

Bookham



Neighbourhood Development Plan 2015 - 2026



Bookham Vanguard Neighbourhood Forum October 2015



What is a Neighbourhood Development Plan?

The Localism Act 2011 provides communities with an opportunity to create a Neighbourhood Development Plan for their area.

A Neighbourhood Development Plan (NDP) establishes planning policies for the development and use of land in the defined neighbourhood area. This use of land may be for housing, shops, businesses or sport, recreation or other community facilities. The plan can also contain policies dealing with other matters important to residents such as health and educational provision, the environment, trees, roads and drainage and other infrastructure concerns.

The plan can be detailed or general, depending on what local people want. It can cover, for example, things like:

- what kind of new homes or offices should be built
- where they should go
- what they should look like
- the future of the shopping centre and local employment

In summary a Neighbourhood Development Plan allows local people to get the right type of development for their community. However the legislation is clear - it cannot be used to try to stop development.

A Neighbourhood Development Plan must follow the guidance in the National Planning Policy Framework (NPPF) and be in “general conformity” with the latest Local Plan and planning policies adopted by the Local Planning Authority.

In Bookham’s case the Local Plans covering our area are the Mole Valley Local Plan (2000) and the Core Strategy (2009). Our Neighbourhood Development Plan cannot be in conflict with these plans but can be more specific and take account of the particular needs of our community. The plan cannot simply be a wish list - any requirements we want to include in the plan need to be justified. The Plan covers the period from 2015 to 2026.

This NDP for our village has been prepared in consultation with residents and will be agreed or otherwise by the community at large, by means of a referendum. If the community approves the plan at the referendum, MVDC is obliged to use the policies in our plan in deciding on future planning applications that are made in our area. When considering such applications all relevant policies will be applied.

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Summary

The Neighbourhood Forum responsible for the creation of this plan was formally designated under the Localism Act 2011 in September 2012.

This plan has been produced following almost three years of research, discussion within the Neighbourhood Forum and significant community consultation.

Bookham has a number of unique characteristics and issues. Although the plan needs to be in general conformity with National and District planning policy, nevertheless it can address Bookham's unique issues.

During the course of preparation, MVDC began, in January 2013, the process of reviewing the Green Belt boundary through a Housing and Traveller Site Plan. Then, in December 2014, the MVDC decided not to proceed further with this. Instead they decided to embark upon the production of a completely new Local Plan. The result is that this plan focuses solely on potential developments in the current built-up area.

The north of the village is bounded by the railway line beyond which is Bookham Common, an area owned by the National Trust and a site of Special Scientific Interest. On the south side are the North Downs, the majority of which are classified as an Area of Outstanding Natural Beauty, and in which is located Polesden Lacey, a property owned by the National Trust.

Moreover Bookham has a series of green open spaces within the village. These have become more important the more the village has become built up. They are considered to make an important contribution to the character and openness of the village as well as providing a useful amenity for residents.

The population has an older age profile than Mole Valley as a whole, which in turn has an older profile than Surrey or England as a whole. In addition, the existing housing stock is more heavily skewed toward four-bedroom and larger properties than Mole Valley, Surrey or the rest of England. There is a consequent need for the development of smaller homes.

Development since the 1980's has been largely on infill or back garden sites, with an average of 20 new homes per year being added in the last 10 years. Our infrastructure has not been improved to match the increase in the population with the result that it is under pressure from time to time. The provision of satisfactory Infrastructure is therefore seen as a priority.

Bookham has a central shopping area based mainly on independent retailers. In addition there is a range of other businesses which provide products and services to the community. The community greatly values the shops and other businesses. They provide much needed employment for local residents. The community is keen to see that this economic activity is maintained and, if possible, enhanced.

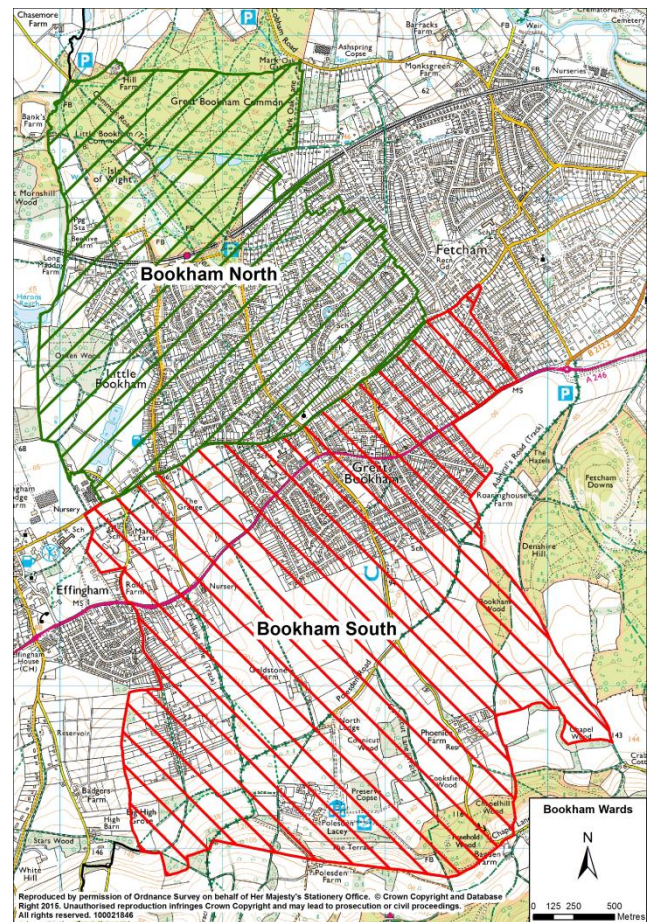
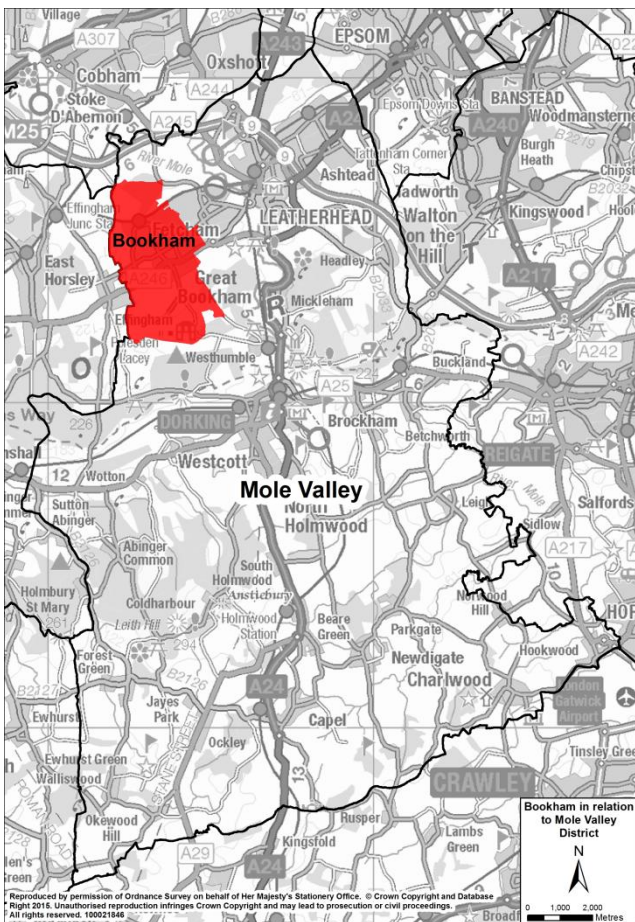
The 14 policies set out herein attempt to address these issues and can be summarised as follows:

- | | |
|---|---|
| Increased protection for trees and hedges | Support increased schools and healthcare places |
| Require two and three bedroom homes | Protect shops from change of use |
| Increase off-road parking for new homes | Protect business premises and local employment |
| Ensure new home design is sympathetic | Protect community halls and facilities |
| Prioritise highways and drainage improvements | |

Our village Introduction

Bookham has been a settlement since at least 675AD. It is made up of 2 historic settlements, Great Bookham and Little Bookham, some parts of which are still distinct and separated by Green Belt. In the Domesday survey of 1086 Bookham was called “Bocheham”, meaning “the hamlet of the beech trees”, because of the beech trees which grew on the chalk downs to the South and it had a church, a mill, and seven families. As a result the area has a number of defined Conservation Areas and sites of archaeological potential. See **Appendix 1**.

Bookham is located in Surrey to the south west of London and defined as two Wards in the District of Mole Valley. (See maps below).



The area was predominantly agricultural until the 20th Century but there are now only two working farms. Large areas to the north and south of the village are under the care of the National Trust.

Bookham has grown considerably since the arrival of the railway in 1885, rising to the present population of 11,375 (2011 Census).

The majority of the population is middle-aged or elderly. 80% of the homes are owner-occupied.

Crime rates are very low.

The village has a number of listed buildings and two conservation areas.

The village has a highly valued shopping centre with many independent retail businesses. There are four public houses and a bank. Other local businesses, mainly small, supply a wide range of products and services. Whilst there is some local employment, many residents commute to work outside Bookham.



The recreational facilities (both cultural and sporting) are good. There are four churches and sufficient local state and independent schools to satisfy the current demand. The Old Barn Hall and Little Bookham Village Hall are great assets and are heavily used by a large number of local organisations. There is a very wide range of community groups and organisations catering for interests for all ages and two much valued allotment sites.

The Bookham Youth and Community Centre is managed by a local volunteer committee. A second

community centre – SPACE – has recently been refurbished and is also now under the control of local volunteer management. There are popular guide and scout groups.

The local doctors' surgeries and dentists are generally well regarded and the village is served by bus and train services, although limited bus services operate in the evenings and on Sundays.

Residents and visitors alike often comment favourably upon Bookham's village atmosphere and strong community spirit.

With this background it is probably not surprising that most residents believe that Bookham is a nice place: Bookham is a safe place: Bookham is a desirable place to live: Residents would generally like Bookham to stay much the way that it is.

Community led plan

In June 2008, and in response to community wide interest, a new independent body, comprising local volunteers with relevant experience, was tasked to collect information that could be used to prepare a Village Plan for Bookham. The initiative was called "Bookham Vision".

A large and comprehensive set of data was collected, much of which has been used in guiding the policies set out in this plan. The data collected reflected the views of the community and covered all aspects of life.

