and the housing. It is not much help knowing we have a problem with the reg 14 plan at this stage - we sadly already know that. It could be far better to get the Plan that will be going on to Examination tested so that it can be amended if necessary. This would mean late December this year, what do you think?

Will they also need the full and complete evidence base; SA, Consultation Statement etc?

Thanks again  
Rachel

---

**From:** Ian Motuel [mailto:[ian.Motuel@waverley.gov.uk](mailto:ian.Motuel@waverley.gov.uk)]  
**Sent:** 08 October 2015 10:59  
**To:** Rachel Aves  
**Cc:** [carolecockburn@aol.com](mailto:carolecockburn@aol.com); Town Clerk  
**Subject:** RE: Meeting with Neighbourhood Planning Teams

Thanks Rachel.

By the way, I haven't had a response from you yet to my email of 15 September regarding the proposed NPIERS health check of the emerging Farnham neighbourhood plan, so that we can discuss SANG and other issues with a neighbourhood plan examiner. We are happy to pay for this and I attached a completed application form.

Have you discussed this with your councillors/colleagues yet?

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Tel: 01483 523458  
Email: [ian.motuel@waverley.gov.uk](mailto:ian.motuel@waverley.gov.uk)

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**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Thursday 08 October 2015 09:57  
**To:** Ian Motuel  
**Cc:** [carolecockburn@aol.com](mailto:carolecockburn@aol.com); Farnham Clerk  
**Subject:** RE: Meeting with Neighbourhood Planning Teams

Dear Ian

Yes, the suggestion was to include all designated parish/town councils (and their associated steering groups). Most of them were at the meeting we hosted on September that prompted my initial email.

I will let the group know that you will be writing to us all for suggest dates to get together. It seems a shame to wait until November but I understand your reasoning.

Regards  
Rachel

---

**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]  
**Sent:** 30 September 2015 16:59  
**To:** Rachel Aves  
**Cc:** Matthew Evans; Graham Parrott  
**Subject:** RE: Meeting with Neighbourhood Planning Teams

Hi Rachel,

I have discussed your suggestion with Matthew and we both agree that holding a Neighbourhood Plan workshop on joint working and sharing evidence is a good idea. However, in terms of timing Matthew thinks that it would be better to wait until we have a clearer steer from our Members on the direction of the Local Plan. We will get this steer at the Executive in early November so we therefore suggest holding the workshop in mid to late November.

Thanks for offering to host it but it would probably make sense to have this in Godalming at Waverley's offices, with all neighbourhood plan designated parish councils invited. We will come back to you with some possible dates in due course.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Tel: 01483 523458  
Email: [ian.motuel@waverley.gov.uk](mailto:ian.motuel@waverley.gov.uk)

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**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]

**Sent:** Tuesday 22 September 2015 15:13

**To:** Ian Motuel

**Cc:** Matthew Evans

**Subject:** Meeting with Neighbourhood Planning Teams

Hi Ian

This week we met with some of our neighbouring Neighbourhood Plan groups to talk about our emerging plans and how we can all help each other.

At the meeting there was a desire to meet with WBC to discuss working together on our NPs and looking at how we can best share evidence and resources.

We would be happy to host the meeting at FTC, or we could all meet at WBC if this is more convenient for your team?

I look forward to hearing from you with your preferences and some suitable dates if possible please?

Kind regards

**Rachel Aves**

Corporate Governance Team Leader



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**Archived:** 30 August 2016 19:39:53

**From:** [Matthew Evans](#)

**Sent:** 22 September 2015 15:13:49

**To:** [Rachel Aves](#)

**Subject:** Automatic reply: Meeting with Neighbourhood Planning Teams

**Importance:** Normal

---

Thank you for your email. I am away from the office until 28th September. I will read your email on my return.

If the matter is urgent please contact Sharon Dunn on 01483 523497 or [sharon.dunn@waverley.gov.uk](mailto:sharon.dunn@waverley.gov.uk)

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**Archived:** 30 August 2016 19:39:53  
**From:** [Ian Motuel](#)  
**Sent:** 30 September 2015 16:58:49  
**To:** [Rachel Aves](#)  
**Cc:** [Matthew Evans](#); [Graham Parrott](#)  
**Subject:** RE: Meeting with Neighbourhood Planning Teams  
**Response requested:** No  
**Importance:** Normal

---

Hi Rachel,

I have discussed your suggestion with Matthew and we both agree that holding a Neighbourhood Plan workshop on joint working and sharing evidence is a good idea. However, in terms of timing Matthew thinks that it would be better to wait until we have a clearer steer from our Members on the direction of the Local Plan. We will get this steer at the Executive in early November so we therefore suggest holding the workshop in mid to late November.

Thanks for offering to host it but it would probably make sense to have this in Godalming at Waverley's offices, with all neighbourhood plan designated parish councils invited. We will come back to you with some possible dates in due course.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Tel: 01483 523458  
Email: [ian.motuel@waverley.gov.uk](mailto:ian.motuel@waverley.gov.uk)



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**Sent:** Tuesday 22 September 2015 15:13  
**To:** Ian Motuel  
**Cc:** Matthew Evans  
**Subject:** Meeting with Neighbourhood Planning Teams

Hi Ian

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We would be happy to host the meeting at FTC, or we could all meet at WBC if this is more convenient for your team?

I look forward to hearing from you with your preferences and some suitable dates if possible please?

Kind regards

**Rachel Aves**

Corporate Governance Team Leader



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**Archived:** 30 August 2016 19:39:53  
**From:** [Ian Motuel](#)  
**Sent:** 08 October 2015 10:59:23  
**To:** [Rachel Aves](#)  
**Cc:** [carolecockburn@aol.com](mailto:carolecockburn@aol.com); [Town Clerk](#)  
**Subject:** RE: Meeting with Neighbourhood Planning Teams  
**Response requested:** No  
**Importance:** Normal

---

Thanks Rachel.

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Email: [ian.motuel@waverley.gov.uk](mailto:ian.motuel@waverley.gov.uk)

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Rachel

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**Cc:** Matthew Evans; Graham Parrott  
**Subject:** RE: Meeting with Neighbourhood Planning Teams

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Tel: 01483 523458  
Email: [ian.motuel@waverley.gov.uk](mailto:ian.motuel@waverley.gov.uk)

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**To:** Ian Motuel  
**Cc:** Matthew Evans  
**Subject:** Meeting with Neighbourhood Planning Teams

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**Rachel Aves**

Corporate Governance Team Leader



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**Archived:** 30 August 2016 19:39:41  
**From:** Rachel Aves  
**Sent:** 22 September 2015 15:13:00  
**To:** 'Ian Motuel'  
**Cc:** [matthew.evans@waverley.gov.uk](mailto:matthew.evans@waverley.gov.uk)  
**Subject:** Meeting with Neighbourhood Planning Teams  
**Importance:** Normal

---

Hi Ian

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Kind regards

**Rachel Aves**

Corporate Governance Team Leader



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**Archived:** 30 August 2016 19:40:52  
**From:** [Ian Motuel](#)  
**Sent:** 11 November 2015 15:34:36  
**To:** '[clare@cspcic.org](mailto:clare@cspcic.org)'  
**Cc:** [Matthew Evans](#); [Gareth Williams](#); [Rachel Aves](#)  
**Subject:** Meeting with Waverley BC and Farnham TC re Neighbourhood Plan / SANG etc  
**Importance:** Normal  
**Attachments:**  
[SANG examples for Farnham Meeting.msg](#) 

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Dear Clare,

Many thanks for calling me this morning.

I have booked a room here at Waverley's office in Godalming for the morning of 20<sup>th</sup> November (9-12.30) for the meeting, although I am awaiting Farnham Town Council's confirmation that this is okay for them. Attendees from Waverley will include Matthew Evans, Head of Planning, myself and Gareth Williams, who leads on SANG issues in the policy team.

I attach an email from Gareth regarding an appeal where SANG was raised but as he explains, because of the Thames Basin Heaths SPA Avoidance Strategy, SANG does not generally become an issue in the determination of planning applications.

I will provide a brief context note to you by the end of the week setting the scene for the meeting, including key issues for discussion and Farnham's role in the Borough.

I am copying this email to Rachel at FTC (and others) for information.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

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**Archived:** 30 August 2016 19:39:55

**From:** Ian Motuel

**Sent:** 19 October 2015 12:53:09

**To:** Alfold Clerk; Busbridge Clerk; 'chair@cranleighnhp.org'; Chiddingfold Clerk; Cranleigh Clerk; Elstead Clerk; Ewhurst Clerk; Hascombe Clerk; Louise Goodfellow; 'Office'; Rachel Aves; Sarah Nash, Haslemere TC; 'stewart@stewartmbrown.co.uk'; Tim Bloomfield, Chair of Ewhurst & Ellens Green steering group ; 'TonyFullwoodRTPI@aol.com'; Witley Clerk; chris@navigusplanning.co.uk

**Cc:** Graham Parrott; Matthew Evans; Matthew Ellis; Gareth Williams; Jennie Falconer

**Subject:** Neighbourhood Plans & the historic environment

**Importance:** Normal

---

Dear all,

One of my colleagues recently attended a Historic England training session led by Rob Lloyd-Sweet. He is an Historic Places Advisor and gets involved with Neighbourhood Plans.

He suggested that he would be available to talk with neighbourhood plan groups about the historic environment and how the NP could help with that. He much prefers to be involved during the early stages of the plan making process so that his advice can be taken into account.

If you are interested in this (and I would certainly recommend you take him up on this), please send Rob an email at

[Robert.LloydSweet@HistoricEngland.org.uk](mailto:Robert.LloydSweet@HistoricEngland.org.uk).

Regards,

Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
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**Archived:** 30 August 2016 19:39:54  
**From:** [Ian Motuel](#)  
**Sent:** 19 October 2015 12:39:00  
**To:** [Rachel Aves](#)  
**Subject:** RE: Neighbourhood Plans and SEA - important information  
**Importance:** Normal

---

Hi Rachel,

I have today asked Mark Fessey from AECOM how he is progressing with the SEA Screening for your plan and am awaiting a response. His contact details are:

**Mark Fessey**  
Principal Consultant, Policy and Appraisal  
+44 (0)20 7798 5175  
[mark.fessey@aecon.com](mailto:mark.fessey@aecon.com)  
**AECOM**  
6-8 Greencoat Place, London, SW1P 1PL  
+44 (0)20 7798 5000  
[www.aecom.com](http://www.aecom.com)

AECOM is a big company so I am not surprised you are having trouble contacting him via the website!

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
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---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Thursday 08 October 2015 11:32  
**To:** Ian Motuel  
**Subject:** RE: Neighbourhood Plans and SEA - important information

Hi Ian

How is this work going on the SA?

Would it be possible to please have Mark's contact details to discuss our Appropriate Assessment with him? Aecom's website is impossible when trying to contact specific people and departments, I have sent numerous emails and made calls but no one ever gets back to us!

Thanks again.

Best wishes  
Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 20 August 2015 17:21  
**To:** Rachel Aves  
**Cc:** Graham Parrott; Matthew Evans; Town Clerk  
**Subject:** RE: Neighbourhood Plans and SEA - important information

Dear Rachel,

Thanks for explaining this and for attaching the forms. As you have now asked us to give a screening opinion we will of course provide one. I have instructed Mark Fessey from our SA consultants AECOM to produce a report, which will then be sent to the three environmental bodies (EA, NE, HE) for their view. We will then amend the report (if necessary) and provide the opinion. This will, I am very confident, conclude that SEA is required, which is what you decided some months ago! However, it at least ensures the box is ticked.

I too hope we can work together for the mutual benefit of all. I am always happy to help and provide assistance on neighbourhood plan matters.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Tel: 01483 523458  
Email: [ian.motuel@waverley.gov.uk](mailto:ian.motuel@waverley.gov.uk)

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**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Wednesday 19 August 2015 17:27  
**To:** Ian Motuel  
**Cc:** Graham Parrott; Matthew Evans; Farnham Clerk  
**Subject:** RE: Neighbourhood Plans and SEA - important information

Dear Ian

Thanks for your email. I had indicated that I would complete the form to ensure this box is ticked and am attaching it completed as requested. What I was trying to say was that I didn't understand why WBC couldn't just do the screening opinion if you know one is needed and we had agreed on this point. I was more querying why we were required to fill in a form to ask you to do it and reply to emails indicating by categories why we hadn't already done so. The process seemed so formal and when we are so far advanced the form doesn't really work for us, as it asks what we intend to put in the plan. As we have done Regulation 14 and have a draft plan, we already know.

I hope we can continue to work together for the benefit of the whole of the borough, whilst saving each other time where we can.

Kind regards  
Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 19 August 2015 15:27  
**To:** Rachel Aves <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>  
**Cc:** Graham Parrott <[Graham.Parrott@waverley.gov.uk](mailto:Graham.Parrott@waverley.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>; Town Clerk <[Town.Clerk@farnham.gov.uk](mailto:Town.Clerk@farnham.gov.uk)>  
**Subject:** RE: Neighbourhood Plans and SEA - important information

Dear Rachel,

I have given further thought to your email from Friday on the Strategic Environmental Assessment (SEA) Screening opinion in relation to the Farnham neighbourhood plan and discussed this with Matthew and Graham.

As I said on Friday, It was never my intention to be officious or add to the burden of work for the sake of it. Neighbourhood planning is a new area of work for all of us, and 'best practice' is still emerging. My main concern has always been to ensure that the risk of any legal challenge to the neighbourhood plans being prepared is minimised. I have seen what has happened with other neighbourhood plans, for example Loxwood and want to make sure we are covered against legal challenges, especially from aggrieved site promoters. The Loxwood neighbourhood plan was subject to a legal challenge in mid 2014 based around the failure of Chichester District Council to carry out a legally compliant screening opinion process to determine whether a SEA of the plan was required. This delayed the adoption of their neighbourhood plan by over a year whilst they held a second examination and referendum, at significant cost.

Having said that, I do accept that Farnham is in a different position, both to Loxwood and from other neighbourhood plans being prepared in Waverley. Most critically, you have already decided that SA/SEA is required and are well down the road of preparing one. There is perhaps a very small chance that at a later stage someone who is challenging the Neighbourhood Plan argues that an SEA is not needed and seeks to unpick the process that you went through in deciding that an SEA was needed. **However, as long as you are aware of and are happy to accept this small risk, then I am content to agree to your request not to complete a SEA screening opinion form.** As you say, we know the answers it will give and I am sure we would conclude, as you did, that SEA is required because of the SPA.

I trust you are satisfied with this conclusion. Please let me know if I can be of any further assistance.

Kind regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Tel: 01483 523458  
Email: [ian.motuel@waverley.gov.uk](mailto:ian.motuel@waverley.gov.uk)

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**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Friday 14 August 2015 16:34  
**To:** Ian Motuel  
**Cc:** Graham Parrott; Matthew Evans; Farnham Clerk  
**Subject:** RE: Neighbourhood Plans and SEA - important information

Dear Ian

Thank you, FTC has Tony's view which was reflected in my previous email.

I would suggest that the guidance you have stated is not relevant given how far progressed the Farnham NP is (new guidance is not normally retrospective). As you know, the Farnham NP is no longer at an "early stage" of preparation and since an SA/SEA will have been done, whether or not it has been screened by you to say that it did or did not need one, seems meaningless. If we were proposing not to do one, I could understand the concern.

In any case, you are obviously keen we fill out this form so I will do so as soon as possible to ensure this box in the process is ticked. I do find it disappointing that the process between us could be perceived to be somewhat officious, adding to the burden of work to be done by the towns and parishes. I am not suggesting that you shouldn't do a screening opinion, but as we both know a screening opinion is required and you have already read and commented on our Regulation 14 Draft Plan, you know the answers to all the questions that are on the form already.

I hope you have a good weekend.

Regards

**Rachel Aves**

Corporate Governance Team Leader

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**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 14 August 2015 15:39  
**To:** Rachel Aves <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>  
**Cc:** Graham Parrott <[Graham.Parrott@waverley.gov.uk](mailto:Graham.Parrott@waverley.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>  
**Subject:** RE: Neighbourhood Plans and SEA - important information

Hi Rachel,

Thanks for this response, which is helpful.

In my email of 22 May, I said that Waverley would request that all qualifying bodies producing a neighbourhood plan complete the SEA Screening application form, even if they have already decided SA/SEA is required and have started to prepare the Environmental Statement, as this will eliminate any risk of the neighbourhood plan being rejected at its examination because of the lack of SEA Screening. The Government guidance now says that *"To decide whether a draft neighbourhood plan might have significant environmental effects, it must be assessed (screened) at an early stage of the plan's preparation"*.

I strongly support the fact that Farnham TC is already doing an SA/SEA/HRA for the neighbourhood plan, which I am sure is correct given the SPA issues. I would still recommend that you request a (retrospective) screening opinion from us to eliminate any risk of future challenge on these grounds, although these risks may be small. We cannot insist on this, but could you please discuss this matter further with your consultant Tony Fullwood to get his view?

Thanks.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Tel: 01483 523458  
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**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Friday 14 August 2015 14:57  
**To:** Ian Motuel

**Cc:** Jennie Falconer; Graham Parrott; Matthew Ellis; Matthew Evans; Gareth Williams  
**Subject:** RE: Neighbourhood Plans and SEA - important information

Dear Ian

I think I will have to go with F! Farnham Town Council has already decided that an SEA/SA is required, due to the impacts of development on the SPA and the fact we are seeking to allocate housing sites in the plan.

We have already produced an SA of the Reg 14 Draft Neighbourhood Plan. I believe that you have read the SA for this most recent draft and hope that you are satisfied with the Town Council's approach to date.

We are also aware of the need to conduct an HRA for the Farnham NP at the next stage and, as you know, are currently tendering for this work.

If you have any questions, please do not hesitate to contact me.

Regards  
Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 24 July 2015 14:48  
**To:** Alfold Clerk <[clerk@alfoldparishcouncil.co.uk](mailto:clerk@alfoldparishcouncil.co.uk)>; Busbridge Clerk <[busbridgepc2012@btinternet.com](mailto:busbridgepc2012@btinternet.com)>; 'chair@cranleighnhp.org' <[chair@cranleighnhp.org](mailto:chair@cranleighnhp.org)>; Chiddingfold Clerk <[clerk@chiddingfold-pc.gov.uk](mailto:clerk@chiddingfold-pc.gov.uk)>; Cranleigh Clerk <[clerk@cranleighpc.org](mailto:clerk@cranleighpc.org)>; Elstead Clerk <[elsteadpc.clerk@gmail.com](mailto:elsteadpc.clerk@gmail.com)>; Ewhurst Clerk <[clerk.epc@btinternet.com](mailto:clerk.epc@btinternet.com)>; Hascombe Clerk <[clerk@hascombeparishcouncil.co.uk](mailto:clerk@hascombeparishcouncil.co.uk)>; Haslemere Clerk <[clerk.htc@haslemere.com](mailto:clerk.htc@haslemere.com)>; Louise Goodfellow <[townclerk@godalming-tc.gov.uk](mailto:townclerk@godalming-tc.gov.uk)>; 'Office' <[office@cranleighnhp.org](mailto:office@cranleighnhp.org)>; Rachel Aves <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; 'stewart@stewartmbrown.co.uk' <[stewart@stewartmbrown.co.uk](mailto:stewart@stewartmbrown.co.uk)>; 'TonyFullwoodRTPI@aol.com' <[TonyFullwoodRTPI@aol.com](mailto:TonyFullwoodRTPI@aol.com)>; Witley Clerk <[clerk@witley-pc.gov.uk](mailto:clerk@witley-pc.gov.uk)>; [chris@navigusplanning.co.uk](mailto:chris@navigusplanning.co.uk); Brian Whiteley ([Brian.Whiteley@planningaid.rtpi.org.uk](mailto:Brian.Whiteley@planningaid.rtpi.org.uk)) <[Brian.Whiteley@planningaid.rtpi.org.uk](mailto:Brian.Whiteley@planningaid.rtpi.org.uk)>  
**Cc:** Jennie Falconer <[Jennie.Falconer@waverley.gov.uk](mailto:Jennie.Falconer@waverley.gov.uk)>; Graham Parrott <[Graham.Parrott@waverley.gov.uk](mailto:Graham.Parrott@waverley.gov.uk)>; Matthew Ellis <[Matthew.Ellis@waverley.gov.uk](mailto:Matthew.Ellis@waverley.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>; Gareth Williams <[Gareth.Williams@waverley.gov.uk](mailto:Gareth.Williams@waverley.gov.uk)>  
**Subject:** RE: Neighbourhood Plans and SEA - important information

Dear all,

On 22 May I sent you an email (see below) explaining that Waverley has revised its website on neighbourhood planning and also giving information about Strategic Environmental Assessment (SEA). In particular, I asked if you could complete an application form to formally request a Screening Opinion on whether SEA is required for your neighbourhood plan.

As of today we have not had any completed forms returned to us. I am therefore writing again to find out why this is the case. Is it because

- A. You did not read my email, or
- B. You have not yet got far enough with your plan to enable you to complete the form, or
- C. The application form is too complicated, or
- D. The requirement to assemble environmental information (as a Parish Baseline Information Statement) is too onerous, or
- E. You do not agree that you need to request a SEA screening opinion, or
- F. Some other reason.

**I would be grateful for your feedback.**

Incidentally, the link to the section on our website on SEA Screening has changed. It is now [here](#).

Secondly, I thought you'd like to know that the Government has issued its latest 'notes on neighbourhood planning' bulletin (edition 15). This can be viewed or downloaded from

<https://www.gov.uk/government/publications/notes-on-neighbourhood-planning-edition-15>

Finally, I hope you are getting on well with your neighbourhood plans. Don't forget that you can contact your dedicated WBC planning policy officer if you have any questions or need some advice. They can also give you an update on progress with the Local Plan, although there is not a great deal to say at the moment as we are still reviewing the timetable.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Tel: 01483 523458  
Email: [ian.motuel@waverley.gov.uk](mailto:ian.motuel@waverley.gov.uk)

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**From:** Ian Motuel  
**Sent:** Friday 22 May 2015 17:35  
**To:** Alfold Clerk; Busbridge Clerk; 'chair@cranleighnhp.org'; Chiddingfold Clerk; Cranleigh Clerk; Elstead Clerk; Ewhurst Clerk; Hascombe Clerk; Haslemere Clerk; 'Louise Goodfellow'; 'Office'; 'Rachel Aves'; 'stewart@stewartmbrown.co.uk'; 'TonyFullwoodRTPI@aol.com'; Witley Clerk  
**Cc:** Jennie Falconer; Graham Parrott; Matthew Ellis; Matthew Evans; Gareth Williams  
**Subject:** Neighbourhood Plans and SEA - important information  
**Importance:** High

Dear Neighbourhood Plan contact,

I am sending you this email because your town or parish council has either decided to prepare a neighbourhood plan or are considering doing so.

We have recently revised the [Neighbourhood Planning](#) pages of Waverley's website. This now contains a lot more information about the Neighbourhood Plan process, assistance we can provide with your neighbourhood plans, and links to various helpful websites for funding and other practical advice and resources. It also shows the current situation with the towns and parishes in Waverley that already producing neighbourhood plans. The website also includes a Step-by-Step Guide outlining the key steps involved, and this provides links to sites which will help you to build your evidence base and engage local communities.

There is a section on Sustainability Appraisal and Strategic Environmental Assessment. Although there is no legal requirement for a neighbourhood plan to have a sustainability appraisal (SA), a parish or town council must demonstrate how the plan will contribute to achieving sustainable development. In some



circumstances, where a neighbourhood plan is likely to have significant environmental effects, it may require a strategic environmental assessment (SEA). Some neighbourhood plans may also trigger the Habitats Directive.

In order to determine whether the neighbourhood plan is likely to have significant environmental effects, the parish or town council **must**, at an early stage of plan making, formally ask the Borough Council for an 'SEA screening opinion'. This is because the National Planning Practice Guidance has recently been revised, and it now states that

***"To decide whether a draft neighbourhood plan might have significant environmental effects, it must be assessed (screened) at an early stage of the plan's preparation".***

Also, the Neighbourhood Plan Regulations have been amended to require one of the following to be included with a submitted neighbourhood plan:

- A statement of reasons of why SEA is not required, or
- An Environmental Report.

Unless a Screening Opinion is provided, you would not be able to demonstrate why Sea is not required.

To help you understand the process, we have produced an SEA guidance note, giving more detail on what is required. We have also produced an application form which should be completed and submitted to us.

To see these, click on this [link](#). **Please note that we would like you to complete and return the application form even if you have already decided that an SEA is required, or have started to prepare the Environmental Statement.** This may seem unnecessary but providing you with a formal screening opinion will eliminate any risk to your plan being rejected at examination stage because it was not screened for SEA.

More information on SA and SEA is given in the Government's [Planning Practice Note](#) on the subject. There is also a section on [Neighbourhood Planning](#).

We hope that you will find the revised web pages helpful. If there is anything else that you think we could include, please let me know.

Finally, I am not back in the office until 3 June so if you have any queries in the meantime on this issue, please contact your dedicated planning policy contact.

Regards,

Ian Motuel  
Principal Planner (Policy)  
Tel: 01483 523458  
Email: [ian.motuel@waverley.gov.uk](mailto:ian.motuel@waverley.gov.uk)

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**Archived:** 30 August 2016 19:39:44  
**From:** Rachel Aves  
**Sent:** 08 October 2015 11:32:00  
**To:** 'Ian Motuel'  
**Subject:** RE: Neighbourhood Plans and SEA - important information  
**Importance:** Normal

---

Hi Ian

How is this work going on the SA?

Would it be possible to please have Mark's contact details to discuss our Appropriate Assessment with him? Aecom's website is impossible when trying to contact specific people and departments, I have sent numerous emails and made calls but no one ever gets back to us!

Thanks again.

Best wishes  
Rachel

---

**From:** Ian Motuel [mailto:[Ian.Motuel@waverley.gov.uk](mailto:Ian.Motuel@waverley.gov.uk)]  
**Sent:** 20 August 2015 17:21  
**To:** Rachel Aves  
**Cc:** Graham Parrott; Matthew Evans; Town Clerk  
**Subject:** RE: Neighbourhood Plans and SEA - important information

Dear Rachel,

Thanks for explaining this and for attaching the forms. As you have now asked us to give a screening opinion we will of course provide one. I have instructed Mark Fessey from our SA consultants AECOM to produce a report, which will then be sent to the three environmental bodies (EA, NE, HE) for their view. We will then amend the report (if necessary) and provide the opinion. This will, I am very confident, conclude that SEA is required, which is what you decided some months ago! However, it at least ensures the box is ticked.

I too hope we can work together for the mutual benefit of all. I am always happy to help and provide assistance on neighbourhood plan matters.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Tel: 01483 523458  
Email: [ian.motuel@waverley.gov.uk](mailto:ian.motuel@waverley.gov.uk)

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**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Wednesday 19 August 2015 17:27  
**To:** Ian Motuel  
**Cc:** Graham Parrott; Matthew Evans; Farnham Clerk  
**Subject:** RE: Neighbourhood Plans and SEA - important information

Dear Ian

Thanks for your email. I had indicated that I would complete the form to ensure this box is ticked and am attaching it completed as requested. What I was trying to say was that I didn't understand why WBC couldn't just do the screening opinion if you know one is needed and we had agreed on this point. I was more querying why we were required to fill in a form to ask you to do it and reply to emails indicating by categories why we hadn't already done so. The process seemed so formal and when we are so far advanced the form doesn't really work for us, as it asks what we intend to put in the plan. As we have done Regulation 14 and have a draft plan, we already know.

I hope we can continue to work together for the benefit of the whole of the borough, whilst saving each other time where we can.

Kind regards  
Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 19 August 2015 15:27  
**To:** Rachel Aves <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>  
**Cc:** Graham Parrott <[Graham.Parrott@waverley.gov.uk](mailto:Graham.Parrott@waverley.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>; Town Clerk <[Town.Clerk@farnham.gov.uk](mailto:Town.Clerk@farnham.gov.uk)>  
**Subject:** RE: Neighbourhood Plans and SEA - important information

Dear Rachel,

I have given further thought to your email from Friday on the Strategic Environmental Assessment (SEA) Screening opinion in relation to the Farnham neighbourhood plan and discussed this with Matthew and Graham.

As I said on Friday, it was never my intention to be officious or add to the burden of work for the sake of it. Neighbourhood planning is a new area of work for all of us, and 'best practice' is still emerging. My main concern has always been to ensure that the risk of any legal challenge to the neighbourhood plans being prepared is minimised. I have seen what has happened with other neighbourhood plans, for example Loxwood and want to make sure we are covered against legal challenges, especially from aggrieved site promoters. The Loxwood neighbourhood plan was subject to a legal challenge in mid 2014 based around the failure of Chichester District Council to carry out a legally compliant screening opinion process to determine whether a SEA of the plan was required. This delayed the adoption of their neighbourhood plan by over a year whilst they held a second examination and referendum, at significant cost.

Having said that, I do accept that Farnham is in a different position, both to Loxwood and from other neighbourhood plans being prepared in Waverley. Most critically, you have already decided that SA/SEA is required and are well down the road of preparing one. There is perhaps a very small chance that at a later stage someone who is challenging the Neighbourhood Plan argues that an SEA is not needed and seeks to unpick the process that you went through in deciding that an SEA was needed. **However, as long as you are aware of and are happy to accept this small risk, then I am content to agree to your request not to complete a SEA screening opinion form.** As you say, we know the answers it will give and I am sure we would conclude, as you did, that SEA is required because of the SPA.

I trust you are satisfied with this conclusion. Please let me know if I can be of any further assistance.

Kind regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Tel: 01483 523458  
Email: [ian.motuel@waverley.gov.uk](mailto:ian.motuel@waverley.gov.uk)

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**Sent:** Friday 14 August 2015 16:34  
**To:** Ian Motuel  
**Cc:** Graham Parrott; Matthew Evans; Farnham Clerk  
**Subject:** RE: Neighbourhood Plans and SEA - important information

Dear Ian

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I hope you have a good weekend.

Regards

**Rachel Aves**

Corporate Governance Team Leader

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**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]

**Sent:** 14 August 2015 15:39

**To:** Rachel Aves <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>

**Cc:** Graham Parrott <[Graham.Parrott@waverley.gov.uk](mailto:Graham.Parrott@waverley.gov.uk)>; Matthew Evans  
<[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>

**Subject:** RE: Neighbourhood Plans and SEA - important information

Hi Rachel,

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Thanks.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
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Email: [ian.motuel@waverley.gov.uk](mailto:ian.motuel@waverley.gov.uk)

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**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Friday 14 August 2015 14:57  
**To:** Ian Motuel  
**Cc:** Jennie Falconer; Graham Parrott; Matthew Ellis; Matthew Evans; Gareth Williams  
**Subject:** RE: Neighbourhood Plans and SEA - important information

Dear Ian

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We have already produced an SA of the Reg 14 Draft Neighbourhood Plan. I believe that you have read the SA for this most recent draft and hope that you are satisfied with the Town Council's approach to date.

We are also aware of the need to conduct an HRA for the Farnham NP at the next stage and, as you know, are currently tendering for this work.

If you have any questions, please do not hesitate to contact me.

Regards  
Rachel

---

**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]  
**Sent:** 24 July 2015 14:48  
**To:** Alfold Clerk <[clerk@alfoldparishcouncil.co.uk](mailto:clerk@alfoldparishcouncil.co.uk)>; Busbridge Clerk <[busbridgepc2012@btinternet.com](mailto:busbridgepc2012@btinternet.com)>; 'chair@cranleighnhp.org' <[chair@cranleighnhp.org](mailto:chair@cranleighnhp.org)>; Chiddingfold Clerk <[clerk@chiddingfold-pc.gov.uk](mailto:clerk@chiddingfold-pc.gov.uk)>; Cranleigh Clerk <[clerk@cranleighpc.org](mailto:clerk@cranleighpc.org)>; Elstead Clerk <[elsteadpc.clerk@gmail.com](mailto:elsteadpc.clerk@gmail.com)>; Ewhurst Clerk <[clerk.epc@btinternet.com](mailto:clerk.epc@btinternet.com)>; Hascombe Clerk <[clerk@hascombeparishcouncil.co.uk](mailto:clerk@hascombeparishcouncil.co.uk)>; Haslemere Clerk <[clerk.htc@haslemere.com](mailto:clerk.htc@haslemere.com)>; Louise Goodfellow <[townclerk@godalming-tc.gov.uk](mailto:townclerk@godalming-tc.gov.uk)>; 'Office' <[office@cranleighnhp.org](mailto:office@cranleighnhp.org)>; Rachel Aves <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; 'stewart@stewartmbrown.co.uk' <[stewart@stewartmbrown.co.uk](mailto:stewart@stewartmbrown.co.uk)>; 'TonyFullwoodRTPI@aol.com' <[TonyFullwoodRTPI@aol.com](mailto:TonyFullwoodRTPI@aol.com)>; Witley Clerk <[clerk@witley-pc.gov.uk](mailto:clerk@witley-pc.gov.uk)>; [chris@navigusplanning.co.uk](mailto:chris@navigusplanning.co.uk);

Brian Whiteley ([Brian.Whiteley@planningaid.rtpi.org.uk](mailto:Brian.Whiteley@planningaid.rtpi.org.uk)) <[Brian.Whiteley@planningaid.rtpi.org.uk](mailto:Brian.Whiteley@planningaid.rtpi.org.uk)>  
**Cc:** Jennie Falconer <[Jennie.Falconer@waverley.gov.uk](mailto:Jennie.Falconer@waverley.gov.uk)>; Graham Parrott  
<[Graham.Parrott@waverley.gov.uk](mailto:Graham.Parrott@waverley.gov.uk)>; Matthew Ellis <[Matthew.Ellis@waverley.gov.uk](mailto:Matthew.Ellis@waverley.gov.uk)>; Matthew Evans  
<[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>; Gareth Williams <[Gareth.Williams@waverley.gov.uk](mailto:Gareth.Williams@waverley.gov.uk)>  
**Subject:** RE: Neighbourhood Plans and SEA - important information

Dear all,

On 22 May I sent you an email (see below) explaining that Waverley has revised its website on neighbourhood planning and also giving information about Strategic Environmental Assessment (SEA). In particular, I asked if you could complete an application form to formally request a Screening Opinion on whether SEA is required for your neighbourhood plan.

As of today we have not had any completed forms returned to us. I am therefore writing again to find out why this is the case. Is it because

- A. You did not read my email, or
- B. You have not yet got far enough with your plan to enable you to complete the form, or
- C. The application form is too complicated, or
- D. The requirement to assemble environmental information (as a Parish Baseline Information Statement) is too onerous, or
- E. You do not agree that you need to request a SEA screening opinion, or
- F. Some other reason.

**I would be grateful for your feedback.**

Incidentally, the link to the section on our website on SEA Screening has changed. It is now [here](#).

Secondly, I thought you'd like to know that the Government has issued its latest 'notes on neighbourhood planning' bulletin (edition 15). This can be viewed or downloaded from <https://www.gov.uk/government/publications/notes-on-neighbourhood-planning-edition-15>

Finally, I hope you are getting on well with your neighbourhood plans. Don't forget that you can contact your dedicated WBC planning policy officer if you have any questions or need some advice. They can also give you an update on progress with the Local Plan, although there is not a great deal to say at the moment as we are still reviewing the timetable.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Tel: 01483 523458  
Email: [ian.motuel@waverley.gov.uk](mailto:ian.motuel@waverley.gov.uk)

Description:	The Burys
Description:	Godalming
LOGO.JPG	Surrey, GU7 1HR
	<a href="http://www.waverley.gov.uk">www.waverley.gov.uk</a>

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**From:** Ian Motuel  
**Sent:** Friday 22 May 2015 17:35  
**To:** Alfold Clerk; Busbridge Clerk; 'chair@cranleighnhp.org'; Chiddingfold Clerk; Cranleigh Clerk; Elstead



Clerk; Ewhurst Clerk; Hascombe Clerk; Haslemere Clerk; 'Louise Goodfellow'; 'Office'; 'Rachel Aves'; 'stewart@stewartmbrown.co.uk'; 'TonyFullwoodRTPI@aol.com'; Witley Clerk  
**Cc:** Jennie Falconer; Graham Parrott; Matthew Ellis; Matthew Evans; Gareth Williams  
**Subject:** Neighbourhood Plans and SEA - important information  
**Importance:** High

Dear Neighbourhood Plan contact,

I am sending you this email because your town or parish council has either decided to prepare a neighbourhood plan or are considering doing so.

We have recently revised the [Neighbourhood Planning](#) pages of Waverley's website. This now contains a lot more information about the Neighbourhood Plan process, assistance we can provide with your neighbourhood plans, and links to various helpful websites for funding and other practical advice and resources. It also shows the current situation with the towns and parishes in Waverley that already producing neighbourhood plans. The website also include a Step-by-Step Guide outlining the key steps involved, and this provides links to sites which will help you to build your evidence base and engage local communities.

There is a section on Sustainability Appraisal and Strategic Environmental Assessment. Although there is no legal requirement for a neighbourhood plan to have a sustainability appraisal (SA), a parish or town council must demonstrate how the plan will contribute to achieving sustainable development. In some circumstances, where a neighbourhood plan is likely to have significant environmental effects, it may require a strategic environmental assessment (SEA). Some neighbourhood plans may also trigger the Habitats Directive.

In order to determine whether the neighbourhood plan is likely to have significant environmental effects, the parish or town council **must**, at an early stage of plan making, formally ask the Borough Council for an 'SEA screening opinion'. This is because the National Planning Practice Guidance has recently been revised, and it now states that

***"To decide whether a draft neighbourhood plan might have significant environmental effects, it must be assessed (screened) at an early stage of the plan's preparation".***

Also, the Neighbourhood Plan Regulations have been amended to require one of the following to be included with a submitted neighbourhood plan:

- A statement of reasons of why SEA is not required, or
- An Environmental Report.

Unless a Screening Opinion is provided, you would not be able to demonstrate why Sea is not required.

To help you understand the process, we have produced an SEA guidance note, giving more detail on what is required. We have also produced an application form which should be completed and submitted to us.

To see these, click on this [link](#). **Please note that we would like you to complete and return the application form even if you have already decided that an SEA is required, or have started to prepare the Environmental Statement.** This may seem unnecessary but providing you with a formal screening opinion will eliminate any risk to your plan being rejected at examination stage because it was not screened for SEA.

More information on SA and SEA is given in the Government's [Planning Practice Note](#) on the subject. There is also a section on [Neighbourhood Planning](#).

We hope that you will find the revised web pages helpful. If there is anything else that you think we could include, please let me know.

Finally, I am not back in the office until 3 June so if you have any queries in the meantime on this issue, please contact your dedicated planning policy contact.

Regards,

Ian Motuel  
Principal Planner (Policy)  
Tel: 01483 523458  
Email: [ian.motuel@waverley.gov.uk](mailto:ian.motuel@waverley.gov.uk)

Description:	The Burys
Description:	Godalming
LOGO.JPG	Surrey, GU7 1HR
	<a href="http://www.waverley.gov.uk">www.waverley.gov.uk</a>

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**Archived:** 30 August 2016 19:39:46  
**From:** [Rachel Aves](#)  
**Sent:** 03 November 2015 11:40:00  
**To:** 'Ian Motuel'  
**Subject:** RE: NPIERS application form  
**Importance:** Normal

---

Hi Ian

Apologies for the delay.

Are you available to chat today?

Regards  
Rachel

---

**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]  
**Sent:** 02 November 2015 08:46  
**To:** Rachel Aves  
**Cc:** [carolecockburn@aol.com](mailto:carolecockburn@aol.com); Town Clerk; Matthew Evans  
**Subject:** RE: NPIERS application form

Hi Rachel,

I was on leave on Friday so wasn't able to call you then. I would be very happy to have a chat by phone today although I am only available from 9-11 or 3-5 today. The latter slot is probably better for me. Please let me know your preference.

I think we are on the same basic wavelength in terms of how to proceed although I have not heard about the Community Spirit Partnership CIC and am not sure how going through this route would differ from employing Clare to do this exploratory meeting via an NPIERS application. Perhaps we can talk about this. I'd also find it helpful to know more about the expected timetable for the neighbourhood plan and I can update you on the Local Plan.

Many thanks.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Friday 30 October 2015 07:32  
**To:** Ian Motuel

**Cc:** [carolecockburn@aol.com](mailto:carolecockburn@aol.com); Farnham Clerk  
**Subject:** RE: NPIERS application form

Dear Ian

Thank you for your email.

I explained to Matthew on Wednesday that NPIERS and Clare Wright suggested that the initial commissioning for advice RE SANG and Housing numbers be through the Community Spirit Partnership CIC, of which she is a founding member. This was agreed with Mushtak at NPIERS. I explained that then when the Plan was submitted for Health Check, this would be put to Clare, through NPIERS and time would be saved as she would be knowledgeable of the Farnham NDP.

Whilst I appreciate how quickly you have acted on this, I am anxious to ensure we do the right thing and follow NPIERS and Clare's advice and wishes.

I am interviewing most of the day, but have a break around 2pm. I feel it might be helpful for us to discuss on the phone if you are available?

Regards  
Rachel

---

**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]  
**Sent:** 29 October 2015 16:40  
**To:** 'npiers@rics.org'  
**Cc:** 'clare@cbwright.london'; Rachel Aves; Matthew Evans; Graham Parrott  
**Subject:** NPIERS application form

Dear Sir/Madam,

Please find attached an NPIERS application form to request assistance from an experienced examiner in relation to the Farnham Neighbourhood Plan.

We have already agreed verbally with examiner Clare Wright that she would provide this help. We anticipate that this would consist of a meeting at the Borough Council offices in Godalming with representatives from Waverley Borough Council and Farnham Town Council, who support this application, followed by a short written report of her conclusions. Please note that this would not be a full pre-submission health check of the neighbourhood plan, but would focus on how resolve a number of high level issues ahead of the plan being finalised for submission. These issues would include

- How to deal with the provision of SANG and housing numbers in the neighbourhood plan in the absence of an up to date adopted Local Plan, and
- How to identify strategic issues in the absence of an up to date Local Plan.

I would be grateful if you could liaise as necessary with Clare to arrange the meeting, including suitable potential dates in November. I have copied Clare (and Rachel Aves from Farnham TC) into this email for information.

I understand that the cost of this assistance would be £375 per day (£750 in total on the basis of an estimated 2 days work). Waverley Borough Council would pay this.

Many thanks.

Regards,

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

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**Archived:** 30 August 2016 19:39:55  
**From:** [Ian Motuel](#)  
**Sent:** 02 November 2015 08:45:30  
**To:** [Rachel Aves](#)  
**Cc:** [carolecockburn@aol.com](#); Town Clerk; Matthew Evans  
**Subject:** RE: NPIERS application form  
**Importance:** Normal

---

Hi Rachel,

I was on leave on Friday so wasn't able to call you then. I would be very happy to have a chat by phone today although I am only available from 9-11 or 3-5 today. The latter slot is probably better for me. Please let me know your preference.

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Many thanks.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Friday 30 October 2015 07:32  
**To:** Ian Motuel  
**Cc:** [carolecockburn@aol.com](#); Farnham Clerk  
**Subject:** RE: NPIERS application form

Dear Ian

Thank you for your email.

I explained to Matthew on Wednesday that NPIERS and Clare Wright suggested that the initial commissioning for advice RE SANG and Housing numbers be through the Community Spirit Partnership CIC, of which she is a founding member. This was agreed with Mushtak at NPIERS. I explained that then when the Plan was submitted for Health Check, this would be put to Clare, through NPIERS and time would be saved as she would be knowledgeable of the Farnham NDP.

Whilst I appreciate how quickly you have acted on this, I am anxious to ensure we do the right thing and follow NPIERS and Clare's advice and wishes.

I am interviewing most of the day, but have a break around 2pm. I feel it might be helpful for us to discuss on the phone if you are available?

Regards  
Rachel

---

**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]  
**Sent:** 29 October 2015 16:40  
**To:** 'npiers@rics.org'  
**Cc:** 'clare@cbwright.london'; Rachel Aves; Matthew Evans; Graham Parrott  
**Subject:** NPIERS application form

Dear Sir/Madam,

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Many thanks.

Regards,

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
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**Archived:** 30 August 2016 19:39:55  
**From:** [Ian Motuel](#)  
**Sent:** 03 November 2015 11:53:02  
**To:** [Rachel Aves](#)  
**Subject:** RE: NPIERS application form  
**Importance:** Normal

---

Hi Rachel. Yes I'm available today. How about now? Can you please call me as I don't have your number to hand.

Thanks,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Tuesday 03 November 2015 11:41  
**To:** Ian Motuel  
**Subject:** RE: NPIERS application form

Hi Ian

Apologies for the delay.

Are you available to chat today?

Regards  
Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 02 November 2015 08:46  
**To:** Rachel Aves  
**Cc:** [carolecockburn@aol.com](mailto:carolecockburn@aol.com); Town Clerk; Matthew Evans  
**Subject:** RE: NPIERS application form

Hi Rachel,

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I think we are on the same basic wavelength in terms of how to proceed although I have not heard about the Community Spirit Partnership CIC and am not sure how going through this route would differ from employing Clare to do this exploratory meeting via an NPIERS application. Perhaps we can talk about this. I'd also find it helpful to know more about the expected timetable for the neighbourhood plan and I can update you on the Local Plan.

Many thanks.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Friday 30 October 2015 07:32  
**To:** Ian Motuel  
**Cc:** [carolecockburn@aol.com](mailto:carolecockburn@aol.com); Farnham Clerk  
**Subject:** RE: NPIERS application form

Dear Ian

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I am interviewing most of the day, but have a break around 2pm. I feel it might be helpful for us to discuss on the phone if you are available?

Regards  
Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 29 October 2015 16:40  
**To:** 'npiers@rics.org'  
**Cc:** 'clare@cbwright.london'; Rachel Aves; Matthew Evans; Graham Parrott  
**Subject:** NPIERS application form

Dear Sir/Madam,

Please find attached an NPIERS application form to request assistance from an experienced examiner in relation to the Farnham Neighbourhood Plan.

We have already agreed verbally with examiner Clare Wright that she would provide this help. We anticipate that this would consist of a meeting at the Borough Council offices in Godalming with

representatives from Waverley Borough Council and Farnham Town Council, who support this application, followed by a short written report of her conclusions. Please note that this would not be a full pre-submission health check of the neighbourhood plan, but would focus on how resolve a number of high level issues ahead of the plan being finalised for submission. These issues would include

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- How to identify strategic issues in the absence of an up to date Local Plan.

I would be grateful if you could liaise as necessary with Clare to arrange the meeting, including suitable potential dates in November. I have copied Clare (and Rachel Aves from Farnham TC) into this email for information.

I understand that the cost of this assistance would be £375 per day (£750 in total on the basis of an estimated 2 days work). Waverley Borough Council would pay this.

Many thanks.

Regards,

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
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**Archived:** 30 August 2016 19:40:54  
**From:** Ian Motuel  
**Sent:** 03 November 2015 13:01:46  
**To:** 'Chloe Duffy'  
**Cc:** 'clare@espcic.org'; Rachel Aves; Matthew Evans; Graham Parrott  
**Subject:** RE: NPIERS application form  
**Importance:** Normal  
**Attachments:**  
[imotue\\_03-11-2015\\_11-24-51.pdf](#) 

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Dear Chloe,

Please accept my apologies for the largely blank form. I am not quite sure why this happened. I attach now a scanned version of the signed form so hopefully this will now be okay.

As explained in my last email we are not requesting a full health check of the Farnham Neighbourhood Plan at this stage but would like to have an exploratory meeting with Clare Wright (and a written report of her findings), with a full health check to follow at a later date. I have explained this on the form. I have spoken to Mushtaq Ahmed today and he said that we could (if desired) go straight to Clare for this, but because of Waverley's procurement rules, we would prefer to do this via NPIERS. However the outcome should be exactly the same.

To speed things up, I am copying this to Clare via her company (Community Spirit Partnership CIC). Our preferred weeks for the meeting would be w/c 16<sup>th</sup> or w/c 23<sup>rd</sup> November.

Many thanks.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Chloe Duffy [mailto:chloeduffy@rics.org]  
**Sent:** Friday 30 October 2015 09:42  
**To:** Ian Motuel  
**Subject:** RE: NPIERS application form

Dear Mr Motuel,

Concerning your previous email, unfortunately the NPIERS Application attached was blank. Please could you forward me the completed copy so I can process your application accordingly.

Thank you for your time and I look forward to hearing from you shortly.

Kind regards  
**Chloe Duffy**

DRS Administrator

RICS

t +44 (0)24 7686 8531 **DRS Hotline** +44 (0)207 334 3806

e [chloeduffy@rics.org](mailto:chloeduffy@rics.org) w [rics.org](http://rics.org)



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BEIJING • TOKYO • SYDNEY

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**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]

**Sent:** 29 October 2015 16:40

**To:** NPIERS

**Cc:** 'clare@cbwright.london'; 'Rachel Aves'; Matthew Evans; Graham Parrott

**Subject:** NPIERS application form

Dear Sir/Madam,

Please find attached an NPIERS application form to request assistance from an experienced examiner in relation to the Farnham Neighbourhood Plan.

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I understand that the cost of this assistance would be £375 per day (£750 in total on the basis of an estimated 2 days work). Waverley Borough Council would pay this.

Many thanks.

Regards,

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

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VAT No. GB 584940013

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**Archived:** 30 August 2016 19:40:57  
**From:** Clare Wright  
**Sent:** 11 November 2015 10:47:19  
**To:** Ian Motuel; 'Chloe Duffy'  
**Cc:** Rachel Aves; Matthew Evans; Graham Parrott  
**Subject:** RE: NPIERS application form  
**Importance:** Normal

---

Ian

Thank you for your calls. I am now available. Do please call back so I can begin on providing the formal advice for Farnham.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745  
[clare@cspcic.org](mailto:clare@cspcic.org)  
<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

---

**From:** Ian Motuel [mailto:ian.Motuel@waverley.gov.uk]  
**Sent:** 03 November 2015 13:01  
**To:** 'Chloe Duffy' <chloeduffy@rics.org>  
**Cc:** Clare Wright <clare@cspcic.org>; 'Rachel Aves' <Rachel.Aves@farnham.gov.uk>; Matthew Evans <Matthew.Evans@waverley.gov.uk>; Graham Parrott <Graham.Parrott@waverley.gov.uk>  
**Subject:** RE: NPIERS application form

Dear Chloe,

Please accept my apologies for the largely blank form. I am not quite sure why this happened. I attach now a scanned version of the signed form so hopefully this will now be okay.

As explained in my last email we are not requesting a full health check of the Farnham Neighbourhood Plan at this stage but would like to have an exploratory meeting with Clare Wright (and a written report of her findings), with a full health check to follow at a later date. I have explained this on the form. I have spoken to Mushtaq Ahmed today and he said that we could (if desired) go straight to Clare for this, but because of Waverley's procurement rules, we would prefer to do this via NPIERS. However the outcome should be exactly the same.

To speed things up, I am copying this to Clare via her company (Community Spirit Partnership CIC). Our preferred weeks for the meeting would be w/c 16<sup>th</sup> or w/c 23<sup>rd</sup> November.

Many thanks.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Chloe Duffy [<mailto:chloeduffy@rics.org>]  
**Sent:** Friday 30 October 2015 09:42  
**To:** Ian Motuel  
**Subject:** RE: NPIERS application form

Dear Mr Motuel,

Concerning your previous email, unfortunately the NPIERS Application attached was blank. Please could you forward me the completed copy so I can process your application accordingly.

Thank you for your time and I look forward to hearing from you shortly.

Kind regards

**Chloe Duffy**

DRS Administrator

RICS

t +44 (0)24 7686 8531 **DRS Hotline** +44 (0)207 334 3806

e [chloeduffy@rics.org](mailto:chloeduffy@rics.org) w [rics.org](http://rics.org)



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**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 29 October 2015 16:40  
**To:** NPIERS  
**Cc:** 'clare@cbwright.london'; 'Rachel Aves'; Matthew Evans; Graham Parrott  
**Subject:** NPIERS application form

Dear Sir/Madam,

Please find attached an NPIERS application form to request assistance from an experienced examiner in relation to the Farnham Neighbourhood Plan.



We have already agreed verbally with examiner Clare Wright that she would provide this help. We anticipate that this would consist of a meeting at the Borough Council offices in Godalming with representatives from Waverley Borough Council and Farnham Town Council, who support this application, followed by a short written report of her conclusions. Please note that this would not be a full pre-submission health check of the neighbourhood plan, but would focus on how resolve a number of high level issues ahead of the plan being finalised for submission. These issues would include

- How to deal with the provision of SANG and housing numbers in the neighbourhood plan in the absence of an up to date adopted Local Plan, and
- How to identify strategic issues in the absence of an up to date Local Plan.

I would be grateful if you could liaise as necessary with Clare to arrange the meeting, including suitable potential dates in November. I have copied Clare (and Rachel Aves from Farnham TC) into this email for information.

I understand that the cost of this assistance would be £375 per day (£750 in total on the basis of an estimated 2 days work). Waverley Borough Council would pay this.

Many thanks.

Regards,

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

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**Archived:** 30 August 2016 19:40:57  
**From:** Ian Motuel  
**Sent:** 29 October 2015 16:41:08  
**To:** 'npiers@rics.org'  
**Cc:** 'clare@cbwright.london'; Rachel Aves; Matthew Evans; Graham Parrott  
**Subject:** NPIERS application form  
**Importance:** Normal  
**Attachments:**  
NPIERS Application Form (Health check of Farnham NDP) 29.10.15.pdf 

---

Dear Sir/Madam,

Please find attached an NPIERS application form to request assistance from an experienced examiner in relation to the Farnham Neighbourhood Plan.

We have already agreed verbally with examiner Clare Wright that she would provide this help. We anticipate that this would consist of a meeting at the Borough Council offices in Godalming with representatives from Waverley Borough Council and Farnham Town Council, who support this application, followed by a short written report of her conclusions. Please note that this would not be a full pre-submission health check of the neighbourhood plan, but would focus on how resolve a number of high level issues ahead of the plan being finalised for submission. These issues would include

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- How to identify strategic issues in the absence of an up to date Local Plan.

I would be grateful if you could liaise as necessary with Clare to arrange the meeting, including suitable potential dates in November. I have copied Clare (and Rachel Aves from Farnham TC) into this email for information.

I understand that the cost of this assistance would be £375 per day (£750 in total on the basis of an estimated 2 days work). Waverley Borough Council would pay this.

Many thanks.


Regards,

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

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**Archived:** 30 August 2016 19:39:45  
**From:** Rachel Aves  
**Sent:** 30 October 2015 07:31:00  
**To:** 'Ian Motuel'  
**Cc:** carolecockburn@aol.com; Town Clerk  
**Subject:** RE: NPIERS application form  
**Importance:** Normal  
**Attachments:**  
SANGS.msg 

---

Dear Ian

Thank you for your email.

I explained to Matthew on Wednesday that NPIERS and Clare Wright suggested that the initial commissioning for advice RE SANG and Housing numbers be through the Community Spirit Partnership CIC, of which she is a founding member. This was agreed with Mushtak at NPIERS. I explained that then when the Plan was submitted for Health Check, this would be put to Clare, through NPIERS and time would be saved as she would be knowledgeable of the Farnham NDP.

Whilst I appreciate how quickly you have acted on this, I am anxious to ensure we do the right thing and follow NPIERS and Clare's advice and wishes.

I am interviewing most of the day, but have a break around 2pm. I feel it might be helpful for us to discuss on the phone if you are available?

Regards  
Rachel

---

**From:** Ian Motuel [mailto:ian.Motuel@waverley.gov.uk]  
**Sent:** 29 October 2015 16:40  
**To:** 'npiers@rics.org'  
**Cc:** 'clare@cbwright.london'; Rachel Aves; Matthew Evans; Graham Parrott  
**Subject:** NPIERS application form

Dear Sir/Madam,

Please find attached an NPIERS application form to request assistance from an experienced examiner in relation to the Farnham Neighbourhood Plan.

We have already agreed verbally with examiner Clare Wright that she would provide this help. We anticipate that this would consist of a meeting at the Borough Council offices in Godalming with representatives from Waverley Borough Council and Farnham Town Council, who support this application, followed by a short written report of her conclusions. Please note that this would not be a full pre-submission health check of the neighbourhood plan, but would focus on how resolve a number of high level issues ahead of the plan being finalised for submission. These issues would include

- How to deal with the provision of SANG and housing numbers in the neighbourhood plan in the absence of an up to date adopted Local Plan, and
- How to identify strategic issues in the absence of an up to date Local Plan.

I would be grateful if you could liaise as necessary with Clare to arrange the meeting, including suitable potential dates in November. I have copied Clare (and Rachel Aves from Farnham TC) into this email for information.

I understand that the cost of this assistance would be £375 per day (£750 in total on the basis of an estimated 2 days work). Waverley Borough Council would pay this.