Further details of this project which ran from 2008 to 2010 can be found at **Appendix 2**



How Bookham’s plan evolved

Localism

When the Localism Bill was first presented to Parliament in December 2010, the Government was looking for a small number of communities which wanted to prepare their own NDP to come forward to trial the process. Interested communities were invited to bid for Government funding and assistance. MVDC suggested that Bookham might like to submit a bid given the work it had done on Bookham Vision. A bid was submitted on behalf of Bookham and was approved. A funding grant of £20,000 was provided by the Department of Communities and Local Government. The first meeting of a “Start-Up” group took place in June 2011 to begin planning the project under the name “Bookham Vanguard”.

The Forum

The Localism Act 2011 lays down strict rules about how a representative body should be formed to prepare an NDP if there is no elected Parish Council. The legislation requires an application to be made to the local planning authority identifying the proposed area of the NDP and the people (the Forum) that will carry out the work. The Start-Up group recruited the required Forum which applied to MVDC for designation in May 2012. The application for designation was approved on 25th September 2012.

This plan is the result. It was prepared and approved by the members of the Forum at meetings held in the period 2012-2015. Attendance by members of the Forum at Forum meetings was only once less than 65% of the current membership. How the Forum was formed is set out at **Appendix 3 and 4**



Public Involvement

Great effort was made to inform and involve the local community during the course of preparing this plan.

A Bookham Vanguard website was created

www.bookhamvanguard.co.uk

This gives details of meetings, minutes of the proceedings and information on public events. Bookham Vanguard also set up an associated Facebook page and a Twitter feed.

Public meetings, newsletters, articles in local publications, videos and other methods were used to involve the community. Further details can be found at **Appendix 5**.



Mole Valley District Council Decisions

In January 2012, MVDC started to work on the preparation of its Housing and Travellers Sites Plan (“HTSP”) when it invited views on a draft review of the Green Belt boundary. This led to difficulties for Bookham Vanguard who were preparing this Neighbourhood Development Plan against the background of the District Council’s own plan making work. The situation became even more difficult when in January 2014, MVDC published details of the 80 sites that land owners had suggested should be allocated for development in the Housing and

Travellers Sites Plan. In June 2014 MVDC carried out a consultation on further sites, including those in Bookham. However MVDC decided to terminate the HTSP in December 2014 in favour of preparing a new Local Plan for Mole Valley.

This means that our NDP needs to conform to MVDC’s existing Local Plan (created in 2000) and Core Strategy (created in 2009). These planning documents do not include changes to the Green Belt. As a consequence, neither does the NDP.

The Context of the Plan

What we would like to see

Although we are now (2015) a community with a population of 11,375 residents, the great majority of our residents believe that Bookham is a village. The village “atmosphere” and “feel” are cherished characteristics. These characteristics are generated by the sense of spaciousness from being surrounded by countryside: by the variety of community clubs, societies and facilities: by the range of independent shops: by the range of designs of housing and the abundance of trees and green spaces interspersed amongst them.

Bookham Vision, referred to earlier, identified almost universal concern that infrastructure and service improvements have not kept pace with incremental housing development and there is significant feeling that this problem will only get worse without specific action. There is a general desire that any future

development should not proceed unless action to meet infrastructure needs is committed and implemented at the same time.

Bookham is seen as a family oriented community and most residents would like it to remain so.

There is concern that the majority of recent developments for new homes, or the extension of existing properties, has created an increasing number of large and expensive homes. Bookham Vision identified that the community at large strongly favoured development that produces smaller, less expensive homes suitable for the retired to downsize to or for younger families.

Bookham Vision also noted that a large majority of residents wanted the Green Belt land surrounding Bookham to be protected.



The demands we face

Government policy on planning is set out in the National Planning Policy Framework (“NPPF”). It is the definitive framework within which our NDP has been prepared. Although reference to specific NPPF paragraphs is not always made, it should be assumed that this NDP has taken them into consideration and aims to support their intent.

Our plan has also to be in general conformity with the MVDC’s existing plans which, in our case, are:

The Mole Valley District Council Core Strategy (“Core Strategy”). This covers the period until the year 2026 and was adopted in 2009.

The Mole Valley District Council Local Plan 2000. This is an older plan which was designed to meet the District’s housing requirement up to the year 2006.

The Core Strategy did not completely replace the Local Plan 2000, and so policies from both had to be taken into account in our NDP.

The NPPF requires the planning system to contribute to the achievement of sustainable development. The Core Strategy sets out strategic policies to deliver sustainable development within the District and our NDP sets out policies which make a more local contribution to this goal. MVDC has assessed the NDP policies against this requirement of the NPPF.

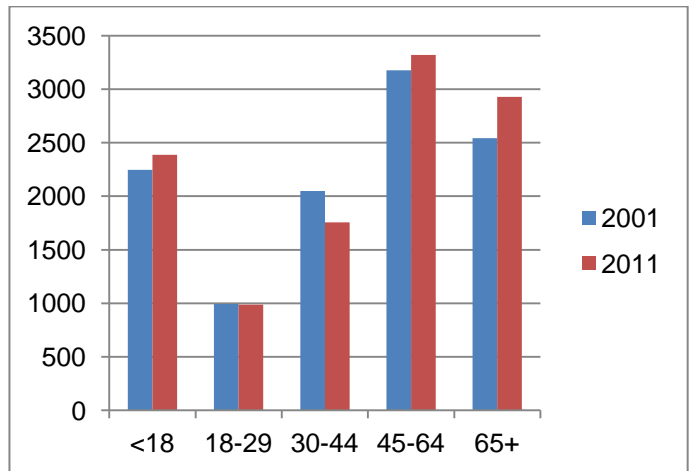
The Core Strategy requires “...3,760 new homes to be provided in the most sustainable locations in the District by 2026.”. The Core Strategy also states that “New development will be directed toward previously developed land within the areas of Leatherhead, Dorking (including North Holmwood), Ashted, Bookham and Fetcham”.

MVDC has made good progress towards its target to provide 3,760 homes by 2026. Latest figures (2015) show that 1,970 new homes have been built in the District since 2006. There are known sites for a further 1,150 new homes.

MVDC have a remaining requirement of approximately 640 new homes by 2026. Windfall sites which become available within Bookham will contribute to these.

Population evolution

The population increased from 11,007 to 11,375 between the census of 2001 and 2011, 368 larger. In the same time the number of residents over the age of 65 increased by 384. This trend is set to continue. Evidence shows that, as families grow older, children tend to leave, but parents and older residents tend to stay. This has resulted in larger homes being occupied by fewer people, and those who would wish to move to a smaller property (“downsize”) find this difficult as there is not a supply of suitable smaller homes available. Equally, the lack of availability of smaller housing reduces the opportunity for young families to establish themselves.



Constraints

Green Belt

Bookham is bounded on the north, west and south by Green Belt land. To the east lies Fetcham, and there is no gap between the two communities. The north is bounded by the railway line beyond which is Bookham Common, an area owned by the National Trust, and a Site of Special Scientific Interest. On the south side are the North Downs Surrey Hills, the majority of which is also classified as an Area of Outstanding Natural Beauty. Polesden Lacey, a property owned by the National Trust, is in this area

On the western side the majority of the land is open and privately owned. The openness creates a “perceived” gap between the villages of Bookham and Effingham (which lies in Guildford Borough and not Mole Valley) although there are some buildings immediately on each side of the boundary in some places.

The Green Belt boundary was defined in the 1950’s and since then all of the development in Bookham has been within the built up boundary. Major developments took place in the 1950s and 1970s, taking most of the available open, non-Green Belt land. Subsequently development of surplus garden land, disused business properties and the redevelopment of small properties in large gardens has been the source of the new homes built in recent years. From April 2001 to March 2014, these development opportunities (sometimes known as “windfall sites”) produced 236 extra homes in the village. These development opportunities are, naturally, becoming scarcer. There are no old business premises (sometimes known as “brownfield sites”) available within Bookham which would not require a change of use and a potential loss of local employment in order to accommodate new homes.

Infrastructure

The road system has very limited room for improvement. There are two “through” roads running east to west. The southerly A246 carries a high volume of traffic, particularly at rush hour times. The northerly Lower Road has residential properties on either side for the majority of its length. All but one of the six north-south roads which connect the A246 and Lower Road are very narrow and suitable only for single vehicle movements along parts of their length.

Parking is available in three recognised public car parks, and there are designated parking places in the High Street and Church Road. Despite this, many vehicles are also parked in residential roads near to the village centre.

There are some limited designated cycle tracks although there is a substantial network of paved and unpaved footpaths which are used, albeit illegally, by cyclists.

A spring line runs along the Lower Road between the chalk of the North Downs to the south and the London clay to the north. At times of heavy rain the



springs produce a significant outpouring of water which overwhelms the drainage system causing local flooding. There are other recognised flood spots that give rise to localised flooding at times of heavy rain.

There are infants/junior schools in the village but no state secondary school, the nearest being the Howard of Effingham Academy, which is just outside the village but in the Guildford Borough Council planning area.

There are two doctors’ surgeries which have a total of some 18,500 patients, significantly more than the resident population.

Policies

Environmental Policies

Trees and hedgerows

Bookham is fortunate to benefit from widespread tree cover and hedgerows and verges along many of our roads. Only a few of our trees are protected from development by tree preservation orders and yet

many make an important contribution to the character and attractiveness of the village. Trees are also important as they support wildlife, can help reduce flooding and provide visual interest and screening.

Policy BKEN1: Trees and hedgerows

All development proposals should be designed to ensure the retention of trees and hedgerows. Developments will not normally be permitted which would result in the loss of, or damage to, trees or hedgerows of public amenity value or arboricultural significance, unless replacements are proposed which are comparable, as far as is feasible, to the trees removed and these are replanted on the same site or on an alternative site or location with a greater public amenity and community value to Bookham.

Details of how any retained trees which might be affected during construction are to be protected must be submitted for approval.

Design and local character

Bookham has buildings of a wide variety of ages, styles, types and sizes. The range of materials used has created a tapestry of colour and texture, all intermixed with trees and hedgerows to create an attractive landscape. It is important that this variety is continued to retain the character of the environment. Equally Bookham benefits from substantial green road verges and their retention is essential to preserve the existing sense of spaciousness.

where a building which looks like a single large house but contains more than one home has been erected to be in keeping with surroundings. This approach is applauded. MVDC has carried out an assessment of the character of the various different areas in Bookham. The results are provided in its Supplementary Planning Document entitled "Built up area Character Appraisal Bookham and Fetcham" dated January 2010 (see **Appendix 6**).