Many thanks.

Regards,

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

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**Archived:** 30 August 2016 19:39:55  
**From:** [Carole Cockburn](#)  
**Sent:** 27 October 2015 11:24:56  
**To:** [Rachel Aves](#)  
**Subject:** FW: SANGS AND SHLAA  
**Importance:** Normal

---

Still on!

---

**From:** Tracey Langdon  
**Sent:** 27 October 2015 10:50  
**To:** Carole Cockburn; Brian Adams  
**Cc:** Matthew Evans  
**Subject:** SANGS AND SHLAA

Dear Councillors Cockburn and Adams

Please note that the meeting is in Committee Room 4 tomorrow at 12 Noon.

Kind regards

Tracey Langdon  
Support Officer to the Head of Planning Services  
Waverley Borough Council

Telephone - 01483 523180

If I am not available and you need assistance before my return, please contact Sharon Dunn on 01483 523497 or [sharon.dunn@waverley.gov.uk](mailto:sharon.dunn@waverley.gov.uk)

[www.waverley.gov.uk](http://www.waverley.gov.uk)

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**Archived:** 30 August 2016 19:39:51  
**From:** [Rachel Aves](#)  
**Sent:** 19 February 2016 09:34:00  
**To:** 'Ian Motuel'  
**Subject:** RE: SANGS  
**Importance:** Normal

---

Hi Ian

Thanks for the prompt.

As we have now had advice that Farnham Park will be able to deliver the FNDP I don't think it matters what the report says in respect of the allocation of SANGs for the NP. I still think it's a shame that it didn't have a conclusion and advised of a divergence of opinion which is what we were seeking to clarify, but as we don't need it anymore to be able to move forward.

I will thought double check with the team once more and get back to you asap.

Best wishes  
Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 19 February 2016 09:18  
**To:** Rachel Aves  
**Cc:** Matthew Evans  
**Subject:** RE: SANGS

Hi Rachel,

Clare Wright has sent an email asking if we have any further queries on her report. Further to my email of 4 February (attached), do you want to suggest any change to it? It would be helpful to know soon, as I'm sure Clare is keen to send an invoice to Waverley!

Thanks.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Thursday 18 February 2016 16:52  
**To:** [Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)  
**Cc:** Ian Motuel; Matthew Evans  
**Subject:** RE: SANGS

Dear Ian and Rachel

Further to our conversations, I look forward to receiving your further queries.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864

(01634) 321745

[clare@cspcic.org](mailto:clare@cspcic.org)

<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

---

**From:** Clare Wright

**Sent:** 24 December 2015 05:31

**To:** [Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)

**Cc:** Ian Motuel <[Ian.Motuel@waverley.gov.uk](mailto:Ian.Motuel@waverley.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>

**Subject:** Fwd: SANGS

Dear Rachel

Please find attached my report. I hope this is helpful and do feel free to contact me for any clarification when I return between Christmas and New Year.

Kind regards

Clare

Sent from my iPad

Begin forwarded message:

**From:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>

**Date:** 23 December 2015 18:50:03 CET

**To:** Ian Motuel <[Ian.Motuel@waverley.gov.uk](mailto:Ian.Motuel@waverley.gov.uk)>, Matthew Evans  
<[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>

**Subject:** Fwd: SANGS

Dear Ian and Matthew

Please find attached my alterations to the SANGS report.



Thank you for your comments and clarifications.

Kind regards

Clare

**Clare B Wright** MRTPI MILM

Sent from my iPad

Begin forwarded message:

**From:** Clare Wright <[c.b.wright@hotmail.com](mailto:c.b.wright@hotmail.com)>  
**Date:** 23 December 2015 18:46:54 CET  
**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>  
**Subject:** RE: SANGS

---

From: [clare@cspcic.org](mailto:clare@cspcic.org)  
To: [c.b.wright@hotmail.com](mailto:c.b.wright@hotmail.com)  
Subject: Fwd: SANGS  
Date: Wed, 23 Dec 2015 16:52:03 +0000

Sent from my iPad

Begin forwarded message:

**From:** Ian Motuel <[Ian.Motuel@waverley.gov.uk](mailto:Ian.Motuel@waverley.gov.uk)>  
**Date:** 22 December 2015 11:56:18 CET  
**To:** 'Clare Wright' <[clare@cspcic.org](mailto:clare@cspcic.org)>  
**Cc:** Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>  
**Subject:** RE: SANGS

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Friday 18 December 2015 09:07  
**To:** Ian Motuel  
**Subject:** SANGS

Ian

Please find attached my report on SANGS.

Can you fact check please and discuss later this morning before wider issue.

Kind regards

Clare

**Clare B Wright** MRTPI MILM

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**Archived:** 30 August 2016 19:39:55

**From:** Ian Motuel

**Sent:** 27 October 2015 16:51:04

**To:** Rachel Aves

**Cc:** Matthew Evans

**Subject:** FW: SANGS

**Importance:** Normal

---

Dear Rachel,

Thank you for your email regarding the proposed NPIERS health check of your emerging neighbourhood plan. Matthew has forwarded it to me and asked me to respond to you on his behalf.

Having discussed your suggestion, I can confirm that we are happy to appoint Clare Wright to provide advice (to both Waverley and Farnham TC) on SANG and housing numbers in relation to the Farnham NDP. As SANG and housing numbers are strategic issues key to the Local Plan, we are happy to organise and pay for this, which we think should take the form of a meeting (attended by Waverley BC and Farnham TC representatives) followed by a report from Clare. A full health check of the pre-submission plan can be undertaken subsequent to this.

If you can please let me have some potential dates, I'll contact Clare and arrange the meeting. I sent you the suggested NPIERS health check application form on 15 September. Although we are not proposing a full health check at this stage, I intend to still send this form, amended as necessary to reflect the intention to have the review in November rather than by the end of September.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]

**Sent:** Tuesday 27 October 2015 10:16

**To:** Matthew Evans

**Cc:** Farnham Clerk

**Subject:** SANGS

Dear Matthew

I hope you don't mind, Carole has sent me the below from your correspondence with her and I just wanted to follow upon a couple of points:

Badshot Lea SANG

We haven't looked at the consortium site (Ref 383). We too would doubt the site's availability. Realistically, I would doubt the landowners ability to assemble to enable housing, let alone SANG. Thank you for the note on land value for SANG though, this is helpful for our ongoing work.

## External Support

We appreciate the offer to fund the full health check of the plan, but we would prefer for our full Reg 15 plan to be assessed, prior to submission and finalisation. We saw little benefit of having issues that we are aware of being highlighted, when we have already dealt with some of the in our drafting of the next version.

With that being said, we do agree it would be helpful to have an examiner look at the Plan and advise specifically on SANG. I have discussed this with NPIERS and one of their examiners and they have agreed that it wouldn't be helpful to fully health check the entire Reg 4 Plan. It has been suggested, that an examiner be commissioned to advise solely on SANG, with reference specifically to the Farnham NDP. Clare Wright of NPIERS and the Community Spirit Partnership CIC further suggested that when the Plan is to be formally "health checked", it would take less time, as the examiner would be up to speed with the Farnham NP.

Would you support this method? If so, it would be helpful to commission Clare right away, to advise on SANG and housing numbers in the Farnham NP.

As far as how this works with the shared funding, I am not sure what you might feel is best. We could commission the examiner now and WBC could reimburse the costs to us, or WBC could commission the examiner directly, as proposed.

Please do not hesitate to give me a call to discuss further. I look forward to hearing from you.

Best wishes  
Rachel

---

**From:** Carole Cockburn [<mailto:Carole.Cockburn@waverley.gov.uk>]

**Sent:** 15 October 2015 17:59

**To:** Rachel Aves

**Subject:** FW: SANGS and SHLAA

In relation to SANG we can discuss when we meet the direction the Executive has given on the way forward. I understand that the site you are considering the large tract of land to the south of Badshot Lea. This is currently marked red in the SHLAA. The challenge here is availability – I doubt that the land owners who is promoting the site would sell the site to Waverley for SANG until they have exhausted all development options through the Local Plan and planning application process. Even then the business case for taking on SANG only really works if a site is acquired at or around agricultural value which is not going to be attractive to the land owners I suspect.

In relation to the Neighbourhood Plan event – we are happy to support but until the Executive has given the steer on the spatial strategy which neighbourhood plans will need to follow, such an event will have limited value. A report is due to go to the Executive at the beginning of November. Once that has been agreed then we can make some arrangements.

Can I ask the Town Council to reconsider the offer Waverley has made in relation to the external support. Rachel has indicated that the Town Council would prefer waiting until December when the next version of the neighbourhood plan (the Regulation 15 submission) version is available. I think there would great benefit in having an earlier meeting with a neighbourhood plan examiner so that these matters can be discussed (and hopefully resolved) before the submission version is finalised. The NPIERs examiner we have been allocated has confirmed that she is available in the next few weeks. Is the TC intending to carry out further Regulation 14 consultation with neighbourhood plan before it is submitted to Waverley?

You kindly shared with us the Ascot Neighbourhood Plan which was useful insight in how to progress a neighbourhood plan in advance of the Local Plan. A few things stood out:

Helpfully the Inspector expressed the view that

“neighbourhood planning can, in the absence of relevant development plan policies, provide an excellent opportunity to introduce policies that can help provide for certainty in what might otherwise be a ‘policy vacuum.’ The fact that there is an emerging development plan in a local authority area is not an unusual circumstance and there is nothing in the relevant legislation to support the contention that such a situation should necessarily stop, or slow down, the progress of a neighbourhood plan.”

“Neighbourhood planning policies are not examined against emerging strategic policies, but it makes good sense for neighbourhood planners to have access to up-to-date information and to be aware of likely future changes and of the evidence leading to such.”

However he did note that:

“.... the Neighbourhood Plan does not attempt to determine the overall quantum of houses to be built within the Neighbourhood Area during the plan period. In the absence of current, adopted policy determining housing numbers for the whole local authority area, it would be difficult to do so”. And also that “Housing supply for the local authority area will be rigorously examined in the coming period and this will result in the Royal Borough of Windsor and Maidenhead Local Plan setting out housing numbers and site allocations, once adopted. “

From what I understand it is the intention of the Town Council to identify a housing target. However the Examining Inspector at Ascot has identified this as challenging and I think we should take advice collectively on this matter. My concern is that if the Neighbourhood Plan wishes to be prescriptive about housing target it will quickly be out of date by a more up to date figure in the emerging Local Plan. It may be that a different approach is needed to introduce more flexibility into the Neighbourhood Plan to allow for changing circumstances.

**Archived:** 30 August 2016 19:40:33

**From:** Ian Motuel

**Sent:** 19 February 2016 09:18:51

**To:** Rachel Aves

**Cc:** Matthew Evans

**Subject:** RE: SANGS

**Importance:** Normal

**Attachments:**

Meeting with Clare Wright re neighbourhood plan, SANG etc.msg 

---

Hi Rachel,

Clare Wright has sent an email asking if we have any further queries on her report. Further to my email of 4 February (attached), do you want to suggest any change to it? It would be helpful to know soon, as I'm sure Clare is keen to send an invoice to Waverley!

Thanks.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [mailto:[clare@cspcic.org](mailto:clare@cspcic.org)]  
**Sent:** Thursday 18 February 2016 16:52  
**To:** Rachel.Aves@farnham.gov.uk  
**Cc:** Ian Motuel; Matthew Evans  
**Subject:** RE: SANGS

Dear Ian and Rachel

Further to our conversations, I look forward to receiving your further queries.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745  
[clare@cspcic.org](mailto:clare@cspcic.org)

<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

---

**From:** Clare Wright

**Sent:** 24 December 2015 05:31

**To:** [Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)

**Cc:** Ian Motuel <[Ian.Motuel@waverley.gov.uk](mailto:Ian.Motuel@waverley.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>

**Subject:** Fwd: SANGS

Dear Rachel

Please find attached my report. I hope this is helpful and do feel free to contact me for any clarification when I return between Christmas and New Year.

Kind regards

Clare

Sent from my iPad

Begin forwarded message:

**From:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>

**Date:** 23 December 2015 18:50:03 CET

**To:** Ian Motuel <[Ian.Motuel@waverley.gov.uk](mailto:Ian.Motuel@waverley.gov.uk)>, Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>

**Subject:** Fwd: SANGS

Dear Ian and Matthew

Please find attached my alterations to the SANGS report.

Thank you for your comments and clarifications.

Kind regards

Clare

**Clare B Wright** MRTPI MILM

Sent from my iPad

Begin forwarded message:

**From:** Clare Wright <[c.b.wright@hotmail.com](mailto:c.b.wright@hotmail.com)>

**Date:** 23 December 2015 18:46:54 CET

**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>

**Subject:** RE: SANGS

---

From: [clare@cspcic.org](mailto:clare@cspcic.org)  
To: [c.b.wright@hotmail.com](mailto:c.b.wright@hotmail.com)  
Subject: Fwd: SANGS  
Date: Wed, 23 Dec 2015 16:52:03 +0000

Sent from my iPad

Begin forwarded message:

**From:** Ian Motuel <[Ian.Motuel@waverley.gov.uk](mailto:Ian.Motuel@waverley.gov.uk)>  
**Date:** 22 December 2015 11:56:18 CET  
**To:** 'Clare Wright' <[clare@cspcic.org](mailto:clare@cspcic.org)>  
**Cc:** Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>  
**Subject:** RE: SANGS

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Friday 18 December 2015 09:07  
**To:** Ian Motuel  
**Subject:** SANGS

Ian

Please find attached my report on SANGS.

Can you fact check please and discuss later this morning before wider issue.

Kind regards

Clare

**Clare B Wright** MRTPI MILM



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**Archived:** 30 August 2016 19:40:41  
**From:** [Ian Motuel](#)  
**Sent:** 19 February 2016 09:21:31  
**To:** 'Clare Wright'  
**Cc:** [Matthew Evans](#); [Rachel Aves](#)  
**Subject:** RE: SANGS  
**Importance:** Normal

---

Dear Clare,

Sorry for the delay in responding on this. I will liaise with Rachel and will respond as soon as I can.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Thursday 18 February 2016 16:52  
**To:** [Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)  
**Cc:** Ian Motuel; Matthew Evans  
**Subject:** RE: SANGS

Dear Ian and Rachel

Further to our conversations, I look forward to receiving your further queries.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745  
[clare@cspcic.org](mailto:clare@cspcic.org)  
<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

---

**From:** Clare Wright  
**Sent:** 24 December 2015 05:31  
**To:** [Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)  
**Cc:** Ian Motuel <[Ian.Motuel@waverley.gov.uk](mailto:Ian.Motuel@waverley.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>  
**Subject:** Fwd: SANGS

Dear Rachel

Please find attached my report. I hope this is helpful and do feel free to contact me for any clarification when I return between Christmas and New Year.

Kind regards

Clare

Sent from my iPad

Begin forwarded message:

**From:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>  
**Date:** 23 December 2015 18:50:03 CET  
**To:** Ian Motuel <[Ian.Motuel@waverley.gov.uk](mailto:Ian.Motuel@waverley.gov.uk)>, Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>  
**Subject:** Fwd: SANGS

Dear Ian and Matthew

Please find attached my alterations to the SANGS report.

Thank you for your comments and clarifications.

Kind regards

Clare

**Clare B Wright** MRTPI MILM

Sent from my iPad

Begin forwarded message:

**From:** Clare Wright <[c.b.wright@hotmail.com](mailto:c.b.wright@hotmail.com)>  
**Date:** 23 December 2015 18:46:54 CET  
**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>  
**Subject:** RE: SANGS

---

From: [clare@cspcic.org](mailto:clare@cspcic.org)  
To: [c.b.wright@hotmail.com](mailto:c.b.wright@hotmail.com)  
Subject: Fwd: SANGS  
Date: Wed, 23 Dec 2015 16:52:03 +0000

Sent from my iPad

Begin forwarded message:

**From:** Ian Motuel <[Ian.Motuel@waverley.gov.uk](mailto:Ian.Motuel@waverley.gov.uk)>  
**Date:** 22 December 2015 11:56:18 CET  
**To:** 'Clare Wright' <[clare@cspcic.org](mailto:clare@cspcic.org)>  
**Cc:** Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>  
**Subject:** RE: SANGS

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Friday 18 December 2015 09:07  
**To:** Ian Motuel  
**Subject:** SANGS

Ian

Please find attached my report on SANGS.

Can you fact check please and discuss later this morning before wider issue.

Kind regards

Clare

**Clare B Wright** MRTPI MILM

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Please visit our website at <http://www.waverley.gov.uk>

**Archived:** 30 August 2016 19:39:45  
**From:** Rachel Aves  
**Sent:** 27 October 2015 10:16:00  
**To:** [matthew.evans@waverley.gov.uk](mailto:matthew.evans@waverley.gov.uk)  
**Cc:** Town Clerk  
**Subject:** SANGS  
**Response requested:** No  
**Importance:** Normal

---

Dear Matthew

I hope you don't mind, Carole has sent me the below from your correspondence with her and I just wanted to follow upon a couple of points:

#### Badshot Lea SANG

We haven't looked at the consortium site (Ref 383). We too would doubt the site's availability. Realistically, I would doubt the landowners ability to assemble to enable housing, let alone SANG. Thank you for the note on land value for SANG though, this is helpful for our ongoing work.

#### External Support

We appreciate the offer to fund the full health check of the plan, but we would prefer for our full Reg 15 plan to be assessed, prior to submission and finalisation. We saw little benefit of having issues that we are aware of being highlighted, when we have already dealt with some of the in our drafting of the next version.

With that being said, we do agree it would be helpful to have an examiner look at the Plan and advise specifically on SANG. I have discussed this with NPIERS and one of their examiners and they have agreed that it wouldn't be helpful to fully health check the entire Reg 4 Plan. It has been suggested, that an examiner be commissioned to advise solely on SANG, with reference specifically to the Farnham NDP. Clare Wright of NPIERS and the Community Spirit Partnership CIC further suggested that when the Plan is to be formally "health checked", it would take less time, as the examiner would be up to speed with the Farnham NP.

Would you support this method? If so, it would be helpful to commission Clare right away, to advise on SANG and housing numbers in the Farnham NP.

As far as how this works with the shared funding, I am not sure what you might feel is best. We could commission the examiner now and WBC could reimburse the costs to us, or WBC could commission the examiner directly, as proposed.

Please do not hesitate to give me a call to discuss further. I look forward to hearing from you.

Best wishes  
Rachel

---

**From:** Carole Cockburn [<mailto:Carole.Cockburn@waverley.gov.uk>]  
**Sent:** 15 October 2015 17:59

**To:** Rachel Aves  
**Subject:** FW: SANGS and SHLAA

In relation to SANG we can discuss when we meet the direction the Executive has given on the way forward. I understand that the site you are considering the large tract of land to the south of Badshot Lea. This is currently marked red in the SHLAA. The challenge here is availability – I doubt that the land owners who is promoting the site would sell the site to Waverley for SANG until they have exhausted all development options through the Local Plan and planning application process. Even then the business case for taking on SANG only really works if a site is acquired at or around agricultural value which is not going to be attractive to the land owners I suspect.

In relation to the Neighbourhood Plan event – we are happy to support but until the Executive has given the steer on the spatial strategy which neighbourhood plans will need to follow, such an event will have limited value. A report is due to go to the Executive at the beginning of November. Once that has been agreed then we can make some arrangements.

Can I ask the Town Council to reconsider the offer Waverley has made in relation to the external support. Rachel has indicated that the Town Council would prefer waiting until December when the next version of the neighbourhood plan (the Regulation 15 submission) version is available. I think there would great benefit in having an earlier meeting with a neighbourhood plan examiner so that these matters can be discussed (and hopefully resolved) before the submission version is finalised. The NPIERs examiner we have been allocated has confirmed that she is available in the next few weeks. Is the TC intending to carry out further Regulation 14 consultation with neighbourhood plan before it is submitted to Waverley?

You kindly shared with us the Ascot Neighbourhood Plan which was useful insight in how to progress a neighbourhood plan in advance of the Local Plan. A few things stood out:

Helpfully the Inspector expressed the view that


“neighbourhood planning can, in the absence of relevant development plan policies, provide an excellent opportunity to introduce policies that can help provide for certainty in what might otherwise be a ‘policy vacuum.’ The fact that there is an emerging development plan in a local authority area is not an unusual circumstance and there is nothing in the relevant legislation to support the contention that such a situation should necessarily stop, or slow down, the progress of a neighbourhood plan.”

“Neighbourhood planning policies are not examined against emerging strategic policies, but it makes good sense for neighbourhood planners to have access to up-to-date information and to be aware of likely future changes and of the evidence leading to such.”

However he did note that:

“.... the Neighbourhood Plan does not attempt to determine the overall quantum of houses to be built within the Neighbourhood Area during the plan period. In the absence of current, adopted policy determining housing numbers for the whole local authority area, it would be difficult to do so”. And also that “Housing supply for the local authority area will be rigorously examined in the coming period and this will result in the Royal Borough of Windsor and Maidenhead Local Plan setting out housing numbers and site allocations, once adopted. “

From what I understand it is the intention of the Town Council to identify a housing target. However the Examining Inspector at Ascot has identified this as challenging and I think we should take advice collectively on this matter. My concern is that if the Neighbourhood Plan wishes to be prescriptive about housing target it will quickly be out of date by a more up to date figure in the emerging Local Plan. It may be that a different approach is needed to introduce more flexibility into the Neighbourhood Plan to allow for changing circumstances.

**Archived:** 30 August 2016 19:40:21  
**From:** [Ian Motuel](#)  
**Sent:** 26 January 2016 09:37:03  
**To:** [Rachel Aves](#)  
**Subject:** SEA screening opinion for the FNP  
**Importance:** Normal  
**Attachments:**  
[Farnham NDP Screening Opinion 160120.pdf](#) 

---

Dear Rachel,

I attach the SEA Screening Opinion letter from AECOM, our sustainability consultants. **They have recommended that the Farnham neighbourhood plan is subject to SEA and HRA.**

Please note that this is not the final decision as we now have to consult the 3 environmental bodies. We have given them a month to respond so we should be able to issue our formal decision by the end of February. I apologise for the length of time this is taking. However, as you are already doing SEA & HRA (having come to the same conclusion well over a year ago), this exercise is retrospective and should not create any problems for you.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

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**Archived:** 30 August 2016 19:39:45  
**From:** Rachel Aves  
**Sent:** 29 October 2015 12:32:00  
**To:** [matthew.evans@waverley.gov.uk](mailto:matthew.evans@waverley.gov.uk)  
**Cc:** Town Clerk  
**Subject:** FW: Thanks  
**Response requested:** No  
**Importance:** Normal

---

Hi Matthew

Just want to echo Carole's thank you for yesterday – apologies that you didn't know I was coming!

After our discussion, I was looking at the Badshot Lea consortium last night and this is the FNP view: Flood zone 2 and 3a. A large site which would significantly extend development into the countryside and create a substantial extension to Badshot Lea. A smaller area comprising the northern part of this site would represent a less intrusive extension to Badshot Lea, cause less harm to the character of the countryside and is identified as a potential housing option in the Plan. The Town Council is not aware that this site currently has SANGS available to support delivery of housing. This extensive site is unsuitable and currently not achievable as a potential housing option.

Whilst I was away at the time of the meeting on the SHLAA and "FHLAA", I am not sure the two documents agreed by the end of the discussion. It might be good for a couple of people to get together again and, open-minded, look at the two documents; compare the methodologies and then we can understand each other's criteria better, hopefully so we can start to come to the same conclusions. If both documents are objective, I don't see why this can't be the case.

I look forward to hearing from Ian soon and thank again for yesterday and your support.

Regards

**Rachel Aves**

Corporate Governance Team Leader



**Follow the progress of Farnham's Neighbourhood Plan on Twitter**  
**@farnhamofficial** ([www.twitter.com/FarnhamOfficial](https://www.twitter.com/FarnhamOfficial))



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**From:** Carole Cockburn [mailto:Carole.Cockburn@waverley.gov.uk]

**Sent:** 29 October 2015 09:44

**To:** Gareth Williams; Matthew Evans; Brian Adams

**Cc:** Rachel Aves; Ian Motuel

**Subject:** Thanks

Dear Matthew, Brian and Gareth

Thank you for meeting us yesterday.

I hope we clarified certain issues and look forward to our joint meeting with Clare Wright. Has Ian been in touch with her yet to organise this?

As I hope we made clear, Farnham has no desire to provide SANGS and agees with you that it is a strategic issue. I hope our work with Clare will clarify the issue yet further and enable the Farnham Neighbourhood Plan to get to its next stage and to become a valuable tool in the planning process.

I also hope that we can work further on site allocations. Our plan has simple aims, one of which is to prevent coalescence between Weybourne and Badshot Lea and Aldershot or, if you prefer, between Rushmoor and Waverley. We support some development in the area previously defined as the strategic gap but seek to maintain some form of separation. I hope we can reach agreement on the few disputed sites.

With best wishes

Carole

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**Archived:** 30 August 2016 19:40:29

**From:** [Ian Motuel](#)

**Sent:** 18 February 2016 16:15:05

**To:** [Alfold Clerk](#); [Busbridge Clerk](#); [chair@cranleighnhp.org](mailto:chair@cranleighnhp.org); [Chiddingfold Clerk](#); [Cranleigh Clerk](#); [Elstead Clerk](#); [Ewhurst Clerk](#); [Hascombe Clerk](#); [Louise Goodfellow](#); ['Office'](#); [Rachel Aves](#); [Sarah Nash](#), [Haslemere TC](#); [stewart@stewartmbrown.co.uk](mailto:stewart@stewartmbrown.co.uk); [Tim Bloomfield](#), [Chair of Ewhurst & Ellens Green steering group](#); [TonyFullwoodRTPI@aol.com](mailto:TonyFullwoodRTPI@aol.com); [Witley Clerk](#)

**Cc:** [Matthew Ellis](#); [Gareth Williams](#); [Jennie Falconer](#); [Graham Parrott](#); [Matthew Evans](#); [Elizabeth Sims](#)

**Subject:** Updated guidance on neighbourhood planning

**Importance:** Normal

---

Dear all,

As a town or parish council that is preparing a neighbourhood plan, I wanted to let you know that the Government has made some amendments to national guidance in the Planning Practice Guidance on Neighbourhood Planning.

- Para 040 now has an extra three sentences that essentially say that where relevant, Neighbourhood Plans must take account of the latest evidence of housing need. As you know, the most recent Strategic Housing Market Assessment (SHMA) identified a need for 519 homes per annum in Waverley.
- Para 015 has a change that relates to the Governance arrangements for town and parish councils preparing neighbourhood plans, such as establishing sub committees.
- Para 009 includes two changes:
  - Firstly it adds the following; *"For example, up-to-date housing needs evidence is relevant to the question of whether a housing supply policy in a neighbourhood plan or Order contributes to the achievement of sustainable development."* This is a similar point as the change to para 040.
  - It also adds *"Neighbourhood plans should consider providing indicative delivery timetables, and allocating reserve sites to ensure that emerging evidence of housing need is addressed. This can help minimise potential conflicts and ensure that policies in the neighbourhood plan are not overridden by a new Local Plan."*

This final point is particularly relevant in the Waverley context, as a new Local Plan is in the process of being prepared which is likely to allocate a number of homes to be delivered in each of the settlements (other than very small villages) over the period to 2032. The Local Plan is expected to be submitted for its examination this year and it could be adopted shortly after some of your neighbourhood plans are 'made'. Allocating reserve sites as suggested would help to ensure that the neighbourhood plan is more flexible and has a longer shelf life.

Your dedicated Waverley policy officer (Matthew Ellis, Gareth Williams, Jennie Falconer or myself) would be very happy to discuss this new guidance with you or to provide further advice on the latest information on housing needs.

The full details are shown below (with web links to the guidance).

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

The following pages have been modified:

Title: Neighbourhood Planning

Paragraph number: 040

URI: <http://planningguidance.communities.gov.uk/revisions/41/040/>

Old text:

--- BEGIN OLD TEXT ---

What evidence is needed to support a neighbourhood plan or Order?

While there are prescribed documents that must be submitted with a neighbourhood plan or Order there is no 'tick box' list of evidence required for neighbourhood planning. Proportionate, robust evidence should support the choices made and the approach taken. The evidence should be drawn upon to explain succinctly the intention and rationale of the policies in the draft neighbourhood plan or the proposals in an Order.

A local planning authority should share relevant evidence, including that gathered to support its own plan-making, with a qualifying body. Further details of the type of evidence supporting a Local Plan can be found here Local Plan.

--- END OLD TEXT ---

New text:

--- BEGIN NEW TEXT ---

What evidence is needed to support a neighbourhood plan or Order?

While there are prescribed documents that must be submitted with a neighbourhood plan or Order there is no 'tick box' list of evidence required for neighbourhood planning. Proportionate, robust evidence should support the choices made and the approach taken. The evidence should be drawn upon to explain succinctly the intention and rationale of the policies in the draft neighbourhood plan or the proposals in an Order.

A local planning authority should share relevant evidence, including that gathered to support its own plan-making, with a qualifying body. Further details of the type of evidence supporting a Local Plan can be found here Local Plan.

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.

--- END NEW TEXT ---

Paragraph number: 015

URI: <http://planningguidance.communities.gov.uk/revisions/41/015/>

Old text:

--- BEGIN OLD TEXT ---

What is the role of a parish or town council in neighbourhood planning?

In a designated neighbourhood area which contains all or part of the administrative area of a town or parish council, the town or parish council is responsible for neighbourhood planning.

Where a parish or town council chooses to produce a neighbourhood plan or Order it should work with other members of the community who are interested in, or affected by, the neighbourhood planning proposals to allow them to play an active role in preparing a neighbourhood plan or Order.

The relationship between any group and the formal functions of the town or parish council should be transparent to the wider public. For example it should be clear whether a steering group or other body is a formal sub-committee of the parish or town council. The terms of reference for a steering group or other body should be published and the minutes of meetings made available to the public.

--- END OLD TEXT ---

New text:

--- BEGIN NEW TEXT ---

What is the role of a parish or town council in neighbourhood planning?

In a designated neighbourhood area which contains all or part of the administrative area of a town or parish council, the town or parish council is responsible for neighbourhood planning.

Where a parish or town council chooses to produce a neighbourhood plan or Order it should work with other members of the community who are interested in, or affected by, the neighbourhood planning proposals to allow them to play an active role in preparing a neighbourhood plan or Order.

The relationship between any group and the formal functions of the town or parish council should be transparent to the wider public. A parish or town council may choose to establish an advisory committee or sub-committee under section 102(4) of the Local Government Act 1972 and appoint local people (who need not be parish councillors) to those bodies. Members of such committees or sub-committees would have voting rights under section 13(3), (4)(e) or (4)(h) of the Local Government and Housing Act 1989. The terms of reference for a steering group or other body should be published and the minutes of meetings made available to the public.

--- END NEW TEXT ---

Paragraph number: 009

URI: <http://planningguidance.communities.gov.uk/revisions/41/009/>

Old text:

--- BEGIN OLD TEXT ---

Can a Neighbourhood Plan come forward before an up-to-date Local Plan is in place?

Neighbourhood plans, when brought into force, become part of the development plan for the neighbourhood area. They can be developed before or at the same time as the local planning authority is producing its Local Plan.

A draft neighbourhood plan or Order must be in general conformity with the strategic policies of the development plan in force if it is to meet the basic condition. A draft Neighbourhood Plan or Order is not tested against the policies in an emerging Local Plan although the reasoning and evidence informing the Local Plan process may be relevant to the consideration of the basic conditions against which a neighbourhood plan is tested.

Where a neighbourhood plan is brought forward before an up-to-date Local Plan is in place the qualifying body and the local planning authority should discuss and aim to agree the relationship between policies in:

- the emerging neighbourhood plan
- the emerging Local Plan
- the adopted development plan

with appropriate regard to national policy and guidance.

The local planning authority should take a proactive and positive approach, working collaboratively with a qualifying body particularly sharing evidence and seeking to resolve any issues to ensure the draft neighbourhood plan has the greatest chance of success at independent examination.

The local planning authority should work with the qualifying body to produce complementary neighbourhood and Local Plans. It is important to minimise any conflicts between policies in the neighbourhood plan and those in the emerging Local Plan. This is because section 38(5) of the Planning and Compulsory Purchase Act 2004 requires that the conflict must be resolved by the decision maker favouring the policy which is contained in the last document to become part of the development plan.

--- END OLD TEXT ---

New text:

--- BEGIN NEW TEXT ---

Can a Neighbourhood Plan come forward before an up-to-date Local Plan is in place?

Neighbourhood plans, when brought into force, become part of the development plan for the neighbourhood area. They can be developed before or at the same time as the local planning authority is producing its Local Plan.

A draft neighbourhood plan or Order must be in general conformity with the strategic policies of the development plan in force if it is to meet the basic condition. Although a draft Neighbourhood Plan or Order is not tested against the policies in an emerging Local Plan the reasoning and evidence informing the Local Plan process is likely to be relevant to the consideration of the basic conditions against which a neighbourhood plan is tested. For example, up-to-date housing needs evidence is relevant to the question of whether a housing supply policy in a neighbourhood plan or Order contributes to the achievement of sustainable development.

Where a neighbourhood plan is brought forward before an up-to-date Local Plan is in place the qualifying body and the local planning authority should discuss and aim to agree the relationship between policies in:

- the emerging neighbourhood plan
- the emerging Local Plan
- the adopted development plan

with appropriate regard to national policy and guidance.

The local planning authority should take a proactive and positive approach, working collaboratively with a qualifying body particularly sharing evidence and seeking to resolve any issues to ensure the draft neighbourhood plan has the greatest chance of success at independent examination.

The local planning authority should work with the qualifying body to produce complementary neighbourhood and Local Plans. It is important to minimise any conflicts between policies in the neighbourhood plan and those in the emerging Local Plan, including housing supply policies. This is

because section 38(5) of the Planning and Compulsory Purchase Act 2004 requires that the conflict must be resolved by the decision maker favouring the policy which is contained in the last document to become part of the development plan. Neighbourhood plans should consider providing indicative delivery timetables, and allocating reserve sites to ensure that emerging evidence of housing need is addressed. This can help minimise potential conflicts and ensure that policies in the neighbourhood plan are not overridden by a new Local Plan.

--- END NEW TEXT ---

Paragraph number: 082

URI: <http://planningguidance.communities.gov.uk/revisions/41/082/>

A new paragraph was added:

--- BEGIN NEW TEXT ---

How should planning applications be decided where there is an emerging neighbourhood plan but the local planning authority cannot demonstrate a five-year supply of deliverable housing sites?

Where the local planning authority cannot demonstrate a five-year supply of deliverable housing sites, decision makers may still give weight to relevant policies in the emerging neighbourhood plan, even though these policies should not be considered up-to-date.

Paragraph 216 of the National Planning Policy Framework sets out the weight that may be given to relevant policies in emerging plans in decision taking.

Further assistance to decision makers in these circumstances can be found in guidance on the relationship between a neighbourhood plan and a local plan.

Documentation produced in support of or in response to emerging neighbourhood plans, such as basic conditions statements, consultation statements, representations made during the pre-examination publicity period and independent examiners' reports, may also be of assistance to decision makers in their deliberations.

Planning Practice Guidance also addresses the question of prematurity in relation to neighbourhood plans.

--- END NEW TEXT ---

Paragraph number: 083

URI: <http://planningguidance.communities.gov.uk/revisions/41/083/>

A new paragraph was added:

--- BEGIN NEW TEXT ---

How should planning applications be decided where there is a made neighbourhood plan but the local planning authority cannot demonstrate a five-year supply of deliverable housing sites?

Neighbourhood plans are an important part of the plan-led system. The Government's policy intention when introducing neighbourhood planning was to provide a powerful set of tools for local people to ensure they get the right types of development for their community, while also planning positively to support strategic development needs.

Decision makers may find themselves considering applications in an area with a neighbourhood plan that has passed referendum and been "made", and thus forms part of the development plan, but where the local planning authority cannot demonstrate a five-year supply of deliverable housing sites.

In such instances paragraph 49 of the Framework is clear that "relevant policies for the supply of housing should not be considered up-to-date if the local planning authority cannot demonstrate a five-year supply of deliverable housing sites." Paragraph 49 applies to policies in the statutory development plan

documents which have been adopted or approved in relation to a local planning authority area. It also applies to policies in made neighbourhood plans.

Where the development plan is absent, silent or the relevant policies are out of date, paragraph 14 of the Framework states that the presumption in favour of sustainable development requires the granting of planning permission, unless any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the policies in the Framework taken as a whole; or specific policies in the Framework indicate development should be restricted.

In this situation, when assessing the adverse impacts of the proposal against the policies in the Framework as a whole, decision makers should include within their assessment those policies in the Framework that deal with neighbourhood planning.

This includes paragraphs 183–185 of the Framework; and paragraph 198 which states that where a planning application conflicts with a neighbourhood plan that has been brought into force, planning permission should not normally be granted.

--- END NEW TEXT ---

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**Archived:** 30 August 2016 19:45:06

**From:** [Town Clerk](#)

**Sent:** 30 August 2016 19:44:23

**To:** [Rachel Aves](#)

**Subject:** FW: Comments on the Draft Infrastructure Delivery Plan (IDP).

**Response requested:** No

**Importance:** Normal

**Attachments:**

[Farnham - Developing our Community.doc](#)  [TC additions to and comments on IDP Schedule v2.doc](#) 

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**Iain Lynch**

**Farnham Town Clerk**



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**From:** Russell Reeve

**Sent:** 22 May 2012 15:17

**To:** Paul Falconer ([Paul.Falconer@waverley.gov.uk](mailto:Paul.Falconer@waverley.gov.uk))

**Cc:** carole cockburn; Paddy Blagden ([blagden40@hotmail.com](mailto:blagden40@hotmail.com)); Roger Steel; Town Clerk

**Subject:** Comments on the Draft Infrastructure Delivery Plan (IDP).

Dear Paul,

As agreed at our recent meeting with you, FTC's Infrastructure Group have reviewed the draft IPD and wish to propose some changes to the report and to the infrastructure schemes listed. We are grateful for this opportunity to be able to provide this input.

As background, we have again provided you with our 'Developing our Community' document. This has been formally agreed by the Council and was based on the outcomes of extensive consultation with residents and businesses in the town.

Also attached is an annotated version of the proposed list of infrastructure projects provided in the report for Farnham. This includes both comments on these proposed schemes (blue highlighted) and some additional proposals (yellow highlighted).

Comments on the main text of the IPD, which should be considered alongside the FTC comments for the WBC Core Strategy consultation, recently agreed by the Town Council, are as follows:

Page 5. Infrastructure must come before housing. The housing delivery scheduled on page 5 should start with smaller numbers and get bigger, rather than the reverse as shown. To do otherwise will add to local problems.

Page 5. Refer to the FTC Core Strategy response, which strongly suggests that provision of housing in Waverley should be allocated more towards locations such as Dunsfold, which can provide brown field sites. In Farnham, we do not have enough brownfield space.

Page 5. Cross border issues, again referred to in FTC's core strategy response, need to be clearly reflected in the IPD.

Page 5. Unlike Farnham, nearby districts such as Hart, East Hants and Rushmoor have the benefit of readily available, large and often ex-military brownfield sites. Farnham does not have enough brownfield areas to cope with proposed 757 new houses in 2011-16, so greenfield sites would have to be used. This will also have unacceptable effects on Farnham's over-strained infrastructure. The IDP needs to avoid using similar housing targets for every area,

despite varying availability of suitable building land away from green sites. This is a particular problem in Farnham.

Page 6. During successive development programmes, necessary infrastructure investments have not been made in Farnham, which has led to an infrastructure backlog. This has been largely ignored in the IDP. As stated on page 6, S106 agreements and CILs will only pay for infrastructure needs of new development. The report needs to address the existing infrastructure backlog in Farnham.

Page 7. Farnham's population is stated in the 2010 mid-year estimates as 39,147. The 2011 Census figures have not yet been released, but could show it as already over 40,000.

Page 8. The IDP says that Waverley needs 4 extra forms at Primary Level and 4-5 at Secondary Level. If forms are taken to mean classrooms for 30 pupils, it is unlikely that five forms of 30 pupils (150 places) will be sufficient to accommodate the children of an increasing population of say 40,000, of whom about 10% (4,000) will be at school age.

Page 19. Road infrastructure is already one of the most neglected areas in Farnham, and its shortcomings will be exacerbated by increasing vehicle ownership and usage, alongside increased numbers of residents. The National Transport Model suggests a likely overall increase of about 22% between 2011 and 2027. Car numbers are expected to increase even more. Surrey has car ownership that is already 52% above the national average, with Farnham one of the wealthier towns with more car ownership. This indicates that the increase of traffic could be well be even in excess of that shown by the National Transport Model.

Page 19. Why no mention of B3001 as this is the main Farnham access to Godalming and is often used as alternative route to the A3?

Page 19. It is suggested heavy traffic on the Frensham Road travelling towards Farnham should not be allowed to turn right into Great Austins. Similarly heavy traffic travelling down Shortheath Road should not be allowed to cross the lights into Great Austins. Instead, heavy traffic should follow the Frensham Road and cross the railway bridge before turning right into station approach. This will avoid the level crossing. As a result Great Austins could become a residential road

again, the level crossing will have the traffic crossing reduced and also there would be less of a pinch-neck with Waverley Lane.

Page 17. The statement on Page 17 that the Highway Agency has not identified any future requirements shows a unwillingness to address the problems of the future!

Page 19. We need to use 'heavy load' restrictions more to avoid heavy traffic using short cuts. One example is Camp Hill where there are no lights, no pavements, the road is very narrow and there are two listed cottages. Another bigger example is Crooksbury Road. Waverley Lane may be an A road but heavy goods vehicles should be banned there, as this is a narrow country lane, with two schools and a hospice.

Page 19. Since Farnham Railway Station will also probably be the starting point for movements to and from London for residents in the new Bordon Eco-town, there can be no doubt that the road traffic into Farnham will increase. Although Bordon has proposed some ambitious traffic management schemes, the overall mitigation of the possible load on Farnham has yet to be tested against reality.

Pages 24/25. Trains are very crowded at commuter times, and it is difficult to increase capacity because bridges will not permit twin-level carriages. Recent usage has increased at 6.36% per year, and there is no reason why the rate of increase will not continue.

Page 28. Buses are insufficient, which is partly because they do not cover the whole of Farnham. Also they are not linked to commuter times, which start earlier and finish later than normal bus services.

Page 29. The core strategy looks to reduce car usage by public transport (buses), walking and cycling. This can only be achieved if housing is well served by bus routes with stops near groups of houses, and perhaps more cycle lanes. However, Farnham is not flat, as in the Wey valley. Young mothers with children and the elderly cannot be expected to walk or cycle up roads such as Crondall Lane, Castle Street, Waverley Lane and Firgrove Hill with bags of shopping.

Page 30. Few community transport schemes exist because they rely too much on volunteers. It is the system is to work, more of a subsidy is needed. The point made about the increase in the elderly population exacerbating the problem is agreed.

Page 32. There is a lot of difference between recreational cycling and walking, which are long distance, and domestic cycling to schools, shops and services. Distances can extend to around 2km from the outer housing settlements to the town centre.

Page 34. Pedestrians do not cause the traffic jams. There should be no need for a pedestrian bridge at the A31 but the lights need to be timed to give Station Hill more movement.

Page 34 Pedestrians should be able to walk across the A31. Foot bridges which can accommodate disabled people, those with baby buggies and those on small mobility vehicle who can only use foot bridges with ramps, would take up large amounts of space. The A31 needs to be made more 'Farnham friendly'.

Page 37. Electricity demand can be reduced by efficiency measures such as insulation and reduction of wastage, but reduction through price increases should not be part of the Borough Strategy. For those in limited budgets, this would lead to increasing discomfort.

Page 41. Water companies require a three to five year lead time to provide extra capacity, as for other services. This is why development targets which are highly front-loaded do not make sense, and add to infrastructure problems.

Page 45. Waste water and sewage treatment capacity is currently stretched in Farnham due to the failure of Thames Water to increase the capacity of the sewage treatment plant. Large scale improvements to capacity are needed to cope with 25% extra residents, which may take longer than the lead time mentioned above.

Page 46. The assertion that the current capacity is sufficient needs to be re-examined. It is difficult to understand why Thames Water cannot plan more than 5 years ahead, as stated on page 47, given that the development programme provides annual information on population and housing numbers out to 2026.

Page 51. It is unlikely that waste from increased housing will be compensated by increased efficiency, unless there is a change in the regulations for food and goods packaging.

Pages 64 onwards. We have a number of comments relating to the Green Infrastructure section:

- You cannot create green infrastructure while removing green spaces for development. It is not understood how development of housing will create a contribution to green infrastructure, and the Plan gives no ideas as to how this will be achieved. Improvements should be made in existing green areas by promoting tree planting, especially by planting trees producing food for birds.
- We have concerns in that Surrey Wildlife Trust admits that current measures to maintain and enhance the biodiversity of the local area are not working. There is a continued loss of species. The network of sites is needs to be made to work and the frequent destruction and fragmentation of habitats avoided.
- In the Government response to the "Making Space for Nature" review, there are several recommendations for local authorities and others. The four keywords, to improve the provision of effective green spaces are: more, bigger, better and joined. WBC has a duty to map the components of ecological networks in the borough.
- Planning policy and practice should provide the strongest protection to internationally important sites, such as the Thames Basin Heaths and Wealden Heaths SPAs, as well as to local SSSIs, such as Moor Park and Gong Hill. Development near these sites must be strictly controlled. Waverley has a duty to protect these special areas.
- The RSPB's heath-land restoration project at Farnham Heath is designed to support the rare species found in the local SSSIs, such as sand lizards and woodlarks. It is essential that the semi-rural linkage to the south of the town, created by low density townscape, broken up by patches of woodland, green spaces, large gardens and a network of streams and footpaths is maintained, to sustain these important wildlife populations.
- It is essential that green open spaces, which are currently protected by local policy but which lie beyond the Green Belt, continue to enjoy protection, to preserve the natural link to the countryside.

- It is also recommended that LPAs create and retain space for wildlife along river corridors. It is vital that the river Wey, a chalk stream in the Farnham area, which has been defined as a priority habitat, is protected from development of any kind. It is a vital link between habitats in an increasingly fragmented landscape.
- There is a duty for LPAs to reconnect people with nature by enhancing ecological networks in towns. This can only be done in Farnham by respecting the SPAs properly and by preserving smaller green spaces, such as churchyards, allotments, cemeteries, parks, playing-fields and gardens. The town is currently in the process of collecting information on the green areas, which are of importance to the community, to be included in its Neighbourhood Plan. Farnham has been historically blessed with many open green spaces and these must be protected in the future, to retain the special character of the town.
- Gardens must also be protected, where they form natural links to the green spaces on the outskirts of the town. More detailed landscaping conditions should be applied, to ensure that there is no further loss of trees or hedgerows and a range of species should be demanded. More planting of street trees should also be encouraged.
- There is a real fear that the use of Farnham Park as a SANGS has already resulted in the loss of too much of its semi-wild character. No more suburbanising alterations should be permitted in this ancient park.
- At present, traffic entering the town at the Shepherd and Flock roundabout does so at 70mph. This is excessive. The slowing down of traffic and greening along the A31 between the Shepherd and Flock and Coxbridge roundabouts would not only bring advantages to the town's residents but would also make it easier for wildlife to migrate.
- Landfill sites, such as the SITA site in Runfold and the Farnham Quarry site, provide valuable opportunities to increase and enhance biodiversity. The plan should recognize that the Farnham Quarry site is intended become a Wetlands Nature Reserve, run by the Blackwater Valley Management Trust and

that the SITA site needs to be restored by 2021. A committee has been established to design and execute the restoration of the site and, on completion, it is expected there will be a mix of green space, trees and hedgerows. It will be managed by SITA until 2050 but needs to become a wildlife corridor over this period.

Page 69. The Thames Basin Heaths SPA Avoidance Strategy is a key issue. The mitigation of the effects of housing within the buffer zone include reducing the number of houses to be built in that area, in line with the EU directive.

Page 71 There is considerable doubt that the SANGs are effective in attracting residents for dog-walking.

Page 74. Flood Infrastructure. Farnham is at risk from flooding by the River Wey, and instances have occurred in which building has been permitted in areas liable to flooding. This has mainly been due to accepting the assessments made by consultants hired by developers, and a refusal by the Environmental Agency to accept photographic evidence to the contrary.

Hope this is helpful. Speak to you soon.

Regards

Russell

**Russell Reeve**

**Team Leader**

**Farnham Town Council**

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# Farnham

## Developing our Community

[www.farnham.gov.uk](http://www.farnham.gov.uk)

From Design Statement to  
Neighbourhood Plan



**Farnham**  
Town Council

## **From Design Statement to Neighbourhood Plan Infrastructure constraints on future development in Farnham**

### **Foreword**

In both Waverley's current Local Plan and the government's new Planning Policy Framework the need for sustainable development is emphasised. Both documents also seek to protect the environment for future generations and to preserve the individual character of local areas.

It is important that the meaning of sustainable development is clear. Farnham is a most attractive place to live but, with increasing population, come increasing pressures on the fragile infrastructure of a small market town. The road system is inadequate for existing traffic levels and both rail and bus services are limited. Air pollution is already above permitted levels, the sewerage system cannot cope with increased demand and there is a shortage of school places at all levels.

If sustainability assumes that car usage will be limited by appropriate development, the infrastructure has to be in place, to minimise the need for people to travel by car. At present, there is no alternative in Farnham. Rail commuters to London and elsewhere need to travel to the station by car, as there are no evening buses and thousands of workers drive between neighbouring boroughs on a daily basis. As all these centres expand, congestion and air pollution will increase. Shortage of school places in the town adds to the current congestion, as parents are forced to drive longer distances, to access a school place for their child.

Farnham occupies a unique place in both history and geography. The historic town is surrounded by Hampshire and any development in Aldershot, Farnborough and Bordon will have a great impact on the town's local roads, schools and medical facilities. Development in Farnham, whether commercial or residential, must take into account what is happening across the border.

Farnham is surrounded by open countryside and contains many green spaces but much of this countryside will lose its protection under the new planning policy framework. Countryside beyond the green belt will be under threat from development, until Waverley's new Local Plan is in place and the natural transition from countryside to town centre will be lost forever.

These green areas add to the character of the town and are vital to the well-being of wildlife and residents. Despite the pressure for development, Farnham has retained its special character and it is important that we enhance the biodiversity within and around the town for future generations to experience. Open countryside, large gardens, woodland, streams and footpaths are all part of the green network, which must be preserved, to minimise the impact on climate change and improve the environment for all.

The Special Protection Areas, which surround the town, are an essential feature of that green network. Both the Thames Basin Heaths and the Wealden Heaths provide important habitats for threatened species. **Both heaths are protected by the European Birds and Habitats Directive and it would be not only irresponsible but also unlawful to destroy such special places and to deny future generations the chance to see the varied wildlife, which we have been privileged to enjoy.**

**Farnham Town Council September 2011**

## Introduction

This document has been produced after consultation with residents' associations, businesses, local developers and conservation groups across the town and in neighbouring boroughs. After a series of workshops and other meetings, a draft went out to consultation for further comment. The views of all the organisations and their members are represented as fairly as possible, together with those of individual members of the public. This is in line with current government thinking, which seeks to give a greater say on planning for the future to local communities. It is part of the process, which will lead to the development of a full Neighbourhood Plan for the town and its surrounding villages.

In 2010 the residents of Farnham produced a Farnham Design Statement, which listed the following aims:

- To develop guidelines, which will have a positive influence on the town
- To represent the views of local residents about future development in the areas in which they live
- To raise awareness of the important features of the town and its surrounding villages and countryside
- To conserve the best of the architecture, by ensuring that any new development respects and complements the area's character
- To ensure a sustainable and attractive environment for future generations
- To assist developers and architects in providing developments, which are appropriate to Farnham

This document follows the guidance in the new draft framework for planning policy, which seeks to allow local authorities to produce their own plans, in order to reflect the distinctive needs and priorities of each area. It also follows the main aim in the Localism Bill, which seeks to allow local communities to influence the future of the places in which they live. Residents welcome development in the town but they wish that development to be sensitive to the town's nature and history. New development must be readily absorbed into the town, without damage to its essential character and structure.

## Waverley Borough Council policy background

The main policies in the current Local Plan are designed to deliver the keynote policy:

*"The council, through the Local Plan, will seek to help maintain and improve the quality of life in Waverley without compromising the ability of future generations to meet their needs and to enjoy a high quality environment. This means protecting and enhancing the borough's environmental quality and providing for homes, jobs, infrastructure and services, without undermining the value of built, natural and man-managed environmental resources."*

The plan also states in its foreword that it:

*"aims to make the best use of previously developed land within urban areas. The Plan seeks to ensure that the design of new development is of a high quality that contributes to the special and distinctive character of our towns and villages."*

Farnham is one of the main settlements defined in the Waverley Draft Settlement Hierarchy. The distinctive character of the town, from the “network of passages that link the historic core” to the “wooded hills to the north and south of the town” is described in detail. Paragraph 5.9 is of particular importance:

*“open spaces such as the water meadows and other more formal green spaces give the town a spacious setting. To the south of the town are several low-density residential areas, which have been protected since 1974. The preservation of the character of these areas has proved successful for over 25 years and, in consequence, this residential part of the town has retained an unusually semi-rural appearance, despite ongoing pressure for development.”*

In Appendix C on environmental designations, there is a heading at C.43 “Protecting the Character of the Built-Up Areas.” Among three listed residential areas, which warrant special protection, is Great Austins Conservation Area and among four Areas of Special Environmental Quality is South Farnham. The character of these areas will be preserved only by rigorous defence of local policies.

## National Guidance

The government has recently amended Planning Policy Statement (PPS)3 (Housing).

- Private residential gardens are now excluded from the definition of previously developed land.
- The Inspectorate has issued guidance to its officers, stating clearly that parks, private residential gardens, recreation grounds and allotments are all removed from the definition of previously developed land.

Other boroughs have issued guidance to say that this ruling means that this type of residential development will now be contrary to their Local Plan in certain areas **but Waverley Borough Council has not done so.**

- Residents and developers in Farnham complain that local policy H4, taken in conjunction with density levels, can produce inappropriate patterns of development on certain sites.
- Small blocks of flats have been built, when family homes would be more in keeping with the surrounding properties. Site-specific developments would deliver a better balance of properties in correct areas, as recommended at paragraph 109 in the Draft National Planning Policy Framework.

## Cross-Border Development – planning strategically across local boundaries

Government guidelines in the Draft National Planning Policy Framework (DNPPF) state very clearly **that there must be cross border co-operation. Farnham is surrounded on three sides by Hampshire.** Aldershot, Farnborough, Fleet, and Alton are all nearer

neighbours than either Godalming or Haslemere. It is quicker by car to drive to settlements in East Hampshire or Rushmoor than to visit Godalming, Haslemere or Cranleigh in Waverley.

It is essential that Waverley takes into account the current and future development plans of towns in neighbouring boroughs, when planning the future development of Farnham.

## **Rushmoor Borough Council**

In Aldershot

- 200 homes under construction,
- 500 more planned, including 200-300 additional new homes in North Town
- 4,500 in the Aldershot Urban Extension.

In Farnborough

- 920 homes under construction (376 at Farnborough Business Park and 399 at Queensgate)
- A further 330 homes are planned.

In all, the provision is for 6,350 net new dwellings in the borough of Rushmoor up to 2027. The centre of Aldershot is three miles away from the centre of Farnham and Farnborough is just six miles away.

Plus

- 164,000 square metres of new employment space
- 23,600 square metres of retail space up to 2019
- Probability of a further 56,400 metres of retail space by 2027.

Permission has already been given and work has begun on the Westgate Scheme in Aldershot, a mixed use development with a large foodstore, cinema, hotel, retail units and a small amount of housing.

## **Hart District Council**

Hart is planning:

- 4840 homes up to 2028.
- The large developments at Fleet and Church Crookham (1040 dwellings) and the Queen Elizabeth Barracks (872 dwellings) will have an impact on Farnham's infrastructure. Cross-border commuting will increase.

Hart's policy on employment land:

*"There is already to be significant development within centres that immediately surround Hart, including major business development at Farnborough Business Park and also in Basingstoke and evidence indicates that Hart has a surplus of employment space."*

In Hart's policy on Town, District and Local Centres, it is clearly stated that, *"The aim is for Hart's centres to complement, not compete with, each other and neighbouring centres."*

Hart's spatial strategy does not identify any new areas for office or industrial uses. This cross-border approach has to be applied in Waverley, if Farnham is to succeed. It cannot and should not compete with its neighbours but should seek to complement development just over the borders.