Development has created a mix and range of buildings which work well together. There are cases

Policy BKEN2: Design and local character

All new development must demonstrate good quality design and respect the character and appearance of the surrounding area. New development should respond to and integrate with the local surroundings and landscape context. New development should demonstrate how it would:

- a) Use good quality materials that complement the existing palette of materials used within the local surroundings, and
- b) Use hedges and/or trees wherever possible for highways boundaries in keeping with existing streetscape and using species supportive of native wildlife and able to withstand predicted future climate change, and
- c) Respect the scale and character of existing and surrounding buildings, and
- d) Ensure safe access for pedestrians, cyclists and other road users, and
- e) Incorporate the principles of sustainable urban drainage, where necessary and
- f) Provide adequate refuse and recycling storage within the scheme to minimise visual impact, and
- g) Introduce innovation to achieve low carbon sustainable design, construction and operation.

Housing policies

Smaller homes for downsizing and new families

We need to respond to the need for smaller homes.

Older people are a growing proportion of Bookham's population (**Appendix 7**). Population projections suggest that this trend is likely to continue and become more pronounced. If Bookham is to remain a reasonably balanced community, more needs to be done to attract younger families to the village. This means providing smaller, more reasonably priced homes.

Many of our older residents have lived in the village for many years, arriving with children and remaining here long after their children have left home. Many of these residents would like to downsize to a smaller home within easy walking distance of the village centre but the opportunities are limited and recent developments have tended to provide more of the larger family homes close to the village centre. This is

considered to have been a missed opportunity to help meet our recognised need for suitably located smaller homes.

Increased provision of smaller homes, particularly on sites close to the centre of the village, would help meet this need and also potentially free up under-occupied 'family homes' for young families. The need for smaller homes is forecast to continue for many years and it is therefore essential that new homes remain their original size into the future.

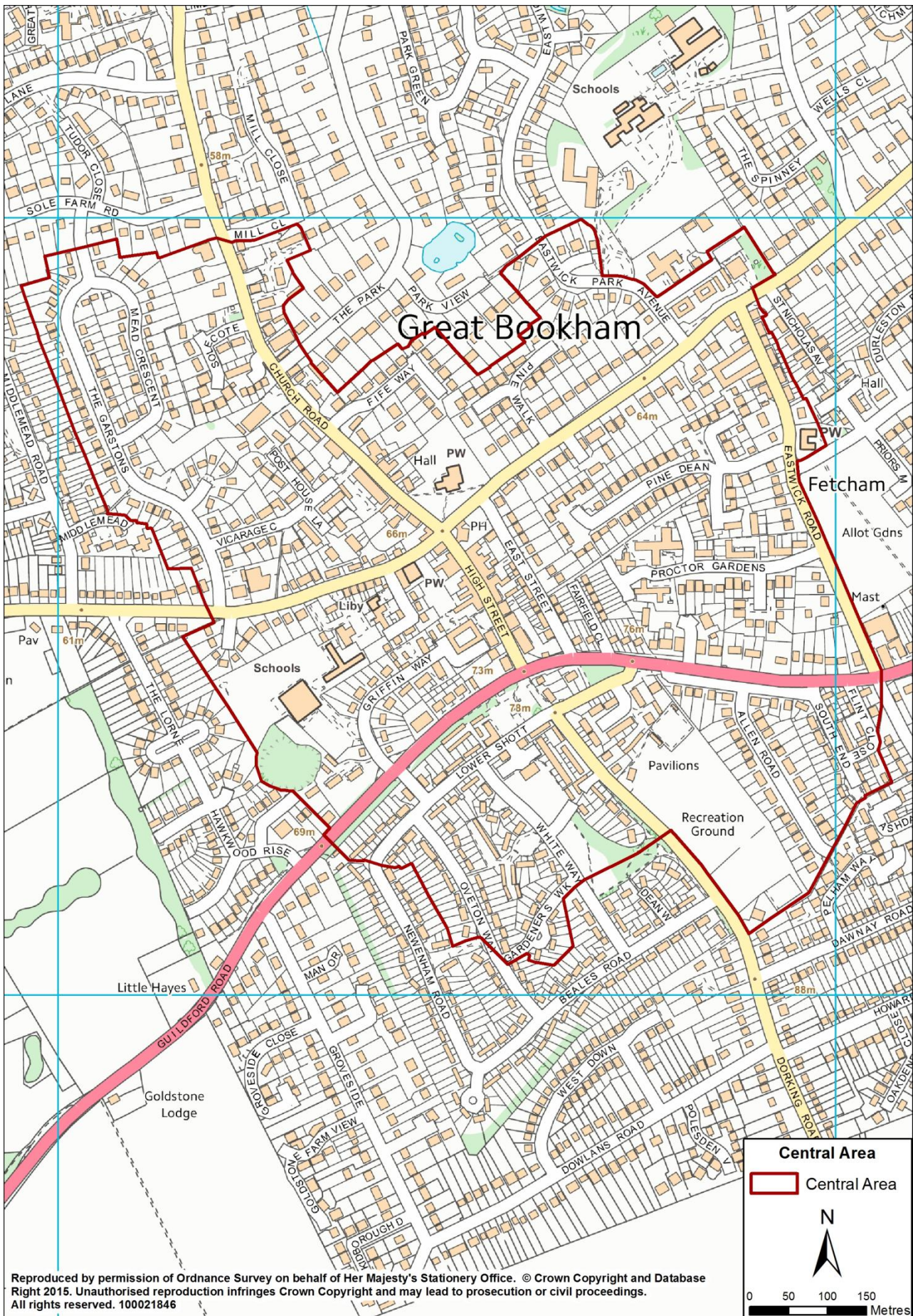
It is recognised that there is a potential tension between the desire for smaller homes and the aspiration of policy BKEN2, when the character of the area is one of larger homes. Developers will be expected to design new buildings that reflect the character of the area, but contain multiple 2 or 3 bedroom homes,.

Policy BKH1: Smaller homes for downsizing and new families

The map on page 12 defines the Central Area of the village.

Within the Central Area new homes should have no more than three bedrooms and in developments of four or more homes at least 50% should have no more than two bedrooms. Outside the Central Area particular support will be given to proposals for homes with two or three bedrooms. For all developments of more than five homes, at least 50% of the homes should have two or three bedrooms.

All new homes should be designed to be accessible and adaptable dwellings.



Infill and garden development

Gardens are an important characteristic of Bookham and they are greatly valued as part of our green and leafy surroundings. They also represent an extensive network of diverse and rich habitats for flora and fauna.

There are still some opportunities for the development of garden land within the village and residents have indicated that development of these

sites is preferred to the release of land within the Green Belt. A policy is required to protect the village from inappropriate development that is disproportionate, or overly dense relative to its surroundings. There are also important practical considerations such as providing space to store wheelie bins and access to rear gardens for the storage of cycles.

Policy BKH2: Infill and garden development.

Infill and garden development must respect its context and the green and open character of its surroundings and reflect the prevailing character of the immediate locality.

In particular:

- Gaps, between new or extended buildings and each side boundary, should respect the character, layout and design of the dwellings in the immediate locality. Courtyard and terraced development will be supported where they are consistent with the character of the immediate area, and
- Provision must be made for the convenient and accessible storage of wheelie bins and cycles, and
- The height of new homes should be comparable to those in the locality or, where adjacent heights themselves vary, the height of the new homes should not dominate their surroundings. Garden developments will need to demonstrate that the proposals will not cause unacceptable overlooking of neighbouring properties or be overbearing, and
- In developments where a new access road is to be constructed it must be capable of allowing service and emergency vehicle access to all buildings, with provision of a footway, and
- Access arrangements should not be detrimental to the amenity of neighbouring homes or to the character of the area.

Parking space standards

Reducing the need for on-street parking is a significant objective, particularly around the centre of the village.

Many of Bookham's roads were not designed to accommodate on-street parking and even a small number of vehicles parked on the street can create

hazards. Moreover, age for age, Bookham has more cars and vans per person than Mole Valley (see **Appendix 8**).

This indicates that a policy requiring higher parking standards than those required by MVDC in the rest of the district is justified.

Policy BKH3: Parking space standards

The following minimum standards for off-street parking shall apply to all new homes:

- One off-street parking space for bedsits and one bedroom homes
- Two off-street parking spaces for two and three bedroom homes
- Three off-street parking spaces for four bedroom and larger homes.

Provision should be made to park and store bicycles at all new developments.

Permeable surfaces for parking areas should be used according to the guidelines set out in **Appendix 8**.

Major housing developments

MVDC's current Local Plan / Core Strategy does not propose any large scale housing developments in Bookham to meet the District's housing requirements up to 2026. However, past experience demonstrates that proposals for larger housing schemes could come forward within the existing built up area of the village. Policy BKH4 applies to developments of ten dwellings or more and sets out the context within which such proposals would be determined. The policy would apply in the longer term in the event that the emerging local plan identifies a requirement for new residential development in the Plan area.

It is important that planning applications for new residential development meet the requirements of the wider development plan in place at the time of their determination. This includes local plan policies produced by Mole Valley District Council and other policies in this neighbourhood plan. In particular development will not be supported that conflicts with Green Belt policies.

Planning applications should include proposals that address the key consequences of large scale housing development. These include the need to include areas of open space and appropriate recreation facilities : the mitigation of the consequences of new development on existing infrastructure : measures to mitigate the impact of new households in Bookham on the Bookham Common Site of Special Scientific Interest and the Thames Basin Heaths Special Protection Area in the light of advice from Natural England at the time of the development proposal.

Immediately north of the built up area of Bookham is Bookham Common Site of Special Scientific Interest (SSSI) and this is an important habitat for certain species of birds.

Bookham Common itself is popular for informal recreation, including dog walking. However additional housing development, with more residents and their pets, could adversely impact on this SSSI (including by cat predation; impacts on pond margins; and impacts on the quality of the network of paths).

Where relevant, developer contributions will be sought to provide mitigation to offset the impact of additional visitors on the SSSI, especially where this could also help to deflect potential visits to the SPA.

Part of the north west of the built up area is within 5 kilometres of the Thames Basin Heaths Special Protection Area (SPA). This is an area protected under European legislation, primarily because of its importance to ground-nesting birds. Within this zone, Natural England advises that new residential development can cause adverse impacts linked to increased visitor numbers. Most of the rest of the built up area is within a 5-7km buffer where development of 50 or more (net) dwellings may be considered to have an impact on the SPA. The impact of planning applications for housing development within the 5km zone and 5-7km buffer will be assessed, in consultation with Natural England, on a case by case basis.