### East Hants District Council

- The Whitehill/Bordon Eco-town is the only cross-border development mentioned in Waverley's draft core strategy but its effect will be no greater than that from development in Rushmoor and Hart.
- It makes provision for 5,500 homes and 7,000 jobs. It is stated that the use of the motor-car will be discouraged but offers nothing more than a promise to provide "communication links" both within the town and to other destinations.
- There are no plans to upgrade any of the main road links between Surrey and Hampshire.
- The A3 will be promoted to potential investors as the strategic route that serves the community of the new town but there are no plans to upgrade the A325, already congested as it enters Farnham.
- **Hampshire County Council has objected to Waverley's Core Strategy on the grounds that the A31, which bisects Farnham, will not be able to cope with increased traffic.**

### Protecting and enhancing the environment

Farnham is surrounded by open green space and contains many important areas of green space within its boundaries. Much of the green space around the town is "Countryside beyond the Green Belt", which is currently protected by local policy C2. This protection will not continue, when the DNPPF becomes law, if there is no new Local Plan in place, as is the case in Waverley. Residents are actively seeking to conserve all the town's green areas for future generations, as advised in the new framework.

- **Areas of countryside beyond the green belt** extend into Farnham and it is vital that development in these areas is strictly controlled, in order to retain the natural transition from open countryside to built-up area.
- **The Green Belt, Areas of Outstanding Natural Beauty (AONB) and Sites of Special Scientific Interest (SSSI) will continue to enjoy protection under the new framework**
- **Areas of Great Landscape Value (AGLV), Areas of Strategic Visual Importance (ASVI) and Areas of Special Environmental Quality (ASEQ) are under threat.** Residents feel that these local designations should be retained and strengthened to protect the distinctive character of the areas on the fringes of the town and to prevent the coalescence of settlements.



- **In the new guidance in PPS3**, private residential gardens are removed from the definition of previously developed land, as are parks, recreation grounds and allotments. Waverley Borough Council is urged to strengthen its guidance on this policy change, to afford greater protection in the future.
- **The Aldershot/Farnham Strategic Gap** is a special area and is currently protected by local policy C4. Retention of this open space will assume greater significance as the intensification of development in the built-up areas on both sides of the local border continues to increase.
- Limited development in the villages near Farnham would be of benefit. Villages also need to thrive and there are villages, which have seen no development over the last ten years.
- Redundant sites should be used for housing, where possible, if there is a local need.

## Maintaining and enhancing biodiversity in Farnham

Farnham occupies a unique position at the western end of the Weald of Kent, Sussex and Surrey. Habitats range from sandy heath-land to chalk grassland and from ancient woodland to flood meadows of the river Wey. The boundary of the Surrey Hills AONB runs through south Farnham, there are two SSSIs and the river Wey is a designated chalk stream. Development in the town has been influenced by the Thames Basin Heaths SPA (Special Protection Area) and will be influenced by the Wealden Heaths SPA. Farnham is surrounded by areas of Biodiversity Opportunity and the river Wey is a Biodiversity Opportunity Area in its own right.

However, a single narrow corridor will not meet the complex needs of the range of wildlife present in this area. There needs to be a network of open spaces, a green infrastructure, which complements the necessary human infrastructure.

This infrastructure exists in the built-up area of Farnham, with playing-fields, school grounds, residential gardens and footpaths. It contributes to the well-being of the residents of the town and connects children with nature. This green infrastructure must be preserved.

In common with other parts of the country, the effects of climate change are being seen across Farnham. There have been changes in the patterns of behaviour of both flora and fauna, as well as the arrival of new species and the decline of others.

It is essential that Waverley works closely with Surrey Wildlife Trust and other agencies to ensure that the necessary independent environmental surveys take place, before permissions are granted and that any conditions are upheld.

Trees, woodlands and hedgerows all add to the beauty and biodiversity within and around the town. Residents seek to resist the loss of any of these features, especially where they make a significant contribution to the landscape or streetscape, especially in the town's Conservation Areas or where they are essential for wildlife.

There should be much greater protection for trees in the Conservation Areas. Planning application forms should be standardised, to enable Waverley officers to assess all the trees on each site accurately. Stricter enforcement will be necessary, as development increases and the threat to trees and hedgerows grows.

## The Special Protection Areas (SPA)

Heath-land is safeguarded by a European Directive, which cannot be ignored. Farnham has the Thames Basins Heaths (TBH) to the North and the Wealden Heath to the South. **Both enjoy European Special Protection Area status.**

- The Thames Basin Heaths Special Protection Area lies to the north of Farnham and affects any new homes built within 5km. Farnham Park has been put forward by Waverley Borough Council as a suitable SANGS but Natural England admits there is no evidence that SANGS ( Suitable Alternative Natural Green Space) work.
- The provision of mitigation or avoidance is the responsibility of the developer. There has never been any public assent to the proposition that Waverley Borough Council should assist developers to build within the 5km zone of the SPA by providing SANGS nor is there any legal necessity so to do.
- **Guidance was very clear in NRM6 that priority should be given to directing development to those areas where potential adverse effects can be avoided without the need for mitigation measures.**
- The South East Panel Report (August 2007), paragraph 26.85, allocated WBC 5,000 houses for the plan period on the assumption that all the 5,000 houses “*could be provided outside the 5km zone of the TBH.*”
- In November 2006 at the Examination in Public of the last core strategy, the Inspector made the same point and held that “*there does not appear to have been any proper evaluation of development options, which might have reduced the effects which gave rise to the need for mitigation in the first place.*”

The pressure on the SPAs is increasing and paragraph 170 of the DNPPF states clearly that development likely to have a significant effect on sites protected under the Birds and Habitats Directive would not be sustainable under the terms of the presumption in favour of sustainable development. The Wealden Heaths SPA lies to the south of the town and will be equally affected by large-scale development in south Farnham. For all these reasons it must be accepted that development within 5k of the Thames Basin Heath Spa and Wealden Heaths SPA must be limited and the cumulative effect of successive development must be closely monitored.



## **Air pollution**

It is widely accepted that Farnham is an attractive historic town, blighted by the volume of traffic, which passes into and through the town centre, using a road system unsuited to the needs of today. Noise and fumes are both unpleasant and harmful to health and the town centre has long been designated as an Air Quality Management Area by Waverley Borough Council. Despite this, there has been no remedial action by Surrey County Council.

- Nitrogen dioxide levels in Farnham town centre are unacceptably high.
- Air quality readings are at dangerous levels – 23% higher than the maximum set by the EU.
- Traffic is the primary cause of air pollution and further development will increase the density of traffic.
- For the first time recently, a large-scale application was refused on the basis of air quality.
- Air pollution levels in The Borough, Downing Street, Dogflud Way, Hickleys Corner and Station Hill are subject to an on-going DEFRA report.

Air quality issues must be a major consideration, when considering future development in the town centre and beyond. New development must continue to be restricted, where it would have an adverse effect on air quality.

## **Sewage Treatment Works**

All of the sewage and waste water of Farnham and its settlements is treated at the Farnham Sewage Treatment Works, situated in Monkton Lane. For over twenty years now, near neighbours have complained about the smell from the process. However, over the past 5-7 years, the smell has become so bad that it has seriously affected the quality of life of many, who live within a mile of the works and who have cause to travel or work nearby (including Sainsbury Water Lane).

Local residents are unable to open their windows or doors and children are unable to play in the garden. The smell invades residents' homes and permeates clothes, washing, carpets, and curtains – it even permeates their wall-paper.

The plant is the responsibility of Thames Water. About two years ago, as the process was causing so much distress, a committee was formed of local residents and councillors to put pressure on Thames Water to take remedial action. After a battle Thames Water invested £700k in plant improvements. The plant was in a poor state and, even after the work was completed, the smell was just as bad. Further work was carried out on the removal of the sludge cake and there has been an improvement generally with the occasional breakdown causing a return to the production of serious odours.

The capacity of the sewage treatment works according to Thames Water is 37,000 people – that figure must include those that work in Farnham but live elsewhere as well as local residents. The plant is therefore running at full capacity and further major development would lead to a serious breakdown. None of the recent investment was designed to increase the capacity.

To increase the capacity of the plant will require a major rebuild and the cost would be many millions of pounds. Whilst the land is available, the funding is not. This is a serious infrastructure deficiency, which could lead to health problems.

## Traffic

Farnham's traffic system is notoriously inadequate. The town centre is crossed by two 'A' roads and many of the town's roads are very narrow. There is an outdated one-way system in the town and frequent gridlock. The residential roads are subject to 'rat running'.

- Car ownership level in Farnham is one of the highest in the country and has increased by 15% over the last 5 years due to development since 2007
- **The level crossing**, when closed, causes substantial delays to traffic both north and south. For about 18 hours of the day, the gates are closed for a minimum of 14 minutes every hour. This equates to a 25% road closure.
- Particularly critical is the rapid build-up of traffic northwards to Hickley's Corner, causing queuing on the A31 and blocking road access to the station itself and on the Approach Road, which is also a bus route. This is particularly so at peak periods and any increase in frequency of service will worsen this problem.
- Restrictions on traffic, caused by the railway bridge on the A325 at Wrecclesham, result in heavy vehicles being routed through residential roads and over the level crossing, adding to the congestion.
- **Inadequate car parking at the station**, linked to current charging practices, leads to extensive on-street parking in residential areas south of the station, which results in inconvenience for residents, affects traffic flow and causes deterioration of the local environment. There are three schools close by, together with a hospice, which has a regional training facility and advanced proposals for a nursing-home with 54 beds.

Rushmoor Borough Council states quite clearly that modelling has indicated that, if existing car usage trends continue in the borough and only planned investment in the motorway network is completed, then by 2026 the M3 to the north of the borough will not be able to cope with demand. It also states that there is a mismatch between types of jobs and housing supply in Farnborough, which results in high levels of in/out commuting. Current figures show that 23,700 residents travel out of Rushmoor to work and 26,500 travel in. Many of these use the infrastructure in and surrounding Farnham.

Growth in Farnham, itself and in neighbouring boroughs means that current problems will only become more acute. Residents wish to see HGVs re-routed away from the town centre and it is widely believed that a Western by-pass is the only long-term solution to the traffic problems in the town, which increase with every new dwelling. Upper Hale Road is the only relief from the town centre to the north and north-west and cannot cope with existing traffic levels at peak times. Residents also continue to lobby for a Wrecclesham by-pass, to alleviate the congestion on the A325, as traffic passes through the village, before entering the town or joining the A31. As stated earlier, Hampshire County Council has objected to Waverley's Core Strategy on the grounds that the A31 will not be able to cope with the increase in traffic.

## Public Transport

There remains a significant proportion of the population, which is reliant on public transport. The local bus network in Farnham currently meets only basic needs. Many areas of Farnham do not have an evening or a Sunday bus service and many bus-stops are too far away from residential roads to be accessible to the elderly or those with a mobility problem.

- The only services, which operate in the evenings or on Sundays are route 5 (Farnham to Aldershot) and route 18 (Aldershot to Whitehill, via Farnham).
- There is no reliable alternative to the car in vast areas of the town and it would be irresponsible to describe the existing bus service as adequate for future sustainable development.
- Farnham's station, with its half-hourly service to London Waterloo is a significant factor in the town's attraction as a place to live but the service is slow (58 mins) compared to Farnborough (37 mins) and Haslemere, with its non-stop trains.

### SUMMARY OF BUS ROUTES SERVING FARNHAM – SEPTEMBER 2011

Route	Operator	Monday to Saturday Daytime Frequency	Monday to Saturday Evening Frequency	Sunday and Public Holiday Frequency
4/5 Farnham – Aldershot via Sandy Hill	Stagecoach	Every 15 minutes	Every 60 minutes	Every 120 minutes
16/17 Weybourne – Rowledge Via Farnham	Stagecoach	Every 60 minutes	No Service	No Service
18 Aldershot – Haslemere via Farnham, Wrecclesham, Bordon and Whitehill	Stagecoach	Every 30 minutes	Every 60 minutes to and from Whitehill only	Every 120 minutes Every 60 minutes from 18.30
19 Aldershot – Haslemere Via Farnham and Lower Bourne	Stagecoach	Every 60 minutes	No Service	No Service
46 Aldershot – Godalming via Badshot Lea and Farnham	Stagecoach	Every 60 minutes	No Service	No Service
X65 Guildford – Alton Via Farnham	Stagecoach	Every 60 minutes	No Service	No Service
71 Farnham – Fleet - Yateley	Fleet Buzz	3 Journeys Monday to Friday only	No Service	No Service
031 Portsmouth – London Via Farnham	National Express	One Journey in each direction per day	No Service	One Journey in each direction

## **Employment and Economic Development**

There is a need to carry out a thorough review of employment land in the town, in order to comply with the guidance at paragraph 75 of the DNPPF. Farnham has several areas of land, which were used for industrial purposes but which have now become unsuitable, mainly due to their size or town-centre location. There is currently a large quantity of empty office space.

- It is important that Farnham defines what sort of employment it will be able to provide, bearing in mind the provision in Aldershot (mainly retail and industrial) and Farnborough (mainly high-tech industries). Employment in Farnham should complement this provision, not compete with it.
- Much employment in Farnham is related to art and design. The town is a main campus for the University for the Creative Arts and there will be increasing opportunities for business related to the university in the future, as the student body increases.
- Local companies employ an average of 15 people and the town is better suited to this small-scale pattern of employment than towns in the neighbouring boroughs.
- Locating employment on sites with easy access to the A31, such as the Coxbridge Estate or on land adjacent to the Farnham Trading Estate could free up much previously developed land along the Guildford Road, which would lend itself to residential development.
- Modern accommodation is needed to replace outdated employment space, in order to attract successful companies.
- Redundant office space above shops in the town centre could be brought back into use as habitable accommodation.

## **Communications Infrastructure**

Farnham suffers with regard to provision of broadband and other high-speed data and voice lines, due to the mixed nature of the infrastructure and the age of certain installations.

- BT is the only fixed-line provider with coverage across the whole town. However, large parts of the area rely on ageing overhead lines, which can carry only relatively low-speed broadband, regardless of the speed available to the local cabinet. BT appears to have no immediate plans to upgrade these lines and the Surrey Superfast Broadband initiative has no specific plans to address this in the near future.
- Virgin provides significantly better fixed-line broadband connections. However its network covers only the northernmost parts of the area and does not cover the town centre or to the south.
- Alternatives to fixed-line services have not been taken up widely in Farnham and its surrounding villages but could provide a solution in some circumstances.
- Ready access to high-speed fixed-line broadband should be a key consideration, when planning new developments for business and domestic use in the town. Many people run small businesses from home and there is a move towards flexible working across all sectors. At present, businesses in the town are struggling to compete with neighbouring businesses across the border in Rushmoor or Guildford.

Farnham is a most attractive town, surrounded by beautiful countryside. Much wealth is made by residents outside of the town and villages and many wealth earners aspire to live in Farnham. Commercial development is essential for a balanced community but the type and location of business accommodation must be carefully assessed. Provision of very high-speed, reliable voice and data communications should be a major consideration, when planning developments in the town.

## Education

Both primary and secondary schools in Farnham are filled or over capacity. This is the result of uncontrolled development since April 2007, when the Avoidance Strategy to the European Directive EC/79/409 was introduced and the failure to provide more school capacity to match the scale of development. There is a shortage of places at every level and parents are not being offered places at the schools of their choice.

**Problems exist at primary school level.** There are seven primary schools in Farnham and four infant schools, which feed into the primary schools:

- Schools in north Farnham are coping with the current situation and only over-subscribed by 0.21% against the PAN (Published Admission Numbers). To achieve this, Potters Gate is to be provided with extra temporary 30-pupil classrooms in 2011 and 2012.
- In south Farnham, the problems are greater. St. Andrew's is over-subscribed by 50% with no room to expand. The Bourne School has now amalgamated with South Farnham School and is over-subscribed as a school of first choice by 100% and by 265% at all preference levels, despite the addition of two temporary classrooms. **There is no room for further expansion.**
- St. Peter's Primary School is over-subscribed by 90% at first choice and by 283% at all preferences. It is now a two-form entry school, with no plans for the provision of further reception classes at present.
- Pilgrims Way has been provided with two temporary classrooms. The school failed its last two Ofsted reports but is full to capacity because children are placed there against parents' wishes. **There are no plans for further expansion.**
- St Polycarp's, a Catholic faith school, is also in south Farnham but it restricts places mainly to pupils of the Catholic faith and attracts pupils from a wider area.

**The problems continue at secondary school level:**

- Weydon and Heath End serve all the primary schools in Farnham, including Rowledge, a Hampshire primary school, whose pupils have automatic entry into Weydon. All Hallows, like St. Polycarp's, serves mainly Catholic pupils from both the town and a wider catchment area.
- Weydon has a PAN of 252 and has provided two additional classrooms. This year 317 parents applied to the school as their first choice, and 218 as their second and third choices. Because of the pressure for places, many children in south Farnham, living

within walking distance, cannot get a place. **Weydon is now an Academy and Surrey County Council has no plans to increase the size of the school further.**

- Farnham Heath End has a PAN of 170 and there are plans to increase this to 230. There were 187 parent applications this year from as first choice, and 128 as second.
- For many children in south Farnham, Heath End is the nearest school, as the crow flies but the road distance is greater. These children cannot get a place, as more children from north Farnham and Aldershot live nearer. 'The Woolwich Appeal' confirmed that school places should not recognise county or borough boundaries.
- **Many students in south Farnham have no access to state secondary education in the town.**

Surrey County Council already busses children 12 miles to school in Camberley, to meet its obligation to provide education. Shortages of places make parents drive children to school every day and the buses and cars exacerbate the traffic delays and pollution mentioned above.

This year has seen considerable unrest among parents in south Farnham at the lack of school choice. There have been public meetings, visits to Parliament and many appeals.

**As long as there is no money available for additional schooling, further housing development is unsustainable.**

Farnham is the only settlement in Waverley, where uncontrolled housing development has been allowed, without adequate educational provision. This is contrary to guidance on sustainable development in sustainable communities at paragraph 124 of the DNPPF.

## **Town Centre Planning**

### **East Street Development**

It was not the intention of the Town Council, when it was agreed that it would produce this document, to comment on the East Street Development Plan.

However, the future of the East Street area has been brought up by stakeholders in every workshop or meeting and it was felt that these opinions should be represented in some way.

- It was widely agreed that there should be a thorough appraisal of land in Farnham town centre, to decide where housing, commercial development and retail provision should be focused, before East Street, the Woolmead, Guildford Road and the Police Station are redeveloped. The general agreement is that the East Street scheme should be rethought.
- Residents are worried that the existing contract with CNS, based on facts available in 2003, is out of date. Once again, residents and developers question whether Farnham

needs the level and type of development, which has been agreed, when the Westgate Centre in Aldershot, just across the border, is currently under construction.

- Local developers and planning agents tell us that the large number of small flats proposed will not sell. There is no market for flats in Farnham. Townhouses would be more appropriate on that site.
- Developers and residents alike understand the need to protect and enhance the special character of the town, which makes it so appealing to many young families. There remains a need for good quality smaller houses both for older people and first-time buyers. The East Street scheme will not deliver the type of housing required in the town centre.

## **Key Sites**

A number of key sites will shortly be or could become available in the Town Centre. These sites should not be considered individually but as a whole:

- Police Station
- Woolmead
- East Street
- Guildford Road
- The Bourne Mill

These sites, in the main, are adjacent to the historic Conservation Area. They are of extreme importance.

There is the best opportunity since the 1930s to plan the future of the town as a whole.

## Conclusion

Farnham is an historic town – one of the most attractive in Surrey if not the country. It has more listed Georgian buildings than Chester despite the fact that no building has been listed since 1800! The road system was laid out more than 1000 years ago.

The settlements around the town each have a distinguished and historic character. Surrounding the town and the settlements is open countryside of great beauty – much of it not protected by planning law. Farnham Town is, however, within the protected zone of the Thames Basins Heath Spa.

The town and its settlements are located in a strategic part of the South East but the infrastructure is lacking on many counts and has not kept pace with uncontrolled and sometimes inappropriate development. Land is a scarce commodity.

It is the responsibility of this generation to ensure that Farnham is passed to the next generation in better shape, by respecting its history and ensuring that it grows with empathy – we are only caretakers.

As Roderick Gradige says, “*Farnham is generally considered one of the finest of English Georgian towns, an ordinary market town which seems to have survived intact until recent years*”.

Farnham needs to grow but future development must be strictly controlled in both size and place. No longer can development applications be viewed in isolation but town and country planning needs to be applied, as it has been for generations past in Farnham. This is sadly lacking now.

This document along with the already accepted Farnham Design Statement will lead to a full Neighbourhood Plan for the town and its surrounding settlements, which will guide Farnham’s future.



## **Appendix: List of organisations participating in the preparation of this document.**

The following organisations participated in workshops held in July and August 2011:

Badshot Lea Community Association, Vail Williams, Stedman and Blower Associates, Bourne Residents Association, Arcadia Ventures, WHETA, Sandy Hill Residents Association, Searle Road Residents Association, Farnham Society, Bishops Meadow Trust, The Bourne Residents Association, Trafalgar Court Residents Association, Michael Conoley Associates, Dippenhall, Runwick & Doras Green Residents Association, St Johns Residents Association, Parkview Residents Association, Elsmore Construction, Gong Hill Residents Association, Parkview Residents Association. Friends of Farnham Park, Highfield Close Residents Association, Kents Property, WHETA, Moor Park Residents Association, Tilford Road Residents Association, Great Austins Preservation Trust, SOFRA, Castle Street Residents Association, Lyons, Sleeman, Hoare Ltd, South Farnham Residents Association, North West Farnham Residents Association, Wrecclesham Residents Association, Cedarways Residents Association, Old Church Lane Residents Association, Hale Corner Residents Association, Bourne Residents Association, Rowledge Residents Association, SOFRA, Wadham and Isherwood, Runfold Action Group, Bellamanda Investments Ltd, Chantry's Residents Association, High Park Road Residents Association, East Street Action Group, Guildford Road Residents Association, Farnham Castle, Traynor Ryan, Lancaster Avenue Residents Association.

This was in addition to workshop participation by all the councillors of Farnham Town Council.

Advice provided by Philip James, planning consultant, former Planner at the London Borough of Sutton, and of London Planning Aid.

All participating organisations have also had the opportunity to comment on draft versions of this document.

## FARNHAM INFRASTRUCTURE

Infrastructure category	Scheme WHAT?	FTC COMMENTS	Need for Scheme WHY?	Lead Agency WHO?	Cost	Delivery Phase WHEN?	Sources of funding HOW?	Sources of Information
Transport	<b>Farnham Town Centre improvements including: Review of traffic system, pedestrianisation, streetscene enhancements and reallocation of street space; Measures to reduce emissions e.g. VMS to discourage idling; Upgrade bus stops and improve services; Improve direct access for cyclists</b>	<ol style="list-style-type: none"> <li>1. Essential to have a by pass before pedestrianisation feasible.</li> <li>2. Need to rethink all traffic flows throughout whole of Farnham, including South of the by pass, for example access to the station</li> <li>3. Need to model impact of level crossing on whole town centre</li> </ol>	<p>Improve economic vitality and viability of town centre;</p> <p>Improve air quality in the AQMA;</p> <p>Improve pedestrian environment</p>	Surrey CC / Bus Operators	£2.5m - £3m	2012-2017	LTP, Developer contributions / CIL	Technical Transport to support identified Waverley Core Strategy March 2017
Transport	<b>A31 Hickley's Corner &amp; Station including: Signal junction improvement including provision of pedestrian footbridge; Improvements to Station Forecourt including new bus shelters; Urban traffic control link level crossing with Hickley's Corner</b>	<ol style="list-style-type: none"> <li>1. Footbridge unnecessary .</li> <li>2. Want softening of A31, to allow right turns at Hinkleys Corner, and address severance of town communities</li> <li>3. Need to integrate A31 as part of town.</li> <li>4. Need to remove unnecessary street clutter.</li> </ol>	<p>Address community severance;</p> <p>Improve access between town centre and station for cyclists and pedestrians;</p> <p>Improve access to station for bus users;</p> <p>Improve air quality;</p> <p>Improve capacity (partly to address Whitehill Bordon development);</p> <p>Improve interchange</p>	Surrey CC / South West Trains	£0.7m	2012-2017	Developer Contributions / CIL	As above

Infrastructure category	Scheme WHAT?	FTC COMMENTS	Need for Scheme WHY?	Lead Agency WHO?	Cost	Delivery Phase WHEN?	Sources of funding HOW?	Sources of Information
	signals	5. Want FTC involved in decisions made, please!	facilities for all users; Reduce emissions from queuing traffic					
Transport	<b>A31 Coxbridge Roundabout: Pedestrian crossing to the east</b>	1. Entrances to town need to be improved – need Coxbridge to be an attractive gateway to the town. 2. Focus on A31 should be to reduce speed between the two main roundabouts.	Address community severance	Surrey CC	£0.2m	2012-2017	LTP, Developer contributions	As above
Transport	<b>Improved cycle routes and facilities in accordance with Waverley Cycle Plan 2005. For all potential schemes see: <a href="http://cycleforum.org.uk/waverley/content/farnham">http://cycleforum.org.uk/waverley/content/farnham</a></b>	Farnham is a hilly town – need to be realistic about potential for cycling – both by young families and older residents..	Encourage cycling as alternative to car use	Surrey CC	£0.2m	2012-2022	Developer contributions / CIL	As above
Transport	<b>A287 Firgrove Hill: Traffic management route improvement</b>	Do not want traffic lights	Maximise road network efficiency; Encourage cycling as alternative to car use Improve pedestrian environment	Surrey CC	£0.3m	2017-2022	LTP, Developer contributions / CIL	As above

Infrastructure category	Scheme WHAT?	FTC COMMENTS	Need for Scheme WHY?	Lead Agency WHO?	Cost	Delivery Phase WHEN?	Sources of funding HOW?	Sources of Information
Transport	Western By pass	As a minimum must have a Wecclesham By pass	Improve environment for pedestrians and cyclists in town centre from by pass; Improve road network efficiency	Surrey CC	£ tba m	2017-2022	Developer contributions / CIL	As above
Transport	Additional Car Parking at Station	Need another deck on car park (above or basement)- would payback within a year or two. Need improved policing of residential roads near the station.	Improve car parking capacity at station	Surrey CC / South West Trains	£ tba m	2012-2017	Developer Contributions / CIL	As above
Transport	A325 Corridor, Wrecclesham - Traffic management and route improvements including: A31/A325 Coxbridge Roundabout Improvement; A325/School Hill Mini-roundabout replacement with traffic signals	Query traffic lights. Wrecclesham is a conservation area to be dealt with as such – consider other alternatives.	Improve environment for pedestrians and cyclists; Improve road network efficiency	Surrey CC	£0.5m	2017-2022	Developer contributions / CIL	As above
Sewerage	Improvements to Farnham treatment works	More like 1000 people affected Capacity of plant insufficient	To reduce odour for around 100 neighbouring properties	Thames Water	Unknown	Unknown	Thames Water	Thames Water Website: Improvements in your area

Infrastructure category	Scheme WHAT?	FTC COMMENTS	Need for Scheme WHY?	Lead Agency WHO?	Cost	Delivery Phase WHEN?	Sources of funding HOW?	Sources of Information
Water	Extension of Hale reservoir		Additional capacity	South East Water	Undisclosed	Unknown	South East Water	Correspondence with South East Water
Education	Additional Secondary School		Additional pupils in the Borough	Surrey CC	tbc	2011-26	Basic need capital funding / Capital Receipts / CIL	SCC School Planning
Education	4 to 5 Secondary School forms of entry by 2028	Totally under assesses needs of area – both now and in the future.	Additional pupils in the Borough	Surrey CC	tbc	2011-26	Basic need capital funding / Capital Receipts / CIL	SCC School Planning
Education	Additional Primary School		Additional pupils in the Borough	Surrey CC	tbc	2011-26	Basic need capital funding / Capital Receipts / CIL	SCC School Planning
Education	4 Primary School forms of entry (3 forms of entry to 2016, 1 form of entry 2016-26)		Additional pupils in the Borough	Surrey CC	tbc	2011-26	Basic need capital funding / Capital Receipts / CIL	SCC School Planning
Sports Pitches	Additional Pitches	Need to better use SCC pitches/ playing fields Also need extra swimming and tennis facilities	To meet National Ground Grading Standards		£ tbc	Unknown	Football Foundation / Sport England / CIL	WBC
Sports Pitches	Upgrade of Farnham Memorial Ground	Agreed. There are teams without a pitch	To meet National Ground Grading Standards	Farnham Town FC & partners	£250,000 - £500,000	Unknown	Football Foundation / Sport England / CIL	WBC

Infrastructure category	Scheme WHAT?	FTC COMMENTS	Need for Scheme WHY?	Lead Agency WHO?	Cost	Delivery Phase WHEN?	Sources of funding HOW?	Sources of Information
Cemeteries	Additional grave spaces	Cemeteries are key biodiversity areas. Also crematorium?	To meet demand	FTC	tbc	Throughout plan period	Developer Contributions	FTC
SPA Mitigation	Farnham Park SANG	Refer WBC CS response comments – need to avoid suburbanisation of Farnham Park	To mitigate effect of development on Thames Basin Heaths SPA	WBC	tbc	Throughout plan period	WBC Developer Contributions	WBC
Natural and semi-natural greenspace	Farnham Park Environment habitat enhancement and creation.	Refer WBC CS response comments – need to avoid suburbanisation of Farnham Park	WBC have responsibility for management of SNCI's.	WBC	£108,475	Annual	Annual grant until 2020 HLS Grant - DEFRA / WBC	WBC Council
Natural and semi-natural greenspace	Weybourne LNR HLS Environment habitat enhancement and creation.		WBC have responsibility for management of LNRs.	WBC	tbc	Annual	Annual grant until 2022 Higher Level Stewardship Grant - DEFRA / WBC	WBC Council
IT infrastructure		Refer to 'Developing our Community' comments						

## BOROUGH WIDE INFRASTRUCTURE

Infrastructure category	Scheme WHAT?	Need for Scheme WHY?	Lead Agency WHO?	Cost	Delivery Phase WHEN?	Sources of funding HOW?	Source of Information
Transport	Improvements to public transport including: Demand responsive community transport services; Extending Real Time Passenger Information	Improve access to and use of buses	Surrey CC	£1m	2017-2022	Developer Contributions / CIL	Technical Note: Transport measures to support growth identified in the Waverley Borough Core Strategy (SCC, March 2012)
Transport	Country lanes and village improvements	Conserve and enhance rural character ("decluttering"); More effective rural highway management; Stakeholder engagement	Surrey CC	£0.02m per scheme	2012-2017	Developer Contributions / CIL, EU Grant	As above
Water	Connection to the local sewerage system at nearest point of adequate capacity	To ensure the sewerage system does not become overloaded	Thames Water Southern Water South East Water	Unknown	Ongoing	Developers	Correspondence with water companies
Water	Investment in water mains reinforcement /	To ensure security of supply, quality and pressure standards are	Thames Water Southern Water South East Water	Unknown	Ongoing	Water companies	Thames Water Investment Programme 2010-

Infrastructure category	Scheme WHAT?	Need for Scheme WHY?	Lead Agency WHO?	Cost	Delivery Phase WHEN?	Sources of funding HOW?	Source of Information
	replacement.	maintained for all existing and future households.					15; South East Water Investment Programme 2010-15; Southern Water Business Plan 2010-15
Education	4 Secondary School forms of entry	Additional pupils in the Borough	Surrey CC	tbc	2011-26	SCC / Developer Contributions / CIL	SCC School Place Planning
Education	4 Primary School forms of entry	Additional pupils in the Borough	Surrey CC	tbc	2011-26	SCC / Developer Contributions / CIL	SCC School Place Planning
Fire Service	Replacement programme for Fire Stations	To rationalise the service.	SCC	£35m to replace stations across Surrey	Unknown	DCLG	Surrey Infrastructure Capacity Project Report (May 2009)
Amenity Greenspace	Recreation Ground Improvements	To meet additional need	WBC	£85,000	2012-15	Waverley BC	WBC Capital Budget 2012/13
Sports Pitches	Creation of new pitches and improvements to existing. Provision of Pavilions.	To meet additional need	WBC	To be determined	Over plan period	Waverley BC / Developer Contributions / CIL	WBC Community Services



Infrastructure category	Scheme WHAT?	Need for Scheme WHY?	Lead Agency WHO?	Cost	Delivery Phase WHEN?	Sources of funding HOW?	Source of Information
Playgrounds	Playground replacement	To meet additional need	WBC	£280,000	2012-15	Waverley BC / Developer Contributions / CIL / Cranleigh Parish Council	WBC Capital Budget 2012/13
Parks	Parks Infrastructure Works & DDA Improvements	To meet additional need	WBC	£110,000	2012-15	Waverley BC	WBC Capital Budget 2012/13



**Archived:** 30 August 2016 19:46:07  
**From:** [Town Clerk](#)  
**Sent:** 30 August 2016 19:45:31  
**To:** [Rachel Aves](#)  
**Subject:** FW: NEIGHBOURHOOD PLAN UPDATE  
**Response requested:** No  
**Importance:** Normal

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**Iain Lynch**  
**Farnham Town Clerk**



**Council Offices**  
**South Street**  
**Farnham**  
**GU9 7 RN**

**Telephone: 01252 712667** (Calls may be recorded)



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Facebook: [www.facebook.com/farnhamofficial](https://www.facebook.com/farnhamofficial)  
Twitter: [www.twitter.com/farnhamofficial](https://www.twitter.com/farnhamofficial)

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**From:** Sofra Chairman [<mailto:sofra.chairman@outlook.com>]  
**Sent:** 15 May 2014 19:47  
**To:** Carole Cockburn  
**Cc:** [pamela.pownall3@btinternet.com](mailto:pamela.pownall3@btinternet.com); Andy Macleod; Pamela Woodward; Derrick Price; Roger Steel; Town Clerk  
**Subject:** Re: NEIGHBOURHOOD PLAN UPDATE

Dear Carole,  
Many thanks. I look forward to hearing soon.

Best  
Zofia

Sent from Windows Mail

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**From:** [Carole Cockburn](#)  
**Sent:** Thursday, 15 May 2014 18:19  
**To:** [Sofra Chairman](#)  
**Cc:** [pamela.pownall3@btinternet.com](mailto:pamela.pownall3@btinternet.com), [Andy Macleod](#), [Pamela Woodward](#), [Derrick Price](#), [Roger Steel](#), [town.clerk@farnham.gov.uk](mailto:town.clerk@farnham.gov.uk)

Dear Zofia

Thank you for your email and I do apologise for the long silence.

I have been promised a newsletter soon and hope this will arrive in time for any important meetings. Please let me know, if I can be of help in the meantime.

With kind regards

Carole

-----Original Message-----

From: Sofra Chairman <[sofra.chairman@outlook.com](mailto:sofra.chairman@outlook.com)>  
To: Carole Cockburn <[carolecockburn@aol.com](mailto:carolecockburn@aol.com)>  
Cc: pamela.pownall3 <[pamela.pownall3@btinternet.com](mailto:pamela.pownall3@btinternet.com)>; Andy Macleod <[andy.macleod@btinternet.com](mailto:andy.macleod@btinternet.com)>; Pamela Woodward <[pamela.andrew@gmail.com](mailto:pamela.andrew@gmail.com)>; Derrick Price <[derrick.price@isycoed.co.uk](mailto:derrick.price@isycoed.co.uk)>; Roger Steel <[roger.steel@tiscali.co.uk](mailto:roger.steel@tiscali.co.uk)>  
Sent: Thu, May 15, 2014 5:46 pm  
Subject: NEIGHBOURHOOD PLAN UPDATE

Dear Carole,

Time has been marching on and it has been a while since we all had an up date on the Neighbourhood Plan.

Would it be possible to let us know exactly where we are and perhaps how long to completion?

Best wishes as always

Zofia

Sent from Windows Mail

**Iain Lynch**

Telephone: 01252 712667

(Calls may be monitored or recorded for training purposes)

E-mail: [town.clerk@farnham.gov.uk](mailto:town.clerk@farnham.gov.uk)

Date: 16<sup>th</sup> November 2011

Mr. Matthew Evans  
Head of Planning  
Waverley Borough Council  
The Burys  
Godalming  
Surrey  
GU7 1HR

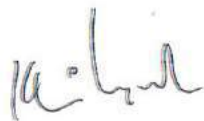
Dear Matthew

**LOCALISM ACT: PREPARATION OF A NEIGHBOURHOOD PLAN FOR FARNHAM**

At its meeting in October, Farnham Town Council resolved to bid to be a Neighbourhood Planning Front Runner Pilot. Now that the Localism Bill has been enacted, I am writing formally to ask Waverley Borough Council to work with us in submitting a bid for Farnham Town Council to be a Neighbourhood Planning pilot to create a Neighbourhood Plan for the area covered by the Town Council.

It would be very helpful if we could meet soon, perhaps together with our Infrastructure Planning Group, to map out how we might proceed and what technical advice and support Waverley, as the Local Planning Authority, can provide us to help us move forward.

With all good wishes



Iain Lynch  
Town Clerk

cc Cllr John Ward, Lead Spokesperson for Farnham Town Council  
Infrastructure Planning Group, Farnham Town Council

**Iain Lynch**

Mary Orton  
Chief Executive  
Waverley Borough Council  
The Burys  
Godalming  
Surrey  
GU7 1HR

Telephone: 01252 712667

(Calls may be monitored or recorded for training purposes)

E-mail: [town.clerk@farnham.gov.uk](mailto:town.clerk@farnham.gov.uk)

31<sup>st</sup> October 2012

Dear Mary

Town and Country Planning, Neighbourhood Planning (General) Regulations 2012  
Designation of Area for Farnham Neighbourhood Plan

Farnham Town Council, as an appropriate body, has resolved to commence the preparation of a Neighbourhood Plan and seeks the approval of Waverley Council for the designation of the appropriate area.

I am pleased to enclose an application for consideration by Waverley further to The Neighbourhood Planning (General) Regulations 2012 No. 637.

I understand that under Regulation 6, the Local Planning Authority should advertise the application as soon as possible on its web site and in such other manner as is considered likely to bring the area application to the attention of people who live, work or carry on business in the area to which the area application relates.

Farnham Town Council is also keen to promote the intention to designate as this will assist in meeting its priority to encourage and disseminate discussion and community engagement over the preparation and approval of the Neighbourhood Plan. Please let me how we can assist you in disseminating the Regulation 6 publicity.

Farnham Town Council is pleased to note that Waverley's Corporate Plan 2012 to 2015 includes, as one of the five environmental priorities, supporting parish and town councils to develop neighbourhood plans.

You will be aware that on the 29 August further funding applications were encouraged from Councils by the Department of Communities and Local Government to support the production of Neighbourhood Plans. I understand that a letter has been sent to local authority chief executives with details on how to apply for funding of up to £30,000 to assist communities in bringing forward their proposals in Neighbourhood Plans with £5,000 available on designation. However I believe there is a limited budget and "window" to make such applications, and therefore time is of the essence. Farnham Town Council



would wish to discuss how best to work with Waverley in expediting an application to DCLG.

Farnham Council is looking forward to continuing to work with the local community in determining a local vision for the Neighbourhood Plan area building on earlier engagement as part of the Adopted Farnham Design Statement process. It understands the key relationship and linkages with the Core Strategy and looks forward to working with Waverley Borough Council in providing an efficient and effective planning framework for the area.

Yours sincerely



Iain Lynch  
Town Clerk

NEIGHBOURHOOD PLANNING (GENERAL) REGULATIONS 2012  
DESIGNATION OF **FARNHAM** AS A NEIGHBOURHOOD AREA

**Application**

This Application for Designation of a Neighbourhood Area is made under Section 61G of the Town and Country Planning Act 1990 and Regulation 5 (1), Part 2 SI. 2012 No. 637

**Purpose**

The purpose of the application is to enable Farnham Town Council to undertake neighbourhood planning, and in particular to prepare a Neighbourhood Plan.

**Area**

The area for the purposes of neighbourhood planning is to be the area covered by the Farnham Town Council to its entire extent.

Comprising Local Authority Wards:

Farnham Bourne,  
Farnham Castle,  
Farnham Firgrove,  
Farnham Hale and Heath End,  
Farnham Moor Park,  
Farnham Shortheath and Boundstone,  
Farnham Upper Hale,  
Farnham Weybourne and Badshot Lea,  
Farnham Wrecclesham and Rowledge.

Shown on the **Designation Map** (NP1) - attached.

**Statement of suitability of defined area**

The entirety of Farnham is the area most appropriate to be designated as a neighbourhood area for planning purposes, as it is a long established, well recognised and clearly defined area. Farnham has been a distinct settlement for many centuries with a clear physical and social identity and community focus. It has a cohesive town centre, residential and employment areas, community facilities, open spaces, listed buildings, conservation areas and special character areas. The Town is surrounded by rural and semi-rural countryside areas of open spaces and other areas including areas of landscape value.

The area is consistent with the concept of a neighbourhood area as intended by the Act and is identified in the Core Strategy Pre-submission Document approved by Waverley Borough Council.

**Statement of suitability of Farnham Town Council**

Farnham Town Council is a 'relevant body' for the purposes of Section 61G of the 1990 Act, and is therefore qualified to undertake neighbourhood planning. It is a democratically elected body incorporated under statute and representing the whole community within Farnham.

Farnham Council has long standing experience in working with and representing the local community including on dealing with planning matters under the Town and Country Planning Act 1990 and has a well established relationship with the Local Planning Authority in the preparation of Plans and Guidance and the involvement of parts of the community.

Farnham Town Council is committed to ensuring that future planning within this area reflects the community's wishes and wishes to work co-operatively with Waverley Borough Council and other statutory bodies and to fully engage with other organisations and interests.



## **Extract. PART 2 Neighbourhood Areas**

### **Application for designation of a neighbourhood area**

5.(1) Where a relevant body(12) submits an area application to the local planning authority it must include—

- (a) a map which identifies the area to which the area application relates;
- (b) a statement explaining why this area is considered appropriate to be designated as a neighbourhood area; and
- (c) a statement that the organisation or body making the area application is a relevant body for the purposes of section 61G of the 1990 Act.

(2) A local planning authority may decline to consider an area application if the relevant body has already made an area application and a decision has not yet been made on that application.

### **Publicising an area application**

6. As soon as possible after receiving an area application from a relevant body, a local planning authority must publicise the following on their website and in such other manner as they consider is likely to bring the area application to the attention of people who live, work or carry on business in the area to which the area application relates—

- (a) a copy of the area application;
- (b) details of how to make representations; and
- (c) the date by which those representations must be received, being not less than 6 weeks from the date on which the area application is first publicised.

### **Publicising a designation of a neighbourhood area etc**

7.—(1) As soon as possible after designating a neighbourhood area, a local planning authority must publish the following on their website and in such other manner as they consider is likely to bring the designation to the attention of people who live, work or carry on business in the neighbourhood area—

- (a) the name of the neighbourhood area;
- (b) a map which identifies the area; and
- (c) the name of the relevant body who applied for the designation.

(2) As soon as possible after deciding to refuse to designate a neighbourhood area, a local planning authority must publish the following on their website and in such other manner as they consider is likely to bring the refusal to the attention of people who live, work or carry on business in the neighbourhood area —

- (a) a document setting out the decision and a statement of their reasons for making that decision (“the decision document”); and
- (b) details of where and when the decision document may be inspected.

## **THE NEIGHBOURHOOD PLANNING (GENERAL) REGULATIONS 2012 No. 637**

**1.** This explanatory memorandum has been prepared by the Department for Communities and Local Government and is laid before Parliament by Command of Her Majesty.

### **2. Purpose of the instrument**

2.1 The Regulations set out the procedure for the designation of neighbourhood areas and neighbourhood forums and for the preparation of neighbourhood development plans and neighbourhood development orders (including community right to build orders). A separate instrument will be brought forward in relation to neighbourhood planning referendums.

### **3. Matters of special interest to the Joint Committee on Statutory Instruments**

3.1 The Regulations are the first exercise of the powers in sections 61E to G, 61L and 61M of the Town and Country Planning Act 1990 (“the 1990 Act”) and sections 38A and B of the Planning and Compulsory Purchase Act 2004 (“the 2004 Act”).

3.2 As the Regulations make amendments to the Town and Country Planning (Environmental Impact Assessment) Regulations 2011, we have taken this opportunity to correct a number of typographical errors in that instrument, including four points which the JCSI reported on in its 30<sup>th</sup> Report (2010-12 session).

### **4. Legislative Context**

4.1 Chapter 3 of Part 6 of the Localism Act 2011 creates a new neighbourhood planning regime in England mainly by inserting new provisions into the 1990 Act and the 2004 Act (*see* Part 1 of Schedule 9, and Schedules 10 and 11, for the provisions inserted into the 1990 Act, and Part 2 of Schedule 9 for the provisions inserted into the 2004 Act).

4.2 The 1990 Act provides that within a designated neighbourhood area a parish council or a designated neighbourhood forum may propose a neighbourhood development order and Schedule 4B (as read with the modifications in Schedule 4C for community right to build orders) sets out the framework for making such orders.

4.3 The 2004 Act provides that within a designated neighbourhood area a parish council or a designated neighbourhood forum may propose a neighbourhood development plan and Schedule 4B to the 1990 Act (as applied, with modifications, by section 38A of the 2004 Act) sets out the framework for making such plans.

4.4 The Regulations build on the statutory frameworks in the 1990 Act and the 2004 Act in relation to the process for designating neighbourhood areas and neighbourhood forums and the preparation of neighbourhood development plans and neighbourhood development orders.

As you know there are two tranches – payment of £5,000 following designation and £25,000 following successful completion of the neighbourhood planning examination.

One issue which I would ask you to consider is the timing of your Plan. Bearing in mind that it will need to be in conformity with Waverley's Core Strategy you should think very carefully whether it would be best to delay finalising your Plan until such time as the Core Strategy is reaching completion and in particular has been declared "sound" by the planning inspector at the forthcoming examination. This will provide you with more certainty on the strategic policies with which you will need to accord.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Mary Orton', with a stylized, flowing script.

Mary Orton  
Chief Executive

cc: Matthew Evans, Head of Planning Services

Iain Lynch  
Town Clerk  
Farnham Town Council  
Council Offices  
South Street  
Farnham  
Surrey  
GU9 7RN

Mary Orton  
Chief Executive

When calling please ask for:

Direct line: 01483 523208

Calls may be recorded for training or monitoring

E-mail: mary.orton @waverley.gov.uk

Your ref:

Our ref:

Date: 12 November 2012

Dear Iain

**TOWN AND COUNTRY PLANNING, ENGLAND - THE NEIGHBOURHOOD  
PLANNING (GENERAL) REGULATIONS 2012  
DESIGNATION OF A NEIGHBOURHOOD AREA FOR THE FARNHAM  
NEIGHBOURHOOD PLAN**

Thank you for your letter dated 31<sup>st</sup> October 2012 regarding Farnham Town Council's application to Waverley Borough Council to consider the designation of a neighbourhood area for its neighbourhood plan.

I can confirm that the application accords with Regulation 5 of The Neighbourhood Planning (General) Regulations 2012 and we will publicise the application in accordance with Regulation 6 in the week beginning 19 November 2012.

Our intention is to place the application on the web, place a notice in the Farnham Herald and write to the key stakeholders including statutory undertakers, business and amenity groups and residents' associations.

It is for you to decide how to complement our consultation provided that it is clear that the consultation is being undertaken by Waverley and all responses on the application must be sent to Waverley Borough Council. You will also be aware that Waverley Borough Council must publicise the application for at least 6 weeks.

As you know the legislation requires Neighbourhood Plans to be consistent with national planning policies, in general conformity with the strategic policies contained in the development plan for the area and otherwise compatible EU obligations. My Planning team will be happy to continue to offer advice on these and other matters. It is important to recognise that the Government's intention is that neighbourhood plans should embrace it's growth agenda.

Finally, I note your reference to the availability of funding from CLG to support Neighbourhood Plans. It would certainly be Waverley's intention to bid for this to help the Borough Council cover at least part of the costs of supporting the neighbourhood planning process.



Iain Lynch  
Town Clerk  
Farnham Town Council  
Council Offices  
South Street  
Farnham  
Surrey  
GU9 7RN

**Mary Orton**  
Chief Executive

When calling please ask for:

Direct line: 01483 523208

Calls may be recorded for training or monitoring

E-mail: [mary.orton@waverley.gov.uk](mailto:mary.orton@waverley.gov.uk)

Your ref:

Our ref:

Date: 12 November 2012

Dear Iain

**TOWN AND COUNTRY PLANNING, ENGLAND - THE NEIGHBOURHOOD  
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Yours sincerely

A handwritten signature in black ink, appearing to read 'Mary Oton', with a stylized, flowing script.

Mary Oton  
Chief Executive

cc: Matthew Evans, Head of Planning Services

Iain Lynch  
Town Clerk  
Farnham Town Council  
Council Offices  
South Street  
Farnham  
Surrey  
GU9 7RN

Matthew Ellis  
Principal Planning Officer (Policy)  
**Planning Services**  
E-mail: [matthew.ellis@waverley.gov.uk](mailto:matthew.ellis@waverley.gov.uk)  
Direct line: 01483 523297  
Calls may be recorded for training or monitoring  
Date: 20<sup>th</sup> February 2013

Dear Iain

**Farnham Town Council's application for the designation of a neighbourhood area  
for the Farnham Neighbourhood Development Plan  
The Town and Country Planning Act 1990 (as amended by the Localism Act 2011)**

Further to the above neighbourhood area application on 31<sup>st</sup> October 2012 I can confirm  
that Waverley Borough Council approved the application on 19<sup>th</sup> February 2013.

Yours sincerely



Matthew Ellis  
Principal Planning Officer (Policy)

Mr Michael J Hetherington  
C/o Claire Jones-Hughes  
Banks Solutions  
6 Brading Road  
Brighton  
BN2 3PD

**Iain Lynch**  
**Town Clerk**  
Telephone: 01252 712667  
(Calls may be monitored or recorded)  
E-mail: [town.clerk@farnham.gov.uk](mailto:town.clerk@farnham.gov.uk)

Sent by email to: [bankssolutionsuk@gmail.com](mailto:bankssolutionsuk@gmail.com)

30<sup>th</sup> September 2013

Dear Mr Hetherington

**Waverley Borough Council Core Strategy – Farnham's Neighbourhood Plan**

I am writing to update you on the current status of the Farnham Neighbourhood Plan. For your convenience I attach a map of the approved area. The Town Council is continuing with the development of the Neighbourhood Plan for Farnham despite the inevitable delay of the Local Development Plan.

The Neighbourhood Plan for Farnham is currently being drawn up in consultation with the community. The latest draft (July 2013) is currently subject to public consultation via a roaming exhibition. In October, the comments received will be addressed and site allocations will be clarified along with any constraints in relation to the two Special Protections Areas that affect Farnham.

The Town Council intends to use NPIERS to undertake a pre-examination review to test the soundness of the pre-consultation draft. It is hoped that the formal consultation document will be ready in the Spring of 2014.

If you would like any further details at this stage, please let me know.

Yours sincerely



**Iain Lynch**





Mr Iain Lynch  
Town Clerk  
Farnham Town Council  
Town Council Office  
South Street  
Farnham  
GU9 7RN

Graham Parrott  
Planning Policy Manager  
**Planning Services**

E-mail: [graham.parrott@waverley.gov.uk](mailto:graham.parrott@waverley.gov.uk)

Direct line: 01483 523472

Calls may be recorded for training or monitoring

Your ref:

Our ref:

Date: 13 January 2014

Dear Mr Lynch

### **Waverley Borough Local Plan and Neighbourhood Plans**

I am writing to provide an update in relation to the new Waverley Borough Local Plan and to seek some clarification with regard to your proposed Neighbourhood Plan and how this fits with the Local Plan in terms of timescale etc.

With regard to the Local Plan, you will be aware that the Waverley Core Strategy (part 1 of the new Local Plan) was submitted for Examination earlier this year but, after the initial Examination Hearings, the Plan was withdrawn from examination on the advice of the Inspector. The Council is now actively preparing a new Local Plan, taking on board the comments made by the Inspector. Our current timetable is to consult on new options in the summer of 2014, with provisional dates for Publication of the draft Plan in November 2014; Submission for examination in February 2015; and adoption in October/November 2015. Further details on the scope and timetable of the new Local Plan can be found in the report to the Council's Executive on 3<sup>rd</sup> December 2013, which can be viewed on the web site (Appendix F) at:  
<http://www.waverley.gov.uk/meetings/meeting/977/executive>

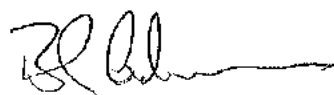
I would be grateful if you could provide an update on progress with your Neighbourhood Plan, including any timetable and planned consultations.

I would also like to take the opportunity to remind you that the Neighbourhood Plan should be in general conformity with the new Local Plan. You are probably familiar with paragraph 184 of the National Planning Policy Framework (NPPF), which states that Neighbourhood Plans should plan positively to support the strategic policies in the Local Plan. Paragraph 184 also points out that Neighbourhood Plans should not promote less development than set out in the Local Plan, or undermine its strategic policies. Having regard to this, our advice is that you should wait until the new Waverley Borough Local Plan agrees the amount of development required for your town/parish, before you complete your Neighbourhood Plan.

Cont'd/

I look forward to hearing from you with any information you have on the progress/timetable for your Neighbourhood Plan.

Yours sincerely

A handwritten signature in black ink, appearing to read 'B Adams', with a long horizontal flourish extending to the right.

Cllr Brian Adams  
Planning Portfolio Holder

## **Note to Parish and Town Councils regarding Neighbourhood Plans**

The Localism Act allows parish or town councils to prepare a neighbourhood plan. The following sets out some of the issues that will help parish or town councils decide if they should prepare one.

- It is not compulsory for parish and town councils to prepare a neighbourhood plan. If they do not, then their area will continue to be covered by the relevant policies in the adopted Local Plan, as well as supplementary planning policy documents (SPD) to decide planning applications. These include documents such as village design statements and the residential extension guidelines SPD.
- Before embarking on the exercise, parish and town councils should consider carefully what they are seeking to achieve through the neighbourhood plan. It may be that in many circumstances the Local Plan, Waverley's emerging Core Strategy, SPD or any other planning policy documents may provide them with the planning framework necessary to deliver their aspirations for their local community.
- Neighbourhood plans must generally be in line with local and national policies. Therefore, if the Local Plan or Core Strategy states that new homes and buildings must be built in their area, then a neighbourhood plan can not be used to block this development. However, a neighbourhood plan can propose more development than the Local Plan or Core Strategy.
- A neighbourhood plan can be used to influence the type, design, location and mix of new development. The government has indicated that a neighbourhood plan can be detailed or general depending what people want.
- A neighbourhood plan does not have to wait until new policies in the Local Development Framework are formally adopted. However, there are clear benefits in waiting until Waverley's Core Strategy is close to adoption to ensure that there is no conflict and wasted work.
- The Government is preparing a national planning policy framework (NPPF) to replace existing national guidance. This will be in place in 2012. Neighbourhood plans are required to be in line with national planning policies.
- Parish and town councils will have to pay for the preparation of their neighbourhood plan. The costs could be substantial. Waverley will not provide financial support, but will be able to give some general advice and share any relevant evidence we have already gathered for preparing our Local Development Framework. Waverley is also required to organise the

independent examination of the neighbourhood plan and if it is agreed that it is acceptable, the referendum to allow the community to decide if it should be adopted.

- Waverley is proposing to hold a neighbourhood planning event sometime in the New Year for all parish and town councils. This event will help town and parish councils decide whether they should prepare a neighbourhood plan. It will also include advice about how to get started, what a neighbourhood plan should deal with and the process for preparing one.
- The Government have produced a guide to neighbourhood plans.  
<http://www.communities.gov.uk/publications/planningandbuilding/introductionneighbourplanning>

Planning Services  
Waverley Borough Council

December 2011

Mr I Lynch  
Farnham Town Clerk  
Farnham Town Council  
Town Council Offices  
South Street  
Farnham  
Surrey  
GU9 7RN

**Matthew Evans**  
Head of Planning Services

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Direct line: 01483 523298

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E-mail: [matthew.evans@waverley.gov.uk](mailto:matthew.evans@waverley.gov.uk)

Your ref:

Our ref: MWE/SED

Date: 28 November 2011

Dear Iain

### **Neighbourhood Plan for Farnham**

Thank you for your letter dated 16 November concerning the above.

With the Localism Act now enacted I agree that it is important that Waverley and the Parish and Town Councils develop a common understanding of the implications of Neighbourhood Planning. With this in mind Waverley will be organising an event in the new year with all parishes to outline the process, and identify what support Waverley can provide. We are looking to get external speakers along with first hand experience of the neighbourhood planning process.

Waverley is not intending to support the submission of front runner pilots. Neither is it the Council's intention to support financially the preparation of neighbourhood plans other than that required by the Localism Bill. This is because our resources are limited and our priority is the preparation of our Core Strategy and delivering other Council priorities.

However we would be happy to meet with you to discuss the way forward and provide you with information about the evidence base and other technical studies we have produced for our planning policy work which would be helpful to you.

I will send some dates where we can meet. Officers would be happy to come to your offices.

Regards

Matthew Evans  
Head of Planning Services

Iain Lynch  
Town Clerk  
Farnham Town Council  
Town Council Office  
South Street  
Farnham  
GU9 7RN

**Ian Motuel**

Principal Planner (Policy)

When calling please ask for:

Direct line: 01483 523458

Calls may be recorded for training or monitoring

E-mail: [ian.motuel@waverley.gov.uk](mailto:ian.motuel@waverley.gov.uk)

Your ref:

Our ref:

Date: 4 December 2014

Dear Mr Lynch

**Draft Farnham Neighbourhood Plan**

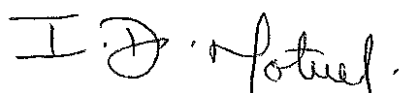
Thank you for consulting Waverley Borough Council on the current draft of the Farnham Neighbourhood Plan.

To start on a positive note, we believe that this draft of the plan is a big improvement on the November 2013 draft that we commented on in February. However, we do have a number of comments on this draft, including some matters which we think may result in the plan failing to meet the 'basic conditions'. Other comments are offered to you in a spirit of helpfulness.

We note that the formulation of the neighbourhood plan is running broadly in parallel with that of the new Waverley Local Plan. Whilst the National Planning Practice Guidance (NPPG) clarifies that a neighbourhood plan can be developed at the same time as the Local Plan, if your plan were to run ahead of our new Local Plan there would be a significant risk that your neighbourhood plan will quickly become out of date and would need to be updated soon after it is 'made'. We would therefore caution on progressing too quickly with your plan before the spatial strategy in the Local Plan becomes clear.

We look forward to working closely with you over the coming months to address and hopefully minimise any potential conflicts between the emerging plans to ensure the neighbourhood plan has the greatest chance of success at its examination.

Yours sincerely



Ian Motuel  
Principal Planner (Policy)

## **Detailed comments on the Draft Farnham Neighbourhood Plan**

Waverley's detailed comments are provided below. Our key concerns are outlined at the start, focusing on those matters that could result in the plan failing to meet the basic conditions. This is followed by more detail on these and other issues. In many cases, these would be unlikely to result in the plan not meeting the basic conditions, but addressing them would, we believe, improve the plan.

### **Key concerns**

- The draft Farnham Neighbourhood Plan (FNP) proposes some additional extensions to the Green Belt not recommended in the Green Belt Review. The NPPF states that "Green Belt boundaries should only be altered in exceptional circumstances, *through the preparation or review of the Local Plan*" (my emphasis). It is therefore not appropriate to propose changes to Green Belt boundaries through a neighbourhood plan. However, Following our recent meeting, I accept that you are fully aware that changes to the Green Belt is a strategic matter for the Local Plan and that the suggested changes are presented in the draft neighbourhood plan in order to test public opinion and to flag up the Town Council's current views on this matter to us. As such, our concerns have been largely alleviated.
- Unless and until the Thames Basin Heaths SPA Avoidance Strategy is reviewed, the reference in Policy FNP9 to the SANG capacity at Farnham being reserved exclusively for brownfield sites is not consistent with the Strategy. As approved, the Avoidance Strategy does not differentiate between greenfield and brownfield sites and allocation of SANG capacity at Farnham Park must remain on a 'first come, first served' basis until it is reviewed or updated. This review would need to be carried out in conjunction with all the neighbouring local authorities who have similar strategies and delivery frameworks and, significantly, in consultation with Natural England.
- The FNP states that it is able to accommodate (on greenfield sites) 790 dwellings above the existing potential of 1100 dwellings. This is more than would be delivered for Farnham under scenario 4 in the recent Local Plan consultation (700) but less than other scenarios. At this stage, the Borough Council has not made any decisions on a preferred scenario. If the council were to select a scenario other than scenario 4 as its preferred strategy, it is unclear what flexibility the FNP would have to adjust its approach to meet this. The NPPF states that a neighbourhood plan should support the strategic development needs set out in the Local Plan. The NPPG adds that local planning authorities and qualifying bodies should work together to produce complementary plans to minimise any conflicts with the emerging Local Plan. Moreover, if the neighbourhood plan were to proceed in advance of the new Local Plan and the Local Plan was adopted shortly after the FNP with a higher housing requirement for Farnham, the FNP would cease to be in general conformity with the Local Plan and would have to be revised. It would thus have a very short 'shelf life'. Therefore we would strongly advise that the FNP include flexibility so that additional sites can be added if the published Local Plan Part 1 has a strategy which seeks a higher housing number for Farnham than you are currently proposing.



- The draft FNP proposes to amend the adopted Town Centre boundary to exclude the northern end of Castle Street and the western end of West Street. Waverley's Town centre boundaries were defined for the current 2002 Local Plan. The Waverley Town Centre Retail Study 2013 did not suggest any amendments to any of the town centre boundaries. The NPPF states in paragraph 23 that "in drawing up Local Plans, local planning authorities should...define the extent of town centres and primary shopping areas, based on a clear definition of primary and secondary shopping frontages in designated centres". Therefore, we do not consider that it is appropriate for the FNP to be seeking to redefine the Farnham Town Centre boundary.

### **Other comments**

There is a lot of potential overlap between what is in the draft FNP and what is likely to be in the new Local Plan. Examples include

- the general policy on house extensions,
- the policy on Buildings of Local Merit
- the policies on the Thames Basin Heaths SPA and biodiversity
- the policies on indoor sports facilities and cultural facilities, and
- the policies on transport and infrastructure.

None of these policies appear to be specific to Farnham and there is a danger that essentially the same policies will appear in both the Local Plan and the FNP, which would be unnecessary and potentially confusing. What do these policies add locally to those in the Local Plan?

There are a number of saved non strategic policies in the current Waverley Borough Local Plan 2002 that relate specifically to Farnham, which the Neighbourhood Plan may wish to incorporate. These policies may not be replaced in Part 2 of the Local Plan, but nevertheless may have local significance and could be appropriate to incorporate into the Neighbourhood Plan. We would suggest that you examine the 2002 Plan to see if there are any such policies that you may want to include to avoid a potential policy gap, for example in Chapter 9 Town Centres. It would be helpful if the version of the FNP submitted to WBC clearly sets out which of the non strategic policies in the current Local Plan they would be replacing.

### **Section 1 - Introduction**

Page 1 – the fifth paragraph of the introduction suggests that the Town Council will, once the Neighbourhood Plan is adopted (or more accurately 'made') be determining planning applications within Farnham. Of course, this responsibility will still rest with the Borough Council, although the Town Council will continue to be statutorily consulted on applications.



The phrase “The neighbourhood Plan designation was approved...” should read “The neighbourhood area was designated...”

Page 2 – The title of Figure 1 (“Designation Map”) is unclear. I would suggest that it is titled “Farnham Neighbourhood Area”.

Page 3 – This table appears to contain several errors. Firstly, there are two mandatory six week consultation periods set out in the Neighbourhood Plan Regulations. These are at the pre-submission stage (Regulation 14 (a)(iv)) and after submission to the LPA (Regulation 16(a)(v)). The first of these periods will take place, it is assumed, in April 2015. The latter would then take place after submission to WBC in Summer 2015. However, in the table it shows two six week periods both in Summer 2015.

Secondly, I consider that the timetable for the stage from Examination to Adoption is over-ambitious. The gap between examination and referendum would be at least 3 months, as the referendum cannot be arranged until the examiner’s report confirms that it passes the basic conditions (and can therefore proceed to referendum). This is too risky from a cost perspective. The examiner may take a month or longer to publish his report. Also, once the Neighbourhood Plan has passed this stage, WBC are required to publish information about the plan 28 working days before the date of the referendum, and then to give notice of the referendum and the date of the poll 25 working days before. Having a referendum in the winter months runs the risk of a low turnout, as well as presenting difficulties in terms of management of the electoral process, and adherence to key dates in the election timetable, in the run up to the election over the Christmas/New Year period.

Finally, in the Adoption box, it says “Plan given full weight by MSDC”. This should, of course, read “WBC”.

Page 4 – I suggest that the final sentence of the first paragraph is amended to read “... for the area, and the emerging new Waverley Local Plan”.

## Section 2 – Farnham Now

General comment – this section (“Farnham Now”) establishes the baseline position and should be ‘policy neutral’. However, in several places there are sentences that appear to set a policy direction. For example, under Local Economy (page 9) it states that “Outmoded employment land should be considered for housing development”. It might be better to avoid such statements in this section and instead keep it factual.

Page 7 – it would be helpful to clarify that only parts of Farnham are within the 5km buffer zone of these two SPAs. They are actually called the Thames Basin Heaths SPA and the Wealden Heaths SPA.

In the second paragraph of the section on Housing, the wording used is not a direct or very accurate interpretation of the NPPF. For example, the words “...taking into account any specific policies in the Framework which indicate development should be restricted” are taken from paragraph 14 of the NPPF but this applies to Local Plan-making and not Neighbourhood Plan-making.

The housing need identified in the draft SHMA for Waverley is around 470 new homes per annum but this does not equal “around 9400 homes” for the 2013-31 period. It should read “around 8,450 homes”.

The heading of the table at the bottom of the page on the four Local Plan scenarios is misleading. The 1100 dwellings figure is not “existing provision” but represents the completions (since 2013), outstanding permissions, capacity from urban SHLAA sites and a windfall allowance. The “additional homes” figures represent new greenfield sites outside of the current built up area.

Page 10 – Some of the statements used in the Roads and Transport section seem to be assertions and it is not clear if they are evidence based. For example, where is the evidence that traffic issues in Upper Hale, Weybourne and Badshot Lea “will be exacerbated by significant developments in neighbouring boroughs”?

Page 11 – the second sentence under Sewage capacity / water appears to have a word missing. Should it read “There is concern that the works will **not** be able to accommodate the development options included in the Neighbourhood Plan”?

### Section 3 – Farnham Future

Page 12 – it is not clear if the vision is the text in the blue box or that below it, or both parts.

### Section 4 – Draft Neighbourhood Plan Strategy

Page 16 – penultimate paragraph on SANG: The phrase “severely restricted” is perhaps too strong. In the second line it should read “Thames Basin Heaths”. The proposal that SANG capacity be reserved for brownfield sites is not currently allowed under the protocol agreed with the other authorities affected by the Thames Basin Heaths.

Page 17 – Waverley is also having discussions with the infrastructure providers on different levels of development in the Borough, including in Farnham, and there is potential for duplication and confusion.

### Section 5 - Draft Neighbourhood Plan Policies

#### Environment

Page 19 - top paragraph. We would suggest the link goes to the Waverley webpage [www.waverley.gov.uk/conservationareas](http://www.waverley.gov.uk/conservationareas). This will link to the conservation homepage which will include all the conservation area appraisals including Wrecclesham and Farnham (and eventually including Great Austins and Old Church Lane). Alternatively, we are happy to create friendly URLs to each of the conservation area webpages, if that helps.

Page 22 - final paragraph may need to be clearer, possibly to read, “The design and layout for specific sites (for residential development) and residential extensions...”. I would also suggest to replace the “but Policy” with “and Policy”.

Page 23 - **FNP1** – This seems like a reasonable and standard design policy, and making the links to the adopted Design Statement is both important and relevant.

Page 24 - if not using the link above, there should be a link to the FCAMP document on the Waverley website (again I can get a friendly URL set up if needed).

Page 25 - **FNP2** – I would suggest that criteria (d) could be expanded to encourage new yards to be incorporated into new developments where appropriate.

There is a typo in third line after the policy. “...all types of premises I the Conservation Area” should read: “all types of premises **in** the Conservation Area.”

Its important to note that there are shop fronts outside the CA – against which policies will these be assessed?

Page 26: “...subtle method of illumination. Painted fascia boards...” It might clarify to insert an additional sentence between these two: “This might be acceptable for premises, such as pubs and restaurants, that trade late into the night.”

Page 27 - **FNP3** – I suggest that the words “would be in sympathy” in criteria (b) and (c) be replaced with “should respect”. Is criterion (e) acceptable because it, in essence, prevents internally illuminated signage?

Page 28 - **FNP4** – this seems fine, but should it not apply to all adverts, not just those within the CA?

**FNP2-4** – what is meant by ‘setting’ and how far reaching would these policies apply? Are these policies equally relevant to areas outside the Town Centre CA (e.g. other shopping areas within Wrecclesham etc.)?

Page 28 – I am not aware of the term Arcadian: other readers may also be unaware. I assume there will be a glossary of terms?

Page 30 - **FNP5** – Is this policy intended to replace policies BE3 (South Farnham Area of Special Environmental Quality) and BE6 (Low Density Residential Areas, which includes Great Austins) in the current Local Plan?

In criterion (c), we are concerned about the use of the word “unobtrusively”, which means not undesirably noticeable or blatant; inconspicuous. Most extensions or development would be noticeable (although not necessarily undesirable). Could this be defined more clearly (i.e. is this concerned with the use of materials? Height, scale, mass, location or a combination of all of these matters?)

We are keen not to devalue the status of Buildings of Local Merit. Instead of saying: “... while not of sufficient special historic and/or architectural interest to warrant designation as listed buildings, have a distinct and valued local character and/or appearance that are worthy of retention ..”, we suggest it says “...whilst they do not meet the criteria for listing for their national importance, have distinct and valued local character and/or appearance worthy of retention...”

We cannot see the evidence base for Buildings of Local Merit on the FTC website.

Page 31 - **FNP6** – we suggest that this policy should be called Buildings of Local Merit (for consistency).

Page 34 – The section on Preventing coalescence uses the words “propose” and “proposes” in relation to the Green Belt Review. However, it does not make any proposals, but instead makes recommendations. We suggest this word is used instead. The heading and key on the map on page 35 similarly should be amended.

Page 33 Map E – the segment to the south of Odiham Road is only moderate in terms of Landscape Value and Sensitivity (FN9 page 44 of study) so for consistency, should be removed.

#### European Special Protection Areas

Page 38 – I note the reference to the South East Plan Policy NRM6 and the comment that “priority should be given to directing development to those areas where potential adverse effects can be avoided without the need for mitigation measures”. This issue and how it affects the spatial distribution of new housing in Waverley is a matter for the Local Plan and should not be pre-empted by the Farnham (or any other) Neighbourhood Plan.

Page 39 - In order to perform as a SANG, the site quality checklist, as advised by Natural England is extensive and goes well beyond a minimum 2 ha requirement. In particular, it requires the inclusion of a circular walk of 2.3 to 2.5 km around the SANG and appropriate levels of car parking. Reference should be made in the FNP to this checklist.

Monitoring the implementation of the TBH SPA shows the latest estimate of SANG capacity at Farnham Park (November 2014) as 253 dwellings (4.9 ha; not including pending applications/appeals or outstanding payments).

Page 40 - The draft policy should also refer to the site quality checklist as a whole, rather than the single (and not entirely accurate) reference to the 2 ha minimum size.

#### Housing

Page 43 – The quoted figure of 9400 homes for the net need in Waverley Borough does not correspond to any figure set out in the recent Local Plan consultation. It would be more accurate to state that the estimated need of 470 homes per year equates to around 8450 over the plan period (2013-2031).

The phrase “residents are keen that this is absorbed within the environmental constraints” is vague and unclear.

Page 43 - The approach in the NPPF is for Local Planning Authorities is to objectively assess its housing needs and then to test if those needs can realistically be delivered. The Borough Council has assessed its needs through the draft (Waverley & West Surrey) SHMA (2013) and will shortly be publishing its final (Guildford, Woking and Waverley) SHMA. It follows that the testing process for delivering those needs, in terms of both numbers and distribution, has yet to be completed.

The key issue here is that neighbourhood plans should facilitate delivery of the amount of housing and other uses set out in the Local Plan. In the absence of this, it is not clear what the justification is for the housing number identified in the FNP. It just states that the number of sites is approximately 790

dwellings over the 1100 dwellings stated in the Housing Scenarios consultation that could be potentially built from existing permissions, windfall sites and mainly brownfield sites.

Page 44 - Housing completions - The figures used are up to 31<sup>st</sup> March 2014. To be consistent with the other components of supply 30 dwelling completed since then and 1<sup>st</sup> October 2014 should be added.

Windfalls – As the Waverley SHLAA is based on 01/04/14 the table will need to take off half a year's worth of small and large windfalls which will give an overall total of 311 up to 31/03/31.

Page 45 - Summary - The changes to the components of supply above means that the summary table should be changed and gives a total of 874 dwellings (see below)

<b>Source</b>	<b>Net Dwellings</b>
Completions	83
Large site permissions (01/10/14)	412
Small site permissions (01/10/14)	68
Large Windfall	127
Small Windfall	184
<b>Total</b>	<b>874</b>

The 1100 referred to in Waverley's consultation comprises 835 commitments within settlements (completions, outstanding permission and windfalls) and 260 from sites identified within the settlements in the SHLAA as of 1<sup>st</sup> April 2014. It does not include any sites outside the settlement boundary and therefore does not include brownfield sites in this location.

Page 45 - The site size threshold for the FHLLA sites at over 0.2 ha is inconsistent with Waverley's SHLAA which has a threshold of 5 dwellings or more (for sites within the settlement area). Waverley's estimate of small windfalls is also based on sites of fewer than 5 dwellings. The FNP assessment of capacity therefore underestimates the number of potential dwellings from within the built up area compared to Waverley's SHLAA as it will exclude those sites below the site area threshold that could achieve more than 5 and they can not be included as part of the small windfalls estimate. This is particularly so for sites in town centres where higher densities are more appropriate.

The number of dwellings from sites not currently allocated is put forward as 245 on largely brownfield sites from FNP11(a) – (f). However:

- Does site c) Part of SSE Depot also include the greenfield element, i.e. the part outside the settlement boundary?
- The number does not include those sites g) to j) which are also within the settlement except for h) the Brethren's meeting room which is not. This site was granted consent as an exception to policy on the grounds it was providing a community use.

Page 46 – Where is the evidence that the five sites listed all have the capacity to provide on-site SANG? See previous comments about the need to satisfy the site quality checklist, not just meeting a minimum site size requirement.

Pages 47- 48 – **FNP11** - As a general comment, it is noted that all of the included sites k) to r) have been given a RAG score of Green or Amber in the Waverley SHLAA 2014, which shows a good degree of agreement between the authorities on the suitability of sites. The estimated yields do differ between the SHLAA and the FHLAA on some sites, especially those where on site SANG is required, e.g. (n) to (r).

We have also spotted that sites k) to q) in this policy are shown in a different order in Appendix 2 of the FHLAA. This is confusing.

Site j) Coal Yard, The Street, Wrecclesham – Waverley did include this site in its SHLAA published in 2011 but rejected it from subsequent updates on the grounds of availability. It is appreciated that the FLHAA may entice the owner to promote the site but the NPPF says that the SHLAA needs to establish realistic assumptions about delivery. Therefore, it should not be included as a deliverable site until there is evidence to support this assessment.

We note that one of the supporting evidence documents for the FNP provides details of 31 sites that were considered but not included as site options. Two of these sites were rated Green in the latest version of the Waverley SHLAA and 11 were rated as Amber. We note that in several instances, one of the reasons given for not including the site is a lack of SANG provision. However, many of the sites that this applies to are very small, and we query whether it is appropriate or reasonable to reject these sites on this ground. I would suggest that you reconsider whether any of these sites have potential for development, in particular those rated in the recent WBC SHLAA as Green or Amber, even if this is subject to the caveat that SANG provision will also be required. Following the recent Local Plan consultation, we will be reviewing the SHLAA. We will be reviewing this to take account of comments made to the consultation on the Local Plan and we will also take into account the information in the FHLAA.

Page 49 - It would be helpful to refer to the 2013 Waverley and West Surrey SHMA.

Page 50 - **FNP12** encourages proposals for 1 and 2 bedrooms on smaller sites in the built up area but the evidence is for 3 bedrooms as well, particularly in the market housing sector. What justification is there for the policy requirement? Is it to take account of the suppression of household type in the past or is it to ensure that the development maximises the number of homes on the site? What does the FNP define as a smaller site in the built up area?

### Business

Page 54 - Need to be more specific which Employment Land Review is being referred to? Is it the Waverley one or Farnham's as both were published in 2014 (Waverley's was updated).

Is the expression "acceptably located" meant to be "suitably located"?

Page 55 - **FNP14** - Land for Business

The sites id reference in the policy does not match up with the ELR reference.

The Waverley ELR includes more sites than Farnham ELR. Is there a reason for this? Has a site threshold been applied? If they are omitted, are they still to be safeguarded?

Some of the sites that appear to be recommended for retention in the ELR assessments do not appear to be included in the policy for retention (i.e. EM21 Millennium Centre and EM22 Headway House)

Some of the sites have been assessed as being sui generis (although their use has not been verified by Waverley). Although Waverley's Local Plan employment policies technically only relates to B uses, if there is evidence that these sites make an important contribution to the Farnham economy that you want to maintain, is this an opportunity for the FNP to safeguard these sites as employment generating sites?

Will the FNP set out in more detail how it can be demonstrated that the site has no reasonable prospect of business use being taken up or continued? Is the period of the Neighbourhood Plan the right length of time? What evidence is there for using this period?

The assessments in the Farnham ELR use criteria relating to planning constraints. How important are these constraints in terms of considering whether an existing employment site should be retained? The assessment does not accord with the policy FNP14 which talks about retaining employment sites where it can be demonstrated that they can continue to be used for that purpose, not on their impact on strategic planning designations.

Page 55 - Where is the evidence of a shortage of high quality modern accommodation? Is it from the interviews with commercial agents held in August 2014?

Page 56 – **FNP15** – Business Site Option.

We note that you are proposing a business site allocation but the Local Plan has not yet provided the context on how much employment land is needed. We anticipate that a further update to the Employment Land Review will provide more definitive idea of the employment land needed. This policy is extremely vague. It will be necessary to provide a much clearer indication of the uses and quantum of development on this site in the submission version of the FNP.

Page 57 - Need to specify that it is the permitted development rights that allow for agricultural buildings under 500 sq m to change to a number of other uses.

What justification is there for not normally permitting the re use of rural buildings for residential purposes? See NPPF paras 51 and 55. Furthermore the change to permitted development rights from April 2014 now allows a change of use from agriculture to residential subject to prior approval received by the Local Planning Authority.

Farnham Town centre & Local centres

Page 59 - The draft FNP proposes to amend the adopted Town Centre boundary to exclude the northern end of Castle Street and the western end of West Street in Map L (page 59), as 'these areas are occupied almost exclusively by residential properties.' We consider that Castle Street does form part of the town centre from a character point of view. It is a wide, impressive road acting as a gateway to the shopping area; you have the feeling of being 'in the town' driving down it. It should not be confused with the shopping centre, which is a different boundary. We also do not consider that the boundary should be amended to remove the western part of West Street, as this area includes the library, the museum and their grounds, which are appropriate town centre uses, fulfilling the NPPF definition of cultural uses. As stated earlier, the NPPF states Local Plans should define town centre boundaries and the extent of town centres and primary shopping areas.

Page 60 – We note that the FNP does not specifically mention the issue of primary and secondary shopping frontages within the town centre. In line with the NPPF, WBC intends to identify these in Local Plan Part 2. However, we would be happy to work with you to seek to reach an agreement on the appropriate town centre boundary and shopping frontages in the town.

Whilst the Woolmead is close to the CA boundary, the plan explains that it is within the setting of the CA and therefore Policies FNP2-4 apply. Please refer to the point above about these policies and how far reaching 'setting' is.

Page 61 - **FNP17** – this is a generic policy for the Woolmead. A development brief for the site has been developed which gives some guiding principles for future development. This can be seen on the WBC website. You may wish to consider expanding the policy include some key principles and/or aims for its future development.

On page 61, it states that there is a strong demand for town centre office uses, which is another reason why it may not be appropriate to reduce the designated town centre area.

Page 63 - The draft Core Strategy defined a hierarchy of Town, Local, and then Neighbourhood/village centres. I would not anticipate this approach changing in the new Local Plan. In that draft, Farncombe, Milford and Bramley were defined as Local Centres, as they had more of a range of facilities and in particular a larger number of shops and facilities. Centres such as those suggested in the draft FNP were categorised under Neighbourhood centres. This approach was also supported in the Town Centre Retail Study. This difference in terminology could lead to confusion.

Page 64 - Similarly, the further centres identified could possibly be added after some investigation, but again they might be better categorised as Neighbourhood centres. Please note that The Street, Wrecclesham has already been included in the current list.

### Leisure and Wellbeing

General - The section dealing with public open space, recreation and culture covers matters where Waverley BC provides or funds services. I understand that to date you have not liaised with the relevant officers at Waverley in drawing up these policies and I suggest, therefore, that you contact Matt Lank, the Land Asset Manager in Community Services to discuss this further.



Page 68 - It is critical that the provision for Children and Young People is later updated in line with the draft Play Space Strategy which is still being produced by WBC. This is expected to be adopted early next year. More detailed information could then be included, such as local standards specific to Farnham. Currently we use FIT standards for provision, which has been incorporated.

Page 72 - Maps P and Q show the same site. The Draft FNP identifies the former tip at Weydon Lane (Brambleton Park) as a site for sports pitches. This land is owned by Waverley BC, and in view of its former use there are issues around what it could be used for in the future. Again I suggest an early discussion with relevant Waverley officers.

Page 75 - The museum is within the town centre, as is the library.

In the section on culture, should UCA Farnham be mentioned with its galleries?

#### Local Infrastructure

Page 79 - **FNP23** is a generic transport impact policy that (with the possible exception of the passing reference to air quality issues) is not specific to Farnham. In practice, it would do little more than repeat the equivalent strategic policy that will eventually feature in Local Plan Part 1. The same sentiment would apply to **FNP24**.

The reference to consultation with infrastructure provides repeats (virtually word for word) the statement to that effect earlier in the draft document (page9).

No reference is made in this section to energy supply, telecommunications, health, public transport. Is this because you do not consider these to be an issue for Farnham or is it because you have not dealt with these providers yet?

Consultation with infrastructure providers - Is it the role of the FNP to consider infrastructure capacity etc. or is it the role of the Local Plan? We are concerned about potential duplication and confusion. Our Local Plan, which should set out the level of growth in Farnham, will also be accompanied by detailed evidence on infrastructure capacity and the infrastructure required to support new development. Have you looked at the Infrastructure Delivery Plan (IDP) that accompanied the Core Strategy (which we will be updating)?

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**Archived:** 30 August 2016 19:39:47  
**From:** Rachel Aves  
**Sent:** 11 December 2015 12:30:00  
**To:** 'Ian Motuel'  
**Subject:** RE: Clare Wright repor  
**Importance:** Normal

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Hi Ian

Thanks again. Carole has been asking me about it so just wanted to check.

Have a good weekend.

Rachel

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**From:** Ian Motuel [mailto:ian.Motuel@waverley.gov.uk]  
**Sent:** 11 December 2015 12:06  
**To:** Rachel Aves  
**Cc:** Matthew Evans  
**Subject:** RE: Clare Wright repor

Hi Rachel.

No I haven't heard anything. When I do, I'll let you know immediately. She may be on holiday or working on another plan. If I haven't heard by middle of next week, I'll email her again, this time stressing the urgency and will copy it to NPIERS. Hope this is ok.

Regards  
Ian

Sent with Good ([www.good.com](http://www.good.com))

-----Original Message-----

**From:** Rachel Aves [[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)]  
**Sent:** Friday, December 11, 2015 11:44 AM GMT Standard Time  
**To:** Ian Motuel  
**Subject:** Re: Clare Wright repor

Hi Ian

Has Clare come back to you at all?

Best wishes  
Rachel

Sent from my iPad

On 7 Dec 2015, at 14:29, Ian Motuel <[Ian.Motuel@waverley.gov.uk](mailto:Ian.Motuel@waverley.gov.uk)> wrote:

Hi Rachel,

No I haven't heard anything from Clare. Like you, I was expecting to have received her report by now. I will drop her an email soon and ask when we'll see it.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

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**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Monday 07 December 2015 14:11  
**To:** Ian Motuel  
**Cc:** Farnham Clerk  
**Subject:** Clare Wright repor

Hi Ian

Have you heard anything from Clare re her report yet? Do you know when we might expect it?

Regards

**Rachel Aves**

Corporate Governance Team Leader

< Follow the progress of Farnham's Neighbourhood Plan on Twitter @farnhamofficial ([www.twitter.com/FarnhamOfficial](http://www.twitter.com/FarnhamOfficial))



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**Archived:** 30 August 2016 19:39:57  
**From:** [Ian Motuel](#)  
**Sent:** 07 December 2015 14:29:18  
**To:** [Rachel Aves](#)  
**Cc:** [Town Clerk](#)  
**Subject:** RE: Clare Wright repor  
**Importance:** Normal

---

Hi Rachel,

No I haven't heard anything from Clare. Like you, I was expecting to have received her report by now. I will drop her an email soon and ask when we'll see it.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Monday 07 December 2015 14:11  
**To:** Ian Motuel  
**Cc:** Farnham Clerk  
**Subject:** Clare Wright repor

Hi Ian

Have you heard anything from Clare re her report yet? Do you know when we might expect it?

Regards  
**Rachel Aves**  
Corporate Governance Team Leader



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Fax: 01252 718309  
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**Archived:** 30 August 2016 19:39:58  
**From:** [Ian Motuel](#)  
**Sent:** 11 December 2015 12:06:29  
**To:** [Rachel Aves](#)  
**Cc:** [Matthew Evans](#)  
**Subject:** RE: Clare Wright repor  
**Importance:** Normal

---

Hi Rachel.

No I haven't heard anything. When I do, I'll let you know immediately. She may be on holiday or working on another plan. If I haven't heard by middle of next week, I'll email her again, this time stressing the urgency and will copy it to NPIERS. Hope this is ok.

Regards  
Ian

Sent with Good ([www.good.com](http://www.good.com))

-----Original Message-----

**From:** Rachel Aves [[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)]  
**Sent:** Friday, December 11, 2015 11:44 AM GMT Standard Time  
**To:** Ian Motuel  
**Subject:** Re: Clare Wright repor

Hi Ian

Has Clare come back to you at all?

Best wishes  
Rachel

Sent from my iPad

On 7 Dec 2015, at 14:29, Ian Motuel <[Ian.Motuel@waverley.gov.uk](mailto:Ian.Motuel@waverley.gov.uk)> wrote:

Hi Rachel,

No I haven't heard anything from Clare. Like you, I was expecting to have received her report by now. I will drop her an email soon and ask when we'll see it.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458

[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]

**Sent:** Monday 07 December 2015 14:11

**To:** Ian Motuel

**Cc:** Farnham Clerk

**Subject:** Clare Wright repor

Hi Ian

Have you heard anything from Clare re her report yet? Do you know when we might expect it?

Regards

**Rachel Aves**

Corporate Governance Team Leader

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**Archived:** 30 August 2016 19:39:47  
**From:** [Rachel Aves](#)  
**Sent:** 07 December 2015 14:11:00  
**To:** 'Ian Motuel'  
**Cc:** [Town Clerk](#)  
**Subject:** Clare Wright repor  
**Importance:** Normal

---

Hi Ian

Have you heard anything from Clare re her report yet? Do you know when we might expect it?

Regards

**Rachel Aves**

Corporate Governance Team Leader



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**Archived:** 30 August 2016 19:39:52  
**From:** [Ian Motuel](#)  
**Sent:** 15 September 2015 12:06:14  
**To:** [Rachel Aves](#)  
**Cc:** [Matthew Evans](#); [Graham Parrott](#)  
**Subject:** Farnham NDP and SANG provision  
**Response requested:** Yes  
**Importance:** Normal  
**Attachments:**  
[NPIERS Application Form \(Health check of Farnham NDP\) 14.9.15.pdf](#) 

---

Dear Rachel,

As you know, Councillor Cockburn wrote to Graham and Matthew recently to see if a meeting could be set up with the planning inspectorate to get a definitive answer on whether the Farnham NDP needs to identify SANG provision or whether it can allocate sites on the assumption that WBC will ensure future provision. PINS do not generally get involved in neighbourhood plan examinations but an organisation called NPIERS (the Neighbourhood Planning Independent Examiner Referral Services) play a similar role.

I have contacted NPIERS and explained the situation. They said that there are two options – arrange a pre submission ‘health check’ with an experienced NDP examiner or obtain technical support through AECOM, who have the national contract to provide this for NDPs. NPIERS referred me to an experienced examiner, Clare Wright, who is willing to undertake a health check for the Farnham NDP, focusing on the relationship between the emerging neighbourhood and local plans and the SANG issue. Clare has undertaken several NDP examinations (including the Henfield NDP in Horsham district) and has a “moveable diary”.

Having discussed with Matthew, we consider that the best way forward, at least initially, is to go down the health check route. This would include a meeting to be held in the next few weeks. We are happy to facilitate and pay for this (estimated to be around £750 for 2 days work). **Are you happy with this approach?** If so, I have completed the health check application form and this is attached. Please let me have any comments on the completed form, so that I can return this to NPIERS this week.

We think that there would be some benefit in not proceeding further with the neighbourhood plan (for example issuing a new version of the plan for pre-submission consultation) until we have had this meeting. Do you agree? Do you have a current draft of the plan that could be circulated to inform this meeting?

Many thanks and I hope to hear from you soon.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Tel: 01483 523458  
Email: [ian.motuel@waverley.gov.uk](mailto:ian.motuel@waverley.gov.uk)

---



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**Archived:** 30 August 2016 19:39:52

**From:** Rachel Aves

**Sent:** 01 April 2016 14:29:00

**To:** 'Ian Motuel'

**Subject:** RE: Farnham Neighbourhood Plan - Freedom of Information Request Under the Freedom of Information Act 2000 [CHH-MAIN.FID3287785]

**Importance:** Normal

---

Hi Ian

Great, thanks. I was just checking before I started as if they had sent one to you too, it would have been a good idea to have run what was being sent by each other. I might run it all by you in any case just for your information as it will include all emails between us. Very time-consuming to pull together, as you can imagine!

Best wishes  
Rachel

---

**From:** Ian Motuel [mailto:[Ian.Motuel@waverley.gov.uk](mailto:Ian.Motuel@waverley.gov.uk)]

**Sent:** 01 April 2016 13:00

**To:** Rachel Aves

**Subject:** RE: Farnham Neighbourhood Plan - Freedom of Information Request Under the Freedom of Information Act 2000 [CHH-MAIN.FID3287785]

Hi Rachel,

Yes, Jason Towell of Cripps sent me a copy of the same letter they sent to you for information only. We did refer this to our FOI officer, who confirmed that as this was addressed to the Town Council, we did not need to log or action this ourselves as an FOI.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Rachel Aves [mailto:[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)]

**Sent:** Wednesday 30 March 2016 17:25

**To:** Ian Motuel

**Subject:** FW: Farnham Neighbourhood Plan - Freedom of Information Request Under the Freedom of Information Act 2000 [CHH-MAIN.FID3287785]

**Importance:** High

Hi Ian

Have you had one of these!?

Regards  
Rachel

---

**From:** Town Clerk  
**Sent:** 30 March 2016 15:57  
**To:** Rachel Aves  
**Subject:** FW: Farnham Neighbourhood Plan - Freedom of Information Request Under the Freedom of Information Act 2000 [CHH-MAIN.FID3287785]  
**Importance:** High

**Iain Lynch**  
**Farnham Town Clerk**



**Council Offices**  
**South Street**  
**Farnham**  
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---

**From:** Jason Towell [<mailto:Jason.Towell@cripps.co.uk>]  
**Sent:** 30 March 2016 15:37  
**To:** Town Clerk  
**Subject:** Farnham Neighbourhood Plan - Freedom of Information Request Under the Freedom of Information Act 2000 [CHH-MAIN.FID3287785]

Dear Sir / Madam

Please see attached letter sent to you today.





**Jason Towell**

**Partner**

**D** +44 (0)1892 506 218 | **M** +44 (0)7971 149 349 | **F** +44 (0)1892 598 418 | **E** [jason.towell@cripps.co.uk](mailto:jason.towell@cripps.co.uk) | **DX** 3954 Tunbridge Wells

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**Archived:** 30 August 2016 19:39:51

**From:** [Rachel Aves](#)

**Sent:** 30 March 2016 17:25:00

**To:** 'Ian Motuel'

**Subject:** FW: Farnham Neighbourhood Plan - Freedom of Information Request Under the Freedom of Information Act 2000 [CHH-MAIN.FID3287785]

**Response requested:** No

**Importance:** High

**Attachments:**

[Letter to Town Clerk Farnham Town Council \(11151211v1\).pdf](#) 

---

Hi Ian

Have you had one of these!?

Regards  
Rachel

---

**From:** Town Clerk

**Sent:** 30 March 2016 15:57

**To:** Rachel Aves

**Subject:** FW: Farnham Neighbourhood Plan - Freedom of Information Request Under the Freedom of Information Act 2000 [CHH-MAIN.FID3287785]

**Importance:** High

**Iain Lynch**  
**Farnham Town Clerk**



**Council Offices**  
**South Street**  
**Farnham**  
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---

**From:** Jason Towell [<mailto:Jason.Towell@cripps.co.uk>]  
**Sent:** 30 March 2016 15:37  
**To:** Town Clerk  
**Subject:** Farnham Neighbourhood Plan - Freedom of Information Request Under the Freedom of Information Act 2000 [CHH-MAIN.FID3287785]

Dear Sir / Madam

Please see attached letter sent to you today.



**Jason Towell**

**Partner**

**D** +44 (0)1892 506 218 | **M** +44 (0)7971 149 349 | **F** +44 (0)1892 598 418 | **E** [jason.towell@cripps.co.uk](mailto:jason.towell@cripps.co.uk) | **DX**  
3954 Tunbridge Wells

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**Archived:** 30 August 2016 19:40:40  
**From:** Ian Motuel  
**Sent:** 24 March 2016 17:30:03  
**To:** 'TonyFullwoodRTPI@aol.com'  
**Cc:** Rachel Aves; Annie Reid; Jennie Falconer  
**Subject:** RE: Farnham Neighbourhood Plan - Housing Monitoring  
**Importance:** Normal

---

Hi Tony,

I have passed your email to our monitoring officer (Annie Reid) and Annie will respond to you next week.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** TonyFullwoodRTPI@aol.com [mailto:TonyFullwoodRTPI@aol.com]  
**Sent:** Thursday 24 March 2016 10:26  
**To:** Ian Motuel; Jennie Falconer  
**Cc:** rachel.aves@farnham.gov.uk  
**Subject:** Farnham Neighbourhood Plan - Housing Monitoring

Hi Jenny and Ian

Previously you were able to supply Farnham Town Council with the Borough Council's housing monitoring data as background information to the Neighbourhood Plan (example attached).

Could I please request the equivalent monitoring spread sheet for 1 April 2016 in order that we may have an agreed factual background to the Neighbourhood Plan. In relation to completions, as the plan runs from 2013, we would need the completions from 13 -14; 14 -15 and 15 - 16. Perhaps you could let me know when this information could be made available

Many thanks

Best regards


Tony Fullwood

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**Archived:** 30 August 2016 19:40:39  
**From:** [Annie Reid](#)  
**Sent:** 29 March 2016 09:44:11  
**To:** 'tonyfullwoodrtpi@aol.com'  
**Cc:** [Ian Motuel](#); [Jennie Falconer](#); [Rachel Aves](#)  
**Subject:** RE: Farnham Neighbourhood Plan - Housing Monitoring  
**Importance:** Normal  
**Attachments:**  
[Farnham Completions 13-16.xlsx](#) 

---

Dear Tony,

I have managed to put together our completions for Farnham from April 13 to February 2016, please see attached. In terms of our outstanding permissions and windfalls, the reports for the dates you require (1 April 2016) have not actually been run yet. Our next update for this information is in April and we will therefore be able to provide this information once the reports have been run and finalised.

Kind regards,

**Annie Reid**  
Planning Policy Technician  
Waverley Borough Council  
Tel: 01483 523280  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** tonyfullwoodrtpi@aol.com [mailto:tonyfullwoodrtpi@aol.com]  
**Sent:** Thursday 24 March 2016 17:52  
**To:** Ian Motuel  
**Cc:** [rachel.aves@farnham.gov.uk](mailto:rachel.aves@farnham.gov.uk); Annie Reid; Jennie Falconer  
**Subject:** Re: Farnham Neighbourhood Plan - Housing Monitoring

Thanks Ian.

Tony  
Sent using BlackBerry® from Orange

---

**From:** Ian Motuel <[Ian.Motuel@waverley.gov.uk](mailto:Ian.Motuel@waverley.gov.uk)>  
**Date:** Thu, 24 Mar 2016 17:29:53 +0000  
**To:** 'TonyFullwoodRTPI@aol.com' <[TonyFullwoodRTPI@aol.com](mailto:TonyFullwoodRTPI@aol.com)>  
**Cc:** [rachel.aves@farnham.gov.uk](mailto:rachel.aves@farnham.gov.uk) <[rachel.aves@farnham.gov.uk](mailto:rachel.aves@farnham.gov.uk)>; Annie Reid <[Annie.Reid@waverley.gov.uk](mailto:Annie.Reid@waverley.gov.uk)>; Jennie Falconer <[Jennie.Falconer@waverley.gov.uk](mailto:Jennie.Falconer@waverley.gov.uk)>  
**Subject:** RE: Farnham Neighbourhood Plan - Housing Monitoring

Hi Tony,

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Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** [TonyFullwoodRTPI@aol.com](mailto:TonyFullwoodRTPI@aol.com) [<mailto:TonyFullwoodRTPI@aol.com>]  
**Sent:** Thursday 24 March 2016 10:26  
**To:** Ian Motuel; Jennie Falconer  
**Cc:** [rachel.aves@farnham.gov.uk](mailto:rachel.aves@farnham.gov.uk)  
**Subject:** Farnham Neighbourhood Plan - Housing Monitoring

Hi Jenny and Ian

Previously you were able to supply Farnham Town Council with the Borough Council's housing monitoring data as background information to the Neighbourhood Plan (example attached).

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Many thanks

Best regards

Tony Fullwood

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**Archived:** 30 August 2016 19:39:49  
**From:** Rachel Aves  
**Sent:** 08 January 2016 13:15:00  
**To:** 'Ian Motuel'  
**Subject:** FW: Farnham Neighbourhood Plan  
**Response requested:** No  
**Importance:** Normal

---

Hi Ian

I have been in touch with our contact at NE. Please see below his comments, would welcome your observations.

Regards  
Rachel

---

**From:** Turner, Marc (NE) [mailto:Marc.Turner@naturalengland.org.uk]  
**Sent:** 07 January 2016 08:53  
**To:** Rachel Aves  
**Subject:** RE: Farnham Neighbourhood Plan

Hi Rachel,

The Inspector for the Rushmoor Local Plan, wanted to see lines on maps and SANGs identified. They did have a slightly dodgy TBH policy, which through the examination we got tightened up. I think we would need to see lines on maps outlining where "the preferred SANG solution" will go, along with policy wording in line with all other TBH Policy. If when it comes to the crunch different SANGs are put forward, we will be happy as long as they fit the bill.

Kind Regards

Marc

Marc Turner  
Senior Adviser  
Sustainable Development and Regulation  
Thames Valley Team  
2nd Floor  
Cromwell House  
15 Andover Road  
Winchester  
SO23 7BT

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---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]

**Sent:** 06 January 2016 10:37

**To:** Turner, Marc (NE)

**Subject:** RE: Farnham Neighbourhood Plan

Hi Marc

Thanks for getting back to me so quickly, its greatly appreciated.

How does that then fit with the third bullet where the FNP relies on the Local Plan, as we know there currently isn't one in Waverley, how does this affect us? Can Waverley just provide evidence to support the FNP that describes how they will deal with SANGS? Or will they need to have lines on maps and something a bit more certain?

Regards

Rachel

---

**From:** Turner, Marc (NE) [<mailto:Marc.Turner@naturalengland.org.uk>]

**Sent:** 06 January 2016 10:12

**To:** Rachel Aves

**Subject:** RE: Farnham Neighbourhood Plan

Dear Rachel,

Thanks for the email, and yes I had a great holiday season thanks, I hope you did too.

I definitely agree with the first 3 bullet points, the 4<sup>th</sup> maybe needs a little clarification. I have no issues with the project approach; we will just need to be certain there is enough SANG coming forward for the sites allocated in FNP, at the plan stage. So the plan may say it is allocating 2000 homes, so we will need to see where the 38ha will be the SANG.

Happy to talk through if that doesn't make sense.

Kind Regards

Marc

Marc Turner  
Senior Adviser  
Sustainable Development and Regulation  
Thames Valley Team  
2nd Floor  
Cromwell House  
15 Andover Road  
Winchester  
SO23 7BT

Direct Dial: 03000 604921



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**These services help applicants take appropriate account of environmental considerations at an early stage of project development, reduce uncertainty, reduce the risk of delay and added cost at a later stage, whilst securing good results for the natural environment.**

---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]

**Sent:** 06 January 2016 09:39

**To:** Turner, Marc (NE)

**Subject:** Farnham Neighbourhood Plan

Dear Marc

I hope you are well and had a good Christmas break.

In November ourselves and Waverley BC commissioned an NP examiner to look over our Neighbourhood Plan and provide advice specifically on the NP and SANGS.

The report we have had back from her back suggests that:

- A “brownfield first” for SANGS sites such as Farnham Park, policy in the FNP is possible but would need to be endorsed by WBC and Natural England.
- The wording of a policy that sets out the mitigation requirements which affect development within the zone of influence should reflect accurately the wording of the draft Local Plan policy.
- The FNP may allocate sites and rely on the current Supplementary Planning Document and emerging Local Plan to allocate SANGS, in order to provide certainty and clarity to developers and this facilitate development.
- A project based approach may be the most suitable to the FNP in identifying SANGS. This would be in the form of a “working note”, jointly undertaken by WBC and FTC and would set out how SANGS will be managed and allocated in the FNP area, in order to satisfy an examiner that the site allocations in the FNP are deliverable and sustainable.

I was wondering if you could please advise us of your views on these points and if this approach would satisfy Natural England in respect of the Neighbourhood Plan?

Regards  
Rachel

---

**From:** Turner, Marc (NE) [<mailto:Marc.Turner@naturalengland.org.uk>]

**Sent:** 15 December 2015 13:19

**To:** Rachel Aves  
**Subject:** RE: Notes of conference call

Hi Rachel,

Sorry for the delay, I've had a quick flick through now and I think it is an accurate reflection of our conversation. Sorry it has taken so long to get back to you.

Kind Regards

Marc

Marc Turner  
Senior Adviser  
Sustainable Development and Regulation  
Thames Valley Team  
2nd Floor  
Cromwell House  
15 Andover Road  
Winchester  
SO23 7BT

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**These services help applicants take appropriate account of environmental considerations at an early stage of project development, reduce uncertainty, reduce the risk of delay and added cost at a later stage, whilst securing good results for the natural environment.**

---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]

**Sent:** 19 November 2015 16:56

**To:** Turner, Marc (NE)

**Subject:** Notes of conference call

Hi Marc

I hope that you are well.

Back in August when we spoke, I did some notes of the conference call we had and Zofia Lovell is asking me for a copy of them. I am conscious that these need to be checked and signed off by you before I send them to anyone else and just wondered if you might please be able to have a look and let me know if you are happy with them as an informal record of what was discussed?

Let me know if you would like to make any change, or just make them tracked and pop the document back to me, that's also fine.

Thanks for your help.

Regards

**Rachel Aves**

Corporate Governance Team Leader



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**Archived:** 30 August 2016 19:40:34  
**From:** [Sarah Wells](#)  
**Sent:** 23 February 2016 08:39:27  
**To:** [Rachel Aves](#)  
**Subject:** RE: FCAMP Thursday 25 Feb  
**Importance:** Normal

---

Hi Rachel,

I think I have already sent apologies for Thursday.

Thanks  
Sarah

Sarah Wells  
Planning Projects Team Leader, Planning Services  
Waverley Borough Council  
Tel: 01483 523488  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Monday 22 February 2016 15:38  
**To:** Sarah Wells; Rachel Aves; John Williamson; 'dc.berry@outlook.com'; Andy Macleod; 'SFarrow@ashgate.com'; 'pat.frost@surreycc.gov.uk'; 'patrick.giles@surreycc.gov.uk'; 'paulhead@farnhamchamberofcommerce.co.uk'; 'carolecockburn@aol.com'; 'Jane.Friend@farnhammaltings.com'; 'secretary@farnhamchamberofcommerce.co.uk'; 'alodge@andrewlodge.co.uk'; Patrick Blagden; Amy Corstin  
**Subject:** FCAMP Thursday 25 Feb  
**Importance:** High

Dear All

Just a reminder that the next FCAMP meeting is this Thursday at 2pm.

If you are unable to attend, please let me know as soon as possible.

Regards  
Rachel

---

**From:** Rachel Aves  
**Sent:** 26 November 2015 13:18  
**To:** 'Sarah Wells'; Rachel Aves; Patrick Blagden; John Williamson; 'dc.berry@outlook.com'; Andy Macleod; 'SFarrow@ashgate.com'; 'pat.frost@surreycc.gov.uk'; 'patrick.giles@surreycc.gov.uk'; 'Sarah Wells'; 'paulhead@farnhamchamberofcommerce.co.uk'; 'carolecockburn@aol.com'  
**Cc:** 'Jane.Friend@farnhammaltings.com'; 'secretary@farnhamchamberofcommerce.co.uk'; 'alodge@andrewlodge.co.uk'; Town Clerk  
**Subject:** CANCELLED FW: FCAMP Notes 27 8 2015  
**Importance:** High

Dear All

Due to the number of apologies for today's meeting I suggest we wait until the next scheduled meeting on Thursday 25<sup>th</sup> February 2015.

Regards  
Rachel

---

**From:** Rachel Aves  
**Sent:** 24 November 2015 10:01  
**To:** 'Sarah Wells'; Rachel Aves; Patrick Blagden; John Williamson; 'dc.berry@outlook.com'; Andy Macleod; 'SFarrow@ashgate.com'; 'pat.frost@surreycc.gov.uk'; 'patrick.giles@surreycc.gov.uk'; 'Jennifer Samuelson'; 'paulhead@farnhamchamberofcommerce.co.uk'; carolecockburn@aol.com  
**Cc:** 'Jane.Friend@farnhammaltings.com'; 'secretary@farnhamchamberofcommerce.co.uk'; 'alodge@andrewlodge.co.uk'; Town Clerk  
**Subject:** FW: FCAMP Notes 27 8 2015

Dear all

Just a reminder that we have an FCAMP meeting scheduled for this Thursday at 2pm. Please let me know if you cannot attend.

Many thanks  
Rachel

---

**From:** Amy Corstin [mailto:[amy.corstin@redmistleisure.co.uk](mailto:amy.corstin@redmistleisure.co.uk)]  
**Sent:** 24 November 2015 07:58  
**To:** Rachel Aves  
**Cc:** Sarah Wells; Town Clerk  
**Subject:** Re: FCAMP Notes 27 8 2015

Dear Rachel

Please accept my apologies as I have a board meeting on Thursday that I cannot excuse myself from so I will be unable to attend the meeting at 2pm.

I do have some items that I was going to present at your meeting, perhaps I can pass these to you before hand and run through them so they can still be included in your meeting?

I am in and around Farnham today if you have any free time.

Let me know your thoughts.

Best regards  
Amy

Amy Corstin

On 22 Sep 2015, at 09:40, Rachel Aves <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)> wrote:

Dear all

Please find attached the notes of FCAMP on 27<sup>th</sup> August.

The next meeting is 26<sup>th</sup> November at 2pm.

Regards

**Rachel Aves**

Corporate Governance Team Leader

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<Notes FCAMP 27 8 2015.pdf>

Amy Corstin

Director

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01252 913513

[amy.corstin@redmistleisure.co.uk](mailto:amy.corstin@redmistleisure.co.uk)

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**Archived:** 30 August 2016 19:39:47

**From:** Rachel Aves

**Sent:** 03 November 2015 12:25:00

**To:** 'Ian Motuel'

**Subject:** FTC timetable

**Importance:** Normal

**Attachments:**

timetable Oct 2015.docx 

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**Rachel Aves**

Corporate Governance Team Leader



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**Archived:** 30 August 2016 19:39:48  
**From:** Rachel Aves  
**Sent:** 22 December 2015 10:09:00  
**To:** 'Ian Motuel'  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc  
**Importance:** Normal

---

Hi Ian

Really hoping we finally have the report!? I am being chased by councillors and just have to keep telling them no, but they aren't happy with me about it.

Regards  
Rachel

---

**From:** Ian Motuel [mailto:ian.Motuel@waverley.gov.uk]  
**Sent:** 18 December 2015 08:30  
**To:** Rachel Aves  
**Cc:** Matthew Evans  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I received this email yesterday from Clare. Still no sign of the report but we should get it today, at last!

Thanks  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [mailto:clare@cspcic.org]  
**Sent:** Thursday 17 December 2015 08:51  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Ian

I am finishing the report to be with you later today.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.

Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745

[clare@cspcic.org](mailto:clare@cspcic.org)

<http://communityspiritpartnershipcic.org/>

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---

**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]

**Sent:** 14 December 2015 15:07

**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>

**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>;

Graham Parrott <[Graham.Parrott@waverley.gov.uk](mailto:Graham.Parrott@waverley.gov.uk)>; Gareth Williams

<[Gareth.Williams@waverley.gov.uk](mailto:Gareth.Williams@waverley.gov.uk)>

**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

See below for answers to your question no.2 from my colleague Gareth Williams, who leads on SANG in the policy team. Is this what you wanted?

Many thanks.

Regards,

Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Gareth Williams

**Sent:** Monday 14 December 2015 14:44

**To:** Ian Motuel

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Ian

In reply to Clare's questions –

- (i) Waverley's only current SANG resource is that at Farnham Park. The notional area designated as SANG amounts to 25% of the total park area – 21.25 ha. This acts as a strategic resource that is available to mitigate approved housing developments within 5 km of the TBH SPA.
- (ii) The capacity of the SANG (numbers of dwellings) was originally set using the SPA Delivery Framework formula of 8 ha of SANG per 1000 new residents. This assumed an average occupancy rate of 2.4 persons per dwelling (ppd), but monitoring of planning permissions in this part of the borough has shown an achieved occupancy rate of 1.97 ppd. Applying this rate in the SANG conversion formula, the park's capacity is currently **1,348** dwellings. The take-up of that capacity is constantly

monitored and updates are reported to all meetings of the council's Western Area Planning Committee. The latest report (November 2015) showed a remaining (unallocated) capacity of 331 dwellings (excluding pending applications and appeals).

**Gareth**

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Sunday 13 December 2015 23:51  
**To:** Ian Motuel  
**Cc:** 'Rachel Aves'; Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian

I am sorry for the delay in coming back to you all.

My report will be finished Wednesday 16 December.

In the meantime, we had agreed in the meeting that:

**1. The FNDP group**

Provide a short briefing note for WBC on how SANGs might be provided and monitored within the NDP area

**2. Waverly BC** to provide a briefing note for the NDP on:

2(i) current level of SANGs provision in the Borough

2(ii) in practice how WBC calculates and monitors SANGs

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

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[clare@cspcic.org](mailto:clare@cspcic.org)  
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**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]  
**Sent:** 07 December 2015 14:38  
**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>  
**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

Thanks very much for facilitating the very useful and constructive meeting on 20<sup>th</sup> November.

Rachel and I were wondering how you were getting on with the advisory paper and when we should expect to receive it?

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Friday 20 November 2015 05:49  
**To:** Ian Motuel  
**Cc:** 'Rachel Aves'; Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian and colleagues

I look forward to meeting you this morning to discuss the matters arising from SANGs and highlighted in your helpful paper.

This will be a scoping meeting and Q and A, on the back of my research so far and from which I will produce an advisory paper.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

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[clare@cspcic.org](mailto:clare@cspcic.org)  
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---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 13 November 2015 12:59  
**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>

**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

I attach a short paper setting out the context and key issues for the meeting on 20<sup>th</sup> November. I also attach

- A map showing key environmental designations affecting Waverley,
- Waverley's response to the most recently published draft of the Farnham Neighbourhood Plan.

The report on the Local Plan that is being considered by the Waverley Overview & Scrutiny Committee on Monday, along with a paper setting out an emerging preferred spatial strategy, can be viewed [here](#).

We look forward to discussing these matters in more detail with you and others next Friday. Please let me know if you need any other information.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Wednesday 11 November 2015 18:17  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian

Thank you for this. I confirm my attendance.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745  
[clare@cspcic.org](mailto:clare@cspcic.org)  
<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 11 November 2015 17:47  
**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>  
**Cc:** Gareth Williams <[Gareth.Williams@waverley.gov.uk](mailto:Gareth.Williams@waverley.gov.uk)>; Graham Parrott <[Graham.Parrott@waverley.gov.uk](mailto:Graham.Parrott@waverley.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

Farnham Town Council have confirmed that this date is okay for them. See below for attendees.