Where space is available, specific provision for accommodation and facilities for the over 65 age group should be provided.

Policy BKH4: Major housing developments

Proposals for residential development of 10 dwellings or more will be supported where they meet the requirements of other development plan policies and deliver a wide choice of homes.

Green space and recreational facilities, appropriate to the scale of the development will be required to be provided on site, and be protected from future built development.

All new residential developments should contribute as appropriate to the mitigation of their impacts in accordance with Mole Valley District Council standards at the time of the submission of the planning application concerned and with other policies in this neighbourhood plan.

Affordable housing (See **Appendix 9**) should be provided in line with MVDC policies with the emphasis on mixed tenure that meets the needs of existing Bookham residents, including the need for shared ownership homes.

Where appropriate planning applications should include measures to mitigate the impact of the residential development proposed on the Thames Basin Heaths Special Protection Area and the Bookham Common Site of Special Scientific Interest.

Infrastructure policies

Our infrastructure – roads, drains, schools and medical facilities – faces pressure at times as a result of years of incremental development on in-fill or back garden land. This will become more significant as similar new development takes place. Unless, as a result of future changes to the Green Belt boundary, one or more large areas for development become available, the development of new homes will continue to take place on small sites, which individually do not overload the existing infrastructure but cumulatively will have consequences which need mitigating. It is difficult to identify the point at which an individual development proposal will result in the capacity of a specific piece of infrastructure being exceeded, such that the refusal of planning permission could be justified.

It is therefore important to ensure that existing deficiencies are identified and measures are put in place to rectify them and deliver improvements so that new development can be accommodated.

The Community Infrastructure Levy (CIL) which MVDC proposes to introduce in 2016 provides an opportunity to collect developer contributions to assist the funding of infrastructure improvements in support of new developments. Government regulations provide that, once the NDP is agreed at referendum, 25% of CIL that is raised from development in an area – the Neighbourhood Infrastructure Levy (NCIL) – is to be used within the community hosting the development.

Highways

Certain lengths of the roads in Bookham are narrow and without footpaths or cycleway. This applies, in particular, to many of the south to north village access roads. The amount of housing and commercial development that has taken place since the Second World War, has not always been accompanied by commensurate upgrading of the roads, footways and cycleways.

The Mole Valley Local Committee (see **Appendix 10**)

will be asked to include the highways improvement schemes identified by the community (see **Appendix 10**) in its forward plans. The list of schemes will be reviewed annually by the appropriate community body.

A proportion of NCIL could be made available to Surrey County Council by the appropriate community body to encourage prioritisation of the delivery of these schemes.

Drainage

Policy BKIN1 sets out two matters that developers will need to address. The first matter is that of adequate water supply and waste water capacity and surface drainage. The second matter relates to sustainable drainage systems. The first of these two elements reflects paragraphs 156 and 162 of the NPPF. It will be important that developers adequately address these important strategic drainage matters.

The foul drainage network is old in many areas of Bookham and in a stressed state with regard to its physical condition and capacity.

At times of even modest rainfall there are frequently areas of surface water flooding. There is a spring line between the chalk of the downs to the south and the London clay to the north, approximately defined by the route of Lower Road, and at times of heavier precipitation, significant flooding occurs (see **Appendix 11** for further details).



The relevant Drainage Authorities will be encouraged to include drainage improvement schemes identified by The Bookham Flood Forum (see **Appendix 12**) in their development plans.

A proportion of NCIL could be made available to service providers by the appropriate community body to encourage prioritisation of the delivery of these schemes.

Policy BKIN1: Drainage

Developers will be required to demonstrate that there is adequate water supply, waste water capacity and surface water drainage both on and off the site to serve the development and that it would not lead to problems for existing or new users.

Developers will be required to implement SuDS [Sustainable Drainage Systems] for developments that propose one or more dwellings and any new commercial, retail or leisure floorspace

Education

Bookham is well served by a wide range of state and private schools, early years and childcare facilities. Within the state primary sector, there are two infant schools, a junior school and one through primary school. Whilst there have been adequate places at present in low birth rate years, the availability of places will need to be kept under review as further development takes place.

There is sufficient land at both the Dawnay and Eastwick schools to extend those schools.

Polesden Lacey Infant School could be expanded to become a primary school (which is Surrey County Council's policy) although no additional land is currently available to provide a playing field.

A proportion of NCIL could be made available to Surrey County Council by the appropriate community body to encourage education proposals.

Policy BKIN2: Education

Proposals to meet School Basic Needs (see **Appendix 13**) by the relocation, extension and/or improvement of schools and early years provision will be supported.

Local healthcare

Bookham is in the catchment area of the Surrey Downs Clinical Commissioning Group (CCG). The CCG commissions healthcare for Bookham residents from Epsom General Hospital; Royal Surrey Hospital (Guildford); the three community hospitals close by in Epsom Leatherhead and Dorking and a further community hospital in Cobham. It also commissions community services e.g. district nurses, health visitors, school nurses and physiotherapists from Central Surrey Health. Bookham is served by two

general practices, Fairfield Medical Centre, and Eastwick Park Medical Practice. The former has 11,000 patients and the latter 7,500. Both practices serve residents from outside Bookham. Around 3,000 of the patients at the Fairfield practice are resident in Fetcham, where there is only one part time practice, Molebridge, which also operates, part time, in Leatherhead.

The village is served by three private dental practices and many other general healthcare businesses.

Policy BKIN3: Local healthcare

Proposals to add to, extend, improve or redevelop the existing healthcare provision in the Plan area will be supported.

Community facilities

Bookham has a variety of halls and other community centres, which are very well used and valued by the community.

- The Old Barn Hall
- Little Bookham Village Hall
- Bookham Youth and Community Centre, Lower Road
- SPACE, Dorking Road
- Scout HQ, Eastwick Park Avenue
- Girl Guides HQ, Keswick Road
- St Nicolas Pastoral Centre
- Chrystie Recreation Ground Pavilion

Policy BKIN4: Community facilities

Proposals to extend or improve existing community facilities, or to develop new community facilities, will be supported.

The loss of existing community facilities will not be supported unless an appropriate alternative is provided or evidence is presented that the facility is no longer required and suitable alternative uses have been considered.

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Retail and Employment policies

Bookham has a central shopping area based mainly on independent retailers. In addition there is a range of other businesses which provide products and services to the community. The community greatly values the availability of the shops and other businesses and they provide much needed employment for local residents. It is seen as key that this economic activity is maintained and if possible enhanced.

The following policies seek to achieve this.

In this section reference is made to Use Classes. Definitions of these are set out in Appendix 14.

Safeguarding our Retail Centre

21st century retailing is changing at a fast pace: with the concentration of the larger stores on out-of-town sites, new locations for budget supermarkets, the rapid growth of internet retailing and the withdrawal of banking, estate agency, and other office functions from high street locations.

Many high streets are in decline as a result of these changes but Bookham's Retail Centre (see map on page 20 and **Appendix 15**) with its varied retail offer currently remains strong, and is highly valued (Bookham Vision). However the threat of competition is intense and so there is a need for policies to safeguard our Retail Centre so that it

continues to serve the community in the longer term.

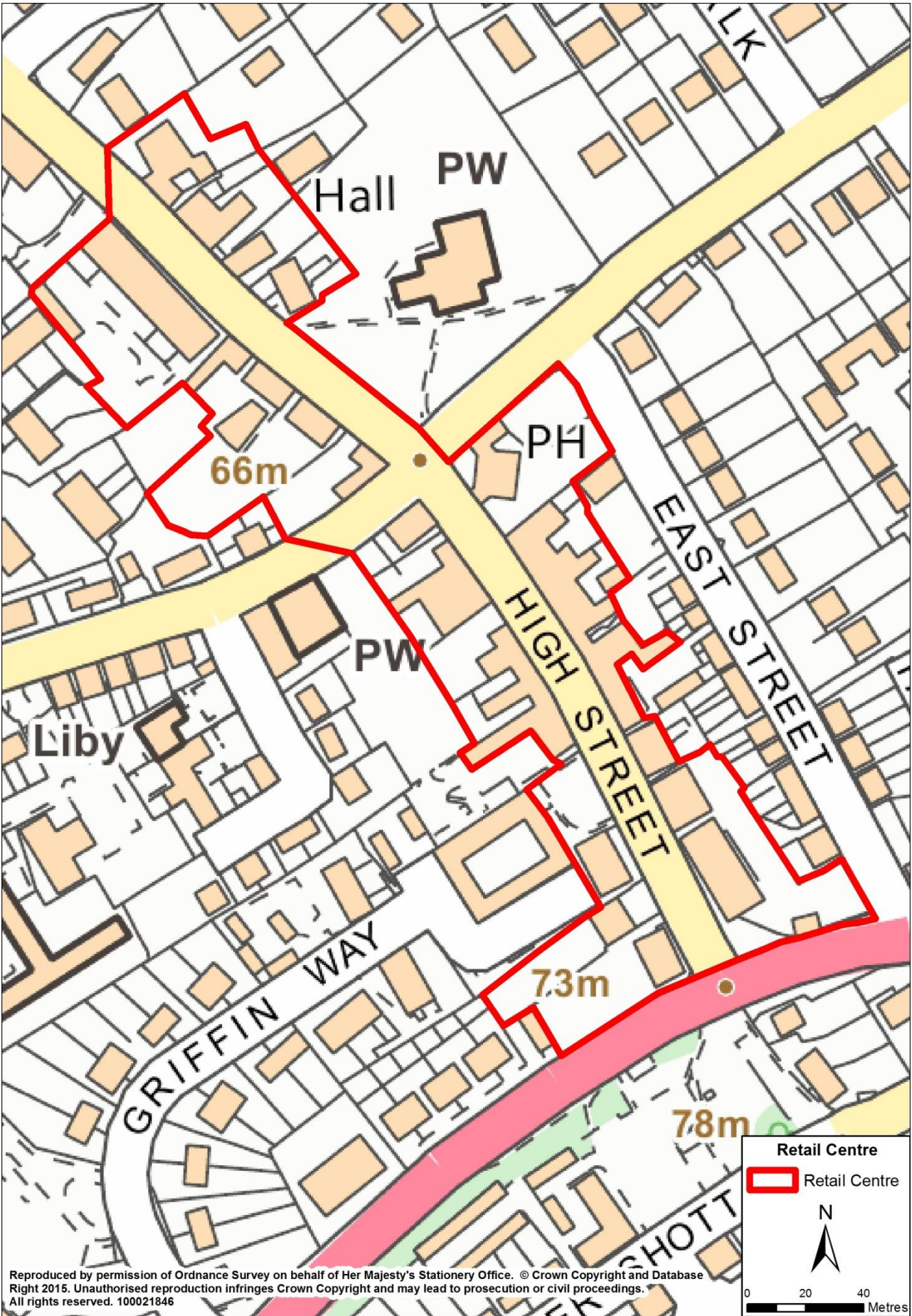
The third element of policy BKEC1 sets out a policy basis for the determination of planning applications that would result in the loss of retail (A1) uses within the retail area. Planning applications that would result in the loss of A2 financial and professional services and A3 restaurant and café uses will be considered on their merits taking into account the proposed new uses and their overall impact on the vitality and viability of the defined Retail Centre. This approach reflects the overall contribution that such uses make to its attractiveness.