We'll look forward to seeing you at 9am on Friday 20<sup>th</sup> November. Details of where the Council offices are located can be seen on our website at <http://www.waverley.gov.uk/location>. I think you said you are driving here but if you are coming by train Godalming station is a 10 minute walk from the office.

Please ask for me at the main reception and someone will collect you.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Town Clerk [<mailto:Town.Clerk@farnham.gov.uk>]  
**Sent:** Wednesday 11 November 2015 17:29  
**To:** Ian Motuel  
**Cc:** Rachel Aves; Carole Cockburn  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian  
This should be OK.

FTC attendees will include me, Rachel Hammond and Cllr Carole Cockburn.

With all good wishes

**Iain Lynch**  
**Farnham Town Clerk**



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**South Street**  
**Farnham**  
**GU9 7 RN**

**Telephone: 01252 712667**

**Mayor 2015-16: Cllr Mrs Pat Frost**

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**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 11 November 2015 13:04  
**To:** Town Clerk  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Iain,

I gather Rachel is on leave this week. Please see email below that I sent her today regarding the meeting to be held with Clare Wright on the neighbourhood plan. Can you please confirm this date is suitable.

Regards  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Ian Motuel  
**Sent:** Wednesday 11 November 2015 12:20  
**To:** 'Rachel Aves'  
**Cc:** Tracey Langdon; Gareth Williams  
**Subject:** Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I have spoken to Clare Wright this morning and she gave me some dates when she is free for the meeting (between 19-27 November). Due to Matthew's very busy diary, pretty much the only date he make is the morning of 20<sup>th</sup> November (next Friday). I know you said to me that FTC can be flexible and that this was one of the dates you can make. Therefore the meeting has been set up for 9.00-12.00 on **Friday 20<sup>th</sup> November** in our Milford Meeting Room, next to the planning reception. Waverley attendees will be Matthew, myself and Gareth Williams.

Can you please confirm that this is okay for you and your colleagues, and let me know the FTC attendees.

By the way, Clare has asked me for recent local examples (planning applications/appeals) where SANG / SPA has been a particular issue. Gareth is looking into this now, but if you have any thoughts on this, can let me or Gareth know.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
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**Archived:** 30 August 2016 19:39:48  
**From:** [Rachel Aves](#)  
**Sent:** 22 December 2015 11:25:00  
**To:** 'Ian Motuel'  
**Cc:** [Town Clerk; matthew.evans@waverley.gov.uk](#)  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc  
**Importance:** Normal

---

Hi Ian

As this is a shared piece of work may Farnham not be included on the fact checking before this is signed off? This would just me with me for now, I took notes at the meeting in any case which I can check against.

Regards  
Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 22 December 2015 10:45  
**To:** Rachel Aves  
**Cc:** Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

We've seen a draft of Clare's report but Clare has asked me to fact check it before it gets circulated more widely. I will be going back to Clare with some factual corrections this morning and hopefully she'll make the changes and issue it more formally before Christmas (although I cannot guarantee this of course).

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

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**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Tuesday 22 December 2015 10:09  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

Really hoping we finally have the report!? I am being chased by councillors and just have to keep telling them no, but they aren't happy with me about it.

Regards

Rachel

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**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 18 December 2015 08:30  
**To:** Rachel Aves  
**Cc:** Matthew Evans  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I received this email yesterday from Clare. Still no sign of the report but we should get it today, at last!

Thanks  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

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**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Thursday 17 December 2015 08:51  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Ian

I am finishing the report to be with you later today.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745  
[clare@cspcic.org](mailto:clare@cspcic.org)  
<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 14 December 2015 15:07  
**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>

**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>;  
Graham Parrott <[Graham.Parrott@waverley.gov.uk](mailto:Graham.Parrott@waverley.gov.uk)>; Gareth Williams  
<[Gareth.Williams@waverley.gov.uk](mailto:Gareth.Williams@waverley.gov.uk)>  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

See below for answers to your question no.2 from my colleague Gareth Williams, who leads on SANG in the policy team. Is this what you wanted?

Many thanks.

Regards,  
Ian

Ian Motuel  
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Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

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**From:** Gareth Williams  
**Sent:** Monday 14 December 2015 14:44  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Ian

In reply to Clare's questions –

- (i) Waverley's only current SANG resource is that at Farnham Park. The notional area designated as SANG amounts to 25% of the total park area – 21.25 ha. This acts as a strategic resource that is available to mitigate approved housing developments within 5 km of the TBH SPA.
- (ii) The capacity of the SANG (numbers of dwellings) was originally set using the SPA Delivery Framework formula of 8 ha of SANG per 1000 new residents. This assumed an average occupancy rate of 2.4 persons per dwelling (ppd), but monitoring of planning permissions in this part of the borough has shown an achieved occupancy rate of 1.97 ppd. Applying this rate in the SANG conversion formula, the park's capacity is currently **1,348** dwellings. The take-up of that capacity is constantly monitored and updates are reported to all meetings of the council's Western Area Planning Committee. The latest report (November 2015) showed a remaining (unallocated) capacity of 331 dwellings (excluding pending applications and appeals).

**Gareth**

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**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Sunday 13 December 2015 23:51  
**To:** Ian Motuel  
**Cc:** 'Rachel Aves'; Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian

I am sorry for the delay in coming back to you all.

My report will be finished Wednesday 16 December.

In the meantime, we had agreed in the meeting that:

**1. The FNDP group**

Provide a short briefing note for WBC on how SANGs might be provided and monitored within the NDP area

**2. Waverly BC** to provide a briefing note for the NDP on:

2(i) current level of SANGs provision in the Borough

2(ii) in practice how WBC calculates and monitors SANGs

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
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07855 350864

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[clare@cspcic.org](mailto:clare@cspcic.org)

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**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]

**Sent:** 07 December 2015 14:38

**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>

**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

Thanks very much for facilitating the very useful and constructive meeting on 20<sup>th</sup> November.

Rachel and I were wondering how you were getting on with the advisory paper and when we should expect to receive it?

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

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**Sent:** Friday 20 November 2015 05:49  
**To:** Ian Motuel  
**Cc:** 'Rachel Aves'; Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian and colleagues

I look forward to meeting you this morning to discuss the matters arising from SANGs and highlighted in your helpful paper.

This will be a scoping meeting and Q and A, on the back of my research so far and from which I will produce an advisory paper.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

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---

**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]  
**Sent:** 13 November 2015 12:59  
**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>  
**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

I attach a short paper setting out the context and key issues for the meeting on 20<sup>th</sup> November. I also attach

- A map showing key environmental designations affecting Waverley,
- Waverley's response to the most recently published draft of the Farnham Neighbourhood Plan.

The report on the Local Plan that is being considered by the Waverley Overview & Scrutiny Committee on Monday, along with a paper setting out an emerging preferred spatial strategy, can be viewed [here](#).

We look forward to discussing these matters in more detail with you and others next Friday. Please let me know if you need any other information.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Wednesday 11 November 2015 18:17  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian

Thank you for this. I confirm my attendance.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745  
[clare@cspcic.org](mailto:clare@cspcic.org)  
<http://communityspiritpartnershipcic.org/>

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---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 11 November 2015 17:47  
**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>  
**Cc:** Gareth Williams <[Gareth.Williams@waverley.gov.uk](mailto:Gareth.Williams@waverley.gov.uk)>; Graham Parrott <[Graham.Parrott@waverley.gov.uk](mailto:Graham.Parrott@waverley.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

Farnham Town Council have confirmed that this date is okay for them. See below for attendees.

We'll look forward to seeing you at 9am on Friday 20<sup>th</sup> November. Details of where the Council offices are located can be seen on our website at <http://www.waverley.gov.uk/location>. I think you said you are driving here but if you are coming by train Godalming station is a 10 minute walk from the office.

Please ask for me at the main reception and someone will collect you.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Town Clerk [<mailto:Town.Clerk@farnham.gov.uk>]  
**Sent:** Wednesday 11 November 2015 17:29  
**To:** Ian Motuel  
**Cc:** Rachel Aves; Carole Cockburn  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian  
This should be OK.

FTC attendees will include me, Rachel Hammond and Cllr Carole Cockburn.

With all good wishes

Iain Lynch  
Farnham Town Clerk



Council Offices  
South Street  
Farnham  
GU9 7 RN

Telephone: 01252 712667

Mayor 2015-16: Cllr Mrs Pat Frost

Please note calls may be recorded for training or monitoring purposes.

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 11 November 2015 13:04  
**To:** Town Clerk  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Iain,

I gather Rachel is on leave this week. Please see email below that I sent her today regarding the meeting to be held with Clare Wright on the neighbourhood plan. Can you please confirm this date is suitable.

Regards

Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Ian Motuel  
**Sent:** Wednesday 11 November 2015 12:20  
**To:** 'Rachel Aves'  
**Cc:** Tracey Langdon; Gareth Williams  
**Subject:** Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I have spoken to Clare Wright this morning and she gave me some dates when she is free for the meeting (between 19-27 November). Due to Matthew's very busy diary, pretty much the only date he make is the morning of 20<sup>th</sup> November (next Friday). I know you said to me that FTC can be flexible and that this was one of the dates you can make. Therefore the meeting has been set up for 9.00-12.00 on **Friday 20<sup>th</sup> November** in our Milford Meeting Room, next to the planning reception. Waverley attendees will be Matthew, myself and Gareth Williams.

Can you please confirm that this is okay for you and your colleagues, and let me know the FTC attendees.

By the way, Clare has asked me for recent local examples (planning applications/appeals) where SANG / SPA has been a particular issue. Gareth is looking into this now, but if you have any thoughts on this, can let me or Gareth know.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
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**Archived:** 30 August 2016 19:39:48  
**From:** Rachel Aves  
**Sent:** 22 December 2015 11:36:00  
**To:** 'Ian Motuel'  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc  
**Response requested:** No  
**Importance:** Normal

---

Apologies, I meant should Farnham not be included... I am sure you realised what I meant anyway!

It would be good to have it at least over Christmas to absorb, this is much later than we had anticipated and continues to push the timetables further and further back.

Best wishes  
Rachel

---

**From:** Rachel Aves  
**Sent:** 22 December 2015 11:25  
**To:** 'Ian Motuel'  
**Cc:** Town Clerk; matthew.evans@waverley.gov.uk  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

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Regards  
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Regards,  
Ian

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**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>;

Graham Parrott <[Graham.Parrott@waverley.gov.uk](mailto:Graham.Parrott@waverley.gov.uk)>; Gareth Williams

<[Gareth.Williams@waverley.gov.uk](mailto:Gareth.Williams@waverley.gov.uk)>

**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

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Many thanks.

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**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>

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**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

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I attach a short paper setting out the context and key issues for the meeting on 20<sup>th</sup> November. I also attach

- A map showing key environmental designations affecting Waverley,
- Waverley's response to the most recently published draft of the Farnham Neighbourhood Plan.

The report on the Local Plan that is being considered by the Waverley Overview & Scrutiny Committee on Monday, along with a paper setting out an emerging preferred spatial strategy, can be viewed [here](#).

We look forward to discussing these matters in more detail with you and others next Friday. Please let me know if you need any other information.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Wednesday 11 November 2015 18:17  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian

Thank you for this. I confirm my attendance.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745  
[clare@cspcic.org](mailto:clare@cspcic.org)  
<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 11 November 2015 17:47  
**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>  
**Cc:** Gareth Williams <[Gareth.Williams@waverley.gov.uk](mailto:Gareth.Williams@waverley.gov.uk)>; Graham Parrott <[Graham.Parrott@waverley.gov.uk](mailto:Graham.Parrott@waverley.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

Farnham Town Council have confirmed that this date is okay for them. See below for attendees.

We'll look forward to seeing you at 9am on Friday 20<sup>th</sup> November. Details of where the Council offices are located can be seen on our website at <http://www.waverley.gov.uk/location>. I think you said you are driving here but if you are coming by train Godalming station is a 10 minute walk from the office.

Please ask for me at the main reception and someone will collect you.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Town Clerk [<mailto:Town.Clerk@farnham.gov.uk>]  
**Sent:** Wednesday 11 November 2015 17:29  
**To:** Ian Motuel  
**Cc:** Rachel Aves; Carole Cockburn  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian  
This should be OK.

FTC attendees will include me, Rachel Hammond and Cllr Carole Cockburn.

With all good wishes

**Iain Lynch**  
**Farnham Town Clerk**



**Council Offices**  
**South Street**  
**Farnham**  
**GU9 7 RN**

**Telephone: 01252 712667**

**Mayor 2015-16: Cllr Mrs Pat Frost**



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---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 11 November 2015 13:04  
**To:** Town Clerk  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Iain,

I gather Rachel is on leave this week. Please see email below that I sent her today regarding the meeting to be held with Clare Wright on the neighbourhood plan. Can you please confirm this date is suitable.

Regards  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Ian Motuel  
**Sent:** Wednesday 11 November 2015 12:20  
**To:** 'Rachel Aves'  
**Cc:** Tracey Langdon; Gareth Williams  
**Subject:** Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I have spoken to Clare Wright this morning and she gave me some dates when she is free for the meeting (between 19-27 November). Due to Matthew's very busy diary, pretty much the only date he make is the morning of 20<sup>th</sup> November (next Friday). I know you said to me that FTC can be flexible and that this was one of the dates you can make. Therefore the meeting has been set up for 9.00-12.00 on **Friday 20<sup>th</sup> November** in our Milford Meeting Room, next to the planning reception. Waverley attendees will be Matthew, myself and Gareth Williams.

Can you please confirm that this is okay for you and your colleagues, and let me know the FTC attendees.

By the way, Clare has asked me for recent local examples (planning applications/appeals) where SANG / SPA has been a particular issue. Gareth is looking into this now, but if you have any thoughts on this, can let me or Gareth know.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
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**Archived:** 30 August 2016 19:39:49  
**From:** [Rachel Aves](#)  
**Sent:** 24 December 2015 10:27:00  
**To:** 'Ian Motuel'  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc  
**Importance:** Normal

---

Hi Ian

Do you have any observations on the report? I have circulated to our team and will pass on any comments or queries.

In the meantime, my understanding of her conclusion is that we could go ahead without allocating SANG in the NP (if proven that our onsite options are viable or deliverable anymore), on the assumption that WBC will do so as a strategic matter, but the N Plan will have to be supplemented by a project paper which sets out how this will work in practice.

Is this what you have understood or am I on the wrong lines?

Best wishes and Merry Christmas!  
Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 22 December 2015 14:02  
**To:** Rachel Aves  
**Cc:** Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I do understand but as Clare specifically asked me not to circulate her draft more widely before I had fact checked it, I don't think I am able to let you see the draft.

However, on a more positive note, Clare has now confirmed to me that she will definitely send the final version out before the Christmas Break, so we'll both have it in the next day or two.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Tuesday 22 December 2015 11:37

**To:** Ian Motuel

**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Apologies, I meant should Farnham not be included... I am sure you realised what I meant anyway!

It would be good to have it at least over Christmas to absorb, this is much later than we had anticipated and continues to push the timetables further and further back.

Best wishes

Rachel

---

**From:** Rachel Aves

**Sent:** 22 December 2015 11:25

**To:** 'Ian Motuel'

**Cc:** Town Clerk; [matthew.evans@waverley.gov.uk](mailto:matthew.evans@waverley.gov.uk)

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

As this is a shared piece of work may Farnham not be included on the fact checking before this is signed off? This would just me with me for now, I took notes at the meeting in any case which I can check against.

Regards

Rachel

---

**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]

**Sent:** 22 December 2015 10:45

**To:** Rachel Aves

**Cc:** Matthew Evans

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

We've seen a draft of Clare's report but Clare has asked me to fact check it before it gets circulated more widely. I will be going back to Clare with some factual corrections this morning and hopefully she'll make the changes and issue it more formally before Christmas (although I cannot guarantee this of course).

Regards,

Ian

Ian Motuel

Principal Planner (Policy)

Waverley Borough Council

Tel: 01483 523458

[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]

**Sent:** Tuesday 22 December 2015 10:09

**To:** Ian Motuel

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

Really hoping we finally have the report!! I am being chased by councillors and just have to keep telling them no, but they aren't happy with me about it.

Regards

Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]

**Sent:** 18 December 2015 08:30

**To:** Rachel Aves

**Cc:** Matthew Evans

**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I received this email yesterday from Clare. Still no sign of the report but we should get it today, at last!

Thanks

Ian

Ian Motuel

Principal Planner (Policy)

Waverley Borough Council

Tel: 01483 523458

[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]

**Sent:** Thursday 17 December 2015 08:51

**To:** Ian Motuel

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Ian

I am finishing the report to be with you later today.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.

Member of NPIERS Panel of NDP Examiners

07855 350864

(01634) 321745

[clare@cspcic.org](mailto:clare@cspcic.org)

<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

---

**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]  
**Sent:** 14 December 2015 15:07  
**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>  
**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>; Graham Parrott <[Graham.Parrott@waverley.gov.uk](mailto:Graham.Parrott@waverley.gov.uk)>; Gareth Williams <[Gareth.Williams@waverley.gov.uk](mailto:Gareth.Williams@waverley.gov.uk)>  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

See below for answers to your question no.2 from my colleague Gareth Williams, who leads on SANG in the policy team. Is this what you wanted?

Many thanks.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Gareth Williams  
**Sent:** Monday 14 December 2015 14:44  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Ian

In reply to Clare's questions –

- (i) Waverley's only current SANG resource is that at Farnham Park. The notional area designated as SANG amounts to 25% of the total park area – 21.25 ha. This acts as a strategic resource that is available to mitigate approved housing developments within 5 km of the TBH SPA.
- (ii) The capacity of the SANG (numbers of dwellings) was originally set using the SPA Delivery Framework formula of 8 ha of SANG per 1000 new residents. This assumed an average occupancy rate of 2.4 persons per dwelling (ppd), but monitoring of planning permissions in this part of the borough has shown an achieved occupancy rate of 1.97 ppd. Applying this rate in the SANG conversion formula, the park's capacity is currently **1,348** dwellings. The take-up of that capacity is constantly monitored and updates are reported to all meetings of the council's [Western Area Planning Committee](#). The latest report (November 2015) showed a remaining (unallocated) capacity of 331 dwellings (excluding pending applications and appeals).

**Gareth**

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Sunday 13 December 2015 23:51

**To:** Ian Motuel  
**Cc:** 'Rachel Aves'; Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian

I am sorry for the delay in coming back to you all.

My report will be finished Wednesday 16 December.

In the meantime, we had agreed in the meeting that:

**1. The FNDP group**

Provide a short briefing note for WBC on how SANGs might be provided and monitored within the NDP area

**2. Waverly BC** to provide a briefing note for the NDP on:

2(i) current level of SANGs provision in the Borough

2(ii) in practice how WBC calculates and monitors SANGs

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745

[clare@cspcic.org](mailto:clare@cspcic.org)

<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

---

**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]

**Sent:** 07 December 2015 14:38

**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>

**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

Thanks very much for facilitating the very useful and constructive meeting on 20<sup>th</sup> November.

Rachel and I were wondering how you were getting on with the advisory paper and when we should expect to receive it?



Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Friday 20 November 2015 05:49  
**To:** Ian Motuel  
**Cc:** 'Rachel Aves'; Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian and colleagues

I look forward to meeting you this morning to discuss the matters arising from SANGs and highlighted in your helpful paper.

This will be a scoping meeting and Q and A, on the back of my research so far and from which I will produce an advisory paper.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745  
[clare@cspcic.org](mailto:clare@cspcic.org)  
<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 13 November 2015 12:59  
**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>  
**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

I attach a short paper setting out the context and key issues for the meeting on 20<sup>th</sup> November. I also attach

- A map showing key environmental designations affecting Waverley,
- Waverley's response to the most recently published draft of the Farnham Neighbourhood Plan.

The report on the Local Plan that is being considered by the Waverley Overview & Scrutiny Committee on Monday, along with a paper setting out an emerging preferred spatial strategy, can be viewed [here](#).

We look forward to discussing these matters in more detail with you and others next Friday. Please let me know if you need any other information.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Wednesday 11 November 2015 18:17  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian

Thank you for this. I confirm my attendance.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745  
[clare@cspcic.org](mailto:clare@cspcic.org)  
<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 11 November 2015 17:47  
**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>  
**Cc:** Gareth Williams <[Gareth.Williams@waverley.gov.uk](mailto:Gareth.Williams@waverley.gov.uk)>; Graham Parrott <[Graham.Parrott@waverley.gov.uk](mailto:Graham.Parrott@waverley.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

Farnham Town Council have confirmed that this date is okay for them. See below for attendees.

We'll look forward to seeing you at 9am on Friday 20<sup>th</sup> November. Details of where the Council offices are located can be seen on our website at <http://www.waverley.gov.uk/location>. I think you said you are driving here but if you are coming by train Godalming station is a 10 minute walk from the office.

Please ask for me at the main reception and someone will collect you.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Town Clerk [<mailto:Town.Clerk@farnham.gov.uk>]  
**Sent:** Wednesday 11 November 2015 17:29  
**To:** Ian Motuel  
**Cc:** Rachel Aves; Carole Cockburn  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian  
This should be OK.

FTC attendees will include me, Rachel Hammond and Cllr Carole Cockburn.

With all good wishes

**Iain Lynch**  
**Farnham Town Clerk**



**Council Offices**  
**South Street**  
**Farnham**  
**GU9 7 RN**

**Telephone: 01252 712667**

**Mayor 2015-16: Cllr Mrs Pat Frost**

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**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 11 November 2015 13:04

**To:** Town Clerk

**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Iain,

I gather Rachel is on leave this week. Please see email below that I sent her today regarding the meeting to be held with Clare Wright on the neighbourhood plan. Can you please confirm this date is suitable.

Regards

Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Ian Motuel  
**Sent:** Wednesday 11 November 2015 12:20  
**To:** 'Rachel Aves'  
**Cc:** Tracey Langdon; Gareth Williams  
**Subject:** Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I have spoken to Clare Wright this morning and she gave me some dates when she is free for the meeting (between 19-27 November). Due to Matthew's very busy diary, pretty much the only date he make is the morning of 20<sup>th</sup> November (next Friday). I know you said to me that FTC can be flexible and that this was one of the dates you can make. Therefore the meeting has been set up for 9.00-12.00 on **Friday 20<sup>th</sup> November** in our Milford Meeting Room, next to the planning reception. Waverley attendees will be Matthew, myself and Gareth Williams.

Can you please confirm that this is okay for you and your colleagues, and let me know the FTC attendees.

By the way, Clare has asked me for recent local examples (planning applications/appeals) where SANG / SPA has been a particular issue. Gareth is looking into this now, but if you have any thoughts on this, can let me or Gareth know.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
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Please visit our website at <http://www.waverley.gov.uk>

**Archived:** 30 August 2016 19:39:49  
**From:** [Rachel Aves](#)  
**Sent:** 06 January 2016 14:06:00  
**To:** 'Ian Motuel'  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc  
**Importance:** Normal

---

Hi Ian

Great, thank you for getting back to me.

I will, as soon as possible, get something over to you which sets out the Town Council's understanding of the report. Do you think it might be a good idea for us both to do this (in brief) and then if there are any questions for Clare, agree the areas we would all like further clarity and go back to her. I noted that her report is still in draft so I assume this is the reason.

Hope you had a lovely break, feels like it never happened now!

Best wishes  
Rachel

---

**From:** Ian Motuel [mailto:[Ian.Motuel@waverley.gov.uk](mailto:Ian.Motuel@waverley.gov.uk)]  
**Sent:** 06 January 2016 11:36  
**To:** Rachel Aves  
**Cc:** Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

Happy New Year to you too!

I think you are correct in your understanding of Clare's report. The 3 bullet points under 1 on page 9 of her report seem to be the most critical part of the report along with the recommendations.

As I'm sure you know, Cllr Cockburn has asked Matthew for a meeting on SANG/Clare's report, and he is arranging for this to be set up. I expect we will both be invited to this too, and if so we can discuss the way forward with her recommendations then.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

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**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
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**To:** Ian Motuel  
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In the meantime, my understanding of her conclusion is that we could go ahead without allocating SANG in the NP (if proven that our onsite options are viable or deliverable anymore), on the assumption that WBC will do so as a strategic matter, but the N Plan will have to be supplemented by a project paper which sets out how this will work in practice.

Is this what you have understood or am I on the wrong lines?

Best wishes and Merry Christmas!  
Rachel

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Hi Rachel,

I do understand but as Clare specifically asked me not to circulate her draft more widely before I had fact checked it, I don't think I am able to let you see the draft.

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Apologies, I meant should Farnham not be included... I am sure you realised what I meant anyway!

It would be good to have it at least over Christmas to absorb, this is much later than we had anticipated and continues to push the timetables further and further back.

Best wishes  
Rachel

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Regards  
Rachel

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We've seen a draft of Clare's report but Clare has asked me to fact check it before it gets circulated more widely. I will be going back to Clare with some factual corrections this morning and hopefully she'll make the changes and issue it more formally before Christmas (although I cannot guarantee this of course).

Regards,  
Ian

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Really hoping we finally have the report!? I am being chased by councillors and just have to keep telling them no, but they aren't happy with me about it.

Regards  
Rachel

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Hi Rachel,

I received this email yesterday from Clare. Still no sign of the report but we should get it today, at last!

Thanks  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
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---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Thursday 17 December 2015 08:51  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Ian

I am finishing the report to be with you later today.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745  
[clare@cspcic.org](mailto:clare@cspcic.org)  
<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

---

**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]

**Sent:** 14 December 2015 15:07

**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>

**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>;  
Graham Parrott <[Graham.Parrott@waverley.gov.uk](mailto:Graham.Parrott@waverley.gov.uk)>; Gareth Williams  
<[Gareth.Williams@waverley.gov.uk](mailto:Gareth.Williams@waverley.gov.uk)>

**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

See below for answers to your question no.2 from my colleague Gareth Williams, who leads on SANG in the policy team. Is this what you wanted?

Many thanks.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Gareth Williams

**Sent:** Monday 14 December 2015 14:44

**To:** Ian Motuel

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Ian

In reply to Clare's questions –

- (i) Waverley's only current SANG resource is that at Farnham Park. The notional area designated as SANG amounts to 25% of the total park area – 21.25 ha. This acts as a strategic resource that is available to mitigate approved housing developments within 5 km of the TBH SPA.
- (ii) The capacity of the SANG (numbers of dwellings) was originally set using the SPA Delivery Framework formula of 8 ha of SANG per 1000 new residents. This assumed an average occupancy rate of 2.4 persons per dwelling (ppd), but monitoring of planning permissions in this part of the borough has shown an achieved occupancy rate of 1.97 ppd. Applying this rate in the SANG conversion formula, the park's capacity is currently **1,348** dwellings. The take-up of that capacity is constantly monitored and updates are reported to all meetings of the council's Western Area Planning Committee. The latest report (November 2015) showed a remaining (unallocated) capacity of 331 dwellings (excluding pending applications and appeals).

**Gareth**

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]

**Sent:** Sunday 13 December 2015 23:51

**To:** Ian Motuel

**Cc:** 'Rachel Aves'; Matthew Evans

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian

I am sorry for the delay in coming back to you all.

My report will be finished Wednesday 16 December.

In the meantime, we had agreed in the meeting that:

**1. The FNDP group**

Provide a short briefing note for WBC on how SANGs might be provided and monitored within the NDP area

**2. Waverly BC** to provide a briefing note for the NDP on:

2(i) current level of SANGs provision in the Borough

2(ii) in practice how WBC calculates and monitors SANGs

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745

[clare@cspcic.org](mailto:clare@cspcic.org)

<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

---

**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]

**Sent:** 07 December 2015 14:38

**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>

**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

Thanks very much for facilitating the very useful and constructive meeting on 20<sup>th</sup> November.

Rachel and I were wondering how you were getting on with the advisory paper and when we should expect to receive it?

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Friday 20 November 2015 05:49  
**To:** Ian Motuel  
**Cc:** 'Rachel Aves'; Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian and colleagues

I look forward to meeting you this morning to discuss the matters arising from SANGs and highlighted in your helpful paper.

This will be a scoping meeting and Q and A, on the back of my research so far and from which I will produce an advisory paper.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745  
[clare@cspcic.org](mailto:clare@cspcic.org)  
<http://communityspiritpartnershipcic.org/>

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---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 13 November 2015 12:59  
**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>  
**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

I attach a short paper setting out the context and key issues for the meeting on 20<sup>th</sup> November. I also attach

- A map showing key environmental designations affecting Waverley,
- Waverley's response to the most recently published draft of the Farnham Neighbourhood Plan.

The report on the Local Plan that is being considered by the Waverley Overview & Scrutiny Committee on Monday, along with a paper setting out an emerging preferred spatial strategy, can be viewed [here](#).

We look forward to discussing these matters in more detail with you and others next Friday. Please let me know if you need any other information.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Wednesday 11 November 2015 18:17  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian

Thank you for this. I confirm my attendance.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
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---

**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]  
**Sent:** 11 November 2015 17:47  
**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>  
**Cc:** Gareth Williams <[Gareth.Williams@waverley.gov.uk](mailto:Gareth.Williams@waverley.gov.uk)>; Graham Parrott <[Graham.Parrott@waverley.gov.uk](mailto:Graham.Parrott@waverley.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

Farnham Town Council have confirmed that this date is okay for them. See below for attendees.

We'll look forward to seeing you at 9am on Friday 20<sup>th</sup> November. Details of where the Council offices are located can be seen on our website at <http://www.waverley.gov.uk/location>. I think you said you are driving here but if you are coming by train Godalming station is a 10 minute walk from the office.

Please ask for me at the main reception and someone will collect you.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Town Clerk [<mailto:Town.Clerk@farnham.gov.uk>]  
**Sent:** Wednesday 11 November 2015 17:29  
**To:** Ian Motuel  
**Cc:** Rachel Aves; Carole Cockburn  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian  
This should be OK.

FTC attendees will include me, Rachel Hammond and Cllr Carole Cockburn.

With all good wishes

Iain Lynch  
Farnham Town Clerk



Council Offices  
South Street  
Farnham  
GU9 7 RN

Telephone: 01252 712667

Mayor 2015-16: Cllr Mrs Pat Frost

Please note calls may be recorded for training or monitoring purposes.

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 11 November 2015 13:04  
**To:** Town Clerk  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Iain,

I gather Rachel is on leave this week. Please see email below that I sent her today regarding the meeting to be held with Clare Wright on the neighbourhood plan. Can you please confirm this date is suitable.

Regards  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Ian Motuel  
**Sent:** Wednesday 11 November 2015 12:20  
**To:** 'Rachel Aves'  
**Cc:** Tracey Langdon; Gareth Williams  
**Subject:** Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I have spoken to Clare Wright this morning and she gave me some dates when she is free for the meeting (between 19-27 November). Due to Matthew's very busy diary, pretty much the only date he make is the morning of 20<sup>th</sup> November (next Friday). I know you said to me that FTC can be flexible and that this was one of the dates you can make. Therefore the meeting has been set up for 9.00-12.00 on **Friday 20<sup>th</sup> November** in our Milford Meeting Room, next to the planning reception. Waverley attendees will be Matthew, myself and Gareth Williams.

Can you please confirm that this is okay for you and your colleagues, and let me know the FTC attendees.

By the way, Clare has asked me for recent local examples (planning applications/appeals) where SANG / SPA has been a particular issue. Gareth is looking into this now, but if you have any thoughts on this, can let me or Gareth know.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
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Please visit our website at <http://www.waverley.gov.uk>

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For more information please visit <http://www.mimecast.com>

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**Archived:** 30 August 2016 19:39:50  
**From:** Rachel Aves  
**Sent:** 18 January 2016 12:19:00  
**To:** 'Ian Motuel'  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc  
**Importance:** Normal

---

Hi Ian

We are meeting with Tony this afternoon to look at what we need to do next.

Do you think it might be good for us to get together shortly to chat over Clare's report and how it impacts the NP timetable? Keen to really work together going forward.

For our meeting this afternoon, I wondered if you might be able to help me with the below figures please?

Current capacity at Farnham Park:  
Planning consents granted since April 2014:

Kindest regards  
Rachel

---

**From:** Ian Motuel [mailto:ian.Motuel@waverley.gov.uk]  
**Sent:** 06 January 2016 11:36  
**To:** Rachel Aves  
**Cc:** Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

Happy New Year to you too!

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Regards,  
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Ian Motuel  
Principal Planner (Policy)  
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Best wishes and Merry Christmas!  
Rachel

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Regards,  
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Regards  
Rachel

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Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
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**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Ian

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Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

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[clare@cspcic.org](mailto:clare@cspcic.org)  
<http://communityspiritpartnershipcic.org/>

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---

**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]

**Sent:** 14 December 2015 15:07

**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>

**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>; Graham Parrott <[Graham.Parrott@waverley.gov.uk](mailto:Graham.Parrott@waverley.gov.uk)>; Gareth Williams <[Gareth.Williams@waverley.gov.uk](mailto:Gareth.Williams@waverley.gov.uk)>

**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

See below for answers to your question no.2 from my colleague Gareth Williams, who leads on SANG in the policy team. Is this what you wanted?

Many thanks.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Gareth Williams

**Sent:** Monday 14 December 2015 14:44

**To:** Ian Motuel

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Ian

In reply to Clare's questions –

- (i) Waverley's only current SANG resource is that at Farnham Park. The notional area designated as SANG amounts to 25% of the total park area – 21.25 ha. This acts as a strategic resource that is available to mitigate approved housing developments within 5 km of the TBH SPA.
- (ii) The capacity of the SANG (numbers of dwellings) was originally set using the SPA Delivery Framework formula of 8 ha of SANG per 1000 new residents. This assumed an average occupancy rate of 2.4 persons per dwelling (ppd), but monitoring of planning permissions in this part of the borough has shown an achieved occupancy rate of 1.97 ppd. Applying this rate in the SANG conversion formula, the park's capacity is currently **1,348** dwellings. The take-up of that capacity is constantly monitored and updates are reported to all meetings of the council's Western Area Planning Committee. The latest report (November 2015) showed a remaining (unallocated) capacity of 331 dwellings (excluding pending applications and appeals).

**Gareth**

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**From:** Clare Wright [<mailto:clare@cspcic.org>]

**Sent:** Sunday 13 December 2015 23:51

**To:** Ian Motuel

**Cc:** 'Rachel Aves'; Matthew Evans

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian

I am sorry for the delay in coming back to you all.

My report will be finished Wednesday 16 December.

In the meantime, we had agreed in the meeting that:

**1. The FNDP group**

Provide a short briefing note for WBC on how SANGs might be provided and monitored within the NDP area

**2. Waverly BC** to provide a briefing note for the NDP on:

2(i) current level of SANGs provision in the Borough

2(ii) in practice how WBC calculates and monitors SANGs

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745

[clare@cspcic.org](mailto:clare@cspcic.org)

<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

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**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]

**Sent:** 07 December 2015 14:38

**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>

**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

Thanks very much for facilitating the very useful and constructive meeting on 20<sup>th</sup> November.

Rachel and I were wondering how you were getting on with the advisory paper and when we should expect to receive it?

Regards,  
Ian



Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Friday 20 November 2015 05:49  
**To:** Ian Motuel  
**Cc:** 'Rachel Aves'; Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian and colleagues

I look forward to meeting you this morning to discuss the matters arising from SANGs and highlighted in your helpful paper.

This will be a scoping meeting and Q and A, on the back of my research so far and from which I will produce an advisory paper.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745  
[clare@cspcic.org](mailto:clare@cspcic.org)  
<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 13 November 2015 12:59  
**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>  
**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

I attach a short paper setting out the context and key issues for the meeting on 20<sup>th</sup> November. I also attach

- A map showing key environmental designations affecting Waverley,
- Waverley's response to the most recently published draft of the Farnham Neighbourhood Plan.

The report on the Local Plan that is being considered by the Waverley Overview & Scrutiny Committee on Monday, along with a paper setting out an emerging preferred spatial strategy, can be viewed [here](#).

We look forward to discussing these matters in more detail with you and others next Friday. Please let me know if you need any other information.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Wednesday 11 November 2015 18:17  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian

Thank you for this. I confirm my attendance.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745  
[clare@cspcic.org](mailto:clare@cspcic.org)  
<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

---

**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]  
**Sent:** 11 November 2015 17:47  
**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>  
**Cc:** Gareth Williams <[Gareth.Williams@waverley.gov.uk](mailto:Gareth.Williams@waverley.gov.uk)>; Graham Parrott <[Graham.Parrott@waverley.gov.uk](mailto:Graham.Parrott@waverley.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

Farnham Town Council have confirmed that this date is okay for them. See below for attendees.

We'll look forward to seeing you at 9am on Friday 20<sup>th</sup> November. Details of where the Council offices are located can be seen on our website at <http://www.waverley.gov.uk/location>. I think you said you are driving here but if you are coming by train Godalming station is a 10 minute walk from the office.

Please ask for me at the main reception and someone will collect you.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Town Clerk [<mailto:Town.Clerk@farnham.gov.uk>]  
**Sent:** Wednesday 11 November 2015 17:29  
**To:** Ian Motuel  
**Cc:** Rachel Aves; Carole Cockburn  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian  
This should be OK.

FTC attendees will include me, Rachel Hammond and Cllr Carole Cockburn.

With all good wishes

Iain Lynch  
Farnham Town Clerk



Council Offices  
South Street  
Farnham  
GU9 7 RN

Telephone: 01252 712667

Mayor 2015-16: Cllr Mrs Pat Frost

Please note calls may be recorded for training or monitoring purposes.

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**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 11 November 2015 13:04  
**To:** Town Clerk  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Iain,

I gather Rachel is on leave this week. Please see email below that I sent her today regarding the meeting to be held with Clare Wright on the neighbourhood plan. Can you please confirm this date is suitable.

Regards  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Ian Motuel  
**Sent:** Wednesday 11 November 2015 12:20  
**To:** 'Rachel Aves'  
**Cc:** Tracey Langdon; Gareth Williams  
**Subject:** Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I have spoken to Clare Wright this morning and she gave me some dates when she is free for the meeting (between 19-27 November). Due to Matthew's very busy diary, pretty much the only date he make is the morning of 20<sup>th</sup> November (next Friday). I know you said to me that FTC can be flexible and that this was one of the dates you can make. Therefore the meeting has been set up for 9.00-12.00 on **Friday 20<sup>th</sup> November** in our Milford Meeting Room, next to the planning reception. Waverley attendees will be Matthew, myself and Gareth Williams.

Can you please confirm that this is okay for you and your colleagues, and let me know the FTC attendees.

By the way, Clare has asked me for recent local examples (planning applications/appeals) where SANG / SPA has been a particular issue. Gareth is looking into this now, but if you have any thoughts on this, can let me or Gareth know.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
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Please visit our website at <http://www.waverley.gov.uk>

**Archived:** 30 August 2016 19:39:50  
**From:** Rachel Aves  
**Sent:** 19 January 2016 15:08:00  
**To:** 'Ian Motuel'  
**Cc:** Town Clerk  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc  
**Importance:** Normal

---

Hi Ian

Yes I know Carole met with you both last week but my understand was that this wasn't in an FTC capacity. This is why there wasn't an FTC officer at the meeting. I think she really wanted an update as a member on what WBC is doing and sees itself doing following Claire's report and the work you are doing with Farnham Park capacity.

As you know, Carole can't as a single member, agree the Town Council's strategy or position. I would think we would also need to ensure Natural England are on board with the approach we all agree on too before we set anything in stone.

In the note I gave Carole to pass on to you (I hope she left you with a copy – but have pasted some of the text below just in case) I highlighted NE's initial observations on the report.

In the short term I feel that we need to agree what further clarity we wish to seek from Claire's report in order to have it finalised so that it can be used to help us make decisions and be made public. At the moment it doesn't offer much certainty and points out that there is a divergence of opinion, which we all knew but were seeking to clarify.

Regarding Natural England's endorsement of our joint approach, I provided Marc Turner at NE with some excerpts from the report and his observations were (I did not send him a full copy as I felt it wasn't appropriate whilst in draft form). I provided the below points for comment:

- A “brownfield first” for SANGS sites such as Farnham Park, policy in the FNP is possible but would need to be endorsed by WBC and Natural England.
- The wording of a policy that sets out the mitigation requirements which affect development within the zone of influence should reflect accurately the wording of the draft Local Plan policy.
- The FNP may allocate sites and rely on the current Supplementary Planning Document and emerging Local Plan to allocate SANGS, in order to provide certainty and clarity to developers and this facilitate development.
- A project based approach may be the most suitable to the FNP in identifying SANGS. This would be in the form of a “working note”, jointly undertaken by WBC and FTC and would set out how SANGS will be managed and allocated in the FNP area, in order to satisfy an examiner that the site allocations in the FNP are deliverable and sustainable.

*Marc's response:*

*I definitely agree with the first 3 bullet points, the 4<sup>th</sup> maybe needs a little clarification. I have no issues with the project approach; we will just need to be certain there is enough SANG coming forward for the sites allocated in FNP, at the plan stage. So the plan may say it is allocating 2000 homes, so we will need to see where the 38ha will be the SANG. The Inspector for the Rushmoor Local Plan, wanted to see lines on maps and SANGs identified. They did have a slightly dodgy TBH policy, which through the examination we got tightened up. I think we would need to see lines on maps outlining where "the preferred SANG solution" will go, along with policy wording in line with all other TBH Policy. If when it comes to the crunch different SANGs are put forward, we will be happy as long as they fit the bill.*

So as far as I can tell, the assumption at the moment is that the FNP can rely on the LP for to deliver SANGs. However, Clare's report is unclear as to how this is acceptable in practice – i.e. what we need to do to prove it to an examiner. Further questions need to be agreed and put to Clare before her report is finalised. Most importantly, from what Marc has said now and in previous meetings, NE will not support the FNP unless there are lines on maps illustrating "preferred solutions" .

Also to clarify, as I have had the opportunity to read the helpful letter from Matthew and discussed the report with Tony, the Town Council are unlikely to follow the route of allocating possible SANG solutions as LGS as the areas we were/are considering for SANG are not particularly beautiful, of historic significance, or of recreational value (including as a playing field), tranquillity or richness of wildlife. It may also be argued that, in order to meet the NE minimum size, they are extensive tracts of land. If the NP Examiner considers our SANG sites fail to pass the above tests as Local Open Space (rather than those for SANG) we would be left with no SANG to support the NP – which would then be undeliverable. It would seem preferable and less risky to allocate sites for which we want them used (i.e. SANG) rather than use the Trojan horse technique which lacks transparency and risks failure.

Natural England have also endorsed (as did Claire) the possibility of the FNP having a "brownfield first" policy so I would really like to discuss this further with you.

I look forward to hearing back from you and would still favour a joint approach where we can all agree Claire's report and get it finalised, allowing us to form and agree actions to move the Plan forward.

Regards  
Rachel

---

**From:** Ian Motuel [mailto:ian.Motuel@waverley.gov.uk]  
**Sent:** 18 January 2016 13:18  
**To:** Rachel Aves



**Cc:** Gareth Williams; Matthew Evans

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

The most recent report to the Western Area Planning Committee (January 2016) can be seen [here](#). This gives the current unallocated SANG capacity at Farnham Park as 315 dwellings.

With regard to consents granted since April 14, I can give you the following information:

As of 1/4/15, there were outstanding planning permissions for 1,704 homes (net) across Waverley. As of 1/10/15, there were 1,737 homes with an outstanding permission, with 270 more approved subject to a legal agreement. This is taken from the [Five Year Land Supply statement 1/10/15](#). If this is not the information you need, please let me know and I will see if Annie Reid, who monitors housing permissions and completions, can help you.

Finally, regarding your request to get together to discuss Clare's report, Cllr Cockburn recently requested a meeting on this matter with Matthew Evans and met with Matthew, myself and Gareth Evans last week (12 January). Did Cllr Cockburn not mention this to you? At the meeting, Matthew agreed to produce a letter setting out Waverley's position on the provision of SANG through the neighbourhood plan, in light of Clare's report. The broad approach we agreed is that the FNP would identify housing sites (with SANG provision demonstrated to be available) for the first 5 years but for longer term sites, SANG provision would be made through the Local Plan. The letter that is currently being drafted will explain this in more detail.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
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---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]

**Sent:** Monday 18 January 2016 12:19

**To:** Ian Motuel

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

We are meeting with Tony this afternoon to look at what we need to do next.

Do you think it might be good for us to get together shortly to chat over Clare's report and how it impacts the NP timetable? Keen to really work together going forward.

For our meeting this afternoon, I wondered if you might be able to help me with the below figures please?

Current capacity at Farnham Park:  
Planning consents granted since April 2014:

Kindest regards

Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 06 January 2016 11:36  
**To:** Rachel Aves  
**Cc:** Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

Happy New Year to you too!

I think you are correct in your understanding of Clare's report. The 3 bullet points under 1 on page 9 of her report seem to be the most critical part of the report along with the recommendations.

As I'm sure you know, Cllr Cockburn has asked Matthew for a meeting on SANG/Clare's report, and he is arranging for this to be set up. I expect we will both be invited to this too, and if so we can discuss the way forward with her recommendations then.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Thursday 24 December 2015 10:28  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

Do you have any observations on the report? I have circulated to our team and will pass on any comments or queries.

In the meantime, my understanding of her conclusion is that we could go ahead without allocating SANG in the NP (if proven that our onsite options are viable or deliverable anymore), on the assumption that WBC will do so as a strategic matter, but the N Plan will have to be supplemented by a project paper which sets out how this will work in practice.

Is this what you have understood or am I on the wrong lines?

Best wishes and Merry Christmas!  
Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 22 December 2015 14:02  
**To:** Rachel Aves  
**Cc:** Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I do understand but as Clare specifically asked me not to circulate her draft more widely before I had fact checked it, I don't think I am able to let you see the draft.

However, on a more positive note, Clare has now confirmed to me that she will definitely send the final version out before the Christmas Break, so we'll both have it in the next day or two.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Tuesday 22 December 2015 11:37  
**To:** Ian Motuel  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Apologies, I meant should Farnham not be included... I am sure you realised what I meant anyway!

It would be good to have it at least over Christmas to absorb, this is much later than we had anticipated and continues to push the timetables further and further back.

Best wishes  
Rachel

---

**From:** Rachel Aves  
**Sent:** 22 December 2015 11:25  
**To:** 'Ian Motuel'  
**Cc:** Town Clerk; [matthew.evans@waverley.gov.uk](mailto:matthew.evans@waverley.gov.uk)  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

As this is a shared piece of work may Farnham not be included on the fact checking before this is signed off? This would just me with me for now, I took notes at the meeting in any case which I can check against.

Regards  
Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 22 December 2015 10:45  
**To:** Rachel Aves  
**Cc:** Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

We've seen a draft of Clare's report but Clare has asked me to fact check it before it gets circulated more widely. I will be going back to Clare with some factual corrections this morning and hopefully she'll make the changes and issue it more formally before Christmas (although I cannot guarantee this of course).

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Tuesday 22 December 2015 10:09  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

Really hoping we finally have the report!? I am being chased by councillors and just have to keep telling them no, but they aren't happy with me about it.

Regards  
Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 18 December 2015 08:30  
**To:** Rachel Aves  
**Cc:** Matthew Evans  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I received this email yesterday from Clare. Still no sign of the report but we should get it today, at last!

Thanks  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Thursday 17 December 2015 08:51  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Ian

I am finishing the report to be with you later today.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745  
[clare@cspcic.org](mailto:clare@cspcic.org)  
<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 14 December 2015 15:07  
**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>  
**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>; Graham Parrott <[Graham.Parrott@waverley.gov.uk](mailto:Graham.Parrott@waverley.gov.uk)>; Gareth Williams <[Gareth.Williams@waverley.gov.uk](mailto:Gareth.Williams@waverley.gov.uk)>  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

See below for answers to your question no.2 from my colleague Gareth Williams, who leads on SANG in the policy team. Is this what you wanted?

Many thanks.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Gareth Williams  
**Sent:** Monday 14 December 2015 14:44  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Ian

In reply to Clare's questions –

- (i) Waverley's only current SANG resource is that at Farnham Park. The notional area designated as SANG amounts to 25% of the total park area – 21.25 ha. This acts as a strategic resource that is available to mitigate approved housing developments within 5 km of the TBH SPA.
- (ii) The capacity of the SANG (numbers of dwellings) was originally set using the SPA Delivery Framework formula of 8 ha of SANG per 1000 new residents. This assumed an average occupancy rate of 2.4 persons per dwelling (ppd), but monitoring of planning permissions in this part of the borough has shown an achieved occupancy rate of 1.97 ppd. Applying this rate in the SANG conversion formula, the park's capacity is currently **1,348** dwellings. The take-up of that capacity is constantly monitored and updates are reported to all meetings of the council's Western Area Planning Committee. The latest report (November 2015) showed a remaining (unallocated) capacity of 331 dwellings (excluding pending applications and appeals).

**Gareth**

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Sunday 13 December 2015 23:51  
**To:** Ian Motuel  
**Cc:** 'Rachel Aves'; Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian

I am sorry for the delay in coming back to you all.

My report will be finished Wednesday 16 December.

In the meantime, we had agreed in the meeting that:

### **1. The FNDP group**

Provide a short briefing note for WBC on how SANGs might be provided and monitored within the NDP area

### **2. Waverly BC to provide a briefing note for the NDP on:**

2(i) current level of SANGs provision in the Borough

2(ii) in practice how WBC calculates and monitors SANGs

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745  
[clare@cspcic.org](mailto:clare@cspcic.org)  
<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 07 December 2015 14:38  
**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>  
**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

Thanks very much for facilitating the very useful and constructive meeting on 20<sup>th</sup> November.

Rachel and I were wondering how you were getting on with the advisory paper and when we should expect to receive it?

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Friday 20 November 2015 05:49  
**To:** Ian Motuel  
**Cc:** 'Rachel Aves'; Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian and colleagues

I look forward to meeting you this morning to discuss the matters arising from SANGs and highlighted in your helpful paper.

This will be a scoping meeting and Q and A, on the back of my research so far and from which I will produce an advisory paper.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745

[clare@cspcic.org](mailto:clare@cspcic.org)

<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

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**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]

**Sent:** 13 November 2015 12:59

**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>

**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

I attach a short paper setting out the context and key issues for the meeting on 20<sup>th</sup> November. I also attach

- A map showing key environmental designations affecting Waverley,
- Waverley's response to the most recently published draft of the Farnham Neighbourhood Plan.

The report on the Local Plan that is being considered by the Waverley Overview & Scrutiny Committee on Monday, along with a paper setting out an emerging preferred spatial strategy, can be viewed [here](#).

We look forward to discussing these matters in more detail with you and others next Friday. Please let me know if you need any other information.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]

**Sent:** Wednesday 11 November 2015 18:17

**To:** Ian Motuel

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian

Thank you for this. I confirm my attendance.

Kind regards



Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745

[clare@cspcic.org](mailto:clare@cspcic.org)

<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]

**Sent:** 11 November 2015 17:47

**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>

**Cc:** Gareth Williams <[Gareth.Williams@waverley.gov.uk](mailto:Gareth.Williams@waverley.gov.uk)>; Graham Parrott <[Graham.Parrott@waverley.gov.uk](mailto:Graham.Parrott@waverley.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>

**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

Farnham Town Council have confirmed that this date is okay for them. See below for attendees.

We'll look forward to seeing you at 9am on Friday 20<sup>th</sup> November. Details of where the Council offices are located can be seen on our website at <http://www.waverley.gov.uk/location>. I think you said you are driving here but if you are coming by train Godalming station is a 10 minute walk from the office.

Please ask for me at the main reception and someone will collect you.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Town Clerk [<mailto:Town.Clerk@farnham.gov.uk>]

**Sent:** Wednesday 11 November 2015 17:29

**To:** Ian Motuel

**Cc:** Rachel Aves; Carole Cockburn

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

This should be OK.

FTC attendees will include me, Rachel Hammond and Cllr Carole Cockburn.

With all good wishes

Iain Lynch  
Farnham Town Clerk



Council Offices  
South Street  
Farnham  
GU9 7 RN

Telephone: 01252 712667

Mayor 2015-16: Cllr Mrs Pat Frost

Please note calls may be recorded for training or monitoring purposes.

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 11 November 2015 13:04  
**To:** Town Clerk  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Iain,

I gather Rachel is on leave this week. Please see email below that I sent her today regarding the meeting to be held with Clare Wright on the neighbourhood plan. Can you please confirm this date is suitable.

Regards  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Ian Motuel  
**Sent:** Wednesday 11 November 2015 12:20  
**To:** 'Rachel Aves'  
**Cc:** Tracey Langdon; Gareth Williams  
**Subject:** Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I have spoken to Clare Wright this morning and she gave me some dates when she is free for the meeting (between 19-27 November). Due to Matthew's very busy diary, pretty much the only date he make is the morning of 20<sup>th</sup> November (next Friday). I know you said to me that FTC can be flexible and that this was one of the dates you can make. Therefore the meeting has been set up for 9.00-12.00 on **Friday 20<sup>th</sup>**

**November** in our Milford Meeting Room, next to the planning reception. Waverley attendees will be Matthew, myself and Gareth Williams.

Can you please confirm that this is okay for you and your colleagues, and let me know the FTC attendees.

By the way, Clare has asked me for recent local examples (planning applications/appeals) where SANG / SPA has been a particular issue. Gareth is looking into this now, but if you have any thoughts on this, can let me or Gareth know.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

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person. To do so may be unlawful.

Please visit our website at <http://www.waverley.gov.uk>

**Archived:** 30 August 2016 19:39:51

**From:** Rachel Aves

**Sent:** 19 January 2016 15:11:00

**To:** 'Ian Motuel'

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

**Importance:** Normal

---

Hi Ian

Thanks for providing this information so quickly, it was really helpful at our meeting yesterday.

I did mean permissions generally that you provided first, but your second figure for Farnham Park was also really good for reference.

Many thanks  
Rachel

---

**From:** Ian Motuel [mailto:ian.Motuel@waverley.gov.uk]

**Sent:** 18 January 2016 15:42

**To:** Rachel Aves

**Cc:** Gareth Williams; Matthew Evans

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I might have misunderstood your earlier email. Did you mean permissions counted against the SANG capacity at Farnham Park? If so, then our monitoring shows that we permitted **260** new dwellings from April 2014 to December 2015.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Ian Motuel

**Sent:** Monday 18 January 2016 13:18

**To:** 'Rachel Aves'

**Cc:** Gareth Williams; Matthew Evans

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

The most recent report to the Western Area Planning Committee (January 2016) can be seen [here](#). This gives the current unallocated SANG capacity at Farnham Park as 315 dwellings.

With regard to consents granted since April 14, I can give you the following information:

As of 1/4/15, there were outstanding planning permissions for 1,704 homes (net) across Waverley. As of 1/10/15, there were 1,737 homes with an outstanding permission, with 270 more approved subject to a legal agreement. This is taken from the [Five Year Land Supply statement 1/10/15](#). If this is not the information you need, please let me know and I will see if Annie Reid, who monitors housing permissions and completions, can help you.

Finally, regarding your request to get together to discuss Clare's report, Cllr Cockburn recently requested a meeting on this matter with Matthew Evans and met with Matthew, myself and Gareth Evans last week (12 January). Did Cllr Cockburn not mention this to you? At the meeting, Matthew agreed to produce a letter setting out Waverley's position on the provision of SANG through the neighbourhood plan, in light of Clare's report. The broad approach we agreed is that the FNP would identify housing sites (with SANG provision demonstrated to be available) for the first 5 years but for longer term sites, SANG provision would be made through the Local Plan. The letter that is currently being drafted will explain this in more detail.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Monday 18 January 2016 12:19  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

We are meeting with Tony this afternoon to look at what we need to do next.

Do you think it might be good for us to get together shortly to chat over Clare's report and how it impacts the NP timetable? Keen to really work together going forward.

For our meeting this afternoon, I wondered if you might be able to help me with the below figures please?

Current capacity at Farnham Park:  
Planning consents granted since April 2014:

Kindest regards  
Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 06 January 2016 11:36  
**To:** Rachel Aves  
**Cc:** Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

Happy New Year to you too!

I think you are correct in your understanding of Clare's report. The 3 bullet points under 1 on page 9 of her report seem to be the most critical part of the report along with the recommendations.

As I'm sure you know, Cllr Cockburn has asked Matthew for a meeting on SANG/Clare's report, and he is arranging for this to be set up. I expect we will both be invited to this too, and if so we can discuss the way forward with her recommendations then.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Thursday 24 December 2015 10:28  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

Do you have any observations on the report? I have circulated to our team and will pass on any comments or queries.