Policy BKEC1: Safeguarding our Retail Centre

The existing role and function of the Retail Centre, as defined on the map on page 20, will be safeguarded.

Proposals which would improve and enhance the vitality and viability of the shops within the Retail Centre will be supported. Proposals that would improve and enhance local facilities and services to meet day to day needs of the community will be particularly supported.

Development that would result in the loss of retail floor space within the Retail Centre will not be supported.



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Lower Shott

The Lower Shott area, as defined on the map below, comprises 8 shop units, with residential accommodation above, some garages and a public pay and display car park. Much of the area is within the Bookham Conservation Area.

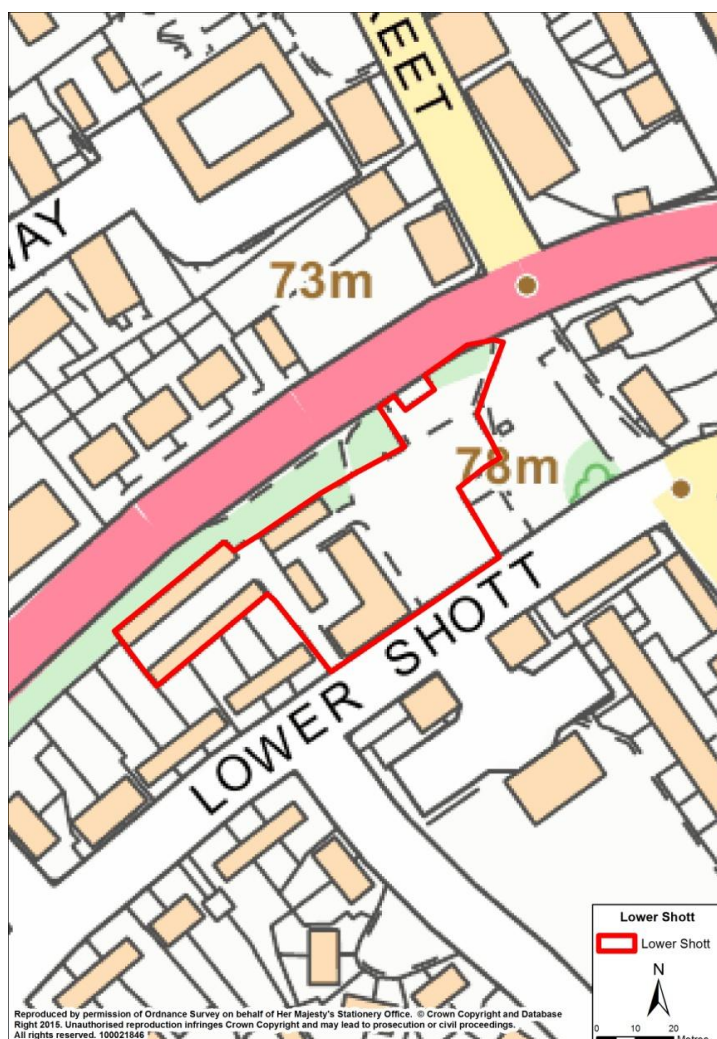
Any redevelopment of this area should take into account policy BKH1 since it lies wholly within the Central Area of the village as defined.

Policy BKEC2: Lower Shott

Proposals for the redevelopment of the site will be supported where they provide a mixed development including some or all of the following uses:

- Replacement retail facilities,
- Social facilities
- Healthcare facilities
- Cultural and community uses
- Residential development.

Redevelopment proposals should provide the required amount of car parking spaces in accordance with parking standards in force at the time of the submission of the planning application concerned.



Developing and safeguarding other retail sites

Local retail outlets outside the Retail Centre are subject to the same pressures and competition as those within it, but they serve a unique local function. They offer a mix of convenience stores, restaurants, fast food outlets, specialist shops, garages etc. As such, the services they provide are considered to be important to the village and should be protected.

The formation of larger retail units outside the Retail Centre in direct competition to and removing focus from the Retail Centre will be resisted. Apart from 2 retail units all the other units in the Retail Centre are less than 150m², some significantly so.

Policy BKEC3: Developing and safeguarding other retail sites

Proposals that would result in a loss of a retail outlet outside of the Retail Centre should take into account the role that these outlets provide to the local community. Any proposals for the redevelopment or change of use of a unit in retail use outside the Retail Centre will need to demonstrate that the unit is no longer viable. It must be demonstrated that the unit has been professionally and positively marketed for at least one year at a realistic level, reflecting its current use, without success.

Applications for the development of retail units in excess of 150m² outside the Retail Centre will not be supported.

Applications for change of use from shopping (A1) to hot food takeaway (A5) will not be supported, except at Beckley Parade, where proposals will be considered on their merits.

Safeguarding land in industrial and commercial use

The community's objective is to safeguard accessible industrial and commercial sites suitable for occupation by small to medium sized enterprises (those enterprises employing up to 20 employees) which should be retained where there is a good prospect of continued employment use.

For this purpose we define "accessible" as applying to sites in locations which have a local labour supply: make efficient use of the site: focus on the existing built-up area: promote the use of public transport: avoid increasing the conflict and nuisance caused by HGV's using unsuitable roads. There is also a need to retain sites which provide services to the local community, in order to maintain vitality and viability and reduce the need to travel.

Proposals to redevelop existing employment sites to meet the needs of local occupiers and small to medium sized enterprises (see **Appendix 16**) in accommodation that is designed for contemporary business needs will be supported

In 2009 there were 520 registered businesses in Bookham. Approximately 13% of households contained at least one person who worked from home in approximately 650 locations

There are a number of industrial and commercial sites which provide a limited, but important number of jobs within the village.

In some cases these include ageing buildings, which do not meet modern standards, and access to some of the businesses is not conducive to modern transport, giving rise to HGVs travelling through parts of the village on unsuitable roads.

These business sites are valued by the community. The employment opportunities provided need to be safeguarded.

Competition from better quality, modern, more accessible industrial units in surrounding towns is high. The Government's desire to encourage more housing to be built on former business sites, whilst



increasing the supply of homes, tends to reduce employment opportunities.

Replacement of current businesses by other types of employment uses, that are more appropriate to a

village setting (e.g. reduces HGV traffic), would be supported. Alternative use proposals should aim to provide at least the same number of jobs, and by making more efficient use of land by reducing the footprint, perhaps release the extra land for housing.

Policy BKEC4: Safeguarding land in industrial and commercial use

Redevelopment of existing accessible industrial and commercial sites that provide accommodation suitable for small to medium sized enterprises will be supported.

Particular support will be given to proposals for:

1. Development of managed workspace and/or flexible workspace (co-working);
2. Merging or dividing of existing employment units or;
3. Rebuilding, within existing building footprints, to provide nursery/starter accommodation.

Proposals for the redevelopment of existing accessible industrial and commercial sites to other uses will not be supported unless the options in paragraphs 1-3 above have been fully explored. Only then, after marketing the site for these uses for a period of at least 12 months at a realistic level, with respect to value/terms/conditions, without demonstrable success, will alternative proposals be supported. In this event, alternative development proposals should include a mix of uses and/or provide facilities that deliver a benefit to the community and meet the wider objectives of this plan.

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APPENDICES

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Appendix 1

Conservation Areas and sites of archaeological potential

Maps and other information can be found here

<http://www.molevalley.gov.uk/index.cfm?articleid=17304> and here

<http://www.molevalley.gov.uk/index.cfm?articleid=17308>

Appendix 2

Bookham Vision

In June 2008 in response to community wide interest in various planning proposals a new, independent body, comprising mostly of volunteers with relevant experience, was tasked to collect information that could be used to prepare a Village Plan for Bookham. The initiative was called Bookham Vision.

Further details of this activity can be found at the website created for the project:

<http://www.bookhamvision.org>

The data was collected and produced following significant community effort with over 200 volunteers

playing a part in making it possible. A wide ranging Household Survey was hand delivered to 4,886 dwelling in Bookham. The study was well received by the local community and 3,326 Household surveys were completed (68% response rate).

The data collected reflected the views of the community and covers all aspects of life from schooling to shopping, pubs to parking, developments and roads to recycling and recreation.

The results of the study were published in October 2010. The full report is available to view on the website.

Appendix 3

The Forum

In the absence of an elected Parish Council, the Start-Up group set about recruiting the required Forum. It was decided to define the "ideal" Forum make-up to try and achieve the optimum representation of the Bookham voting population. 42 Bookham residents were required, fitting a range of criteria.

The complete definition is set out in **Appendix 4**



A publicity campaign was mounted, using a wide variety of available publicity channels, inviting residents to volunteer. By January 2012, 42 people had volunteered and the inaugural Forum meeting took place on 4th February 2012.

In addition to these resident Members of the Forum, 3 further Members were recruited from people who worked in Bookham businesses, but lived elsewhere.

It was considered that there should also be established a “Task Force” of other residents who had offered to assist with the detail work of research, analysis and the creation of proposals for the Forum to consider. Members of the Task Force, 14 in number initially, are also Members of the Forum, creating an overall Forum of 54 Members. The Task Force meets each month. The Head of Planning

policy at MVDC is a permanent attendee at these meetings, and at nearly all of the Forum meetings.

Originally it was planned that the Forum would meet every three months. However, during 2013 there were eight such meetings.

During the course of preparing the Plan, some Members of the Forum have found it necessary to resign for various understandable reasons. Nevertheless, other residents have come forward to take their place and at no time were there less than 30 resident Members.

The Forum adopted its constitution at its meeting on 12th May 2012 and application for Designation of the Forum and Area was made on 28th May. Designation was achieved on 25th September 2012.



Appendix 4 – COPY OF ORIGINAL DOCUMENT dated 14th November 2011

Composition of the Bookham Neighbourhood Forum

Introduction

1. The Neighbourhood Forum is the body that will take decisions on what goes into the draft Neighbourhood Development Plan (NDP). It is therefore important that every effort is made to ensure that the make-up of the Forum reflects the demographic make-up of the community if the draft NDP is to reflect the needs and aspirations of the community. Consequently it is hoped that it would then be supported by the community should it be put to referendum. This note sets out the proposed composition of the Bookham Neighbourhood Forum.

Background

2. The draft constitution of Bookham Vanguard envisages a Forum, and a Task Force that will research and present reports and recommendations to the Forum. Task Force members are also to be members of the Forum.
3. The Localism Bill stipulates that a Forum must be a minimum of 21 members, each of whom lives or works in the defined area of the proposed NDP or is an elected member of the district or county council. To enable the Bookham Forum to reflect as fully as possible the composition of the local community it is proposed that there should be 44 Forum Members in addition to the Task Force
4. The Localism Bill envisages that some members of a Forum may live outside the area concerned but work within it. To allow a reasonable representation of this group it is envisaged that 2 members of the Forum should be people who work in Bookham but live outside the area. This would mean that the Forum would have 42 Bookham residents on it and it is this group that should reflect as far as reasonably possible the composition of the community.

Building a Forum that reflects the community

5. The NDP will affect many aspects of Bookham life. It is therefore important that the Forum reflects the community from a range of different angles. In particular the Forum should reflect the composition of the community as a whole in the following groups:
 - a. Residents.
 - b. Businesses and those who work in the village, whether or not they live here.
 - c. Community Groups
 - d. Councillors. Provision should be made for MVDC to nominate one of its elected councillors, representing either of the two Bookham wards, to be a member of the Forum. Ideally this person should be a Bookham Resident
6. One individual might belong to a number of these categories. For example, they might be a resident, someone who works in the village, and a member of a community group. They would be counted in each category in testing whether the Forum reflects the community. It is not envisaged that there would be separate categories of members e.g. “resident members”, “business members”, “community group members”, and so on, as such an approach could unwittingly result in the Forum being unbalanced from a number of perspectives. For example if business and community group members tended to be older people (as is perhaps likely) the overall age profile would be skewed.
7. The rest of this note considers how in each category the Forum should reflect the community.

Residents

8. The following characteristics should be used to assess whether residents on the Forum reflect the community:
 - a. **Geographical spread.** Bookham is divided into 6 polling districts each with a roughly equal number of voters. As there are to be 42 members who are Bookham residents, each polling district should ideally have 7 members.
 - b. **Age.** Based on data collected for Bookham Vision, the 42 Bookham residents should have the following age profile:

Age	18-34	35-49	50-64	65+
No. of members	6	11	11	14

- c. **Gender:** Bookham's gender split is not far from 50:50 so the Forum should have equal numbers of men and women.
- d. **Tenure:** To reflect the split between homeowners, those living in affordable housing (social and intermediate housing) and those renting from private landlords, the 42 residents on the Forum should have the following composition:

Tenure	Owner occupiers	Affordable Housing	Private renters
No. of members	36	5	1

- e. **Household with dependent children at home:** As of the 2001 census, 23% of the households in Bookham had children living at home. To reflect this 10 of the residents on the Forum should have children living at home.
- f. It is hoped that those who consider themselves to be members of **ethnic minorities**, or who consider themselves to have a **disability**, will feel able to volunteer to be members of the Forum and every opportunity will be taken to encourage them to do so.

Business and those who work in the village

9. The Forum should reflect the range of businesses operated in the village. There should be at least one member in each of the following categories, each with a responsibility to consult others in their category to canvas opinion:
- Small businesses/sole traders
 - Larger companies operating in the village
 - Workers who live outside the village
 - Retail and non-retail undertakings

Community Groups

10. Bookham is fortunate to have a very wide range of community groups and it clearly would not be practicable to include them all as there are many dozens of them. Instead it is suggested that there should be at least 1 member in each of the following categories. Each should have a responsibility to consult others in the community groups category to which they belong:
- Conservation groups
 - Education – schools, playgroups etc.
 - Churches
 - Youth groups: scouts, guides, the Youth and Community Centres
 - Sports clubs
 - Groups caring for the disabled and others in need
 - Social pastimes.

Recruiting members to reflect the suggested composition

11. The above criteria have been compiled in an attempt to ensure that the Forum reflects the composition of the community in those respects that are most relevant to the preparation of the NDP without being so detailed as to make it impractical to recruit the right people to match the profile. Even so it may prove impossible to find volunteers in certain categories and so no guarantee of success can be given. The Start Up Group will take reasonable steps to secure a composition that reflects the suggested profile as closely as possible.
12. In particular, should more people volunteer than are required to meet part of the profile, those concerned may be invited to discuss amongst themselves who should represent their group on the Forum. Should they fail to agree, then the Chairman of the Start Up Group will organise a drawing of lots to decide who sits on the Forum.

Appendix 5 Public Involvement

During the course of preparing the Plan great effort was made to inform and involve the local community.

A Bookham Vanguard website was established in November 2011 and has been a complete and transparent source of information. It details the membership of the Forum and the Task Force, and sets out the Constitution and the Conflict of Interest policy. It reported, in detail, the proceedings at every Forum meeting, and generally provided news about what is happening as the project progressed. It also has an associated Facebook and Twitter feed.

A Newsletter was produced from time to time throughout the project. Residents were invited to sign up for receipt of this by email and over 800 residents have done so. Additionally, a team of distributors was recruited to deliver a printed version to nearly every dwelling in the Area.

There are a number of regular publications which are distributed to all dwellings in the Area.

Look Local – every month

Bookhams Bulletin – every quarter

BRA Newsletter – 2 times per year

Articles were published in these on almost every occasion.

4 videos were produced covering:

The need for and an overview of a Neighbourhood Development Plan

Issues relating to Housing

Issues relating to Infrastructure

Issues relating to local Economy

These were used in presentations to the public.

A series of community events was organised, and widely publicised using the media above.



These were held centred on the Old Barn Hall, the central community hall, sometimes using ancillary accommodation in marquees outside. Publicity was additionally mounted via notices in local shops and on various village notice boards. 8 such events were run and typical attendance was in the region of 200. They varied in style sometime theatre style presentations, sometime “drop in” sessions.

Each year there is a “Village Day” fair in June and a stand was manned at each of these events to update visitors on the project so far, or to solicit feedback on the issues of the day

Beyond this, presentations/discussions took place at other events – the AGM’s of Bookham Residents Association and Maddox Residents Association – School Fairs at Eastwick Schools and the Dawnay School.

More information is provided in the accompanying Consultation Statement.

Appendix 6

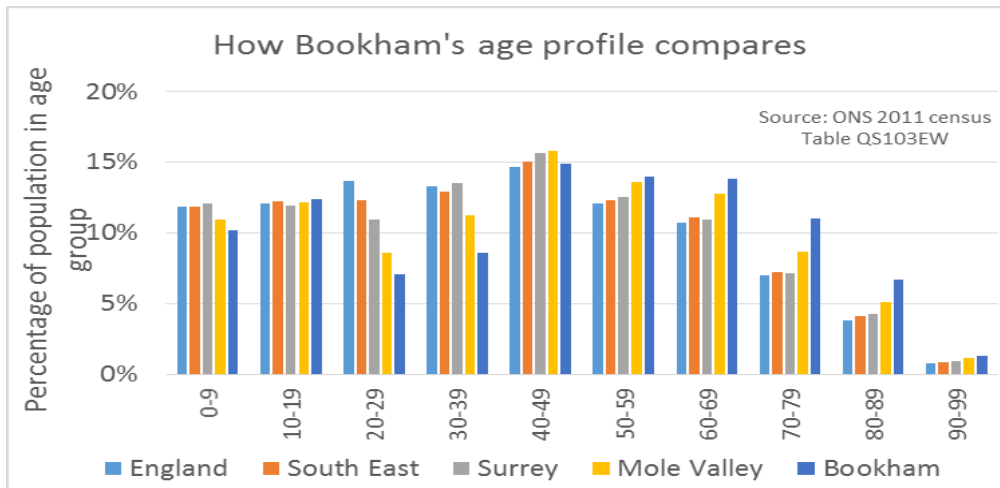
Built up area Character Appraisal

MVDC has prepared a Character Appraisal for Bookham and Fetcham which can be found at http://www.molevalley.gov.uk/media/pdf/m/m/Bookham_BUACA_access.pdf

Appendix 7

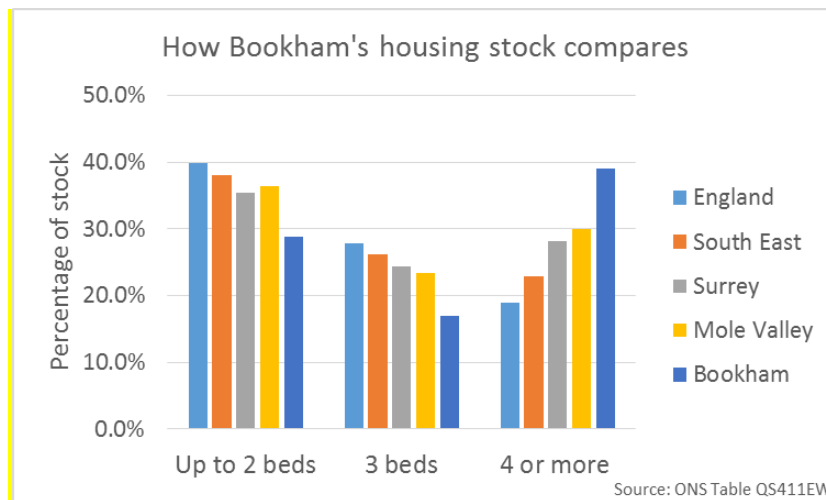
Homes inside and outside the Central Area

Bookham’s population has an older age profile than Mole Valley as a whole, which in turn has an older profile than Surrey or England as a whole. Planning for future housing in the village needs to reflect this. (See chart below.)