In the meantime, my understanding of her conclusion is that we could go ahead without allocating SANG in the NP (if proven that our onsite options are viable or deliverable anymore), on the assumption that WBC will do so as a strategic matter, but the N Plan will have to be supplemented by a project paper which sets out how this will work in practice.

Is this what you have understood or am I on the wrong lines?

Best wishes and Merry Christmas!  
Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 22 December 2015 14:02  
**To:** Rachel Aves  
**Cc:** Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,



I do understand but as Clare specifically asked me not to circulate her draft more widely before I had fact checked it, I don't think I am able to let you see the draft.

However, on a more positive note, Clare has now confirmed to me that she will definitely send the final version out before the Christmas Break, so we'll both have it in the next day or two.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Tuesday 22 December 2015 11:37  
**To:** Ian Motuel  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Apologies, I meant should Farnham not be included... I am sure you realised what I meant anyway!

It would be good to have it at least over Christmas to absorb, this is much later than we had anticipated and continues to push the timetables further and further back.

Best wishes  
Rachel

---

**From:** Rachel Aves  
**Sent:** 22 December 2015 11:25  
**To:** 'Ian Motuel'  
**Cc:** Town Clerk; [matthew.evans@waverley.gov.uk](mailto:matthew.evans@waverley.gov.uk)  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

As this is a shared piece of work may Farnham not be included on the fact checking before this is signed off? This would just me with me for now, I took notes at the meeting in any case which I can check against.

Regards  
Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 22 December 2015 10:45  
**To:** Rachel Aves  
**Cc:** Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

We've seen a draft of Clare's report but Clare has asked me to fact check it before it gets circulated more widely. I will be going back to Clare with some factual corrections this morning and hopefully she'll make the changes and issue it more formally before Christmas (although I cannot guarantee this of course).

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Tuesday 22 December 2015 10:09  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

Really hoping we finally have the report!? I am being chased by councillors and just have to keep telling them no, but they aren't happy with me about it.

Regards  
Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 18 December 2015 08:30  
**To:** Rachel Aves  
**Cc:** Matthew Evans  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I received this email yesterday from Clare. Still no sign of the report but we should get it today, at last!

Thanks  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Thursday 17 December 2015 08:51  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Ian

I am finishing the report to be with you later today.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745

[clare@cspcic.org](mailto:clare@cspcic.org)

<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

---

**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]

**Sent:** 14 December 2015 15:07

**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>

**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>;  
Graham Parrott <[Graham.Parrott@waverley.gov.uk](mailto:Graham.Parrott@waverley.gov.uk)>; Gareth Williams  
<[Gareth.Williams@waverley.gov.uk](mailto:Gareth.Williams@waverley.gov.uk)>

**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

See below for answers to your question no.2 from my colleague Gareth Williams, who leads on SANG in the policy team. Is this what you wanted?

Many thanks.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Gareth Williams

**Sent:** Monday 14 December 2015 14:44

**To:** Ian Motuel

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Ian

In reply to Clare's questions –

- (i) Waverley's only current SANG resource is that at Farnham Park. The notional area designated as SANG amounts to 25% of the total park area – 21.25 ha. This acts as a strategic resource that is available to mitigate approved housing developments within 5 km of the TBH SPA.
- (ii) The capacity of the SANG (numbers of dwellings) was originally set using the SPA Delivery Framework formula of 8 ha of SANG per 1000 new residents. This assumed an average occupancy rate of 2.4 persons per dwelling (ppd), but monitoring of planning permissions in this part of the borough has shown an achieved occupancy rate of 1.97 ppd. Applying this rate in the SANG conversion formula, the park's capacity is currently **1,348** dwellings. The take-up of that capacity is constantly monitored and updates are reported to all meetings of the council's Western Area Planning Committee. The latest report (November 2015) showed a remaining (unallocated) capacity of 331 dwellings (excluding pending applications and appeals).

**Gareth**

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]

**Sent:** Sunday 13 December 2015 23:51

**To:** Ian Motuel

**Cc:** 'Rachel Aves'; Matthew Evans

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian

I am sorry for the delay in coming back to you all.

My report will be finished Wednesday 16 December.

In the meantime, we had agreed in the meeting that:

### **1. The FNDP group**

Provide a short briefing note for WBC on how SANGs might be provided and monitored within the NDP area

### **2. Waverly BC to provide a briefing note for the NDP on:**

2(i) current level of SANGs provision in the Borough

2(ii) in practice how WBC calculates and monitors SANGs

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864

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[clare@cspcic.org](mailto:clare@cspcic.org)

<http://communityspiritpartnershipcic.org/>

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**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 07 December 2015 14:38  
**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>  
**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

Thanks very much for facilitating the very useful and constructive meeting on 20<sup>th</sup> November.

Rachel and I were wondering how you were getting on with the advisory paper and when we should expect to receive it?

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Friday 20 November 2015 05:49  
**To:** Ian Motuel  
**Cc:** 'Rachel Aves'; Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian and colleagues

I look forward to meeting you this morning to discuss the matters arising from SANGs and highlighted in your helpful paper.

This will be a scoping meeting and Q and A, on the back of my research so far and from which I will produce an advisory paper.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745  
[clare@cspcic.org](mailto:clare@cspcic.org)  
<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

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**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]  
**Sent:** 13 November 2015 12:59  
**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>  
**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

I attach a short paper setting out the context and key issues for the meeting on 20<sup>th</sup> November. I also attach

- A map showing key environmental designations affecting Waverley,
- Waverley's response to the most recently published draft of the Farnham Neighbourhood Plan.

The report on the Local Plan that is being considered by the Waverley Overview & Scrutiny Committee on Monday, along with a paper setting out an emerging preferred spatial strategy, can be viewed [here](#).

We look forward to discussing these matters in more detail with you and others next Friday. Please let me know if you need any other information.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Wednesday 11 November 2015 18:17  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian

Thank you for this. I confirm my attendance.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864

(01634) 321745

[clare@cspcic.org](mailto:clare@cspcic.org)

<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

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**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]

**Sent:** 11 November 2015 17:47

**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>

**Cc:** Gareth Williams <[Gareth.Williams@waverley.gov.uk](mailto:Gareth.Williams@waverley.gov.uk)>; Graham Parrott <[Graham.Parrott@waverley.gov.uk](mailto:Graham.Parrott@waverley.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>

**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

Farnham Town Council have confirmed that this date is okay for them. See below for attendees.

We'll look forward to seeing you at 9am on Friday 20<sup>th</sup> November. Details of where the Council offices are located can be seen on our website at <http://www.waverley.gov.uk/location>. I think you said you are driving here but if you are coming by train Godalming station is a 10 minute walk from the office.

Please ask for me at the main reception and someone will collect you.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Town Clerk [<mailto:Town.Clerk@farnham.gov.uk>]

**Sent:** Wednesday 11 November 2015 17:29

**To:** Ian Motuel

**Cc:** Rachel Aves; Carole Cockburn

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

This should be OK.

FTC attendees will include me, Rachel Hammond and Cllr Carole Cockburn.

With all good wishes

**Iain Lynch**  
**Farnham Town Clerk**



**Council Offices**  
**South Street**  
**Farnham**  
**GU9 7 RN**

**Telephone: 01252 712667**

**Mayor 2015-16: Cllr Mrs Pat Frost**

**Please note calls may be recorded for training or monitoring purposes.**

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**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 11 November 2015 13:04  
**To:** Town Clerk  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Iain,

I gather Rachel is on leave this week. Please see email below that I sent her today regarding the meeting to be held with Clare Wright on the neighbourhood plan. Can you please confirm this date is suitable.

Regards  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Ian Motuel  
**Sent:** Wednesday 11 November 2015 12:20  
**To:** 'Rachel Aves'  
**Cc:** Tracey Langdon; Gareth Williams  
**Subject:** Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I have spoken to Clare Wright this morning and she gave me some dates when she is free for the meeting (between 19-27 November). Due to Matthew's very busy diary, pretty much the only date he make is the morning of 20<sup>th</sup> November (next Friday). I know you said to me that FTC can be flexible and that this was one of the dates you can make. Therefore the meeting has been set up for 9.00-12.00 on **Friday 20<sup>th</sup> November** in our Milford Meeting Room, next to the planning reception. Waverley attendees will be Matthew, myself and Gareth Williams.

Can you please confirm that this is okay for you and your colleagues, and let me know the FTC attendees.

By the way, Clare has asked me for recent local examples (planning applications/appeals) where SANG / SPA has been a particular issue. Gareth is looking into this now, but if you have any thoughts on this, can let me or Gareth know.



Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

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Please visit our website at <http://www.waverley.gov.uk>

**Archived:** 30 August 2016 19:39:51

**From:** [Rachel Aves](#)

**Sent:** 22 January 2016 10:24:00

**To:** 'Ian Motuel'

**Cc:** [Town Clerk](#); [matthew.evans@waverley.gov.uk](mailto:matthew.evans@waverley.gov.uk)

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

**Importance:** Normal

---

Dear Ian

Thank you for getting back to me.

Whilst I respect your position am slightly disappointed at the apparent desire to not work together on this.

The meeting with Claire very encouraging, especially the openness on all sides to embrace the opportunity to share, be transparent and come to a mutual agreement which allows the progression of the FNP and the LP in the most appropriate timescale for the benefit of local people.

I would suggest that if you have a difference of opinion to NE, that this should be discussed in detail. Without an open debate following the report, it is incredibly difficult to move forward. Claire's report is clear on the fact that we need to ensure our approach is supported by NE and so discussion with them is key to agreeing a solution or approach. Would you not agree with this? I would point out that we were not assuming any weight to what Marc Turner has said, especially in comparing us to Rushmoor which we would also question, but I was simply sharing the feedback with you to help our conversation and highlighted that it was his initial feedback. I had hoped that you had a view on his comments which would reflect ours and I could send a joint response for further clarification.

If Waverley has formed a view on the report I would suggest that this be communicated to Farnham Town Council appropriately. The letter to Councillor Cockburn (as a Borough Councillor) is not a formal response to the Town Council – this communication should be sent to the Town Clerk. The Town Council has agreed, on receipt of the report, to defer deciding on an approach before having detailed discussions with yourselves and Natural England so that the approach we take is something all parties agree on.

It would be a shame if we cannot continue the positive relationship that was present at the meeting with Claire, where we all agreed that we needed to communicate and work together to get the NP to the next stage.

In relation to Clare's draft report, I don't see that we can admit that it over complicates the situation, yet not provide the opportunity for it to be clarified. It would seem a waste of resources to sign the report off as complete, whilst acknowledging that it does not serve the purpose of the initial brief. If Waverley does not wish to progress this with NPIERS jointly with Farnham Town Council, then the Town Council will need to consider if it should clarify any outstanding matters with Claire directly.

Kind regards  
Rachel

---

**From:** Ian Motuel [mailto:ian.Motuel@waverley.gov.uk]  
**Sent:** 21 January 2016 09:23  
**To:** Rachel Aves  
**Cc:** Town Clerk; Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

Thanks for your email, which I have forwarded to and discussed with Matthew. This response is based on this discussion.

Our view on Clare's report is that whilst it perhaps overcomplicates things and is not as useful as we hoped, we are not proposing to request any changes to it. We intend to use it as a background paper but with no status.

With regard to Marc's comments, we do not consider that too much weight should be given to his comment about not supporting the FNP unless it contains 'lines on maps' with 'preferred solutions'. His comments related to a local plan examination at Rushmoor and there is a big difference between a neighbourhood plan and a local plan.

We note your comment that the FNP is unlikely to allocate SANG as Local Greenspace, as the sites being considered would not meet the criteria for LGS set in the NPPF.

Regarding the 'brownfield first' approach, NE and Clare both agree this is possible, but only if endorsed by WBC. Our position is very clear on this, as set out in Matthew's letter.

Matthew does not consider that there would be any benefit in a further meeting at this stage. The letter sets out our position clearly and we are not sure what else we can discuss.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Rachel Aves [mailto:[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)]  
**Sent:** Tuesday 19 January 2016 15:09  
**To:** Ian Motuel  
**Cc:** Farnham Clerk  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

Yes I know Carole met with you both last week but my understand was that this wasn't in an FTC capacity. This is why there wasn't an FTC officer at the meeting. I think she really

wanted an update as a member on what WBC is doing and sees itself doing following Claire's report and the work you are doing with Farnham Park capacity.

As you know, Carole can't as a single member, agree the Town Council's strategy or position. I would think we would also need to ensure Natural England are on board with the approach we all agree on too before we set anything in stone.

In the note I gave Carole to pass on to you (I hope she left you with a copy – but have pasted some of the text below just in case) I highlighted NE's initial observations on the report.

In the short term I feel that we need to agree what further clarity we wish to seek from Claire's report in order to have it finalised so that it can be used to help us make decisions and be made public. At the moment it doesn't offer much certainty and points out that there is a divergence of opinion, which we all knew but were seeking to clarify.

Regarding Natural England's endorsement of our joint approach, I provided Marc Turner at NE with some excerpts from the report and his observations were (I did not send him a full copy as I felt it wasn't appropriate whilst in draft form). I provided the below points for comment:

- A “brownfield first” for SANGS sites such as Farnham Park, policy in the FNP is possible but would need to be endorsed by WBC and Natural England.
- The wording of a policy that sets out the mitigation requirements which affect development within the zone of influence should reflect accurately the wording of the draft Local Plan policy.
- The FNP may allocate sites and rely on the current Supplementary Planning Document and emerging Local Plan to allocate SANGS, in order to provide certainty and clarity to developers and this facilitate development.
- A project based approach may be the most suitable to the FNP in identifying SANGS. This would be in the form of a “working note”, jointly undertaken by WBC and FTC and would set out how SANGS will be managed and allocated in the FNP area, in order to satisfy an examiner that the site allocations in the FNP are deliverable and sustainable.

*Marc's response:*

*I definitely agree with the first 3 bullet points, the 4<sup>th</sup> maybe needs a little clarification. I have no issues with the project approach; we will just need to be certain there is enough SANG coming forward for the sites allocated in FNP, at the plan stage. So the plan may say it is allocating 2000 homes, so we will need to see where the 38ha will be the SANG. The Inspector for the Rushmoor Local Plan, wanted to see lines on maps and SANGs identified. They did have a slightly dodgy TBH policy, which through the examination we got tightened up. I think we would need to see lines on maps outlining where “the preferred SANG solution” will go, along with policy wording in line with all other TBH Policy. If when it comes to the crunch different SANGs are put forward, we will be happy as long as they fit the bill.*

So as far as I can tell, the assumption at the moment is that the FNP can rely on the LP for to deliver SANGs. However, Clare's report is unclear as to how this is acceptable in practice – i.e. what we need to do to prove it to an examiner. Further questions need to be agreed and put to Clare before her report is finalised. Most importantly, from what Marc has said now and in previous meetings, NE will not support the FNP unless there are lines on maps illustrating “preferred solutions” .

Also to clarify, as I have had the opportunity to read the helpful letter from Matthew and discussed the report with Tony, the Town Council are unlikely to follow the route of allocating possible SANG solutions as LGS as the areas we were/are considering for SANG are not particularly beautiful, of historic significance, or of recreational value (including as a playing field), tranquillity or richness of wildlife. It may also be argued that, in order to meet the NE minimum size, they are extensive tracts of land. If the NP Examiner considers our SANG sites fail to pass the above tests as Local Open Space (rather than those for SANG) we would be left with no SANG to support the NP – which would then be undeliverable. It would seem preferable and less risky to allocate sites for which we want them used (i.e. SANG) rather than use the Trojan horse technique which lacks transparency and risks failure.

Natural England have also endorsed (as did Claire) the possibility of the FNP having a “brownfield first” policy so I would really like to discuss this further with you.

I look forward to hearing back from you and would still favour a joint approach where we can all agree Claire's report and get it finalised, allowing us to form and agree actions to move the Plan forward.

Regards  
Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 18 January 2016 13:18  
**To:** Rachel Aves  
**Cc:** Gareth Williams; Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

The most recent report to the Western Area Planning Committee (January 2016) can be seen [here](#). This gives the current unallocated SANG capacity at Farnham Park as 315 dwellings.

With regard to consents granted since April 14, I can give you the following information:

As of 1/4/15, there were outstanding planning permissions for 1,704 homes (net) across Waverley. As of 1/10/15, there were 1,737 homes with an outstanding permission, with 270 more approved subject to a legal agreement. This is taken from the [Five Year Land Supply statement 1/10/15](#). If this is not the information you need, please let me know and I will see if Annie Reid, who monitors housing permissions and completions, can help you.

Finally, regarding your request to get together to discuss Clare's report, Cllr Cockburn recently requested a meeting on this matter with Matthew Evans and met with Matthew, myself and Gareth Evans last week (12 January). Did Cllr Cockburn not mention this to you? At the meeting, Matthew agreed to produce a letter setting out Waverley's position on the provision of SANG through the neighbourhood plan, in light of Clare's report. The broad approach we agreed is that the FNP would identify housing sites (with SANG provision demonstrated to be available) for the first 5 years but for longer term sites, SANG provision would be made through the Local Plan. The letter that is currently being drafted will explain this in more detail.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Monday 18 January 2016 12:19  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

We are meeting with Tony this afternoon to look at what we need to do next.

Do you think it might be good for us to get together shortly to chat over Clare's report and how it impacts the NP timetable? Keen to really work together going forward.

For our meeting this afternoon, I wondered if you might be able to help me with the below figures please?

Current capacity at Farnham Park:  
Planning consents granted since April 2014:

Kindest regards  
Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 06 January 2016 11:36  
**To:** Rachel Aves  
**Cc:** Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

Happy New Year to you too!

I think you are correct in your understanding of Clare's report. The 3 bullet points under 1 on page 9 of her report seem to be the most critical part of the report along with the recommendations.



As I'm sure you know, Cllr Cockburn has asked Matthew for a meeting on SANG/Clare's report, and he is arranging for this to be set up. I expect we will both be invited to this too, and if so we can discuss the way forward with her recommendations then.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Thursday 24 December 2015 10:28  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

Do you have any observations on the report? I have circulated to our team and will pass on any comments or queries.

In the meantime, my understanding of her conclusion is that we could go ahead without allocating SANG in the NP (if proven that our onsite options are viable or deliverable anymore), on the assumption that WBC will do so as a strategic matter, but the N Plan will have to be supplemented by a project paper which sets out how this will work in practice.

Is this what you have understood or am I on the wrong lines?

Best wishes and Merry Christmas!  
Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 22 December 2015 14:02  
**To:** Rachel Aves  
**Cc:** Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I do understand but as Clare specifically asked me not to circulate her draft more widely before I had fact checked it, I don't think I am able to let you see the draft.

However, on a more positive note, Clare has now confirmed to me that she will definitely send the final version out before the Christmas Break, so we'll both have it in the next day or two.

Regards,



Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Tuesday 22 December 2015 11:37  
**To:** Ian Motuel  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Apologies, I meant should Farnham not be included... I am sure you realised what I meant anyway!

It would be good to have it at least over Christmas to absorb, this is much later than we had anticipated and continues to push the timetables further and further back.

Best wishes  
Rachel

---

**From:** Rachel Aves  
**Sent:** 22 December 2015 11:25  
**To:** 'Ian Motuel'  
**Cc:** Town Clerk; [matthew.evans@waverley.gov.uk](mailto:matthew.evans@waverley.gov.uk)  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

As this is a shared piece of work may Farnham not be included on the fact checking before this is signed off? This would just me with me for now, I took notes at the meeting in any case which I can check against.

Regards  
Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 22 December 2015 10:45  
**To:** Rachel Aves  
**Cc:** Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

We've seen a draft of Clare's report but Clare has asked me to fact check it before it gets circulated more widely. I will be going back to Clare with some factual corrections this morning and hopefully she'll make the changes and issue it more formally before Christmas (although I cannot guarantee this of course).

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Tuesday 22 December 2015 10:09  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

Really hoping we finally have the report!? I am being chased by councillors and just have to keep telling them no, but they aren't happy with me about it.

Regards  
Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 18 December 2015 08:30  
**To:** Rachel Aves  
**Cc:** Matthew Evans  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I received this email yesterday from Clare. Still no sign of the report but we should get it today, at last!

Thanks  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Thursday 17 December 2015 08:51  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Ian

I am finishing the report to be with you later today.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745

[clare@cspcic.org](mailto:clare@cspcic.org)

<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

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**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]

**Sent:** 14 December 2015 15:07

**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>

**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>;

Graham Parrott <[Graham.Parrott@waverley.gov.uk](mailto:Graham.Parrott@waverley.gov.uk)>; Gareth Williams

<[Gareth.Williams@waverley.gov.uk](mailto:Gareth.Williams@waverley.gov.uk)>

**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

See below for answers to your question no.2 from my colleague Gareth Williams, who leads on SANG in the policy team. Is this what you wanted?

Many thanks.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Gareth Williams

**Sent:** Monday 14 December 2015 14:44

**To:** Ian Motuel

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Ian

In reply to Clare's questions –

- (i) Waverley's only current SANG resource is that at Farnham Park. The notional area designated as SANG amounts to 25% of the total park area – 21.25 ha. This acts as a strategic resource that is available to mitigate approved housing developments within 5 km of the TBH SPA.
- (ii) The capacity of the SANG (numbers of dwellings) was originally set using the SPA Delivery Framework formula of 8 ha of SANG per 1000 new residents. This assumed

an average occupancy rate of 2.4 persons per dwelling (ppd), but monitoring of planning permissions in this part of the borough has shown an achieved occupancy rate of 1.97 ppd. Applying this rate in the SANG conversion formula, the park's capacity is currently **1,348** dwellings. The take-up of that capacity is constantly monitored and updates are reported to all meetings of the council's Western Area Planning Committee. The latest report (November 2015) showed a remaining (unallocated) capacity of 331 dwellings (excluding pending applications and appeals).

**Gareth**

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]

**Sent:** Sunday 13 December 2015 23:51

**To:** Ian Motuel

**Cc:** 'Rachel Aves'; Matthew Evans

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian

I am sorry for the delay in coming back to you all.

My report will be finished Wednesday 16 December.

In the meantime, we had agreed in the meeting that:

**1. The FNDP group**

Provide a short briefing note for WBC on how SANGs might be provided and monitored within the NDP area

**2. Waverly BC** to provide a briefing note for the NDP on:

2(i) current level of SANGs provision in the Borough

2(ii) in practice how WBC calculates and monitors SANGs

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.

Member of NPIERS Panel of NDP Examiners

07855 350864

(01634) 321745

[clare@cspcic.org](mailto:clare@cspcic.org)

<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

---

**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]

**Sent:** 07 December 2015 14:38

**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>

**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

Thanks very much for facilitating the very useful and constructive meeting on 20<sup>th</sup> November.

Rachel and I were wondering how you were getting on with the advisory paper and when we should expect to receive it?

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]

**Sent:** Friday 20 November 2015 05:49

**To:** Ian Motuel

**Cc:** 'Rachel Aves'; Matthew Evans

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian and colleagues

I look forward to meeting you this morning to discuss the matters arising from SANGs and highlighted in your helpful paper.

This will be a scoping meeting and Q and A, on the back of my research so far and from which I will produce an advisory paper.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745

[clare@cspcic.org](mailto:clare@cspcic.org)

<http://communityspiritpartnershipcic.org/>

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---

**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]  
**Sent:** 13 November 2015 12:59  
**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>  
**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

I attach a short paper setting out the context and key issues for the meeting on 20<sup>th</sup> November. I also attach

- A map showing key environmental designations affecting Waverley,
- Waverley's response to the most recently published draft of the Farnham Neighbourhood Plan.

The report on the Local Plan that is being considered by the Waverley Overview & Scrutiny Committee on Monday, along with a paper setting out an emerging preferred spatial strategy, can be viewed [here](#).

We look forward to discussing these matters in more detail with you and others next Friday. Please let me know if you need any other information.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Wednesday 11 November 2015 18:17  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian

Thank you for this. I confirm my attendance.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745  
[clare@cspcic.org](mailto:clare@cspcic.org)  
<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 11 November 2015 17:47  
**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>  
**Cc:** Gareth Williams <[Gareth.Williams@waverley.gov.uk](mailto:Gareth.Williams@waverley.gov.uk)>; Graham Parrott <[Graham.Parrott@waverley.gov.uk](mailto:Graham.Parrott@waverley.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

Farnham Town Council have confirmed that this date is okay for them. See below for attendees.

We'll look forward to seeing you at 9am on Friday 20<sup>th</sup> November. Details of where the Council offices are located can be seen on our website at <http://www.waverley.gov.uk/location>. I think you said you are driving here but if you are coming by train Godalming station is a 10 minute walk from the office.

Please ask for me at the main reception and someone will collect you.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Town Clerk [<mailto:Town.Clerk@farnham.gov.uk>]  
**Sent:** Wednesday 11 November 2015 17:29  
**To:** Ian Motuel  
**Cc:** Rachel Aves; Carole Cockburn  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian  
This should be OK.

FTC attendees will include me, Rachel Hammond and Cllr Carole Cockburn.

With all good wishes

**Iain Lynch**  
**Farnham Town Clerk**



**Council Offices**  
**South Street**  
**Farnham**  
**GU9 7 RN**

**Telephone: 01252 712667**

## Mayor 2015-16: Cllr Mrs Pat Frost

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**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 11 November 2015 13:04  
**To:** Town Clerk  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Iain,

I gather Rachel is on leave this week. Please see email below that I sent her today regarding the meeting to be held with Clare Wright on the neighbourhood plan. Can you please confirm this date is suitable.

Regards  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Ian Motuel  
**Sent:** Wednesday 11 November 2015 12:20  
**To:** 'Rachel Aves'  
**Cc:** Tracey Langdon; Gareth Williams  
**Subject:** Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I have spoken to Clare Wright this morning and she gave me some dates when she is free for the meeting (between 19-27 November). Due to Matthew's very busy diary, pretty much the only date he make is the morning of 20<sup>th</sup> November (next Friday). I know you said to me that FTC can be flexible and that this was one of the dates you can make. Therefore the meeting has been set up for 9.00-12.00 on **Friday 20<sup>th</sup> November** in our Milford Meeting Room, next to the planning reception. Waverley attendees will be Matthew, myself and Gareth Williams.

Can you please confirm that this is okay for you and your colleagues, and let me know the FTC attendees.

By the way, Clare has asked me for recent local examples (planning applications/appeals) where SANG / SPA has been a particular issue. Gareth is looking into this now, but if you have any thoughts on this, can let me or Gareth know.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)



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**Archived:** 30 August 2016 19:39:55  
**From:** Ian Motuel  
**Sent:** 11 November 2015 12:20:46  
**To:** Rachel Aves  
**Cc:** Tracey Langdon; Gareth Williams  
**Subject:** Meeting with Clare Wright re neighbourhood plan, SANG etc  
**Importance:** Normal

---

Hi Rachel,

I have spoken to Clare Wright this morning and she gave me some dates when she is free for the meeting (between 19-27 November). Due to Matthew's very busy diary, pretty much the only date he make is the morning of 20<sup>th</sup> November (next Friday). I know you said to me that FTC can be flexible and that this was one of the dates you can make. Therefore the meeting has been set up for 9.00-12.00 on **Friday 20<sup>th</sup> November** in our Milford Meeting Room, next to the planning reception. Waverley attendees will be Matthew, myself and Gareth Williams.

Can you please confirm that this is okay for you and your colleagues, and let me know the FTC attendees.

By the way, Clare has asked me for recent local examples (planning applications/appeals) where SANG / SPA has been a particular issue. Gareth is looking into this now, but if you have any thoughts on this, can let me or Gareth know.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

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**Archived:** 30 August 2016 19:39:55  
**From:** [Carole Cockburn](#)  
**Sent:** 11 November 2015 23:17:51  
**To:** [Rachel Aves](#)  
**Cc:** [Town Clerk](#)  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc  
**Importance:** Normal

---

Dear Rachel

I take your point. It is very little notice but perhaps we should contact him and see if he is free or has some questions to be raised.

I'm all for keeping everyone sweet!

With best wishes

Carole

---

**From:** Rachel Aves [Rachel.Aves@farnham.gov.uk]  
**Sent:** 11 November 2015 22:42  
**To:** Carole Cockburn  
**Cc:** Farnham Clerk  
**Subject:** Re: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Carole and Iain

I am torn on this point. Whilst my initial feeling was that Tony doesn't need to be there, he is one of the ones that needs to be converted on the main issue of whether or not we need to allocate SANG.

I am concerned that he often seems to probe us following these meetings he is not at, on something we should have asked or that he would like clarified and we end up going back and forth again via email. At the least I think we should get a steer from him on what he thinks we need to progress and/or let him know the meeting is happening. Not least to keep him sweet and avoid any bad feeling as we approach the next stage where a lot of hard work is required.

Saying that, I too am happy to be outvoted. I am uncertain what I think is best.

On a positive note, feeling great that we have the meeting booked in, hurrah!

See you both Monday.

Regards  
Rachel

Sent from my iPad

On 11 Nov 2015, at 18:03, Carole Cockburn <[Carole.Cockburn@waverley.gov.uk](mailto:Carole.Cockburn@waverley.gov.uk)> wrote:

Dear Iain

Further to our previous conversation, I cannot see the need for Tony to be there. Surely, at that meeting, we are setting out the joint position and asking Clare for her professional opinion on our options. It is that advice, which we need to share with Tony.

Quite happy to be outvoted but I do hate to waste money!

With best wishes

Carole

---

**From:** Town Clerk [[Town.Clerk@farnham.gov.uk](mailto:Town.Clerk@farnham.gov.uk)]  
**Sent:** 11 November 2015 17:42  
**To:** Ian Motuel  
**Cc:** Rachel Aves; Carole Cockburn  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

I have not yet had a chance to ask him but am happy we progress with this date.

Iain

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 11 November 2015 17:40  
**To:** Town Clerk  
**Cc:** Rachel Aves; carole cockburn  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Thanks Iain. Is your consultant Tony Fullwood not able to make it?

I'll let Clare and others know this date is now fixed.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Town Clerk [<mailto:Town.Clerk@farnham.gov.uk>]  
**Sent:** Wednesday 11 November 2015 17:29  
**To:** Ian Motuel  
**Cc:** Rachel Aves; Carole Cockburn  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian  
This should be OK.

FTC attendees will include me, Rachel Hammond and Cllr Carole Cockburn.

With all good wishes

Iain Lynch

Farnham Town Clerk



Council Offices  
South Street  
Farnham  
GU9 7 RN

Telephone: 01252 712667

Mayor 2015-16: Cllr Mrs Pat Frost

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---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 11 November 2015 13:04  
**To:** Town Clerk  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Iain,

I gather Rachel is on leave this week. Please see email below that I sent her today regarding the meeting to be held with Clare Wright on the neighbourhood plan. Can you please confirm this date is suitable.

Regards  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Ian Motuel  
**Sent:** Wednesday 11 November 2015 12:20  
**To:** 'Rachel Aves'  
**Cc:** Tracey Langdon; Gareth Williams  
**Subject:** Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I have spoken to Clare Wright this morning and she gave me some dates when she is free for the meeting (between 19-27 November). Due to Matthew's very busy diary, pretty much the only date he make is the morning of 20<sup>th</sup> November (next Friday). I know you said to me that FTC can be flexible and that this was one of the dates you can make. Therefore the meeting has been set up for 9.00-12.00 on **Friday 20<sup>th</sup> November** in our Milford Meeting Room, next to the planning reception. Waverley attendees will be Matthew, myself and Gareth Williams.

Can you please confirm that this is okay for you and your colleagues, and let me know the FTC attendees.

By the way, Clare has asked me for recent local examples (planning applications/appeals) where SANG / SPA has been a particular issue. Gareth is looking into this now, but if you have any thoughts on this, can let me or Gareth know.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
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**Archived:** 30 August 2016 19:39:59  
**From:** [Ian Motuel](#)  
**Sent:** 18 December 2015 08:30:01  
**To:** [Rachel Aves](#)  
**Cc:** [Matthew Evans](#)  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc  
**Importance:** Normal

---

Hi Rachel,

I received this email yesterday from Clare. Still no sign of the report but we should get it today, at last!

Thanks  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Thursday 17 December 2015 08:51  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Ian

I am finishing the report to be with you later today.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745  
[clare@cspcic.org](mailto:clare@cspcic.org)  
<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 14 December 2015 15:07



**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>

**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>;

Graham Parrott <[Graham.Parrott@waverley.gov.uk](mailto:Graham.Parrott@waverley.gov.uk)>; Gareth Williams

<[Gareth.Williams@waverley.gov.uk](mailto:Gareth.Williams@waverley.gov.uk)>

**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

See below for answers to your question no.2 from my colleague Gareth Williams, who leads on SANG in the policy team. Is this what you wanted?

Many thanks.

Regards,

Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Gareth Williams

**Sent:** Monday 14 December 2015 14:44

**To:** Ian Motuel

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Ian

In reply to Clare's questions –

- (i) Waverley's only current SANG resource is that at Farnham Park. The notional area designated as SANG amounts to 25% of the total park area – 21.25 ha. This acts as a strategic resource that is available to mitigate approved housing developments within 5 km of the TBH SPA.
- (ii) The capacity of the SANG (numbers of dwellings) was originally set using the SPA Delivery Framework formula of 8 ha of SANG per 1000 new residents. This assumed an average occupancy rate of 2.4 persons per dwelling (ppd), but monitoring of planning permissions in this part of the borough has shown an achieved occupancy rate of 1.97 ppd. Applying this rate in the SANG conversion formula, the park's capacity is currently **1,348** dwellings. The take-up of that capacity is constantly monitored and updates are reported to all meetings of the council's Western Area Planning Committee. The latest report (November 2015) showed a remaining (unallocated) capacity of 331 dwellings (excluding pending applications and appeals).

**Gareth**

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]

**Sent:** Sunday 13 December 2015 23:51

**To:** Ian Motuel

**Cc:** 'Rachel Aves'; Matthew Evans

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian

I am sorry for the delay in coming back to you all.

My report will be finished Wednesday 16 December.

In the meantime, we had agreed in the meeting that:

### **1. The FNDP group**

Provide a short briefing note for WBC on how SANGs might be provided and monitored within the NDP area

### **2. Waverly BC** to provide a briefing note for the NDP on:

2(i) current level of SANGs provision in the Borough

2(ii) in practice how WBC calculates and monitors SANGs

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745

[clare@cspcic.org](mailto:clare@cspcic.org)

<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

---

**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]

**Sent:** 07 December 2015 14:38

**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>

**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

Thanks very much for facilitating the very useful and constructive meeting on 20<sup>th</sup> November.

Rachel and I were wondering how you were getting on with the advisory paper and when we should expect to receive it?

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458

[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Friday 20 November 2015 05:49  
**To:** Ian Motuel  
**Cc:** 'Rachel Aves'; Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian and colleagues

I look forward to meeting you this morning to discuss the matters arising from SANGs and highlighted in your helpful paper.

This will be a scoping meeting and Q and A, on the back of my research so far and from which I will produce an advisory paper.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
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---

**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]  
**Sent:** 13 November 2015 12:59  
**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>  
**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

I attach a short paper setting out the context and key issues for the meeting on 20<sup>th</sup> November. I also attach

- A map showing key environmental designations affecting Waverley,
- Waverley's response to the most recently published draft of the Farnham Neighbourhood Plan.

The report on the Local Plan that is being considered by the Waverley Overview & Scrutiny Committee on Monday, along with a paper setting out an emerging preferred spatial strategy, can be viewed [here](#).

We look forward to discussing these matters in more detail with you and others next Friday. Please let me know if you need any other information.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Wednesday 11 November 2015 18:17  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian

Thank you for this. I confirm my attendance.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745  
[clare@cspcic.org](mailto:clare@cspcic.org)  
<http://communityspiritpartnershipcic.org/>

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---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 11 November 2015 17:47  
**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>  
**Cc:** Gareth Williams <[Gareth.Williams@waverley.gov.uk](mailto:Gareth.Williams@waverley.gov.uk)>; Graham Parrott <[Graham.Parrott@waverley.gov.uk](mailto:Graham.Parrott@waverley.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

Farnham Town Council have confirmed that this date is okay for them. See below for attendees.

We'll look forward to seeing you at 9am on Friday 20<sup>th</sup> November. Details of where the Council offices are located can be seen on our website at <http://www.waverley.gov.uk/location>. I think you said you are driving here but if you are coming by train Godalming station is a 10 minute walk from the office.

Please ask for me at the main reception and someone will collect you.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Town Clerk [<mailto:Town.Clerk@farnham.gov.uk>]  
**Sent:** Wednesday 11 November 2015 17:29  
**To:** Ian Motuel  
**Cc:** Rachel Aves; Carole Cockburn  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian  
This should be OK.

FTC attendees will include me, Rachel Hammond and Cllr Carole Cockburn.

With all good wishes

**Iain Lynch**  
**Farnham Town Clerk**



**Council Offices**  
**South Street**  
**Farnham**  
**GU9 7 RN**

**Telephone: 01252 712667**

**Mayor 2015-16: Cllr Mrs Pat Frost**

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---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 11 November 2015 13:04  
**To:** Town Clerk  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Iain,

I gather Rachel is on leave this week. Please see email below that I sent her today regarding the meeting to be held with Clare Wright on the neighbourhood plan. Can you please confirm this date is suitable.

Regards

Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Ian Motuel  
**Sent:** Wednesday 11 November 2015 12:20  
**To:** 'Rachel Aves'  
**Cc:** Tracey Langdon; Gareth Williams  
**Subject:** Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I have spoken to Clare Wright this morning and she gave me some dates when she is free for the meeting (between 19-27 November). Due to Matthew's very busy diary, pretty much the only date he make is the morning of 20<sup>th</sup> November (next Friday). I know you said to me that FTC can be flexible and that this was one of the dates you can make. Therefore the meeting has been set up for 9.00-12.00 on **Friday 20<sup>th</sup> November** in our Milford Meeting Room, next to the planning reception. Waverley attendees will be Matthew, myself and Gareth Williams.

Can you please confirm that this is okay for you and your colleagues, and let me know the FTC attendees.

By the way, Clare has asked me for recent local examples (planning applications/appeals) where SANG / SPA has been a particular issue. Gareth is looking into this now, but if you have any thoughts on this, can let me or Gareth know.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
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Please visit our website at <http://www.waverley.gov.uk>

**Archived:** 30 August 2016 19:40:00

**From:** Ian Motuel

**Sent:** 18 December 2015 08:34:06

**To:** Rachel Aves

**Cc:** Matthew Evans

**Subject:** Recall: Meeting with Clare Wright re neighbourhood plan, SANG etc

**Importance:** Normal

---

Ian Motuel would like to recall the message, "Meeting with Clare Wright re neighbourhood plan, SANG etc".

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Please visit our website at <http://www.waverley.gov.uk>



**Archived:** 30 August 2016 19:40:01  
**From:** [Ian Motuel](#)  
**Sent:** 22 December 2015 10:44:56  
**To:** [Rachel Aves](#)  
**Cc:** [Matthew Evans](#)  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc  
**Importance:** Normal

---

Hi Rachel,

We've seen a draft of Clare's report but Clare has asked me to fact check it before it gets circulated more widely. I will be going back to Clare with some factual corrections this morning and hopefully she'll make the changes and issue it more formally before Christmas (although I cannot guarantee this of course).

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Tuesday 22 December 2015 10:09  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

Really hoping we finally have the report!? I am being chased by councillors and just have to keep telling them no, but they aren't happy with me about it.

Regards  
Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 18 December 2015 08:30  
**To:** Rachel Aves  
**Cc:** Matthew Evans  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I received this email yesterday from Clare. Still no sign of the report but we should get it today, at last!

Thanks  
Ian

Ian Motuel

Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Thursday 17 December 2015 08:51  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Ian

I am finishing the report to be with you later today.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
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[clare@cspcic.org](mailto:clare@cspcic.org)  
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---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 14 December 2015 15:07  
**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>  
**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>;  
Graham Parrott <[Graham.Parrott@waverley.gov.uk](mailto:Graham.Parrott@waverley.gov.uk)>; Gareth Williams  
<[Gareth.Williams@waverley.gov.uk](mailto:Gareth.Williams@waverley.gov.uk)>  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

See below for answers to your question no.2 from my colleague Gareth Williams, who leads on SANG in the policy team. Is this what you wanted?

Many thanks.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)

Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Gareth Williams  
**Sent:** Monday 14 December 2015 14:44  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Ian

In reply to Clare's questions –

- (i) Waverley's only current SANG resource is that at Farnham Park. The notional area designated as SANG amounts to 25% of the total park area – 21.25 ha. This acts as a strategic resource that is available to mitigate approved housing developments within 5 km of the TBH SPA.
- (ii) The capacity of the SANG (numbers of dwellings) was originally set using the SPA Delivery Framework formula of 8 ha of SANG per 1000 new residents. This assumed an average occupancy rate of 2.4 persons per dwelling (ppd), but monitoring of planning permissions in this part of the borough has shown an achieved occupancy rate of 1.97 ppd. Applying this rate in the SANG conversion formula, the park's capacity is currently **1,348** dwellings. The take-up of that capacity is constantly monitored and updates are reported to all meetings of the council's Western Area Planning Committee. The latest report (November 2015) showed a remaining (unallocated) capacity of 331 dwellings (excluding pending applications and appeals).

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Dear Ian

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### **2. Waverly BC to provide a briefing note for the NDP on:**

2(i) current level of SANGs provision in the Borough

2(ii) in practice how WBC calculates and monitors SANGs

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
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[clare@cspcic.org](mailto:clare@cspcic.org)

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**Sent:** 07 December 2015 14:38

**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>

**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

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Rachel and I were wondering how you were getting on with the advisory paper and when we should expect to receive it?

Regards,  
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**Sent:** Friday 20 November 2015 05:49

**To:** Ian Motuel

**Cc:** 'Rachel Aves'; Matthew Evans

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian and colleagues

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**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]

**Sent:** 13 November 2015 12:59

**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>

**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

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- A map showing key environmental designations affecting Waverley,
- Waverley's response to the most recently published draft of the Farnham Neighbourhood Plan.

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We look forward to discussing these matters in more detail with you and others next Friday. Please let me know if you need any other information.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

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**From:** Clare Wright [<mailto:clare@cspcic.org>]

**Sent:** Wednesday 11 November 2015 18:17

**To:** Ian Motuel

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian

Thank you for this. I confirm my attendance.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

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[clare@cspcic.org](mailto:clare@cspcic.org)

<http://communityspiritpartnershipcic.org/>

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**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]

**Sent:** 11 November 2015 17:47

**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>

**Cc:** Gareth Williams <[Gareth.Williams@waverley.gov.uk](mailto:Gareth.Williams@waverley.gov.uk)>; Graham Parrott <[Graham.Parrott@waverley.gov.uk](mailto:Graham.Parrott@waverley.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>

**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

Farnham Town Council have confirmed that this date is okay for them. See below for attendees.

We'll look forward to seeing you at 9am on Friday 20<sup>th</sup> November. Details of where the Council offices are located can be seen on our website at <http://www.waverley.gov.uk/location>. I think you said you are driving here but if you are coming by train Godalming station is a 10 minute walk from the office.

Please ask for me at the main reception and someone will collect you.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Town Clerk [<mailto:Town.Clerk@farnham.gov.uk>]

**Sent:** Wednesday 11 November 2015 17:29

**To:** Ian Motuel

**Cc:** Rachel Aves; Carole Cockburn

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

This should be OK.

FTC attendees will include me, Rachel Hammond and Cllr Carole Cockburn.

With all good wishes

**Iain Lynch**  
**Farnham Town Clerk**



**Council Offices**  
**South Street**  
**Farnham**  
**GU9 7 RN**

**Telephone: 01252 712667**

**Mayor 2015-16: Cllr Mrs Pat Frost**

**Please note calls may be recorded for training or monitoring purposes.**

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 11 November 2015 13:04  
**To:** Town Clerk  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Iain,

I gather Rachel is on leave this week. Please see email below that I sent her today regarding the meeting to be held with Clare Wright on the neighbourhood plan. Can you please confirm this date is suitable.

Regards  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Ian Motuel  
**Sent:** Wednesday 11 November 2015 12:20  
**To:** 'Rachel Aves'  
**Cc:** Tracey Langdon; Gareth Williams  
**Subject:** Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I have spoken to Clare Wright this morning and she gave me some dates when she is free for the meeting (between 19-27 November). Due to Matthew's very busy diary, pretty much the only date he make is the

morning of 20<sup>th</sup> November (next Friday). I know you said to me that FTC can be flexible and that this was one of the dates you can make. Therefore the meeting has been set up for 9.00-12.00 on **Friday 20<sup>th</sup> November** in our Milford Meeting Room, next to the planning reception. Waverley attendees will be Matthew, myself and Gareth Williams.

Can you please confirm that this is okay for you and your colleagues, and let me know the FTC attendees.

By the way, Clare has asked me for recent local examples (planning applications/appeals) where SANG / SPA has been a particular issue. Gareth is looking into this now, but if you have any thoughts on this, can let me or Gareth know.

Regards,  
Ian

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**Archived:** 30 August 2016 19:40:02  
**From:** [Ian Motuel](#)  
**Sent:** 22 December 2015 14:01:08  
**To:** [Rachel Aves](#)  
**Cc:** [Matthew Evans](#)  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc  
**Importance:** Normal

---

Hi Rachel,

I do understand but as Clare specifically asked me not to circulate her draft more widely before I had fact checked it, I don't think I am able to let you see the draft.

However, on a more positive note, Clare has now confirmed to me that she will definitely send the final version out before the Christmas Break, so we'll both have it in the next day or two.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Tuesday 22 December 2015 11:37  
**To:** Ian Motuel  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Apologies, I meant should Farnham not be included... I am sure you realised what I meant anyway!

It would be good to have it at least over Christmas to absorb, this is much later than we had anticipated and continues to push the timetables further and further back.

Best wishes  
Rachel

---

**From:** Rachel Aves  
**Sent:** 22 December 2015 11:25  
**To:** 'Ian Motuel'  
**Cc:** Town Clerk; [matthew.evans@waverley.gov.uk](mailto:matthew.evans@waverley.gov.uk)  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

As this is a shared piece of work may Farnham not be included on the fact checking before this is signed off? This would just me with me for now, I took notes at the meeting in any case which I can check against.

Regards  
Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 22 December 2015 10:45  
**To:** Rachel Aves  
**Cc:** Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

We've seen a draft of Clare's report but Clare has asked me to fact check it before it gets circulated more widely. I will be going back to Clare with some factual corrections this morning and hopefully she'll make the changes and issue it more formally before Christmas (although I cannot guarantee this of course).

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Tuesday 22 December 2015 10:09  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

Really hoping we finally have the report!? I am being chased by councillors and just have to keep telling them no, but they aren't happy with me about it.

Regards  
Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 18 December 2015 08:30  
**To:** Rachel Aves  
**Cc:** Matthew Evans  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I received this email yesterday from Clare. Still no sign of the report but we should get it today, at last!

Thanks  
Ian

Ian Motuel

Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Thursday 17 December 2015 08:51  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Ian

I am finishing the report to be with you later today.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745  
[clare@cspcic.org](mailto:clare@cspcic.org)  
<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 14 December 2015 15:07  
**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>  
**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>;  
Graham Parrott <[Graham.Parrott@waverley.gov.uk](mailto:Graham.Parrott@waverley.gov.uk)>; Gareth Williams  
<[Gareth.Williams@waverley.gov.uk](mailto:Gareth.Williams@waverley.gov.uk)>  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

See below for answers to your question no.2 from my colleague Gareth Williams, who leads on SANG in the policy team. Is this what you wanted?

Many thanks.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)

Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Gareth Williams  
**Sent:** Monday 14 December 2015 14:44  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Ian

In reply to Clare's questions –

- (i) Waverley's only current SANG resource is that at Farnham Park. The notional area designated as SANG amounts to 25% of the total park area – 21.25 ha. This acts as a strategic resource that is available to mitigate approved housing developments within 5 km of the TBH SPA.
- (ii) The capacity of the SANG (numbers of dwellings) was originally set using the SPA Delivery Framework formula of 8 ha of SANG per 1000 new residents. This assumed an average occupancy rate of 2.4 persons per dwelling (ppd), but monitoring of planning permissions in this part of the borough has shown an achieved occupancy rate of 1.97 ppd. Applying this rate in the SANG conversion formula, the park's capacity is currently **1,348** dwellings. The take-up of that capacity is constantly monitored and updates are reported to all meetings of the council's Western Area Planning Committee. The latest report (November 2015) showed a remaining (unallocated) capacity of 331 dwellings (excluding pending applications and appeals).

**Gareth**

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Sunday 13 December 2015 23:51  
**To:** Ian Motuel  
**Cc:** 'Rachel Aves'; Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian

I am sorry for the delay in coming back to you all.

My report will be finished Wednesday 16 December.

In the meantime, we had agreed in the meeting that:

### **1. The FNDP group**

Provide a short briefing note for WBC on how SANGs might be provided and monitored within the NDP area

### **2. Waverly BC to provide a briefing note for the NDP on:**

2(i) current level of SANGs provision in the Borough

2(ii) in practice how WBC calculates and monitors SANGs

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745

[clare@cspcic.org](mailto:clare@cspcic.org)

<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

---

**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]

**Sent:** 07 December 2015 14:38

**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>

**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

Thanks very much for facilitating the very useful and constructive meeting on 20<sup>th</sup> November.

Rachel and I were wondering how you were getting on with the advisory paper and when we should expect to receive it?

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]

**Sent:** Friday 20 November 2015 05:49

**To:** Ian Motuel

**Cc:** 'Rachel Aves'; Matthew Evans

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian and colleagues

I look forward to meeting you this morning to discuss the matters arising from SANGs and highlighted in your helpful paper.

This will be a scoping meeting and Q and A, on the back of my research so far and from which I will produce an advisory paper.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745

[clare@cspcic.org](mailto:clare@cspcic.org)

<http://communityspiritpartnershipcic.org/>

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---

**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]

**Sent:** 13 November 2015 12:59

**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>

**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

I attach a short paper setting out the context and key issues for the meeting on 20<sup>th</sup> November. I also attach

- A map showing key environmental designations affecting Waverley,
- Waverley's response to the most recently published draft of the Farnham Neighbourhood Plan.

The report on the Local Plan that is being considered by the Waverley Overview & Scrutiny Committee on Monday, along with a paper setting out an emerging preferred spatial strategy, can be viewed [here](#).

We look forward to discussing these matters in more detail with you and others next Friday. Please let me know if you need any other information.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]

**Sent:** Wednesday 11 November 2015 18:17

**To:** Ian Motuel

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian

Thank you for this. I confirm my attendance.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745

[clare@cspcic.org](mailto:clare@cspcic.org)

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---

**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]

**Sent:** 11 November 2015 17:47

**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>

**Cc:** Gareth Williams <[Gareth.Williams@waverley.gov.uk](mailto:Gareth.Williams@waverley.gov.uk)>; Graham Parrott <[Graham.Parrott@waverley.gov.uk](mailto:Graham.Parrott@waverley.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>

**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

Farnham Town Council have confirmed that this date is okay for them. See below for attendees.

We'll look forward to seeing you at 9am on Friday 20<sup>th</sup> November. Details of where the Council offices are located can be seen on our website at <http://www.waverley.gov.uk/location>. I think you said you are driving here but if you are coming by train Godalming station is a 10 minute walk from the office.

Please ask for me at the main reception and someone will collect you.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Town Clerk [<mailto:Town.Clerk@farnham.gov.uk>]

**Sent:** Wednesday 11 November 2015 17:29

**To:** Ian Motuel

**Cc:** Rachel Aves; Carole Cockburn

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian



This should be OK.

FTC attendees will include me, Rachel Hammond and Cllr Carole Cockburn.

With all good wishes

**Iain Lynch**  
**Farnham Town Clerk**



**Council Offices**  
**South Street**  
**Farnham**  
**GU9 7 RN**

**Telephone: 01252 712667**

**Mayor 2015-16: Cllr Mrs Pat Frost**

**Please note calls may be recorded for training or monitoring purposes.**

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 11 November 2015 13:04  
**To:** Town Clerk  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Iain,

I gather Rachel is on leave this week. Please see email below that I sent her today regarding the meeting to be held with Clare Wright on the neighbourhood plan. Can you please confirm this date is suitable.

Regards  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Ian Motuel  
**Sent:** Wednesday 11 November 2015 12:20  
**To:** 'Rachel Aves'  
**Cc:** Tracey Langdon; Gareth Williams  
**Subject:** Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I have spoken to Clare Wright this morning and she gave me some dates when she is free for the meeting (between 19-27 November). Due to Matthew's very busy diary, pretty much the only date he make is the

morning of 20<sup>th</sup> November (next Friday). I know you said to me that FTC can be flexible and that this was one of the dates you can make. Therefore the meeting has been set up for 9.00-12.00 on **Friday 20<sup>th</sup> November** in our Milford Meeting Room, next to the planning reception. Waverley attendees will be Matthew, myself and Gareth Williams.

Can you please confirm that this is okay for you and your colleagues, and let me know the FTC attendees.

By the way, Clare has asked me for recent local examples (planning applications/appeals) where SANG / SPA has been a particular issue. Gareth is looking into this now, but if you have any thoughts on this, can let me or Gareth know.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

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Please visit our website at <http://www.waverley.gov.uk>

**Archived:** 30 August 2016 19:40:04

**From:** Ian Motuel

**Sent:** 24 December 2015 10:28:13

**To:** Rachel Aves

**Subject:** Automatic reply: Meeting with Clare Wright re neighbourhood plan, SANG etc

**Importance:** Normal

---

Thank you for your email. I am currently away from the office until Monday 4 January 2016. Your email will be read on my return.

Waverley's offices are closed for Christmas from 4pm Thursday 24 December until 8.45am on Monday 4 January 2016.

If you need to report an emergency during this period please call 02392 242161.

If you are contacting us for information about our services, please visit our website [www.waverley.gov.uk](http://www.waverley.gov.uk).

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Please visit our website at <http://www.waverley.gov.uk>

**Archived:** 30 August 2016 19:40:07  
**From:** Ian Motuel  
**Sent:** 06 January 2016 11:36:35  
**To:** Rachel Aves  
**Cc:** Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc  
**Importance:** Normal

---

Hi Rachel,

Happy New Year to you too!

I think you are correct in your understanding of Clare's report. The 3 bullet points under 1 on page 9 of her report seem to be the most critical part of the report along with the recommendations.

As I'm sure you know, Cllr Cockburn has asked Matthew for a meeting on SANG/Clare's report, and he is arranging for this to be set up. I expect we will both be invited to this too, and if so we can discuss the way forward with her recommendations then.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Rachel Aves [mailto:Rachel.Aves@farnham.gov.uk]  
**Sent:** Thursday 24 December 2015 10:28  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

Do you have any observations on the report? I have circulated to our team and will pass on any comments or queries.

In the meantime, my understanding of her conclusion is that we could go ahead without allocating SANG in the NP (if proven that our onsite options are viable or deliverable anymore), on the assumption that WBC will do so as a strategic matter, but the N Plan will have to be supplemented by a project paper which sets out how this will work in practice.

Is this what you have understood or am I on the wrong lines?

Best wishes and Merry Christmas!  
Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 22 December 2015 14:02  
**To:** Rachel Aves  
**Cc:** Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I do understand but as Clare specifically asked me not to circulate her draft more widely before I had fact checked it, I don't think I am able to let you see the draft.

However, on a more positive note, Clare has now confirmed to me that she will definitely send the final version out before the Christmas Break, so we'll both have it in the next day or two.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Tuesday 22 December 2015 11:37  
**To:** Ian Motuel  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Apologies, I meant should Farnham not be included... I am sure you realised what I meant anyway!

It would be good to have it at least over Christmas to absorb, this is much later than we had anticipated and continues to push the timetables further and further back.

Best wishes  
Rachel

---

**From:** Rachel Aves  
**Sent:** 22 December 2015 11:25  
**To:** 'Ian Motuel'  
**Cc:** Town Clerk; [matthew.evans@waverley.gov.uk](mailto:matthew.evans@waverley.gov.uk)  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

As this is a shared piece of work may Farnham not be included on the fact checking before this is signed off? This would just me with me for now, I took notes at the meeting in any case which I can check against.

Regards  
Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 22 December 2015 10:45  
**To:** Rachel Aves  
**Cc:** Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

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Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Tuesday 22 December 2015 10:09  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

Really hoping we finally have the report!? I am being chased by councillors and just have to keep telling them no, but they aren't happy with me about it.

Regards  
Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 18 December 2015 08:30  
**To:** Rachel Aves  
**Cc:** Matthew Evans  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I received this email yesterday from Clare. Still no sign of the report but we should get it today, at last!

Thanks  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458

[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Thursday 17 December 2015 08:51  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Ian

I am finishing the report to be with you later today.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745  
[clare@cspcic.org](mailto:clare@cspcic.org)  
<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

---

**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]  
**Sent:** 14 December 2015 15:07  
**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>  
**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>;  
Graham Parrott <[Graham.Parrott@waverley.gov.uk](mailto:Graham.Parrott@waverley.gov.uk)>; Gareth Williams  
<[Gareth.Williams@waverley.gov.uk](mailto:Gareth.Williams@waverley.gov.uk)>  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

See below for answers to your question no.2 from my colleague Gareth Williams, who leads on SANG in the policy team. Is this what you wanted?