This is likely to become even more pronounced. Indeed, if Mole Valley continues to plan for fewer homes than implied by the projections, the age profile is likely to age even more quickly than projected. Less expensive, smaller properties to attract young families are therefore a priority.

In addition, Bookham’s existing housing stock is more heavily skewed toward 4 bedroom and larger properties than Mole Valley, Surrey or the rest of England – see chart below:





The Central Area has been chosen taking into account the need to be close to the centre, bus links, medical centres, wide selection of shops and the following study showing an average 6 minute walk of 631±93 metres for 50-85 year olds:

<http://erj.ersjournals.com/content/14/2/270.full.pdf+html>

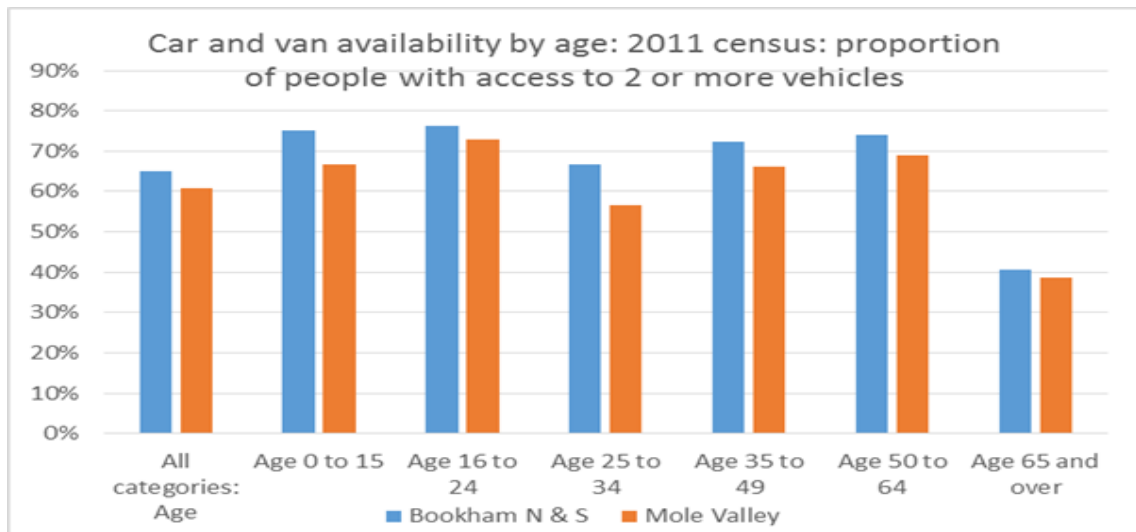
According to the 2011 census:

- 22% of households in Bookham are couples or single people aged 65 or over who have 2 or more spare bedrooms
- nearly four out of five (79%) of Bookham residents who are age 65 or over live in homes with 2 or more spare rooms

Appendix 8

Parking Space Standards

The chart below compares Bookham’s car and van ownership with that of Mole Valley. As can be seen, in each age group Bookham residents have more cars and vans than Mole Valley as a whole.



Data on car and van availability by size of property does not appear to be available for Bookham. However, the following table gives the available data from the 2011 census for Mole Valley:

Mole Valley	2 or more cars & vans %	3 or more cars & vans %
All dwelling sizes	49.2	14.0
1 bedroom	10.7	1.2
2 bedrooms	30.8	4.9
3 bedrooms	51.9	12.8
4 bedrooms	71.7	22.4
5 or more bedrooms	84.7	38.1

This table suggests that if 3 bedroom properties had only one parking space 52% of households would seek to park at least one car on the road: that would undoubtedly cause serious congestion. Similarly, if 4 bedroom properties are built without 3 parking spaces, 22% of households would seek to park at least one car on the road. Again, that is likely to cause congestion.

Bookham has greater car and van ownership per person than Mole Valley as a whole so that the percentages for Bookham are likely to be higher. Further, the position is likely to deteriorate as car ownership continues to grow.

Guidance on the use of permeable surfaces for parking areas can be found at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/7728/pavingfrontgardens.pdf

Appendix 9

Affordable Housing

Affordable Housing is a technical term which has precise meanings and should not be confused with inexpensive housing. The term “affordable housing” is misleadingly used by many to describe generally available market housing that is affordable to buy, but the term has a more formal definition and can refer to homes that are both owned and rented.

The specific characteristic of Affordable Housing is that it is housing provided by a Registered Provider (normally a housing association or local authority registered with the Homes and Communities Agency (HCA)). Moreover it is available from these Registered Providers only to persons that fulfil certain eligibility criteria.

Affordable Housing may be provided on a variety of terms to eligible persons whose needs are not met by the market. Eligibility is determined with regard to local incomes and local house prices.

The following list of definitions explains the different housing rental and ownership terms:

Affordable rented housing - property let by Registered Providers to persons eligible for social rented housing and subject to rent controls of no more than 80% of the local market rent.

Social rented housing – property owned and let by Registered Providers for which guideline target rents are determined through the national rent regime. The rent is set using a nationally set formula based partly on the assessed market value of the property, partly on local earnings and partly on the number of bedrooms.

Intermediate housing – covers various forms of housing for sale and rent which is provided at a cost above social rent but below market levels, and is available to those within income levels defined by the Department for Communities and Local Government (DCLG). Intermediate housing also includes shared equity (shared ownership and equity loans).

Shared ownership – is a form of Affordable Housing made available by Registered Providers where the prospective buyer purchases a share of the property (25% to 75%) and pays a capped rent on the remaining share. Shared ownership properties are always leasehold and after purchase, the home owner can purchase additional shares, known as ‘staircasing’, up to 100%, at which time the purchaser will fully own the property.

Tenure – used to describe the conditions under which a property (or land) is held or occupied. This can mean a rented tenancy or a lease.

Tenancy – is the right of interest of a tenant who occupies a property (or land) for an agreed period in exchange for a rent.

Secure Tenancy – a legal contract between the tenant and Registered Provider governed by the Housing Act 1985. Tenants can only be removed against their will if it can be proved in court that the conditions of the tenancy agreement have been broken.

Appendix 10

Highways

Full details for the Mole Valley Local Committee of Surrey County Council can be found at:

<http://new.surreycc.gov.uk/get-involved/your-local-area/mole-valley-local-area/your-local-committee-in-mole-valley>

There is available a variety of documents which set out the current requirements pertaining to highways. Some of them can be found at the following websites.

<http://www.standardsforhighways.co.uk/ha/standards/dmrb/index.htm>

<https://www.gov.uk/government/publications/manual-for-streets>

<http://www.surreycc.gov.uk/maps/surrey-interactive-map>

As a result of various Public consultation events a variety of issues were raised relating to Highways improvements. On 9th May at a Public Consultation meeting these issues were displayed and attendees were asked to rank them in order of importance by numbering them 1 to 12, where 1 is the highest priority. The following summarises the result of this consultation and sets the priorities as seen by the community.

Highways Improvements		Number of mentions	Total Rankings	Average Ranking
High Street	to improve conditions for pedestrians and passing places for vehicles and facilities for cyclists	37	113	3.05
Lower Road	to improve footways and provide a cycleway	40	147	3.68
Church Road	to improve footways and facilities for cyclists	38	154	4.05
Rectory Lane	to widen carriageway and extend east side footway to the south. To improve visibility at A246 junction	35	187	5.34
Off-road East/West cycleway	to provide an alternative to the Lower Road for cyclists	37	200	5.41
High Street/A246 junction	optimise pedestrian traffic light phasing	31	171	5.52
Little Bookham Street	to widen the carriageway near Old Pound Cottage and from Burnhams road junction to Maddox Lane junction	30	179	5.97
Crabtree Lane/A246 junction	Upgrade traffic signals to microprocessor optimised vehicle actuation (MOVA)	29	175	6.03
Manor House Lane	to widen carriageway and provide a footway	29	221	7.62
Chalkpit Lane	to improve the A246 bellmouth	20	169	8.45
The Lorne	consider traffic calming measures			***

*** This item was not originally in the list, but was added as a result of feedback during the formal 6 week Public Consultation between 12th June and 24th July 2015

Appendix 11

Drainage

The definition of SuDS can be found at

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/82421/suds-consult-annexa-national-standards-111221.pdf

The Composition of the Bookham Flood Forum is set out in **Appendix 13**. This body has identified a range of issues and particular “wet spots”.

On 9th May at a Public Consultation meeting these issues were displayed and attendees were asked to rank them in order of importance by numbering them 1 to 7, where 1 is the highest priority. The following summarises the result of this consultation and sets the priorities as seen by the community.

Drainage Improvements		Number of mentions	Total Rankings	Average Ranking
Lower Road	Obviate flooding by improving the drainage from East Street to The Squareabout, at the Lower Road Recreational Ground and at Manor House Lane.	52	70	1.35
Church Road	Obviate flooding by improving the drainage from The Squareabout to Fife Way and in Fife Way.	42	110	2.62
Dorking Road	To reduce flows from Polesden Lacey and provide piped drainage to the residential area of Dorking road, Howard Road and Dawnay Road.	40	127	3.18
Little Bookham Street	Obviate flooding resulting from the ditch running from Lower Road to Sole Farm Road : reduce runoff from Preston Farm to Fox Lane.	37	123	3.32
Eastwick Drive and Westfield Drive	Obviate flooding by improving the drainage	26	108	4.15
Greenacres, Park Green and The Park	Obviate flooding by improving the drainage.	24	121	5.04
Kennel Lane, The Glade and roads off	To improve the main outfall to Fetcham.	24	127	5.29

Appendix 12

Bookham Flood Forum

The Flood Forum comprises representatives from the following organisations:

- Bookham Representatives
- SCC Flooding Section
- SCC Highways
- Thames Water
- MVDC

Appendix 13

Schools Basic Needs

School Basic Needs is taken to mean the provision of accommodation and other resources to enable that school to provide sufficient pupil places to satisfy the demand placed upon it.