Many thanks.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)



---

**From:** Gareth Williams  
**Sent:** Monday 14 December 2015 14:44  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Ian

In reply to Clare's questions –

- (i) Waverley's only current SANG resource is that at Farnham Park. The notional area designated as SANG amounts to 25% of the total park area – 21.25 ha. This acts as a strategic resource that is available to mitigate approved housing developments within 5 km of the TBH SPA.
- (ii) The capacity of the SANG (numbers of dwellings) was originally set using the SPA Delivery Framework formula of 8 ha of SANG per 1000 new residents. This assumed an average occupancy rate of 2.4 persons per dwelling (ppd), but monitoring of planning permissions in this part of the borough has shown an achieved occupancy rate of 1.97 ppd. Applying this rate in the SANG conversion formula, the park's capacity is currently **1,348** dwellings. The take-up of that capacity is constantly monitored and updates are reported to all meetings of the council's Western Area Planning Committee. The latest report (November 2015) showed a remaining (unallocated) capacity of 331 dwellings (excluding pending applications and appeals).

**Gareth**

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Sunday 13 December 2015 23:51  
**To:** Ian Motuel  
**Cc:** 'Rachel Aves'; Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian

I am sorry for the delay in coming back to you all.

My report will be finished Wednesday 16 December.

In the meantime, we had agreed in the meeting that:

### **1. The FNDP group**

Provide a short briefing note for WBC on how SANGs might be provided and monitored within the NDP area

### **2. Waverly BC to provide a briefing note for the NDP on:**

2(i) current level of SANGs provision in the Borough

2(ii) in practice how WBC calculates and monitors SANGs

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.

Member of NPIERS Panel of NDP Examiners

07855 350864

(01634) 321745

[clare@cspcic.org](mailto:clare@cspcic.org)

<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

---

**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]

**Sent:** 07 December 2015 14:38

**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>

**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

Thanks very much for facilitating the very useful and constructive meeting on 20<sup>th</sup> November.

Rachel and I were wondering how you were getting on with the advisory paper and when we should expect to receive it?

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]

**Sent:** Friday 20 November 2015 05:49

**To:** Ian Motuel

**Cc:** 'Rachel Aves'; Matthew Evans

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian and colleagues

I look forward to meeting you this morning to discuss the matters arising from SANGs and highlighted in your helpful paper.

This will be a scoping meeting and Q and A, on the back of my research so far and from which I will produce an advisory paper.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
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[clare@cspcic.org](mailto:clare@cspcic.org)

<http://communityspiritpartnershipcic.org/>

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---

**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]

**Sent:** 13 November 2015 12:59

**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>

**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

I attach a short paper setting out the context and key issues for the meeting on 20<sup>th</sup> November. I also attach

- A map showing key environmental designations affecting Waverley,
- Waverley's response to the most recently published draft of the Farnham Neighbourhood Plan.

The report on the Local Plan that is being considered by the Waverley Overview & Scrutiny Committee on Monday, along with a paper setting out an emerging preferred spatial strategy, can be viewed [here](#).

We look forward to discussing these matters in more detail with you and others next Friday. Please let me know if you need any other information.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]

**Sent:** Wednesday 11 November 2015 18:17

**To:** Ian Motuel

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian

Thank you for this. I confirm my attendance.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745

[clare@cspcic.org](mailto:clare@cspcic.org)

<http://communityspiritpartnershipcic.org/>

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---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]

**Sent:** 11 November 2015 17:47

**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>

**Cc:** Gareth Williams <[Gareth.Williams@waverley.gov.uk](mailto:Gareth.Williams@waverley.gov.uk)>; Graham Parrott <[Graham.Parrott@waverley.gov.uk](mailto:Graham.Parrott@waverley.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>

**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

Farnham Town Council have confirmed that this date is okay for them. See below for attendees.

We'll look forward to seeing you at 9am on Friday 20<sup>th</sup> November. Details of where the Council offices are located can be seen on our website at <http://www.waverley.gov.uk/location>. I think you said you are driving here but if you are coming by train Godalming station is a 10 minute walk from the office.

Please ask for me at the main reception and someone will collect you.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Town Clerk [<mailto:Town.Clerk@farnham.gov.uk>]

**Sent:** Wednesday 11 November 2015 17:29

**To:** Ian Motuel

**Cc:** Rachel Aves; Carole Cockburn

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

This should be OK.

FTC attendees will include me, Rachel Hammond and Cllr Carole Cockburn.

With all good wishes

Iain Lynch  
Farnham Town Clerk



Council Offices  
South Street  
Farnham  
GU9 7 RN

Telephone: 01252 712667

Mayor 2015-16: Cllr Mrs Pat Frost

Please note calls may be recorded for training or monitoring purposes.

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 11 November 2015 13:04  
**To:** Town Clerk  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Iain,

I gather Rachel is on leave this week. Please see email below that I sent her today regarding the meeting to be held with Clare Wright on the neighbourhood plan. Can you please confirm this date is suitable.

Regards  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Ian Motuel  
**Sent:** Wednesday 11 November 2015 12:20  
**To:** 'Rachel Aves'  
**Cc:** Tracey Langdon; Gareth Williams  
**Subject:** Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I have spoken to Clare Wright this morning and she gave me some dates when she is free for the meeting (between 19-27 November). Due to Matthew's very busy diary, pretty much the only date he make is the morning of 20<sup>th</sup> November (next Friday). I know you said to me that FTC can be flexible and that this was one of the dates you can make. Therefore the meeting has been set up for 9.00-12.00 on **Friday 20<sup>th</sup>**

**November** in our Milford Meeting Room, next to the planning reception. Waverley attendees will be Matthew, myself and Gareth Williams.

Can you please confirm that this is okay for you and your colleagues, and let me know the FTC attendees.

By the way, Clare has asked me for recent local examples (planning applications/appeals) where SANG / SPA has been a particular issue. Gareth is looking into this now, but if you have any thoughts on this, can let me or Gareth know.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

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Please visit our website at <http://www.waverley.gov.uk>

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Please visit our website at <http://www.waverley.gov.uk>

**Archived:** 30 August 2016 19:40:10  
**From:** [Ian Motuel](#)  
**Sent:** 18 January 2016 13:19:13  
**To:** [Rachel Aves](#)  
**Cc:** [Gareth Williams](#); [Matthew Evans](#)  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc  
**Importance:** Normal

---

Hi Rachel,

The most recent report to the Western Area Planning Committee (January 2016) can be seen [here](#). This gives the current unallocated SANG capacity at Farnham Park as 315 dwellings.

With regard to consents granted since April 14, I can give you the following information:

As of 1/4/15, there were outstanding planning permissions for 1,704 homes (net) across Waverley. As of 1/10/15, there were 1,737 homes with an outstanding permission, with 270 more approved subject to a legal agreement. This is taken from the [Five Year Land Supply statement 1/10/15](#). If this is not the information you need, please let me know and I will see if Annie Reid, who monitors housing permissions and completions, can help you.

Finally, regarding your request to get together to discuss Clare's report, Cllr Cockburn recently requested a meeting on this matter with Matthew Evans and met with Matthew, myself and Gareth Evans last week (12 January). Did Cllr Cockburn not mention this to you? At the meeting, Matthew agreed to produce a letter setting out Waverley's position on the provision of SANG through the neighbourhood plan, in light of Clare's report. The broad approach we agreed is that the FNP would identify housing sites (with SANG provision demonstrated to be available) for the first 5 years but for longer term sites, SANG provision would be made through the Local Plan. The letter that is currently being drafted will explain this in more detail.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Monday 18 January 2016 12:19  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

We are meeting with Tony this afternoon to look at what we need to do next.

Do you think it might be good for us to get together shortly to chat over Clare's report and how it impacts the NP timetable? Keen to really work together going forward.



For our meeting this afternoon, I wondered if you might be able to help me with the below figures please?

Current capacity at Farnham Park:  
Planning consents granted since April 2014:

Kindest regards  
Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 06 January 2016 11:36  
**To:** Rachel Aves  
**Cc:** Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

Happy New Year to you too!

I think you are correct in your understanding of Clare's report. The 3 bullet points under 1 on page 9 of her report seem to be the most critical part of the report along with the recommendations.

As I'm sure you know, Cllr Cockburn has asked Matthew for a meeting on SANG/Clare's report, and he is arranging for this to be set up. I expect we will both be invited to this too, and if so we can discuss the way forward with her recommendations then.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Thursday 24 December 2015 10:28  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

Do you have any observations on the report? I have circulated to our team and will pass on any comments or queries.

In the meantime, my understanding of her conclusion is that we could go ahead without allocating SANG in the NP (if proven that our onsite options are viable or deliverable anymore), on the assumption that WBC will do so as a strategic matter, but the N Plan will have to be supplemented by a project paper which sets out how this will work in practice.

Is this what you have understood or am I on the wrong lines?

Best wishes and Merry Christmas!  
Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 22 December 2015 14:02  
**To:** Rachel Aves  
**Cc:** Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I do understand but as Clare specifically asked me not to circulate her draft more widely before I had fact checked it, I don't think I am able to let you see the draft.

However, on a more positive note, Clare has now confirmed to me that she will definitely send the final version out before the Christmas Break, so we'll both have it in the next day or two.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Tuesday 22 December 2015 11:37  
**To:** Ian Motuel  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Apologies, I meant should Farnham not be included... I am sure you realised what I meant anyway!

It would be good to have it at least over Christmas to absorb, this is much later than we had anticipated and continues to push the timetables further and further back.

Best wishes  
Rachel

---

**From:** Rachel Aves  
**Sent:** 22 December 2015 11:25  
**To:** 'Ian Motuel'  
**Cc:** Town Clerk; [matthew.evans@waverley.gov.uk](mailto:matthew.evans@waverley.gov.uk)  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

As this is a shared piece of work may Farnham not be included on the fact checking before this is signed off? This would just me with me for now, I took notes at the meeting in any case which I can check against.

Regards  
Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 22 December 2015 10:45  
**To:** Rachel Aves  
**Cc:** Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

We've seen a draft of Clare's report but Clare has asked me to fact check it before it gets circulated more widely. I will be going back to Clare with some factual corrections this morning and hopefully she'll make the changes and issue it more formally before Christmas (although I cannot guarantee this of course).

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Tuesday 22 December 2015 10:09  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

Really hoping we finally have the report!? I am being chased by councillors and just have to keep telling them no, but they aren't happy with me about it.

Regards  
Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 18 December 2015 08:30  
**To:** Rachel Aves  
**Cc:** Matthew Evans  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I received this email yesterday from Clare. Still no sign of the report but we should get it today, at last!

Thanks  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Thursday 17 December 2015 08:51  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Ian

I am finishing the report to be with you later today.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745  
[clare@cspcic.org](mailto:clare@cspcic.org)  
<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

---

**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]  
**Sent:** 14 December 2015 15:07  
**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>  
**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>;  
Graham Parrott <[Graham.Parrott@waverley.gov.uk](mailto:Graham.Parrott@waverley.gov.uk)>; Gareth Williams  
<[Gareth.Williams@waverley.gov.uk](mailto:Gareth.Williams@waverley.gov.uk)>  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

See below for answers to your question no.2 from my colleague Gareth Williams, who leads on SANG in the policy team. Is this what you wanted?

Many thanks.

Regards,

Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Gareth Williams  
**Sent:** Monday 14 December 2015 14:44  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Ian

In reply to Clare's questions –

- (i) Waverley's only current SANG resource is that at Farnham Park. The notional area designated as SANG amounts to 25% of the total park area – 21.25 ha. This acts as a strategic resource that is available to mitigate approved housing developments within 5 km of the TBH SPA.
- (ii) The capacity of the SANG (numbers of dwellings) was originally set using the SPA Delivery Framework formula of 8 ha of SANG per 1000 new residents. This assumed an average occupancy rate of 2.4 persons per dwelling (ppd), but monitoring of planning permissions in this part of the borough has shown an achieved occupancy rate of 1.97 ppd. Applying this rate in the SANG conversion formula, the park's capacity is currently **1,348** dwellings. The take-up of that capacity is constantly monitored and updates are reported to all meetings of the council's [Western Area Planning Committee](#). The latest report (November 2015) showed a remaining (unallocated) capacity of 331 dwellings (excluding pending applications and appeals).

**Gareth**

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Sunday 13 December 2015 23:51  
**To:** Ian Motuel  
**Cc:** 'Rachel Aves'; Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian

I am sorry for the delay in coming back to you all.

My report will be finished Wednesday 16 December.

In the meantime, we had agreed in the meeting that:

### **1. The FNDP group**

Provide a short briefing note for WBC on how SANGs might be provided and monitored within the NDP area

### **2. Waverly BC to provide a briefing note for the NDP on:**

2(i) current level of SANGs provision in the Borough

2(ii) in practice how WBC calculates and monitors SANGs

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745

[clare@cspcic.org](mailto:clare@cspcic.org)

<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

---

**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]

**Sent:** 07 December 2015 14:38

**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>

**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

Thanks very much for facilitating the very useful and constructive meeting on 20<sup>th</sup> November.

Rachel and I were wondering how you were getting on with the advisory paper and when we should expect to receive it?

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]

**Sent:** Friday 20 November 2015 05:49

**To:** Ian Motuel

**Cc:** 'Rachel Aves'; Matthew Evans

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian and colleagues

I look forward to meeting you this morning to discuss the matters arising from SANGs and highlighted in your helpful paper.

This will be a scoping meeting and Q and A, on the back of my research so far and from which I will produce an advisory paper.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745

[clare@cspcic.org](mailto:clare@cspcic.org)

<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

---

**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]

**Sent:** 13 November 2015 12:59

**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>

**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

I attach a short paper setting out the context and key issues for the meeting on 20<sup>th</sup> November. I also attach

- A map showing key environmental designations affecting Waverley,
- Waverley's response to the most recently published draft of the Farnham Neighbourhood Plan.

The report on the Local Plan that is being considered by the Waverley Overview & Scrutiny Committee on Monday, along with a paper setting out an emerging preferred spatial strategy, can be viewed [here](#).

We look forward to discussing these matters in more detail with you and others next Friday. Please let me know if you need any other information.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]

**Sent:** Wednesday 11 November 2015 18:17

**To:** Ian Motuel

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian

Thank you for this. I confirm my attendance.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864

(01634) 321745

[clare@cspcic.org](mailto:clare@cspcic.org)

<http://communityspiritpartnershipcic.org/>

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---

**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]

**Sent:** 11 November 2015 17:47

**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>

**Cc:** Gareth Williams <[Gareth.Williams@waverley.gov.uk](mailto:Gareth.Williams@waverley.gov.uk)>; Graham Parrott <[Graham.Parrott@waverley.gov.uk](mailto:Graham.Parrott@waverley.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>

**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

Farnham Town Council have confirmed that this date is okay for them. See below for attendees.

We'll look forward to seeing you at 9am on Friday 20<sup>th</sup> November. Details of where the Council offices are located can be seen on our website at <http://www.waverley.gov.uk/location>. I think you said you are driving here but if you are coming by train Godalming station is a 10 minute walk from the office.

Please ask for me at the main reception and someone will collect you.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---



**From:** Town Clerk [<mailto:Town.Clerk@farnham.gov.uk>]  
**Sent:** Wednesday 11 November 2015 17:29  
**To:** Ian Motuel  
**Cc:** Rachel Aves; Carole Cockburn  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian  
This should be OK.

FTC attendees will include me, Rachel Hammond and Cllr Carole Cockburn.

With all good wishes

**Iain Lynch**  
**Farnham Town Clerk**



**Council Offices**  
**South Street**  
**Farnham**  
**GU9 7 RN**

**Telephone: 01252 712667**

**Mayor 2015-16: Cllr Mrs Pat Frost**

**Please note calls may be recorded for training or monitoring purposes.**

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**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 11 November 2015 13:04  
**To:** Town Clerk  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Iain,

I gather Rachel is on leave this week. Please see email below that I sent her today regarding the meeting to be held with Clare Wright on the neighbourhood plan. Can you please confirm this date is suitable.

Regards  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Ian Motuel  
**Sent:** Wednesday 11 November 2015 12:20  
**To:** 'Rachel Aves'

**Cc:** Tracey Langdon; Gareth Williams

**Subject:** Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I have spoken to Clare Wright this morning and she gave me some dates when she is free for the meeting (between 19-27 November). Due to Matthew's very busy diary, pretty much the only date he make is the morning of 20<sup>th</sup> November (next Friday). I know you said to me that FTC can be flexible and that this was one of the dates you can make. Therefore the meeting has been set up for 9.00-12.00 on **Friday 20<sup>th</sup> November** in our Milford Meeting Room, next to the planning reception. Waverley attendees will be Matthew, myself and Gareth Williams.

Can you please confirm that this is okay for you and your colleagues, and let me know the FTC attendees.

By the way, Clare has asked me for recent local examples (planning applications/appeals) where SANG / SPA has been a particular issue. Gareth is looking into this now, but if you have any thoughts on this, can let me or Gareth know.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

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Please visit our website at <http://www.waverley.gov.uk>

**Archived:** 30 August 2016 19:40:13  
**From:** [Ian Motuel](#)  
**Sent:** 18 January 2016 15:43:19  
**To:** [Rachel Aves](#)  
**Cc:** [Gareth Williams](#); [Matthew Evans](#)  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc  
**Importance:** Normal

---

Hi Rachel,

I might have misunderstood your earlier email. Did you mean permissions counted against the SANG capacity at Farnham Park? If so, then our monitoring shows that we permitted **260** new dwellings from April 2014 to December 2015.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Ian Motuel  
**Sent:** Monday 18 January 2016 13:18  
**To:** 'Rachel Aves'  
**Cc:** Gareth Williams; Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

The most recent report to the Western Area Planning Committee (January 2016) can be seen [here](#). This gives the current unallocated SANG capacity at Farnham Park as 315 dwellings.

With regard to consents granted since April 14, I can give you the following information:

As of 1/4/15, there were outstanding planning permissions for 1,704 homes (net) across Waverley. As of 1/10/15, there were 1,737 homes with an outstanding permission, with 270 more approved subject to a legal agreement. This is taken from the [Five Year Land Supply statement 1/10/15](#). If this is not the information you need, please let me know and I will see if Annie Reid, who monitors housing permissions and completions, can help you.

Finally, regarding your request to get together to discuss Clare's report, Cllr Cockburn recently requested a meeting on this matter with Matthew Evans and met with Matthew, myself and Gareth Evans last week (12 January). Did Cllr Cockburn not mention this to you? At the meeting, Matthew agreed to produce a letter setting out Waverley's position on the provision of SANG through the neighbourhood plan, in light of Clare's report. The broad approach we agreed is that the FNP would identify housing sites (with SANG provision demonstrated to be available) for the first 5 years but for longer term sites, SANG provision would be made through the Local Plan. The letter that is currently being drafted will explain this in more detail.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Monday 18 January 2016 12:19  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

We are meeting with Tony this afternoon to look at what we need to do next.

Do you think it might be good for us to get together shortly to chat over Clare's report and how it impacts the NP timetable? Keen to really work together going forward.

For our meeting this afternoon, I wondered if you might be able to help me with the below figures please?

Current capacity at Farnham Park:  
Planning consents granted since April 2014:

Kindest regards  
Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 06 January 2016 11:36  
**To:** Rachel Aves  
**Cc:** Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

Happy New Year to you too!

I think you are correct in your understanding of Clare's report. The 3 bullet points under 1 on page 9 of her report seem to be the most critical part of the report along with the recommendations.

As I'm sure you know, Cllr Cockburn has asked Matthew for a meeting on SANG/Clare's report, and he is arranging for this to be set up. I expect we will both be invited to this too, and if so we can discuss the way forward with her recommendations then.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council

Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Thursday 24 December 2015 10:28  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

Do you have any observations on the report? I have circulated to our team and will pass on any comments or queries.

In the meantime, my understanding of her conclusion is that we could go ahead without allocating SANG in the NP (if proven that our onsite options are viable or deliverable anymore), on the assumption that WBC will do so as a strategic matter, but the N Plan will have to be supplemented by a project paper which sets out how this will work in practice.

Is this what you have understood or am I on the wrong lines?

Best wishes and Merry Christmas!  
Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 22 December 2015 14:02  
**To:** Rachel Aves  
**Cc:** Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I do understand but as Clare specifically asked me not to circulate her draft more widely before I had fact checked it, I don't think I am able to let you see the draft.

However, on a more positive note, Clare has now confirmed to me that she will definitely send the final version out before the Christmas Break, so we'll both have it in the next day or two.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Tuesday 22 December 2015 11:37

**To:** Ian Motuel

**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Apologies, I meant should Farnham not be included... I am sure you realised what I meant anyway!

It would be good to have it at least over Christmas to absorb, this is much later than we had anticipated and continues to push the timetables further and further back.

Best wishes  
Rachel

---

**From:** Rachel Aves

**Sent:** 22 December 2015 11:25

**To:** 'Ian Motuel'

**Cc:** Town Clerk; [matthew.evans@waverley.gov.uk](mailto:matthew.evans@waverley.gov.uk)

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

As this is a shared piece of work may Farnham not be included on the fact checking before this is signed off? This would just me with me for now, I took notes at the meeting in any case which I can check against.

Regards  
Rachel

---

**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]

**Sent:** 22 December 2015 10:45

**To:** Rachel Aves

**Cc:** Matthew Evans

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

We've seen a draft of Clare's report but Clare has asked me to fact check it before it gets circulated more widely. I will be going back to Clare with some factual corrections this morning and hopefully she'll make the changes and issue it more formally before Christmas (although I cannot guarantee this of course).

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]

**Sent:** Tuesday 22 December 2015 10:09



**To:** Ian Motuel

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

Really hoping we finally have the report!! I am being chased by councillors and just have to keep telling them no, but they aren't happy with me about it.

Regards

Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]

**Sent:** 18 December 2015 08:30

**To:** Rachel Aves

**Cc:** Matthew Evans

**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I received this email yesterday from Clare. Still no sign of the report but we should get it today, at last!

Thanks

Ian

Ian Motuel

Principal Planner (Policy)

Waverley Borough Council

Tel: 01483 523458

[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]

**Sent:** Thursday 17 December 2015 08:51

**To:** Ian Motuel

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Ian

I am finishing the report to be with you later today.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.

Member of NPIERS Panel of NDP Examiners

07855 350864

(01634) 321745

[clare@cspcic.org](mailto:clare@cspcic.org)

<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

---

**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]  
**Sent:** 14 December 2015 15:07  
**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>  
**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>; Graham Parrott <[Graham.Parrott@waverley.gov.uk](mailto:Graham.Parrott@waverley.gov.uk)>; Gareth Williams <[Gareth.Williams@waverley.gov.uk](mailto:Gareth.Williams@waverley.gov.uk)>  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

See below for answers to your question no.2 from my colleague Gareth Williams, who leads on SANG in the policy team. Is this what you wanted?

Many thanks.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Gareth Williams  
**Sent:** Monday 14 December 2015 14:44  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Ian

In reply to Clare's questions –

- (i) Waverley's only current SANG resource is that at Farnham Park. The notional area designated as SANG amounts to 25% of the total park area – 21.25 ha. This acts as a strategic resource that is available to mitigate approved housing developments within 5 km of the TBH SPA.
- (ii) The capacity of the SANG (numbers of dwellings) was originally set using the SPA Delivery Framework formula of 8 ha of SANG per 1000 new residents. This assumed an average occupancy rate of 2.4 persons per dwelling (ppd), but monitoring of planning permissions in this part of the borough has shown an achieved occupancy rate of 1.97 ppd. Applying this rate in the SANG conversion formula, the park's capacity is currently **1,348** dwellings. The take-up of that capacity is constantly monitored and updates are reported to all meetings of the council's [Western Area Planning Committee](#). The latest report (November 2015) showed a remaining (unallocated) capacity of 331 dwellings (excluding pending applications and appeals).

**Gareth**

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Sunday 13 December 2015 23:51

**To:** Ian Motuel  
**Cc:** 'Rachel Aves'; Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian

I am sorry for the delay in coming back to you all.

My report will be finished Wednesday 16 December.

In the meantime, we had agreed in the meeting that:

**1. The FNDP group**

Provide a short briefing note for WBC on how SANGs might be provided and monitored within the NDP area

**2. Waverly BC** to provide a briefing note for the NDP on:

2(i) current level of SANGs provision in the Borough

2(ii) in practice how WBC calculates and monitors SANGs

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745

[clare@cspcic.org](mailto:clare@cspcic.org)

<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

---

**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]

**Sent:** 07 December 2015 14:38

**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>

**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

Thanks very much for facilitating the very useful and constructive meeting on 20<sup>th</sup> November.

Rachel and I were wondering how you were getting on with the advisory paper and when we should expect to receive it?

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Friday 20 November 2015 05:49  
**To:** Ian Motuel  
**Cc:** 'Rachel Aves'; Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian and colleagues

I look forward to meeting you this morning to discuss the matters arising from SANGs and highlighted in your helpful paper.

This will be a scoping meeting and Q and A, on the back of my research so far and from which I will produce an advisory paper.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745  
[clare@cspcic.org](mailto:clare@cspcic.org)  
<http://communityspiritpartnershipcic.org/>

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---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 13 November 2015 12:59  
**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>  
**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

I attach a short paper setting out the context and key issues for the meeting on 20<sup>th</sup> November. I also attach

- A map showing key environmental designations affecting Waverley,
- Waverley's response to the most recently published draft of the Farnham Neighbourhood Plan.

The report on the Local Plan that is being considered by the Waverley Overview & Scrutiny Committee on Monday, along with a paper setting out an emerging preferred spatial strategy, can be viewed [here](#).

We look forward to discussing these matters in more detail with you and others next Friday. Please let me know if you need any other information.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Wednesday 11 November 2015 18:17  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian

Thank you for this. I confirm my attendance.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745  
[clare@cspcic.org](mailto:clare@cspcic.org)  
<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 11 November 2015 17:47  
**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>  
**Cc:** Gareth Williams <[Gareth.Williams@waverley.gov.uk](mailto:Gareth.Williams@waverley.gov.uk)>; Graham Parrott <[Graham.Parrott@waverley.gov.uk](mailto:Graham.Parrott@waverley.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

Farnham Town Council have confirmed that this date is okay for them. See below for attendees.

We'll look forward to seeing you at 9am on Friday 20<sup>th</sup> November. Details of where the Council offices are located can be seen on our website at <http://www.waverley.gov.uk/location>. I think you said you are driving here but if you are coming by train Godalming station is a 10 minute walk from the office.

Please ask for me at the main reception and someone will collect you.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

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**From:** Town Clerk [<mailto:Town.Clerk@farnham.gov.uk>]  
**Sent:** Wednesday 11 November 2015 17:29  
**To:** Ian Motuel  
**Cc:** Rachel Aves; Carole Cockburn  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian  
This should be OK.

FTC attendees will include me, Rachel Hammond and Cllr Carole Cockburn.

With all good wishes

**Iain Lynch**  
**Farnham Town Clerk**



**Council Offices**  
**South Street**  
**Farnham**  
**GU9 7 RN**

**Telephone: 01252 712667**

**Mayor 2015-16: Cllr Mrs Pat Frost**

**Please note calls may be recorded for training or monitoring purposes.**

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**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 11 November 2015 13:04

**To:** Town Clerk

**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Iain,

I gather Rachel is on leave this week. Please see email below that I sent her today regarding the meeting to be held with Clare Wright on the neighbourhood plan. Can you please confirm this date is suitable.

Regards

Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Ian Motuel  
**Sent:** Wednesday 11 November 2015 12:20  
**To:** 'Rachel Aves'  
**Cc:** Tracey Langdon; Gareth Williams  
**Subject:** Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I have spoken to Clare Wright this morning and she gave me some dates when she is free for the meeting (between 19-27 November). Due to Matthew's very busy diary, pretty much the only date he make is the morning of 20<sup>th</sup> November (next Friday). I know you said to me that FTC can be flexible and that this was one of the dates you can make. Therefore the meeting has been set up for 9.00-12.00 on **Friday 20<sup>th</sup> November** in our Milford Meeting Room, next to the planning reception. Waverley attendees will be Matthew, myself and Gareth Williams.

Can you please confirm that this is okay for you and your colleagues, and let me know the FTC attendees.

By the way, Clare has asked me for recent local examples (planning applications/appeals) where SANG / SPA has been a particular issue. Gareth is looking into this now, but if you have any thoughts on this, can let me or Gareth know.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
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**Archived:** 30 August 2016 19:40:16  
**From:** [Ian Motuel](#)  
**Sent:** 21 January 2016 09:24:39  
**To:** [Rachel Aves](#)  
**Cc:** [Town Clerk](#); [Matthew Evans](#)  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc  
**Importance:** Normal

---

Hi Rachel,

Thanks for your email, which I have forwarded to and discussed with Matthew. This response is based on this discussion.

Our view on Clare's report is that whilst it perhaps overcomplicates things and is not as useful as we hoped, we are not proposing to request any changes to it. We intend to use it as a background paper but with no status.

With regard to Marc's comments, we do not consider that too much weight should be given to his comment about not supporting the FNP unless it contains 'lines on maps' with 'preferred solutions'. His comments related to a local plan examination at Rushmoor and there is a big difference between a neighbourhood plan and a local plan.

We note your comment that the FNP is unlikely to allocate SANG as Local Greenspace, as the sites being considered would not meet the criteria for LGS set in the NPPF.

Regarding the 'brownfield first' approach, NE and Clare both agree this is possible, but only if endorsed by WBC. Our position is very clear on this, as set out in Matthew's letter.

Matthew does not consider that there would be any benefit in a further meeting at this stage. The letter sets out our position clearly and we are not sure what else we can discuss.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
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---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Tuesday 19 January 2016 15:09  
**To:** Ian Motuel  
**Cc:** Farnham Clerk  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

Yes I know Carole met with you both last week but my understand was that this wasn't in an FTC capacity. This is why there wasn't an FTC officer at the meeting. I think she really wanted an update as a member on what WBC is doing and sees itself doing following Claire's report and the work you are doing with Farnham Park capacity.

As you know, Carole can't as a single member, agree the Town Council's strategy or position. I would think we would also need to ensure Natural England are on board with the approach we all agree on too before we set anything in stone.

In the note I gave Carole to pass on to you (I hope she left you with a copy – but have pasted some of the text below just in case) I highlighted NE's initial observations on the report.

In the short term I feel that we need to agree what further clarity we wish to seek from Claire's report in order to have it finalised so that it can be used to help us make decisions and be made public. At the moment it doesn't offer much certainty and points out that there is a divergence of opinion, which we all knew but were seeking to clarify.

Regarding Natural England's endorsement of our joint approach, I provided Marc Turner at NE with some excerpts from the report and his observations were (I did not send him a full copy as I felt it wasn't appropriate whilst in draft form). I provided the below points for comment:

- A “brownfield first” for SANGS sites such as Farnham Park, policy in the FNP is possible but would need to be endorsed by WBC and Natural England.
- The wording of a policy that sets out the mitigation requirements which affect development within the zone of influence should reflect accurately the wording of the draft Local Plan policy.
- The FNP may allocate sites and rely on the current Supplementary Planning Document and emerging Local Plan to allocate SANGS, in order to provide certainty and clarity to developers and this facilitate development.
- A project based approach may be the most suitable to the FNP in identifying SANGS. This would be in the form of a “working note”, jointly undertaken by WBC and FTC and would set out how SANGS will be managed and allocated in the FNP area, in order to satisfy an examiner that the site allocations in the FNP are deliverable and sustainable.

*Marc's response:*

*I definitely agree with the first 3 bullet points, the 4<sup>th</sup> maybe needs a little clarification. I have no issues with the project approach; we will just need to be certain there is enough SANG coming forward for the sites allocated in FNP, at the plan stage. So the plan may say it is allocating 2000 homes, so we will need to see where the 38ha will be the SANG. The Inspector for the Rushmoor Local Plan, wanted to see lines on maps and SANGs identified. They did have a slightly dodgy TBH policy, which through the examination we got tightened up. I think we would need to see lines on maps outlining where “the preferred SANG solution” will go, along with policy wording in line with all other TBH Policy. If when it comes to the crunch different SANGs are put forward, we will be happy as long as they fit the bill.*

So as far as I can tell, the assumption at the moment is that the FNP can rely on the LP for to deliver SANGs. However, Clare's report is unclear as to how this is acceptable in practice – i.e. what we need to do to prove it to an examiner. Further questions need to be agreed and put to Clare before her report is finalised. Most importantly, from what Marc has said now and in previous meetings, NE will not support the FNP unless there are lines on maps illustrating “preferred solutions” .

Also to clarify, as I have had the opportunity to read the helpful letter from Matthew and discussed the report with Tony, the Town Council are unlikely to follow the route of allocating possible SANG solutions as LGS as the areas we were/are considering for SANG are not particularly beautiful, of historic significance, or of recreational value (including as a playing field), tranquillity or richness of wildlife. It may also be argued that, in order to meet the NE minimum size, they are extensive tracts of land. If the NP Examiner considers our SANG sites fail to pass the above tests as Local Open Space (rather than those for SANG) we would be left with no SANG to support the NP – which would then be undeliverable. It would seem preferable and less risky to allocate sites for which we want them used (i.e. SANG) rather than use the Trojan horse technique which lacks transparency and risks failure.

Natural England have also endorsed (as did Claire) the possibility of the FNP having a “brownfield first” policy so I would really like to discuss this further with you.

I look forward to hearing back from you and would still favour a joint approach where we can all agree Claire's report and get it finalised, allowing us to form and agree actions to move the Plan forward.

Regards  
Rachel

---

**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]  
**Sent:** 18 January 2016 13:18  
**To:** Rachel Aves  
**Cc:** Gareth Williams; Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

The most recent report to the Western Area Planning Committee (January 2016) can be seen [here](#). This gives the current unallocated SANG capacity at Farnham Park as 315 dwellings.

With regard to consents granted since April 14, I can give you the following information:

As of 1/4/15, there were outstanding planning permissions for 1,704 homes (net) across Waverley. As of 1/10/15, there were 1,737 homes with an outstanding permission, with 270 more approved subject to a legal agreement. This is taken from the [Five Year Land Supply statement 1/10/15](#). If this is not the information you need, please let me know and I will see if Annie Reid, who monitors housing permissions and completions, can help you.

Finally, regarding your request to get together to discuss Clare's report, Cllr Cockburn recently requested a meeting on this matter with Matthew Evans and met with Matthew, myself and Gareth Evans last week

(12 January). Did Cllr Cockburn not mention this to you? At the meeting, Matthew agreed to produce a letter setting out Waverley's position on the provision of SANG through the neighbourhood plan, in light of Clare's report. The broad approach we agreed is that the FNP would identify housing sites (with SANG provision demonstrated to be available) for the first 5 years but for longer term sites, SANG provision would be made through the Local Plan. The letter that is currently being drafted will explain this in more detail.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
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---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Monday 18 January 2016 12:19  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

We are meeting with Tony this afternoon to look at what we need to do next.

Do you think it might be good for us to get together shortly to chat over Clare's report and how it impacts the NP timetable? Keen to really work together going forward.

For our meeting this afternoon, I wondered if you might be able to help me with the below figures please?

Current capacity at Farnham Park:  
Planning consents granted since April 2014:

Kindest regards  
Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 06 January 2016 11:36  
**To:** Rachel Aves  
**Cc:** Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

Happy New Year to you too!

I think you are correct in your understanding of Clare's report. The 3 bullet points under 1 on page 9 of her report seem to be the most critical part of the report along with the recommendations.

As I'm sure you know, Cllr Cockburn has asked Matthew for a meeting on SANG/Clare's report, and he is arranging for this to be set up. I expect we will both be invited to this too, and if so we can discuss the way forward with her recommendations then.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
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---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Thursday 24 December 2015 10:28  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

Do you have any observations on the report? I have circulated to our team and will pass on any comments or queries.

In the meantime, my understanding of her conclusion is that we could go ahead without allocating SANG in the NP (if proven that our onsite options are viable or deliverable anymore), on the assumption that WBC will do so as a strategic matter, but the N Plan will have to be supplemented by a project paper which sets out how this will work in practice.

Is this what you have understood or am I on the wrong lines?

Best wishes and Merry Christmas!  
Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 22 December 2015 14:02  
**To:** Rachel Aves  
**Cc:** Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I do understand but as Clare specifically asked me not to circulate her draft more widely before I had fact checked it, I don't think I am able to let you see the draft.

However, on a more positive note, Clare has now confirmed to me that she will definitely send the final version out before the Christmas Break, so we'll both have it in the next day or two.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
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---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Tuesday 22 December 2015 11:37  
**To:** Ian Motuel  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Apologies, I meant should Farnham not be included... I am sure you realised what I meant anyway!

It would be good to have it at least over Christmas to absorb, this is much later than we had anticipated and continues to push the timetables further and further back.

Best wishes  
Rachel

---

**From:** Rachel Aves  
**Sent:** 22 December 2015 11:25  
**To:** 'Ian Motuel'  
**Cc:** Town Clerk; [matthew.evans@waverley.gov.uk](mailto:matthew.evans@waverley.gov.uk)  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

As this is a shared piece of work may Farnham not be included on the fact checking before this is signed off? This would just me with me for now, I took notes at the meeting in any case which I can check against.

Regards  
Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 22 December 2015 10:45  
**To:** Rachel Aves  
**Cc:** Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

We've seen a draft of Clare's report but Clare has asked me to fact check it before it gets circulated more widely. I will be going back to Clare with some factual corrections this morning and hopefully she'll make the changes and issue it more formally before Christmas (although I cannot guarantee this of course).

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
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---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Tuesday 22 December 2015 10:09  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

Really hoping we finally have the report!? I am being chased by councillors and just have to keep telling them no, but they aren't happy with me about it.

Regards  
Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 18 December 2015 08:30  
**To:** Rachel Aves  
**Cc:** Matthew Evans  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I received this email yesterday from Clare. Still no sign of the report but we should get it today, at last!

Thanks  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
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---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Thursday 17 December 2015 08:51  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Ian

I am finishing the report to be with you later today.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM



Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
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[clare@cspcic.org](mailto:clare@cspcic.org)

<http://communityspiritpartnershipcic.org/>

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---

**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]

**Sent:** 14 December 2015 15:07

**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>

**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>;  
Graham Parrott <[Graham.Parrott@waverley.gov.uk](mailto:Graham.Parrott@waverley.gov.uk)>; Gareth Williams  
<[Gareth.Williams@waverley.gov.uk](mailto:Gareth.Williams@waverley.gov.uk)>

**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

See below for answers to your question no.2 from my colleague Gareth Williams, who leads on SANG in the policy team. Is this what you wanted?

Many thanks.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
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---

**From:** Gareth Williams

**Sent:** Monday 14 December 2015 14:44

**To:** Ian Motuel

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Ian

In reply to Clare's questions –

- (i) Waverley's only current SANG resource is that at Farnham Park. The notional area designated as SANG amounts to 25% of the total park area – 21.25 ha. This acts as a strategic resource that is available to mitigate approved housing developments within 5 km of the TBH SPA.
- (ii) The capacity of the SANG (numbers of dwellings) was originally set using the SPA Delivery Framework formula of 8 ha of SANG per 1000 new residents. This assumed an average occupancy rate of 2.4 persons per dwelling (ppd), but monitoring of planning permissions in this part of the borough has shown an achieved occupancy rate of 1.97 ppd. Applying this rate in the SANG conversion formula, the park's

capacity is currently **1,348** dwellings. The take-up of that capacity is constantly monitored and updates are reported to all meetings of the council's Western Area Planning Committee. The latest report (November 2015) showed a remaining (unallocated) capacity of 331 dwellings (excluding pending applications and appeals).

**Gareth**

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Sunday 13 December 2015 23:51  
**To:** Ian Motuel  
**Cc:** 'Rachel Aves'; Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian

I am sorry for the delay in coming back to you all.

My report will be finished Wednesday 16 December.

In the meantime, we had agreed in the meeting that:

**1. The FNDP group**

Provide a short briefing note for WBC on how SANGs might be provided and monitored within the NDP area

**2. Waverly BC** to provide a briefing note for the NDP on:  
2(i) current level of SANGs provision in the Borough  
2(ii) in practice how WBC calculates and monitors SANGs

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745  
[clare@cspcic.org](mailto:clare@cspcic.org)  
<http://communityspiritpartnershipcic.org/>

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---

**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]  
**Sent:** 07 December 2015 14:38  
**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>

**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

Thanks very much for facilitating the very useful and constructive meeting on 20<sup>th</sup> November.

Rachel and I were wondering how you were getting on with the advisory paper and when we should expect to receive it?

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
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---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Friday 20 November 2015 05:49  
**To:** Ian Motuel  
**Cc:** 'Rachel Aves'; Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian and colleagues

I look forward to meeting you this morning to discuss the matters arising from SANGs and highlighted in your helpful paper.

This will be a scoping meeting and Q and A, on the back of my research so far and from which I will produce an advisory paper.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745  
[clare@cspcic.org](mailto:clare@cspcic.org)  
<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

---

**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]  
**Sent:** 13 November 2015 12:59  
**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>  
**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

I attach a short paper setting out the context and key issues for the meeting on 20<sup>th</sup> November. I also attach

- A map showing key environmental designations affecting Waverley,
- Waverley's response to the most recently published draft of the Farnham Neighbourhood Plan.

The report on the Local Plan that is being considered by the Waverley Overview & Scrutiny Committee on Monday, along with a paper setting out an emerging preferred spatial strategy, can be viewed [here](#).

We look forward to discussing these matters in more detail with you and others next Friday. Please let me know if you need any other information.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Wednesday 11 November 2015 18:17  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian

Thank you for this. I confirm my attendance.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

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[clare@cspcic.org](mailto:clare@cspcic.org)  
<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 11 November 2015 17:47  
**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>  
**Cc:** Gareth Williams <[Gareth.Williams@waverley.gov.uk](mailto:Gareth.Williams@waverley.gov.uk)>; Graham Parrott <[Graham.Parrott@waverley.gov.uk](mailto:Graham.Parrott@waverley.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

Farnham Town Council have confirmed that this date is okay for them. See below for attendees.

We'll look forward to seeing you at 9am on Friday 20<sup>th</sup> November. Details of where the Council offices are located can be seen on our website at <http://www.waverley.gov.uk/location>. I think you said you are driving here but if you are coming by train Godalming station is a 10 minute walk from the office.

Please ask for me at the main reception and someone will collect you.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Town Clerk [<mailto:Town.Clerk@farnham.gov.uk>]  
**Sent:** Wednesday 11 November 2015 17:29  
**To:** Ian Motuel  
**Cc:** Rachel Aves; Carole Cockburn  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian  
This should be OK.

FTC attendees will include me, Rachel Hammond and Cllr Carole Cockburn.

With all good wishes

**Iain Lynch**  
**Farnham Town Clerk**



**Council Offices**  
**South Street**  
**Farnham**  
**GU9 7 RN**

**Telephone: 01252 712667**

## Mayor 2015-16: Cllr Mrs Pat Frost

Please note calls may be recorded for training or monitoring purposes.

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 11 November 2015 13:04  
**To:** Town Clerk  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Iain,

I gather Rachel is on leave this week. Please see email below that I sent her today regarding the meeting to be held with Clare Wright on the neighbourhood plan. Can you please confirm this date is suitable.

Regards  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Ian Motuel  
**Sent:** Wednesday 11 November 2015 12:20  
**To:** 'Rachel Aves'  
**Cc:** Tracey Langdon; Gareth Williams  
**Subject:** Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I have spoken to Clare Wright this morning and she gave me some dates when she is free for the meeting (between 19-27 November). Due to Matthew's very busy diary, pretty much the only date he make is the morning of 20<sup>th</sup> November (next Friday). I know you said to me that FTC can be flexible and that this was one of the dates you can make. Therefore the meeting has been set up for 9.00-12.00 on **Friday 20<sup>th</sup> November** in our Milford Meeting Room, next to the planning reception. Waverley attendees will be Matthew, myself and Gareth Williams.

Can you please confirm that this is okay for you and your colleagues, and let me know the FTC attendees.

By the way, Clare has asked me for recent local examples (planning applications/appeals) where SANG / SPA has been a particular issue. Gareth is looking into this now, but if you have any thoughts on this, can let me or Gareth know.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

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Please visit our website at <http://www.waverley.gov.uk>



**Archived:** 30 August 2016 19:40:18

**From:** [Matthew Evans](#)

**Sent:** 22 January 2016 10:26:21

**To:** [Rachel Aves](#)

**Subject:** Automatic reply: Meeting with Clare Wright re neighbourhood plan, SANG etc

**Importance:** Normal

---

Thank you for your email. I am currently away from the office and will return on 1 February 2016. Your email will be read on my return.

Matthew Evans  
Head of Planning Services  
Waverley Borough Council  
The Burys  
Godalming  
Surrey  
GU7 1HR  
[www.waverley.gov.uk](http://www.waverley.gov.uk)  
Direct line 01483 523298

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Please visit our website at <http://www.waverley.gov.uk>

**Archived:** 30 August 2016 19:40:26  
**From:** Ian Motuel  
**Sent:** 04 February 2016 17:08:51  
**To:** Rachel Aves  
**Cc:** Town Clerk; Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc  
**Importance:** Normal

---

Dear Rachel,

I hear what you are saying and I agree that we should try to maintain the positive relationship that we had achieved at the meeting with Clare. Whilst I am course busy with local plan work, I am always happy to discuss issues with you by phone and review emerging drafts of the neighbourhood plan.

By the way, Clare Wright called me today asking if we wanted any changes to be made to her report, so that she can draw a line under it, and send her invoice. As you know, Waverley is not going to ask for any but we would be happy for you to suggest any such changes that could aid clarity. Please let me know if you would like to do this and hopefully we can agree these and let Clare know, so she can finalise it.

Many thanks.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Rachel Aves [mailto:Rachel.Aves@farnham.gov.uk]  
**Sent:** Friday 22 January 2016 10:25  
**To:** Ian Motuel  
**Cc:** Farnham Clerk; Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian

Thank you for getting back to me.

Whilst I respect your position am slightly disappointed at the apparent desire to not work together on this.

The meeting with Claire very encouraging, especially the openness on all sides to embrace the opportunity to share, be transparent and come to a mutual agreement which allows the progression of the FNP and the LP in the most appropriate timescale for the benefit of local people.

I would suggest that if you have a difference of opinion to NE, that this should be discussed in detail. Without an open debate following the report, it is incredibly difficult to move forward. Claire's report is clear on the fact that we need to ensure our approach is

supported by NE and so discussion with them is key to agreeing a solution or approach. Would you not agree with this? I would point out that we were not assuming any weight to what Marc Turner has said, especially in comparing us to Rushmoor which we would also question, but I was simply sharing the feedback with you to help our conversation and highlighted that it was his initial feedback. I had hoped that you had a view on his comments which would reflect ours and I could send a joint response for further clarification.

If Waverley has formed a view on the report I would suggest that this be communicated to Farnham Town Council appropriately. The letter to Councillor Cockburn (as a Borough Councillor) is not a formal response to the Town Council – this communication should be sent to the Town Clerk. The Town Council has agreed, on receipt of the report, to defer deciding on an approach before having detailed discussions with yourselves and Natural England so that the approach we take is something all parties agree on.

It would be a shame if we cannot continue the positive relationship that was present at the meeting with Claire, where we all agreed that we needed to communicate and work together to get the NP to the next stage.

In relation to Clare's draft report, I don't see that we can admit that it over complicates the situation, yet not provide the opportunity for it to be clarified. It would seem a waste of resources to sign the report off as complete, whilst acknowledging that it does not serve the purpose of the initial brief. If Waverley does not wish to progress this with NPIERS jointly with Farnham Town Council, then the Town Council will need to consider if it should clarify any outstanding matters with Claire directly.

Kind regards  
Rachel

---

**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]  
**Sent:** 21 January 2016 09:23  
**To:** Rachel Aves  
**Cc:** Town Clerk; Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

Thanks for your email, which I have forwarded to and discussed with Matthew. This response is based on this discussion.

Our view on Clare's report is that whilst it perhaps overcomplicates things and is not as useful as we hoped, we are not proposing to request any changes to it. We intend to use it as a background paper but with no status.

With regard to Marc's comments, we do not consider that too much weight should be given to his comment about not supporting the FNP unless it contains 'lines on maps' with 'preferred solutions'. His comments related to a local plan examination at Rushmoor and there is a big difference between a neighbourhood plan and a local plan.

We note your comment that the FNP is unlikely to allocate SANG as Local Greenspace, as the sites being considered would not meet the criteria for LGS set in the NPPF.

Regarding the 'brownfield first' approach, NE and Clare both agree this is possible, but only if endorsed by WBC. Our position is very clear on this, as set out in Matthew's letter.

Matthew does not consider that there would be any benefit in a further meeting at this stage. The letter sets out our position clearly and we are not sure what else we can discuss.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Tuesday 19 January 2016 15:09  
**To:** Ian Motuel  
**Cc:** Farnham Clerk  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

Yes I know Carole met with you both last week but my understand was that this wasn't in an FTC capacity. This is why there wasn't an FTC officer at the meeting. I think she really wanted an update as a member on what WBC is doing and sees itself doing following Claire's report and the work you are doing with Farnham Park capacity.

As you know, Carole can't as a single member, agree the Town Council's strategy or position. I would think we would also need to ensure Natural England are on board with the approach we all agree on too before we set anything in stone.

In the note I gave Carole to pass on to you (I hope she left you with a copy – but have pasted some of the text below just in case) I highlighted NE's initial observations on the report.

In the short term I feel that we need to agree what further clarity we wish to seek from Claire's report in order to have it finalised so that it can be used to help us make decisions and be made public. At the moment it doesn't offer much certainty and points out that there is a divergence of opinion, which we all knew but were seeking to clarify.

Regarding Natural England's endorsement of our joint approach, I provided Marc Turner at NE with some excerpts from the report and his observations were (I did not send him a full copy as I felt it wasn't appropriate whilst in draft form). I provided the below points for comment:

- A "brownfield first" for SANGS sites such as Farnham Park, policy in the FNP is possible but would need to be endorsed by WBC and Natural England.

- The wording of a policy that sets out the mitigation requirements which affect development within the zone of influence should reflect accurately the wording of the draft Local Plan policy.
- The FNP may allocate sites and rely on the current Supplementary Planning Document and emerging Local Plan to allocate SANGS, in order to provide certainty and clarity to developers and this facilitate development.
- A project based approach may be the most suitable to the FNP in identifying SANGS. This would be in the form of a “working note”, jointly undertaken by WBC and FTC and would set out how SANGS will be managed and allocated in the FNP area, in order to satisfy an examiner that the site allocations in the FNP are deliverable and sustainable.

*Marc's response:*

*I definitely agree with the first 3 bullet points, the 4<sup>th</sup> maybe needs a little clarification. I have no issues with the project approach; we will just need to be certain there is enough SANG coming forward for the sites allocated in FNP, at the plan stage. So the plan may say it is allocating 2000 homes, so we will need to see where the 38ha will be the SANG. The Inspector for the Rushmoor Local Plan, wanted to see lines on maps and SANGs identified. They did have a slightly dodgy TBH policy, which through the examination we got tightened up. I think we would need to see lines on maps outlining where “the preferred SANG solution” will go, along with policy wording in line with all other TBH Policy. If when it comes to the crunch different SANGs are put forward, we will be happy as long as they fit the bill.*

So as far as I can tell, the assumption at the moment is that the FNP can rely on the LP for to deliver SANGs. However, Clare's report is unclear as to how this is acceptable in practice – i.e. what we need to do to prove it to an examiner. Further questions need to be agreed and put to Clare before her report is finalised. Most importantly, from what Marc has said now and in previous meetings, NE will not support the FNP unless there are lines on maps illustrating “preferred solutions” .

Also to clarify, as I have had the opportunity to read the helpful letter from Matthew and discussed the report with Tony, the Town Council are unlikely to follow the route of allocating possible SANG solutions as LGS as the areas we were/are considering for SANG are not particularly beautiful, of historic significance, or of recreational value (including as a playing field), tranquillity or richness of wildlife. It may also be argued that, in order to meet the NE minimum size, they are extensive tracts of land. If the NP Examiner considers our SANG sites fail to pass the above tests as Local Open Space (rather than those for SANG) we would be left with no SANG to support the NP – which would then be undeliverable. It would seem preferable and less risky to allocate sites for which we want them used (i.e. SANG) rather than use the Trojan horse technique which lacks transparency and risks failure.

Natural England have also endorsed (as did Claire) the possibility of the FNP having a “brownfield first” policy so I would really like to discuss this further with you.

I look forward to hearing back from you and would still favour a joint approach where we can all agree Claire's report and get it finalised, allowing us to form and agree actions to move the Plan forward.

Regards  
Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 18 January 2016 13:18  
**To:** Rachel Aves  
**Cc:** Gareth Williams; Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

The most recent report to the Western Area Planning Committee (January 2016) can be seen [here](#). This gives the current unallocated SANG capacity at Farnham Park as 315 dwellings.

With regard to consents granted since April 14, I can give you the following information:

As of 1/4/15, there were outstanding planning permissions for 1,704 homes (net) across Waverley. As of 1/10/15, there were 1,737 homes with an outstanding permission, with 270 more approved subject to a legal agreement. This is taken from the [Five Year Land Supply statement 1/10/15](#). If this is not the information you need, please let me know and I will see if Annie Reid, who monitors housing permissions and completions, can help you.

Finally, regarding your request to get together to discuss Clare's report, Cllr Cockburn recently requested a meeting on this matter with Matthew Evans and met with Matthew, myself and Gareth Evans last week (12 January). Did Cllr Cockburn not mention this to you? At the meeting, Matthew agreed to produce a letter setting out Waverley's position on the provision of SANG through the neighbourhood plan, in light of Clare's report. The broad approach we agreed is that the FNP would identify housing sites (with SANG provision demonstrated to be available) for the first 5 years but for longer term sites, SANG provision would be made through the Local Plan. The letter that is currently being drafted will explain this in more detail.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Monday 18 January 2016 12:19  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

We are meeting with Tony this afternoon to look at what we need to do next.

Do you think it might be good for us to get together shortly to chat over Clare's report and how it impacts the NP timetable? Keen to really work together going forward.

For our meeting this afternoon, I wondered if you might be able to help me with the below figures please?

Current capacity at Farnham Park:  
Planning consents granted since April 2014:

Kindest regards  
Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 06 January 2016 11:36  
**To:** Rachel Aves  
**Cc:** Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

Happy New Year to you too!

I think you are correct in your understanding of Clare's report. The 3 bullet points under 1 on page 9 of her report seem to be the most critical part of the report along with the recommendations.

As I'm sure you know, Cllr Cockburn has asked Matthew for a meeting on SANG/Clare's report, and he is arranging for this to be set up. I expect we will both be invited to this too, and if so we can discuss the way forward with her recommendations then.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Thursday 24 December 2015 10:28  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

Do you have any observations on the report? I have circulated to our team and will pass on any comments or queries.

In the meantime, my understanding of her conclusion is that we could go ahead without allocating SANG in the NP (if proven that our onsite options are viable or deliverable

anymore), on the assumption that WBC will do so as a strategic matter, but the N Plan will have to be supplemented by a project paper which sets out how this will work in practice.

Is this what you have understood or am I on the wrong lines?

Best wishes and Merry Christmas!  
Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 22 December 2015 14:02  
**To:** Rachel Aves  
**Cc:** Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I do understand but as Clare specifically asked me not to circulate her draft more widely before I had fact checked it, I don't think I am able to let you see the draft.

However, on a more positive note, Clare has now confirmed to me that she will definitely send the final version out before the Christmas Break, so we'll both have it in the next day or two.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Tuesday 22 December 2015 11:37  
**To:** Ian Motuel  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Apologies, I meant should Farnham not be included... I am sure you realised what I meant anyway!

It would be good to have it at least over Christmas to absorb, this is much later than we had anticipated and continues to push the timetables further and further back.

Best wishes  
Rachel

---

**From:** Rachel Aves  
**Sent:** 22 December 2015 11:25  
**To:** 'Ian Motuel'



**Cc:** Town Clerk; [matthew.evans@waverley.gov.uk](mailto:matthew.evans@waverley.gov.uk)

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

As this is a shared piece of work may Farnham not be included on the fact checking before this is signed off? This would just me with me for now, I took notes at the meeting in any case which I can check against.

Regards  
Rachel

---

**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]

**Sent:** 22 December 2015 10:45

**To:** Rachel Aves

**Cc:** Matthew Evans

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

We've seen a draft of Clare's report but Clare has asked me to fact check it before it gets circulated more widely. I will be going back to Clare with some factual corrections this morning and hopefully she'll make the changes and issue it more formally before Christmas (although I cannot guarantee this of course).

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]

**Sent:** Tuesday 22 December 2015 10:09

**To:** Ian Motuel

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

Really hoping we finally have the report!! I am being chased by councillors and just have to keep telling them no, but they aren't happy with me about it.

Regards  
Rachel

---

**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]

**Sent:** 18 December 2015 08:30

**To:** Rachel Aves

**Cc:** Matthew Evans

**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I received this email yesterday from Clare. Still no sign of the report but we should get it today, at last!

Thanks

Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Thursday 17 December 2015 08:51  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Ian

I am finishing the report to be with you later today.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745  
[clare@cspcic.org](mailto:clare@cspcic.org)  
<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 14 December 2015 15:07  
**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>  
**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>;  
Graham Parrott <[Graham.Parrott@waverley.gov.uk](mailto:Graham.Parrott@waverley.gov.uk)>; Gareth Williams  
<[Gareth.Williams@waverley.gov.uk](mailto:Gareth.Williams@waverley.gov.uk)>  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

See below for answers to your question no.2 from my colleague Gareth Williams, who leads on SANG in the policy team. Is this what you wanted?

Many thanks.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

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**From:** Gareth Williams  
**Sent:** Monday 14 December 2015 14:44  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Ian

In reply to Clare's questions –

- (i) Waverley's only current SANG resource is that at Farnham Park. The notional area designated as SANG amounts to 25% of the total park area – 21.25 ha. This acts as a strategic resource that is available to mitigate approved housing developments within 5 km of the TBH SPA.
- (ii) The capacity of the SANG (numbers of dwellings) was originally set using the SPA Delivery Framework formula of 8 ha of SANG per 1000 new residents. This assumed an average occupancy rate of 2.4 persons per dwelling (ppd), but monitoring of planning permissions in this part of the borough has shown an achieved occupancy rate of 1.97 ppd. Applying this rate in the SANG conversion formula, the park's capacity is currently **1,348** dwellings. The take-up of that capacity is constantly monitored and updates are reported to all meetings of the council's [Western Area Planning Committee](#). The latest report (November 2015) showed a remaining (unallocated) capacity of 331 dwellings (excluding pending applications and appeals).

**Gareth**

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Sunday 13 December 2015 23:51  
**To:** Ian Motuel  
**Cc:** 'Rachel Aves'; Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian

I am sorry for the delay in coming back to you all.

My report will be finished Wednesday 16 December.

In the meantime, we had agreed in the meeting that:

### **1. The FNDP group**

Provide a short briefing note for WBC on how SANGs might be provided and monitored within the NDP area

**2. Waverly BC** to provide a briefing note for the NDP on:  
2(i) current level of SANGs provision in the Borough  
2(ii) in practice how WBC calculates and monitors SANGs

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864

(01634) 321745

[clare@cspcic.org](mailto:clare@cspcic.org)

<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]

**Sent:** 07 December 2015 14:38

**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>

**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

Thanks very much for facilitating the very useful and constructive meeting on 20<sup>th</sup> November.

Rachel and I were wondering how you were getting on with the advisory paper and when we should expect to receive it?

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]

**Sent:** Friday 20 November 2015 05:49

**To:** Ian Motuel

**Cc:** 'Rachel Aves'; Matthew Evans

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian and colleagues

I look forward to meeting you this morning to discuss the matters arising from SANGs and highlighted in your helpful paper.

This will be a scoping meeting and Q and A, on the back of my research so far and from which I will produce an advisory paper.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745

[clare@cspcic.org](mailto:clare@cspcic.org)

<http://communityspiritpartnershipcic.org/>

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---

**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]

**Sent:** 13 November 2015 12:59

**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>

**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

I attach a short paper setting out the context and key issues for the meeting on 20<sup>th</sup> November. I also attach

- A map showing key environmental designations affecting Waverley,
- Waverley's response to the most recently published draft of the Farnham Neighbourhood Plan.

The report on the Local Plan that is being considered by the Waverley Overview & Scrutiny Committee on Monday, along with a paper setting out an emerging preferred spatial strategy, can be viewed [here](#).

We look forward to discussing these matters in more detail with you and others next Friday. Please let me know if you need any other information.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
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---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Wednesday 11 November 2015 18:17  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian

Thank you for this. I confirm my attendance.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745  
[clare@cspcic.org](mailto:clare@cspcic.org)  
<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

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**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 11 November 2015 17:47  
**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>  
**Cc:** Gareth Williams <[Gareth.Williams@waverley.gov.uk](mailto:Gareth.Williams@waverley.gov.uk)>; Graham Parrott <[Graham.Parrott@waverley.gov.uk](mailto:Graham.Parrott@waverley.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

Farnham Town Council have confirmed that this date is okay for them. See below for attendees.

We'll look forward to seeing you at 9am on Friday 20<sup>th</sup> November. Details of where the Council offices are located can be seen on our website at <http://www.waverley.gov.uk/location>. I think you said you are driving here but if you are coming by train Godalming station is a 10 minute walk from the office.

Please ask for me at the main reception and someone will collect you.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458

[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Town Clerk [<mailto:Town.Clerk@farnham.gov.uk>]  
**Sent:** Wednesday 11 November 2015 17:29  
**To:** Ian Motuel  
**Cc:** Rachel Aves; Carole Cockburn  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian  
This should be OK.

FTC attendees will include me, Rachel Hammond and Cllr Carole Cockburn.

With all good wishes

**Iain Lynch**  
**Farnham Town Clerk**



**Council Offices**  
**South Street**  
**Farnham**  
**GU9 7 RN**

**Telephone: 01252 712667**

**Mayor 2015-16: Cllr Mrs Pat Frost**

**Please note calls may be recorded for training or monitoring purposes.**

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**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 11 November 2015 13:04  
**To:** Town Clerk  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Iain,

I gather Rachel is on leave this week. Please see email below that I sent her today regarding the meeting to be held with Clare Wright on the neighbourhood plan. Can you please confirm this date is suitable.

Regards  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Ian Motuel  
**Sent:** Wednesday 11 November 2015 12:20  
**To:** 'Rachel Aves'  
**Cc:** Tracey Langdon; Gareth Williams  
**Subject:** Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I have spoken to Clare Wright this morning and she gave me some dates when she is free for the meeting (between 19-27 November). Due to Matthew's very busy diary, pretty much the only date he make is the morning of 20<sup>th</sup> November (next Friday). I know you said to me that FTC can be flexible and that this was one of the dates you can make. Therefore the meeting has been set up for 9.00-12.00 on **Friday 20<sup>th</sup> November** in our Milford Meeting Room, next to the planning reception. Waverley attendees will be Matthew, myself and Gareth Williams.

Can you please confirm that this is okay for you and your colleagues, and let me know the FTC attendees.

By the way, Clare has asked me for recent local examples (planning applications/appeals) where SANG / SPA has been a particular issue. Gareth is looking into this now, but if you have any thoughts on this, can let me or Gareth know.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
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**Archived:** 30 August 2016 19:40:35  
**From:** [Town Clerk](#)  
**Sent:** 04 February 2016 17:16:00  
**To:** 'Ian Motuel'  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc  
**Importance:** Normal

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A chance to feed into Clare then. That's progress of a sort!

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 04 February 2016 17:07  
**To:** Rachel Aves  
**Cc:** Town Clerk; Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Rachel,

I hear what you are saying and I agree that we should try to maintain the positive relationship that we had achieved at the meeting with Clare. Whilst I am course busy with local plan work, I am always happy to discuss issues with you by phone and review emerging drafts of the neighbourhood plan.

By the way, Clare Wright called me today asking if we wanted any changes to be made to her report, so that she can draw a line under it, and send her invoice. As you know, Waverley is not going to ask for any but we would be happy for you to suggest any such changes that could aid clarity. Please let me know if you would like to do this and hopefully we can agree these and let Clare know, so she can finalise it.

Many thanks.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
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---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Friday 22 January 2016 10:25  
**To:** Ian Motuel  
**Cc:** Farnham Clerk; Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian

Thank you for getting back to me.

Whilst I respect your position am slightly disappointed at the apparent desire to not work together on this.

The meeting with Claire very encouraging, especially the openness on all sides to embrace the opportunity to share, be transparent and come to a mutual agreement which allows the progression of the FNP and the LP in the most appropriate timescale for the benefit of local people.

I would suggest that if you have a difference of opinion to NE, that this should be discussed in detail. Without an open debate following the report, it is incredibly difficult to move forward. Claire's report is clear on the fact that we need to ensure our approach is supported by NE and so discussion with them is key to agreeing a solution or approach. Would you not agree with this? I would point out that we were not assuming any weight to what Marc Turner has said, especially in comparing us to Rushmoor which we would also question, but I was simply sharing the feedback with you to help our conversation and highlighted that it was his initial feedback. I had hoped that you had a view on his comments which would reflect ours and I could send a joint response for further clarification.

If Waverley has formed a view on the report I would suggest that this be communicated to Farnham Town Council appropriately. The letter to Councillor Cockburn (as a Borough Councillor) is not a formal response to the Town Council – this communication should be sent to the Town Clerk. The Town Council has agreed, on receipt of the report, to defer deciding on an approach before having detailed discussions with yourselves and Natural England so that the approach we take is something all parties agree on.

It would be a shame if we cannot continue the positive relationship that was present at the meeting with Claire, where we all agreed that we needed to communicate and work together to get the NP to the next stage.

In relation to Clare's draft report, I don't see that we can admit that it over complicates the situation, yet not provide the opportunity for it to be clarified. It would seem a waste of resources to sign the report off as complete, whilst acknowledging that it does not serve the purpose of the initial brief. If Waverley does not wish to progress this with NPIERS jointly with Farnham Town Council, then the Town Council will need to consider if it should clarify any outstanding matters with Claire directly.

Kind regards  
Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 21 January 2016 09:23  
**To:** Rachel Aves  
**Cc:** Town Clerk; Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

Thanks for your email, which I have forwarded to and discussed with Matthew. This response is based on this discussion.

Our view on Clare's report is that whilst it perhaps overcomplicates things and is not as useful as we hoped, we are not proposing to request any changes to it. We intend to use it as a background paper but with no status.

With regard to Marc's comments, we do not consider that too much weight should be given to his comment about not supporting the FNP unless it contains 'lines on maps' with 'preferred solutions'. His comments related to a local plan examination at Rushmoor and there is a big difference between a neighbourhood plan and a local plan.

We note your comment that the FNP is unlikely to allocate SANG as Local Greenspace, as the sites being considered would not meet the criteria for LGS set in the NPPF.

Regarding the 'brownfield first' approach, NE and Clare both agree this is possible, but only if endorsed by WBC. Our position is very clear on this, as set out in Matthew's letter.

Matthew does not consider that there would be any benefit in a further meeting at this stage. The letter sets out our position clearly and we are not sure what else we can discuss.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
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---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Tuesday 19 January 2016 15:09  
**To:** Ian Motuel  
**Cc:** Farnham Clerk  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

Yes I know Carole met with you both last week but my understand was that this wasn't in an FTC capacity. This is why there wasn't an FTC officer at the meeting. I think she really wanted an update as a member on what WBC is doing and sees itself doin following Claire's report and the work you are doing with Farnham Park capacity.

As you know, Carole can't as a single member, agree the Town Council's strategy or position. I would think we would also need to ensure Natural England are on board with the approach we all agree on too before we set anything in stone.

In the note I gave Carole to pass on to you (I hope she left you with a copy – but have pasted some if the text below just in case) I highlighted NE's initial observations on the report.

In the short term I feel that we need to agree what further clarity we wish to seek from Claire's report in order to have it finalised so that it can be used to help us make decisions and be made public. At the moment it doesn't offer much certainty and points out that there is a divergence of opinion, which we all knew but were seeking to clarify.

Regarding Natural England's endorsement of our joint approach, I provided Marc Turner at NE with some excerpts from the report and his observations were (I did not send him a full copy as I felt it wasn't appropriate whilst in draft form). I provided the below points for comment:

- A “brownfield first” for SANGS sites such as Farnham Park, policy in the FNP is possible but would need to be endorsed by WBC and Natural England.
- The wording of a policy that sets out the mitigation requirements which affect development within the zone of influence should reflect accurately the wording of the draft Local Plan policy.
- The FNP may allocate sites and rely on the current Supplementary Planning Document and emerging Local Plan to allocate SANGS, in order to provide certainty and clarity to developers and this facilitate development.
- A project based approach may be the most suitable to the FNP in identifying SANGS. This would be in the form of a “working note”, jointly undertaken by WBC and FTC and would set out how SANGS will be managed and allocated in the FNP area, in order to satisfy an examiner that the site allocations in the FNP are deliverable and sustainable.

*Marc's response:*

*I definitely agree with the first 3 bullet points, the 4<sup>th</sup> maybe needs a little clarification. I have no issues with the project approach; we will just need to be certain there is enough SANG coming forward for the sites allocated in FNP, at the plan stage. So the plan may say it is allocating 2000 homes, so we will need to see where the 38ha will be the SANG. The Inspector for the Rushmoor Local Plan, wanted to see lines on maps and SANGs identified. They did have a slightly dodgy TBH policy, which through the examination we got tightened up. I think we would need to see lines on maps outlining where “the preferred SANG solution” will go, along with policy wording in line with all other TBH Policy. If when it comes to the crunch different SANGs are put forward, we will be happy as long as they fit the bill.*

So as far as I can tell, the assumption at the moment is that the FNP can rely on the LP for to deliver SANGs. However, Clare's report is unclear as to how this is acceptable in practice – i.e. what we need to do to prove it to an examiner. Further questions need to be agreed and put to Clare before her report is finalised. Most importantly, from what Marc has said now and in previous meetings, NE will not support the FNP unless there are lines on maps illustrating “preferred solutions” .

Also to clarify, as I have had the opportunity to read the helpful letter from Matthew and discussed the report with Tony, the Town Council are unlikely to follow the route of allocating possible SANG solutions as LGS as the areas we were/are considering for SANG are not particularly beautiful, of historic significance, or of recreational value (including as a playing field), tranquillity or richness of wildlife. It may also be argued that, in order to meet the NE minimum size, they are extensive tracts of land. If the NP Examiner considers our

SANG sites fail to pass the above tests as Local Open Space (rather than those for SANG) we would be left with no SANG to support the NP – which would then be undeliverable. It would seem preferable and less risky to allocate sites for which we want them used (i.e. SANG) rather than use the Trojan horse technique which lacks transparency and risks failure.

Natural England have also endorsed (as did Claire) the possibility of the FNP having a “brownfield first” policy so I would really like to discuss this further with you.

I look forward to hearing back from you and would still favour a joint approach where we can all agree Claire’s report and get it finalised, allowing us to form and agree actions to move the Plan forward.

Regards  
Rachel

---

**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]  
**Sent:** 18 January 2016 13:18  
**To:** Rachel Aves  
**Cc:** Gareth Williams; Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

The most recent report to the Western Area Planning Committee (January 2016) can be seen [here](#). This gives the current unallocated SANG capacity at Farnham Park as 315 dwellings.

With regard to consents granted since April 14, I can give you the following information:

As of 1/4/15, there were outstanding planning permissions for 1,704 homes (net) across Waverley. As of 1/10/15, there were 1,737 homes with an outstanding permission, with 270 more approved subject to a legal agreement. This is taken from the [Five Year Land Supply statement 1/10/15](#). If this is not the information you need, please let me know and I will see if Annie Reid, who monitors housing permissions and completions, can help you.

Finally, regarding your request to get together to discuss Clare’s report, Cllr Cockburn recently requested a meeting on this matter with Matthew Evans and met with Matthew, myself and Gareth Evans last week (12 January). Did Cllr Cockburn not mention this to you? At the meeting, Matthew agreed to produce a letter setting out Waverley’s position on the provision of SANG through the neighbourhood plan, in light of Clare’s report. The broad approach we agreed is that the FNP would identify housing sites (with SANG provision demonstrated to be available) for the first 5 years but for longer term sites, SANG provision would be made through the Local Plan. The letter that is currently being drafted will explain this in more detail.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458



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---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Monday 18 January 2016 12:19  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

We are meeting with Tony this afternoon to look at what we need to do next.

Do you think it might be good for us to get together shortly to chat over Clare's report and how it impacts the NP timetable? Keen to really work together going forward.

For our meeting this afternoon, I wondered if you might be able to help me with the below figures please?

Current capacity at Farnham Park:  
Planning consents granted since April 2014:

Kindest regards  
Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 06 January 2016 11:36  
**To:** Rachel Aves  
**Cc:** Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

Happy New Year to you too!

I think you are correct in your understanding of Clare's report. The 3 bullet points under 1 on page 9 of her report seem to be the most critical part of the report along with the recommendations.

As I'm sure you know, Cllr Cockburn has asked Matthew for a meeting on SANG/Clare's report, and he is arranging for this to be set up. I expect we will both be invited to this too, and if so we can discuss the way forward with her recommendations then.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Thursday 24 December 2015 10:28  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc



Hi Ian

Do you have any observations on the report? I have circulated to our team and will pass on any comments or queries.

In the meantime, my understanding of her conclusion is that we could go ahead without allocating SANG in the NP (if proven that our onsite options are viable or deliverable anymore), on the assumption that WBC will do so as a strategic matter, but the N Plan will have to be supplemented by a project paper which sets out how this will work in practice.

Is this what you have understood or am I on the wrong lines?

Best wishes and Merry Christmas!  
Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 22 December 2015 14:02  
**To:** Rachel Aves  
**Cc:** Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I do understand but as Clare specifically asked me not to circulate her draft more widely before I had fact checked it, I don't think I am able to let you see the draft.

However, on a more positive note, Clare has now confirmed to me that she will definitely send the final version out before the Christmas Break, so we'll both have it in the next day or two.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Tuesday 22 December 2015 11:37  
**To:** Ian Motuel  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Apologies, I meant should Farnham not be included... I am sure you realised what I meant anyway!

It would be good to have it at least over Christmas to absorb, this is much later than we had anticipated and continues to push the timetables further and further back.

Best wishes  
Rachel

---

**From:** Rachel Aves  
**Sent:** 22 December 2015 11:25  
**To:** 'Ian Motuel'  
**Cc:** Town Clerk; [matthew.evans@waverley.gov.uk](mailto:matthew.evans@waverley.gov.uk)  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

As this is a shared piece of work may Farnham not be included on the fact checking before this is signed off? This would just be with me for now, I took notes at the meeting in any case which I can check against.

Regards  
Rachel

---

**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]  
**Sent:** 22 December 2015 10:45  
**To:** Rachel Aves  
**Cc:** Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

We've seen a draft of Clare's report but Clare has asked me to fact check it before it gets circulated more widely. I will be going back to Clare with some factual corrections this morning and hopefully she'll make the changes and issue it more formally before Christmas (although I cannot guarantee this of course).

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Tuesday 22 December 2015 10:09  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian

Really hoping we finally have the report!? I am being chased by councillors and just have to keep telling them no, but they aren't happy with me about it.

Regards

Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 18 December 2015 08:30  
**To:** Rachel Aves  
**Cc:** Matthew Evans  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I received this email yesterday from Clare. Still no sign of the report but we should get it today, at last!

Thanks  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Thursday 17 December 2015 08:51  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Ian

I am finishing the report to be with you later today.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745  
[clare@cspcic.org](mailto:clare@cspcic.org)  
<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 14 December 2015 15:07  
**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>

**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>;  
Graham Parrott <[Graham.Parrott@waverley.gov.uk](mailto:Graham.Parrott@waverley.gov.uk)>; Gareth Williams  
<[Gareth.Williams@waverley.gov.uk](mailto:Gareth.Williams@waverley.gov.uk)>  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

See below for answers to your question no.2 from my colleague Gareth Williams, who leads on SANG in the policy team. Is this what you wanted?

Many thanks.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Gareth Williams  
**Sent:** Monday 14 December 2015 14:44  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Ian

In reply to Clare's questions –

- (i) Waverley's only current SANG resource is that at Farnham Park. The notional area designated as SANG amounts to 25% of the total park area – 21.25 ha. This acts as a strategic resource that is available to mitigate approved housing developments within 5 km of the TBH SPA.
- (ii) The capacity of the SANG (numbers of dwellings) was originally set using the SPA Delivery Framework formula of 8 ha of SANG per 1000 new residents. This assumed an average occupancy rate of 2.4 persons per dwelling (ppd), but monitoring of planning permissions in this part of the borough has shown an achieved occupancy rate of 1.97 ppd. Applying this rate in the SANG conversion formula, the park's capacity is currently **1,348** dwellings. The take-up of that capacity is constantly monitored and updates are reported to all meetings of the council's Western Area Planning Committee. The latest report (November 2015) showed a remaining (unallocated) capacity of 331 dwellings (excluding pending applications and appeals).

**Gareth**

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Sunday 13 December 2015 23:51  
**To:** Ian Motuel  
**Cc:** 'Rachel Aves'; Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian

I am sorry for the delay in coming back to you all.

My report will be finished Wednesday 16 December.

In the meantime, we had agreed in the meeting that:

**1. The FNDP group**

Provide a short briefing note for WBC on how SANGs might be provided and monitored within the NDP area

**2. Waverly BC** to provide a briefing note for the NDP on:

2(i) current level of SANGs provision in the Borough

2(ii) in practice how WBC calculates and monitors SANGs

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864

(01634) 321745

[clare@cspcic.org](mailto:clare@cspcic.org)

<http://communityspiritpartnershipcic.org/>

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---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]

**Sent:** 07 December 2015 14:38

**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>

**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

Thanks very much for facilitating the very useful and constructive meeting on 20<sup>th</sup> November.

Rachel and I were wondering how you were getting on with the advisory paper and when we should expect to receive it?

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Friday 20 November 2015 05:49  
**To:** Ian Motuel  
**Cc:** 'Rachel Aves'; Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian and colleagues

I look forward to meeting you this morning to discuss the matters arising from SANGs and highlighted in your helpful paper.

This will be a scoping meeting and Q and A, on the back of my research so far and from which I will produce an advisory paper.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745  
[clare@cspcic.org](mailto:clare@cspcic.org)  
<http://communityspiritpartnershipcic.org/>

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---

**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]  
**Sent:** 13 November 2015 12:59  
**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>  
**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

I attach a short paper setting out the context and key issues for the meeting on 20<sup>th</sup> November. I also attach

- A map showing key environmental designations affecting Waverley,
- Waverley's response to the most recently published draft of the Farnham Neighbourhood Plan.

The report on the Local Plan that is being considered by the Waverley Overview & Scrutiny Committee on Monday, along with a paper setting out an emerging preferred spatial strategy, can be viewed [here](#).

We look forward to discussing these matters in more detail with you and others next Friday. Please let me know if you need any other information.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Wednesday 11 November 2015 18:17  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian

Thank you for this. I confirm my attendance.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745  
[clare@cspcic.org](mailto:clare@cspcic.org)  
<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 11 November 2015 17:47  
**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>  
**Cc:** Gareth Williams <[Gareth.Williams@waverley.gov.uk](mailto:Gareth.Williams@waverley.gov.uk)>; Graham Parrott <[Graham.Parrott@waverley.gov.uk](mailto:Graham.Parrott@waverley.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

Farnham Town Council have confirmed that this date is okay for them. See below for attendees.

We'll look forward to seeing you at 9am on Friday 20<sup>th</sup> November. Details of where the Council offices are located can be seen on our website at <http://www.waverley.gov.uk/location>. I think you said you are driving here but if you are coming by train Godalming station is a 10 minute walk from the office.

Please ask for me at the main reception and someone will collect you.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Town Clerk [<mailto:Town.Clerk@farnham.gov.uk>]  
**Sent:** Wednesday 11 November 2015 17:29  
**To:** Ian Motuel  
**Cc:** Rachel Aves; Carole Cockburn  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian  
This should be OK.

FTC attendees will include me, Rachel Hammond and Cllr Carole Cockburn.

With all good wishes

**Iain Lynch**  
**Farnham Town Clerk**



**Council Offices**  
**South Street**  
**Farnham**  
**GU9 7 RN**

**Telephone: 01252 712667**

**Mayor 2015-16: Cllr Mrs Pat Frost**

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**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 11 November 2015 13:04  
**To:** Town Clerk  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Iain,

I gather Rachel is on leave this week. Please see email below that I sent her today regarding the meeting to be held with Clare Wright on the neighbourhood plan. Can you please confirm this date is suitable.

Regards



Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Ian Motuel  
**Sent:** Wednesday 11 November 2015 12:20  
**To:** 'Rachel Aves'  
**Cc:** Tracey Langdon; Gareth Williams  
**Subject:** Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I have spoken to Clare Wright this morning and she gave me some dates when she is free for the meeting (between 19-27 November). Due to Matthew's very busy diary, pretty much the only date he make is the morning of 20<sup>th</sup> November (next Friday). I know you said to me that FTC can be flexible and that this was one of the dates you can make. Therefore the meeting has been set up for 9.00-12.00 on **Friday 20<sup>th</sup> November** in our Milford Meeting Room, next to the planning reception. Waverley attendees will be Matthew, myself and Gareth Williams.

Can you please confirm that this is okay for you and your colleagues, and let me know the FTC attendees.

By the way, Clare has asked me for recent local examples (planning applications/appeals) where SANG / SPA has been a particular issue. Gareth is looking into this now, but if you have any thoughts on this, can let me or Gareth know.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

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**Archived:** 30 August 2016 19:40:36  
**From:** [Town Clerk](#)  
**Sent:** 11 November 2015 17:42:00  
**To:** 'Ian Motuel'  
**Cc:** [Rachel Aves](#); [carole cockburn](#)  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc  
**Importance:** Normal

---

I have not yet had a chance to ask him but am happy we progress with this date.

Iain

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 11 November 2015 17:40  
**To:** Town Clerk  
**Cc:** Rachel Aves; carole cockburn  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Thanks Iain. Is your consultant Tony Fullwood not able to make it?

I'll let Clare and others know this date is now fixed.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Town Clerk [<mailto:Town.Clerk@farnham.gov.uk>]  
**Sent:** Wednesday 11 November 2015 17:29  
**To:** Ian Motuel  
**Cc:** Rachel Aves; Carole Cockburn  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian  
This should be OK.

FTC attendees will include me, Rachel Hammond and Cllr Carole Cockburn.

With all good wishes

**Iain Lynch**  
**Farnham Town Clerk**



**Council Offices**  
**South Street**  
**Farnham**  
**GU9 7 RN**

**Telephone: 01252 712667**

**Mayor 2015-16: Cllr Mrs Pat Frost**

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**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 11 November 2015 13:04  
**To:** Town Clerk  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Iain,

I gather Rachel is on leave this week. Please see email below that I sent her today regarding the meeting to be held with Clare Wright on the neighbourhood plan. Can you please confirm this date is suitable.

Regards  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Ian Motuel  
**Sent:** Wednesday 11 November 2015 12:20  
**To:** 'Rachel Aves'  
**Cc:** Tracey Langdon; Gareth Williams  
**Subject:** Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I have spoken to Clare Wright this morning and she gave me some dates when she is free for the meeting (between 19-27 November). Due to Matthew's very busy diary, pretty much the only date he make is the morning of 20<sup>th</sup> November (next Friday). I know you said to me that FTC can be flexible and that this was one of the dates you can make. Therefore the meeting has been set up for 9.00-12.00 on **Friday 20<sup>th</sup> November** in our Milford Meeting Room, next to the planning reception. Waverley attendees will be Matthew, myself and Gareth Williams.

Can you please confirm that this is okay for you and your colleagues, and let me know the FTC attendees.

By the way, Clare has asked me for recent local examples (planning applications/appeals) where SANG / SPA has been a particular issue. Gareth is looking into this now, but if you have any thoughts on this, can let me or Gareth know.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
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Tel: 01483 523458  
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**Archived:** 30 August 2016 19:40:37  
**From:** [Town Clerk](#)  
**Sent:** 11 November 2015 17:29:00  
**To:** 'Ian Motuel'  
**Cc:** [Rachel Aves](#); [carole cockburn](#)  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc  
**Importance:** Normal

---

Hi Ian  
This should be OK.

FTC attendees will include me, Rachel Hammond and Cllr Carole Cockburn.

With all good wishes

**Iain Lynch**  
**Farnham Town Clerk**



**Council Offices**  
**South Street**  
**Farnham**  
**GU9 7 RN**

**Telephone: 01252 712667**

**Mayor 2015-16: Cllr Mrs Pat Frost**

**Please note calls may be recorded for training or monitoring purposes.**

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 11 November 2015 13:04  
**To:** Town Clerk  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Iain,

I gather Rachel is on leave this week. Please see email below that I sent her today regarding the meeting to be held with Clare Wright on the neighbourhood plan. Can you please confirm this date is suitable.

Regards  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Ian Motuel  
**Sent:** Wednesday 11 November 2015 12:20  
**To:** 'Rachel Aves'  
**Cc:** Tracey Langdon; Gareth Williams  
**Subject:** Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

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Can you please confirm that this is okay for you and your colleagues, and let me know the FTC attendees.

By the way, Clare has asked me for recent local examples (planning applications/appeals) where SANG / SPA has been a particular issue. Gareth is looking into this now, but if you have any thoughts on this, can let me or Gareth know.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

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**Archived:** 30 August 2016 19:40:43  
**From:** [Ian Motuel](#)  
**Sent:** 14 December 2015 15:07:30  
**To:** [clare@cspcic.org](mailto:clare@cspcic.org)  
**Cc:** [Rachel Aves](#); [Matthew Evans](#); [Graham Parrott](#); [Gareth Williams](#)  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc  
**Importance:** Normal

---

Dear Clare,

See below for answers to your question no.2 from my colleague Gareth Williams, who leads on SANG in the policy team. Is this what you wanted?

Many thanks.

Regards,  
Ian

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---

**From:** Gareth Williams  
**Sent:** Monday 14 December 2015 14:44  
**To:** Ian Motuel  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Ian

In reply to Clare's questions –

- (i) Waverley's only current SANG resource is that at Farnham Park. The notional area designated as SANG amounts to 25% of the total park area – 21.25 ha. This acts as a strategic resource that is available to mitigate approved housing developments within 5 km of the TBH SPA.
- (ii) The capacity of the SANG (numbers of dwellings) was originally set using the SPA Delivery Framework formula of 8 ha of SANG per 1000 new residents. This assumed an average occupancy rate of 2.4 persons per dwelling (ppd), but monitoring of planning permissions in this part of the borough has shown an achieved occupancy rate of 1.97 ppd. Applying this rate in the SANG conversion formula, the park's capacity is currently **1,348** dwellings. The take-up of that capacity is constantly monitored and updates are reported to all meetings of the council's Western Area Planning Committee. The latest report (November 2015) showed a remaining (unallocated) capacity of 331 dwellings (excluding pending applications and appeals).

**Gareth**

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Sunday 13 December 2015 23:51  
**To:** Ian Motuel  
**Cc:** 'Rachel Aves'; Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian

I am sorry for the delay in coming back to you all.

My report will be finished Wednesday 16 December.

In the meantime, we had agreed in the meeting that:

**1. The FNDP group**

Provide a short briefing note for WBC on how SANGs might be provided and monitored within the NDP area

**2. Waverly BC** to provide a briefing note for the NDP on:

2(i) current level of SANGs provision in the Borough

2(ii) in practice how WBC calculates and monitors SANGs

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745

[clare@cspcic.org](mailto:clare@cspcic.org)

<http://communityspiritpartnershipcic.org/>

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**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]

**Sent:** 07 December 2015 14:38

**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>

**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>

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**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 13 November 2015 12:59  
**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>  
**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>  
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**To:** Ian Motuel  
**Cc:** Rachel Aves; Carole Cockburn  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

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FTC attendees will include me, Rachel Hammond and Cllr Carole Cockburn.

With all good wishes

Iain Lynch  
Farnham Town Clerk



Council Offices  
South Street  
Farnham  
GU9 7 RN

Telephone: 01252 712667

Mayor 2015-16: Cllr Mrs Pat Frost

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**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 11 November 2015 13:04  
**To:** Town Clerk  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

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Regards  
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**Sent:** Wednesday 11 November 2015 12:20  
**To:** 'Rachel Aves'  
**Cc:** Tracey Langdon; Gareth Williams  
**Subject:** Meeting with Clare Wright re neighbourhood plan, SANG etc

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By the way, Clare has asked me for recent local examples (planning applications/appeals) where SANG / SPA has been a particular issue. Gareth is looking into this now, but if you have any thoughts on this, can let me or Gareth know.

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**Archived:** 30 August 2016 19:40:44  
**From:** [Ian Motuel](#)  
**Sent:** 07 December 2015 14:39:00  
**To:** 'Clare Wright'  
**Cc:** [Rachel Aves](#); [Matthew Evans](#)  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc  
**Importance:** Normal

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**Mayor 2015-16: Cllr Mrs Pat Frost**

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**Archived:** 30 August 2016 19:40:45  
**From:** [Clare Wright](#)  
**Sent:** 20 November 2015 05:50:39  
**To:** [Ian Motuel](#)  
**Cc:** [Rachel Aves](#); [Matthew Evans](#)  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc  
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**From:** Ian Motuel  
**Sent:** Wednesday 11 November 2015 12:20  
**To:** 'Rachel Aves'  
**Cc:** Tracey Langdon; Gareth Williams  
**Subject:** Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I have spoken to Clare Wright this morning and she gave me some dates when she is free for the meeting (between 19-27 November). Due to Matthew's very busy diary, pretty much the only date he make is the morning of 20<sup>th</sup> November (next Friday). I know you said to me that FTC can be flexible and that this was one of the dates you can make. Therefore the meeting has been set up for 9.00-12.00 on **Friday 20<sup>th</sup> November** in our Milford Meeting Room, next to the planning reception. Waverley attendees will be Matthew, myself and Gareth Williams.

Can you please confirm that this is okay for you and your colleagues, and let me know the FTC attendees.

By the way, Clare has asked me for recent local examples (planning applications/appeals) where SANG / SPA has been a particular issue. Gareth is looking into this now, but if you have any thoughts on this, can let me or Gareth know.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

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**Archived:** 30 August 2016 19:40:46

**From:** Ian Motuel

**Sent:** 13 November 2015 12:59:54

**To:** 'Clare Wright'

**Cc:** Rachel Aves; Matthew Evans

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

**Importance:** Normal

**Attachments:**

Note for Clare Wright on the Waverley Local Plan 11.11.15.docx Draft Farnham NP response - final.pdf GB AONB and SPA 13.11.15.pdf

---

Dear Clare,

I attach a short paper setting out the context and key issues for the meeting on 20<sup>th</sup> November. I also attach

- A map showing key environmental designations affecting Waverley,
- Waverley's response to the most recently published draft of the Farnham Neighbourhood Plan.

The report on the Local Plan that is being considered by the Waverley Overview & Scrutiny Committee on Monday, along with a paper setting out an emerging preferred spatial strategy, can be viewed [here](#).

We look forward to discussing these matters in more detail with you and others next Friday. Please let me know if you need any other information.

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Ian

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---

**From:** Clare Wright [mailto:clare@cspcic.org]

**Sent:** Wednesday 11 November 2015 18:17

**To:** Ian Motuel

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian

Thank you for this. I confirm my attendance.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745  
[clare@cspcic.org](mailto:clare@cspcic.org)  
<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 11 November 2015 17:47  
**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>  
**Cc:** Gareth Williams <[Gareth.Williams@waverley.gov.uk](mailto:Gareth.Williams@waverley.gov.uk)>; Graham Parrott <[Graham.Parrott@waverley.gov.uk](mailto:Graham.Parrott@waverley.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

Farnham Town Council have confirmed that this date is okay for them. See below for attendees.

We'll look forward to seeing you at 9am on Friday 20<sup>th</sup> November. Details of where the Council offices are located can be seen on our website at <http://www.waverley.gov.uk/location>. I think you said you are driving here but if you are coming by train Godalming station is a 10 minute walk from the office.

Please ask for me at the main reception and someone will collect you.

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**From:** Town Clerk [<mailto:Town.Clerk@farnham.gov.uk>]  
**Sent:** Wednesday 11 November 2015 17:29  
**To:** Ian Motuel  
**Cc:** Rachel Aves; Carole Cockburn  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian  
This should be OK.

FTC attendees will include me, Rachel Hammond and Cllr Carole Cockburn.

With all good wishes

**Iain Lynch**  
**Farnham Town Clerk**



**Council Offices**  
**South Street**  
**Farnham**  
**GU9 7 RN**

**Telephone: 01252 712667**

**Mayor 2015-16: Cllr Mrs Pat Frost**

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**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 11 November 2015 13:04  
**To:** Town Clerk  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Iain,

I gather Rachel is on leave this week. Please see email below that I sent her today regarding the meeting to be held with Clare Wright on the neighbourhood plan. Can you please confirm this date is suitable.

Regards  
Ian

Ian Motuel  
Principal Planner (Policy)  
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**Archived:** 30 August 2016 19:40:47  
**From:** [Clare Wright](#)  
**Sent:** 16 November 2015 03:55:56  
**To:** [Ian Motuel](#)  
**Cc:** [Rachel Aves](#); [Matthew Evans](#)  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc  
**Importance:** Normal

---

Ian

This is immensely helpful.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745  
[clare@cspcic.org](mailto:clare@cspcic.org)  
<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 13 November 2015 12:59  
**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>  
**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

I attach a short paper setting out the context and key issues for the meeting on 20<sup>th</sup> November. I also attach

- A map showing key environmental designations affecting Waverley,
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**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

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Kind regards

Clare

**Clare B. Wright** MRTPI MILM

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**Sent:** 11 November 2015 17:47  
**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>  
**Cc:** Gareth Williams <[Gareth.Williams@waverley.gov.uk](mailto:Gareth.Williams@waverley.gov.uk)>; Graham Parrott <[Graham.Parrott@waverley.gov.uk](mailto:Graham.Parrott@waverley.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

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We'll look forward to seeing you at 9am on Friday 20<sup>th</sup> November. Details of where the Council offices are located can be seen on our website at <http://www.waverley.gov.uk/location>. I think you said you are driving here but if you are coming by train Godalming station is a 10 minute walk from the office.

Please ask for me at the main reception and someone will collect you.

Regards,  
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**From:** Town Clerk [<mailto:Town.Clerk@farnham.gov.uk>]  
**Sent:** Wednesday 11 November 2015 17:29  
**To:** Ian Motuel  
**Cc:** Rachel Aves; Carole Cockburn  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian  
This should be OK.

FTC attendees will include me, Rachel Hammond and Cllr Carole Cockburn.

With all good wishes

Iain Lynch  
Farnham Town Clerk



Council Offices  
South Street  
Farnham  
GU9 7 RN

Telephone: 01252 712667

Mayor 2015-16: Cllr Mrs Pat Frost

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---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 11 November 2015 13:04  
**To:** Town Clerk  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Iain,

I gather Rachel is on leave this week. Please see email below that I sent her today regarding the meeting to be held with Clare Wright on the neighbourhood plan. Can you please confirm this date is suitable.

Regards  
Ian



Ian Motuel  
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Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

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**From:** Ian Motuel  
**Sent:** Wednesday 11 November 2015 12:20  
**To:** 'Rachel Aves'  
**Cc:** Tracey Langdon; Gareth Williams  
**Subject:** Meeting with Clare Wright re neighbourhood plan, SANG etc

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**Archived:** 30 August 2016 19:40:48  
**From:** Town Clerk  
**Sent:** 12 November 2015 09:45:11  
**To:** TonyFullwoodRTPI@aol.com  
**Cc:** Rachel Aves  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc  
**Response requested:** No  
**Importance:** Normal

---

Hi Tony  
I hope you are well.

Please see attached details of the proposed meeting with Waverley and Clare Wright re SANG and NP. As this seems the only date offered to us we have accepted it to avoid further delays. Can you join us?

You might also find it useful to see (if you haven't already) the draft Waverley spatial strategy which has been published this week ahead of an Overview and Scrutiny meeting next Monday. See <https://modgov.waverley.gov.uk/ieListDocuments.aspx?CId=146&MId=600&Ver=4>  
The publication has drawn criticism as it is proposing sites without other key technical documents being published first.

With all good wishes

**Iain Lynch**  
**Farnham Town Clerk**



**Council Offices**  
**South Street**  
**Farnham**  
**GU9 7 RN**

**Telephone: 01252 712667**

**Mayor 2015-16: Cllr Mrs Pat Frost**

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**From:** Ian Motuel [mailto:Ian.Motuel@waverley.gov.uk]  
**Sent:** 11 November 2015 13:04  
**To:** Town Clerk  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

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**Cc:** Tracey Langdon; Gareth Williams  
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**Archived:** 30 August 2016 19:40:49  
**From:** [Town Clerk](#)  
**Sent:** 11 November 2015 17:42:07  
**To:** [Ian Motuel](#)  
**Cc:** [Rachel Aves](#); [carole cockburn](#)  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc  
**Importance:** Normal

---

I have not yet had a chance to ask him but am happy we progress with this date.

Iain

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 11 November 2015 17:40  
**To:** Town Clerk  
**Cc:** Rachel Aves; carole cockburn  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Thanks Iain. Is your consultant Tony Fullwood not able to make it?

I'll let Clare and others know this date is now fixed.

Regards,  
Ian

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Waverley Borough Council  
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**Archived:** 30 August 2016 19:40:50  
**From:** [Ian Motuel](#)  
**Sent:** 11 November 2015 17:40:00  
**To:** [Town Clerk](#)  
**Cc:** [Rachel Aves](#); [carole cockburn](#)  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc  
**Importance:** Normal

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**Archived:** 30 August 2016 19:40:51  
**From:** [Town Clerk](#)  
**Sent:** 11 November 2015 17:29:23  
**To:** [Ian Motuel](#)  
**Cc:** [Rachel Aves](#); [carole cockburn](#)  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc  
**Importance:** Normal

---

Hi Ian  
This should be OK.

FTC attendees will include me, Rachel Hammond and Cllr Carole Cockburn.

With all good wishes

**Iain Lynch**  
**Farnham Town Clerk**



**Council Offices**  
**South Street**  
**Farnham**  
**GU9 7 RN**

**Telephone: 01252 712667**

**Mayor 2015-16: Cllr Mrs Pat Frost**

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---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 11 November 2015 13:04  
**To:** Town Clerk  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Iain,

I gather Rachel is on leave this week. Please see email below that I sent her today regarding the meeting to be held with Clare Wright on the neighbourhood plan. Can you please confirm this date is suitable.

Regards  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Ian Motuel  
**Sent:** Wednesday 11 November 2015 12:20  
**To:** 'Rachel Aves'  
**Cc:** Tracey Langdon; Gareth Williams  
**Subject:** Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I have spoken to Clare Wright this morning and she gave me some dates when she is free for the meeting (between 19-27 November). Due to Matthew's very busy diary, pretty much the only date he make is the morning of 20<sup>th</sup> November (next Friday). I know you said to me that FTC can be flexible and that this was one of the dates you can make. Therefore the meeting has been set up for 9.00-12.00 on **Friday 20<sup>th</sup> November** in our Milford Meeting Room, next to the planning reception. Waverley attendees will be Matthew, myself and Gareth Williams.

Can you please confirm that this is okay for you and your colleagues, and let me know the FTC attendees.

By the way, Clare has asked me for recent local examples (planning applications/appeals) where SANG / SPA has been a particular issue. Gareth is looking into this now, but if you have any thoughts on this, can let me or Gareth know.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

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**Archived:** 30 August 2016 19:39:47  
**From:** [Rachel Aves](#)  
**Sent:** 07 December 2015 14:45:00  
**To:** 'Ian Motuel'  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc  
**Importance:** Normal

---

Thanks Ian, much appreciated.

Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 07 December 2015 14:38  
**To:** 'Clare Wright'  
**Cc:** Rachel Aves; Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

Thanks very much for facilitating the very useful and constructive meeting on 20<sup>th</sup> November.

Rachel and I were wondering how you were getting on with the advisory paper and when we should expect to receive it?

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]  
**Sent:** Friday 20 November 2015 05:49  
**To:** Ian Motuel  
**Cc:** 'Rachel Aves'; Matthew Evans  
**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian and colleagues

I look forward to meeting you this morning to discuss the matters arising from SANGs and highlighted in your helpful paper.

This will be a scoping meeting and Q and A, on the back of my research so far and from which I will produce an advisory paper.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745

[clare@cspcic.org](mailto:clare@cspcic.org)

<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

---

**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]

**Sent:** 13 November 2015 12:59

**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>

**Cc:** 'Rachel Aves' <[Rachel.Aves@farnham.gov.uk](mailto:Rachel.Aves@farnham.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

I attach a short paper setting out the context and key issues for the meeting on 20<sup>th</sup> November. I also attach

- A map showing key environmental designations affecting Waverley,
- Waverley's response to the most recently published draft of the Farnham Neighbourhood Plan.

The report on the Local Plan that is being considered by the Waverley Overview & Scrutiny Committee on Monday, along with a paper setting out an emerging preferred spatial strategy, can be viewed [here](#).

We look forward to discussing these matters in more detail with you and others next Friday. Please let me know if you need any other information.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Clare Wright [<mailto:clare@cspcic.org>]

**Sent:** Wednesday 11 November 2015 18:17

**To:** Ian Motuel

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Ian

Thank you for this. I confirm my attendance.

Kind regards

Clare

**Clare B. Wright** MRTPI MILM

Director, Community Spirit Partnership CIC.  
Member of NPIERS Panel of NDP Examiners

07855 350864  
(01634) 321745

[clare@cspcic.org](mailto:clare@cspcic.org)

<http://communityspiritpartnershipcic.org/>

Community Spirit Partnership Community Interest Company, Company Number 7565393 (registered England)

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]

**Sent:** 11 November 2015 17:47

**To:** Clare Wright <[clare@cspcic.org](mailto:clare@cspcic.org)>

**Cc:** Gareth Williams <[Gareth.Williams@waverley.gov.uk](mailto:Gareth.Williams@waverley.gov.uk)>; Graham Parrott <[Graham.Parrott@waverley.gov.uk](mailto:Graham.Parrott@waverley.gov.uk)>; Matthew Evans <[Matthew.Evans@waverley.gov.uk](mailto:Matthew.Evans@waverley.gov.uk)>

**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Clare,

Farnham Town Council have confirmed that this date is okay for them. See below for attendees.

We'll look forward to seeing you at 9am on Friday 20<sup>th</sup> November. Details of where the Council offices are located can be seen on our website at <http://www.waverley.gov.uk/location>. I think you said you are driving here but if you are coming by train Godalming station is a 10 minute walk from the office.

Please ask for me at the main reception and someone will collect you.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Town Clerk [<mailto:Town.Clerk@farnham.gov.uk>]

**Sent:** Wednesday 11 November 2015 17:29

**To:** Ian Motuel

**Cc:** Rachel Aves; Carole Cockburn

**Subject:** RE: Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Ian  
This should be OK.

FTC attendees will include me, Rachel Hammond and Cllr Carole Cockburn.

With all good wishes

Iain Lynch  
Farnham Town Clerk



Council Offices  
South Street  
Farnham  
GU9 7 RN

Telephone: 01252 712667

Mayor 2015-16: Cllr Mrs Pat Frost

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**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 11 November 2015 13:04  
**To:** Town Clerk  
**Subject:** FW: Meeting with Clare Wright re neighbourhood plan, SANG etc

Dear Iain,

I gather Rachel is on leave this week. Please see email below that I sent her today regarding the meeting to be held with Clare Wright on the neighbourhood plan. Can you please confirm this date is suitable.

Regards  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

---

**From:** Ian Motuel  
**Sent:** Wednesday 11 November 2015 12:20  
**To:** 'Rachel Aves'  
**Cc:** Tracey Langdon; Gareth Williams  
**Subject:** Meeting with Clare Wright re neighbourhood plan, SANG etc

Hi Rachel,

I have spoken to Clare Wright this morning and she gave me some dates when she is free for the meeting (between 19-27 November). Due to Matthew's very busy diary, pretty much the only date he make is the morning of 20<sup>th</sup> November (next Friday). I know you said to me that FTC can be flexible and that this was one of the dates you can make. Therefore the meeting has been set up for 9.00-12.00 on **Friday 20<sup>th</sup>**



**November** in our Milford Meeting Room, next to the planning reception. Waverley attendees will be Matthew, myself and Gareth Williams.

Can you please confirm that this is okay for you and your colleagues, and let me know the FTC attendees.

By the way, Clare has asked me for recent local examples (planning applications/appeals) where SANG / SPA has been a particular issue. Gareth is looking into this now, but if you have any thoughts on this, can let me or Gareth know.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Waverley Borough Council  
Tel: 01483 523458  
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**Archived:** 30 August 2016 19:39:56

**From:** [Matthew Evans](#)

**Sent:** 23 November 2015 12:01:55

**To:** [Rachel Aves](#)

**Subject:** FW: Meeting with Commercial Estates Group to discuss proposals for land to the South of Frensham Vale Road

**Importance:** Normal

---

Rachel

this is the letter which was sent to Waverley councillors. On behalf of the ward councillors I have confirmed to this company that the offer of a meeting is declined.

Matthew Evans  
Head of Planning Services  
Waverley Borough Council  
The Burys  
Godalming  
Surrey  
GU7 1HR  
[www.waverley.gov.uk](http://www.waverley.gov.uk)  
Direct line 01483 523298

---

**From:** Eleanor Leal Luna [<mailto:Eleanor.LealLuna@onlybeattie.com>]

Dear Councillor,

**RE: LAND SOUTH OF FRENHAM VALE ROAD**

I am writing to you on behalf of Commercial Estates Group with a view to arranging a meeting to discuss our proposals for land to the South of Frensham Vale Road.

In February this year we met with Farnham Town Council's Neighbourhood Planning Team to discuss the plans and have since taken on board the feedback given and revised proposals to show a reduced built development, which provides an opportunity to deliver significant benefits to Farnham including the provision of extensive new, accessible open space and community facilities.

We would appreciate the opportunity to share our thoughts with you and answer any questions that you may have through a face-to-face meeting with you over the next few weeks. We'd take up no more than an hour of your time.

I have also sent this invitation to your colleagues, Councillor Pat Frost, Councillor Martin Lear and Councillor Carole Cockburn and we are happy to meet you together if preferred.

Please could you let me know if this would be of interest and if so, advise me of your availability.

Kind regards,

Eleanor Leal Luna

**Eleanor Leal Luna**  
**Beattie Communications**

Tel: 08448 425 285

[www.onlybeattie.com](http://www.onlybeattie.com) [www.onlymarketing.com](http://www.onlymarketing.com)

**We're moving!** From 22<sup>nd</sup> October 2015 you can find us at:

Beattie Communications, 6<sup>th</sup> Floor, Woolwich House , 61 Mosley Street, Manchester, M2 3 HZ

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**Archived:** 30 August 2016 19:39:42  
**From:** [Rachel Aves](#)  
**Sent:** 08 October 2015 09:57:00  
**To:** 'Ian Motuel'  
**Cc:** [carolecockburn@aol.com](mailto:carolecockburn@aol.com); Town Clerk  
**Subject:** RE: Meeting with Neighbourhood Planning Teams  
**Importance:** Normal

---

Dear Ian

Yes, the suggestion was to include all designated parish/town councils (and their associated steering groups). Most of them were at the meeting we hosted on September that prompted my initial email.

I will let the group know that you will be writing to us all for suggest dates to get together. It seems a shame to wait until November but I understand your reasoning.

Regards  
Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 30 September 2015 16:59  
**To:** Rachel Aves  
**Cc:** Matthew Evans; Graham Parrott  
**Subject:** RE: Meeting with Neighbourhood Planning Teams

Hi Rachel,

I have discussed your suggestion with Matthew and we both agree that holding a Neighbourhood Plan workshop on joint working and sharing evidence is a good idea. However, in terms of timing Matthew thinks that it would be better to wait until we have a clearer steer from our Members on the direction of the Local Plan. We will get this steer at the Executive in early November so we therefore suggest holding the workshop in mid to late November.

Thanks for offering to host it but it would probably make sense to have this in Godalming at Waverley's offices, with all neighbourhood plan designated parish councils invited. We will come back to you with some possible dates in due course.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Tel: 01483 523458  
Email: [ian.motuel@waverley.gov.uk](mailto:ian.motuel@waverley.gov.uk)

---



The Burys  
Godalming  
Surrey, GU7 1HR

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**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Tuesday 22 September 2015 15:13  
**To:** Ian Motuel  
**Cc:** Matthew Evans  
**Subject:** Meeting with Neighbourhood Planning Teams

Hi Ian

This week we met with some of our neighbouring Neighbourhood Plan groups to talk about our emerging plans and how we can all help each other.

At the meeting there was a desire to meet with WBC to discuss working together on our NPs and looking at how we can best share evidence and resources.

We would be happy to host the meeting at FTC, or we could all meet at WBC if this is more convenient for your team?

I look forward to hearing from you with your preferences and some suitable dates if possible please?

Kind regards

**Rachel Aves**

Corporate Governance Team Leader



Follow the progress of Farnham's Neighbourhood Plan on Twitter  
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Fax: 01252 718309

Web: [www.farnham.gov.uk](http://www.farnham.gov.uk)

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**Archived:** 30 August 2016 19:39:43  
**From:** [Rachel Aves](#)  
**Sent:** 08 October 2015 11:22:00  
**To:** 'Ian Motuel'  
**Cc:** [carolecockburn@aol.com](mailto:carolecockburn@aol.com); Town Clerk  
**Subject:** RE: Meeting with Neighbourhood Planning Teams  
**Importance:** Normal

---

Dear Ian

Sincere apologies, I completely missed this email. I will discuss with the team here and get back to you.

Regards  
Rachel

---

**From:** Ian Motuel [<mailto:Ian.Motuel@waverley.gov.uk>]  
**Sent:** 08 October 2015 10:59  
**To:** Rachel Aves  
**Cc:** [carolecockburn@aol.com](mailto:carolecockburn@aol.com); Town Clerk  
**Subject:** RE: Meeting with Neighbourhood Planning Teams

Thanks Rachel.

By the way, I haven't had a response from you yet to my email of 15 September regarding the proposed NPIERS health check of the emerging Farnham neighbourhood plan, so that we can discuss SANG and other issues with a neighbourhood plan examiner. We are happy to pay for this and I attached a completed application form.

Have you discussed this with your councillors/colleagues yet?

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Tel: 01483 523458  
Email: [ian.motuel@waverley.gov.uk](mailto:ian.motuel@waverley.gov.uk)

---



The Burys  
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Surrey, GU7 1HR  
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**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Thursday 08 October 2015 09:57  
**To:** Ian Motuel

**Cc:** [carolecockburn@aol.com](mailto:carolecockburn@aol.com); Farnham Clerk  
**Subject:** RE: Meeting with Neighbourhood Planning Teams

Dear Ian

Yes, the suggestion was to include all designated parish/town councils (and their associated steering groups). Most of them were at the meeting we hosted on September that prompted my initial email.

I will let the group know that you will be writing to us all for suggest dates to get together. It seems a shame to wait until November but I understand your reasoning.

Regards  
Rachel

---

**From:** Ian Motuel [<mailto:ian.Motuel@waverley.gov.uk>]  
**Sent:** 30 September 2015 16:59  
**To:** Rachel Aves  
**Cc:** Matthew Evans; Graham Parrott  
**Subject:** RE: Meeting with Neighbourhood Planning Teams

Hi Rachel,

I have discussed your suggestion with Matthew and we both agree that holding a Neighbourhood Plan workshop on joint working and sharing evidence is a good idea. However, in terms of timing Matthew thinks that it would be better to wait until we have a clearer steer from our Members on the direction of the Local Plan. We will get this steer at the Executive in early November so we therefore suggest holding the workshop in mid to late November.

Thanks for offering to host it but it would probably make sense to have this in Godalming at Waverley's offices, with all neighbourhood plan designated parish councils invited. We will come back to you with some possible dates in due course.

Regards,  
Ian

Ian Motuel  
Principal Planner (Policy)  
Tel: 01483 523458  
Email: [ian.motuel@waverley.gov.uk](mailto:ian.motuel@waverley.gov.uk)



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**From:** Rachel Aves [<mailto:Rachel.Aves@farnham.gov.uk>]  
**Sent:** Tuesday 22 September 2015 15:13  
**To:** Ian Motuel



**Cc:** Matthew Evans  
**Subject:** Meeting with Neighbourhood Planning Teams

Hi Ian

This week we met with some of our neighbouring Neighbourhood Plan groups to talk about our emerging plans and how we can all help each other.

At the meeting there was a desire to meet with WBC to discuss working together on our NPs and looking at how we can best share evidence and resources.

We would be happy to host the meeting at FTC, or we could all meet at WBC if this is more convenient for your team?

I look forward to hearing from you with your preferences and some suitable dates if possible please?

Kind regards  
**Rachel Aves**  
Corporate Governance Team Leader



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**@farnhamofficial** ([www.twitter.com/FarnhamOfficial](https://www.twitter.com/FarnhamOfficial))



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