Appendix 14

Use Classes

A1 Shops	Shops, retail warehouses, hairdressers, undertakers, travel and ticket agencies, post offices, pet shops, sandwich bars, showrooms, domestic hire shops, dry cleaners, funeral directors and internet cafes.
A2 Financial and professional services	Financial services such as banks and building societies, professional services (other than health and medical services) and including estate and employment agencies. It does not include betting offices or pay day loan shops - these are now classed as "sui generis" uses (see below).
A3 Restaurants and cafés	For the sale of food and drink for consumption on the premises - restaurants, snack bars and cafes.
A4 Drinking establishments	Public houses, wine bars or other drinking establishments (but not night clubs).
A5 Hot food takeaways	For the sale of hot food for consumption off the premises.
B1 Business	Offices (other than those that fall within A2), research and development of products and processes, light industry appropriate in a residential area.
B2 General industrial	Use for industrial process other than one falling within class B1 (excluding incineration purposes, chemical treatment or landfill or hazardous waste).
B8 Storage or distribution	This class includes open air storage.
C1 Hotels	Hotels, boarding and guest houses where no significant element of care is provided (excludes hostels).
C2 Residential institutions	Residential care homes, hospitals, nursing homes, boarding schools, residential colleges and training centres.
C2A Secure Residential Institution	Use for a provision of secure residential accommodation, including use as a prison, young offenders institution, detention centre, secure training centre, custody centre, short term holding centre, secure hospital, secure local authority accommodation or use as a military barracks.

C3 Dwelling houses	<p>this class is formed of 3 parts:</p> <p>C3(a) covers use by a single person or a family (a couple whether married or not, a person related to one another with members of the family of one of the couple to be treated as members of the family of the other), an employer and certain domestic employees (such as an au pair, nanny, nurse, governess, servant, chauffeur, gardener, secretary and personal assistant), a carer and the person receiving the care and a foster parent and foster child.</p> <p>C3(b): up to six people living together as a single household and receiving care e.g. supported housing schemes such as those for people with learning disabilities or mental health problems.</p> <p>C3(c) allows for groups of people (up to six) living together as a single household. This allows for those groupings that do not fall within the C4 HMO definition, but which fell within the previous C3 use class, to be provided for i.e. a small religious community may fall into this section as could a homeowner who is living with a lodger.</p>
C4 Houses in multiple occupation	<p>Small shared houses occupied by between three and six unrelated individuals, as their only or main residence, who share basic amenities such as a kitchen or bathroom.</p>
D1 Non-residential institutions	<p>Clinics, health centres, crèches, day nurseries, day centres, schools, art galleries (other than for sale or hire), museums, libraries, halls, places of worship, church halls, law court. Non-residential education and training centres.</p>
D2 Assembly and leisure	<p>Cinemas, music and concert halls, bingo and dance halls (but not night clubs), swimming baths, skating rinks, gymnasiums or area for indoor or outdoor sports and recreations (except for motor sports, or where firearms are used).</p>
Sui Generis	<p>Certain uses do not fall within any use class and are considered 'sui generis'. Such uses include: betting offices/shops, pay day loan shops, theatres, houses in multiple occupation, hostels providing no significant element of care, scrap yards. Petrol filling stations and shops selling and/or displaying motor vehicles. Retail warehouse clubs, nightclubs, launderettes, taxi businesses, amusement centres and casinos.</p>

Appendix 15

Safeguarding Our Retail Centre

The Association of Town Centre Management (ATCM) defines a successful high street as having:

- A retailing centre serving the needs of the local community;
- Leisure, entertainment and cultural facilities;
- Public and private sector services;
- An employment and business sector;
- Accessibility by a choice of transport; and
- A local community perception of it being their town centre.

The Bookham Retail Centre contains approximately 41 retail units and a further 31 units including restaurants, financial and professional services and offices. This is less than other district centres in Mole Valley, apart from Fetcham. There are no large food stores, but there are two small supermarkets and a selection of independent specialist shops, including baker, butchers, greengrocers, and a fishmonger. This provision of convenience shopping is good for the size of the village and its catchment, but could be expanded by encouraging a greater cluster of independent food specialists. There are no national multiple comparison shops in the Retail Centre due to its small size, and mainly local catchment.

In terms of the District's retail hierarchy, MVDC defines Bookham as a district centre in Core strategy Policy CS9.

The Bookham Vision findings reinforce the district centre status, in establishing that 76% of respondents did not use Bookham for their main weekly shop. The most popular destinations for the main weekly shop were Leatherhead and Cobham (Figure 1) – all with town centre periphery superstores offering wide ranges of products and plentiful, free parking.

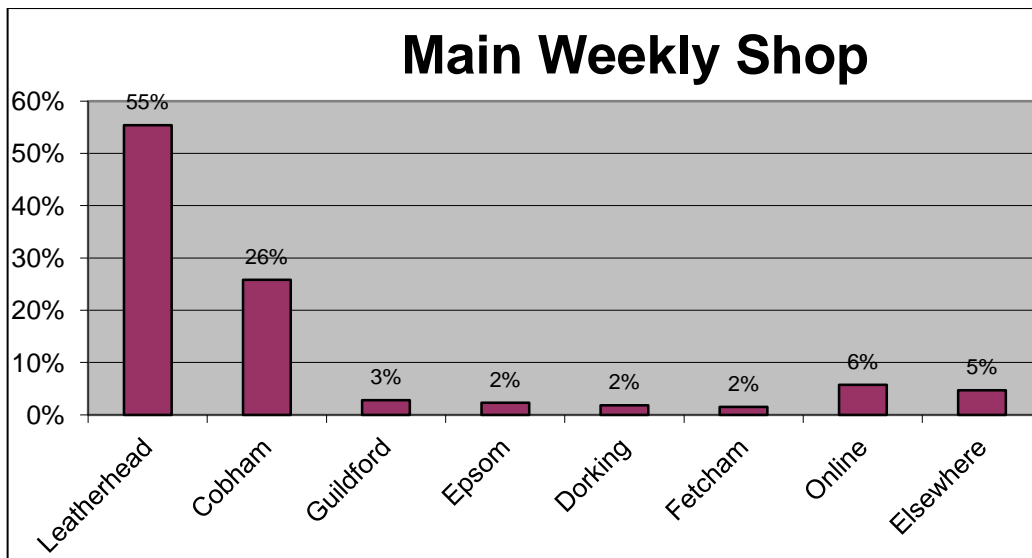


Figure 1 - Shopping location for the 76% not using Bookham for their main weekly shop

The destination shopping nature of Bookham as a district centre is evident from the range of specialist stores and frequency of use (Figure 2). For example, over 40% of Bookham Vision respondents reported using the chemist, post office, top-up grocery shopping, or cards/newsagents.

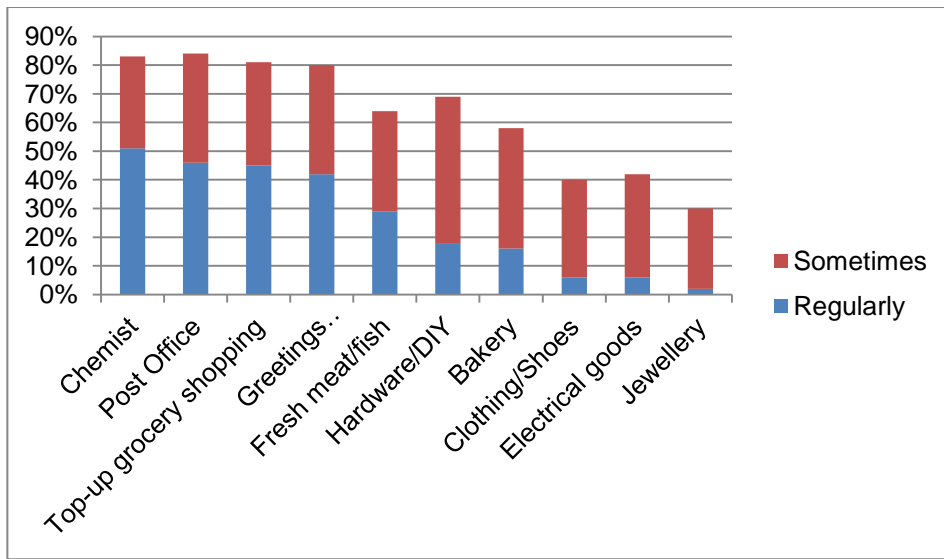
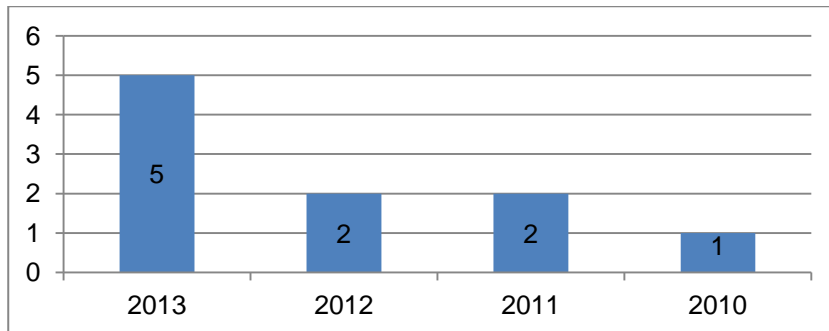


Figure 2 – Retail use in Bookham – Bookham Vision

The number of vacant retail units in the Retail Centre increased from just one unit in 2010 to 5 in 2013, but this trend has not continued. However the four charity shops should be added to this to give a true measure for vibrancy. The mean time taken to fill empty units is also large.

Figure 3 - vacant retail (A1 to A5) units in Bookham, 2010 to 2013



The size of many units in the Retail Centre is small, and the old nature of many of the buildings and diverse ownership hinders the merging of units. This is a barrier to the expansion of existing businesses and limits the types of businesses which can trade from the Retail Centre. Opportunities to flow into the footpath (e.g. for restaurant/café seating) are also limited for most of the units because of the narrow pavements.

Congestion in the High Street is a barrier to business. In the Bookham Vision Business Survey (2009) 49% of business respondents regarded road congestion as a challenge, 28% regarded customer access as a challenge, and 18% regarded delivery access as a challenge.

Research undertaken by the Association of Market Towns (2012) concluded that pedestrian footfall in the Retail Centre was below the average for similar district centres elsewhere. The High Street was the busiest part. The average time people remain in the Retail Centre is also lower than for comparable centres. Enhancing the retail offer, along with providing restaurants and opportunities for parking, could improve the vibrancy of the Retail Centre.

There is also anecdotal evidence that the Retail Centre fails to capture, or attract, visitors to Polesden Lacy and the nearby Bockett’s Farm visitor attraction.

As such, policies are based on reinforcing Bookham’s status as a district centre, not competing with larger, neighbouring centres.

Appendix 16

Safeguarding land in industrial and commercial use

In 2009 there were 520 registered enterprises in Bookham. A higher proportion than average of these businesses are in the service sector, with the dominant industrial classifications being:

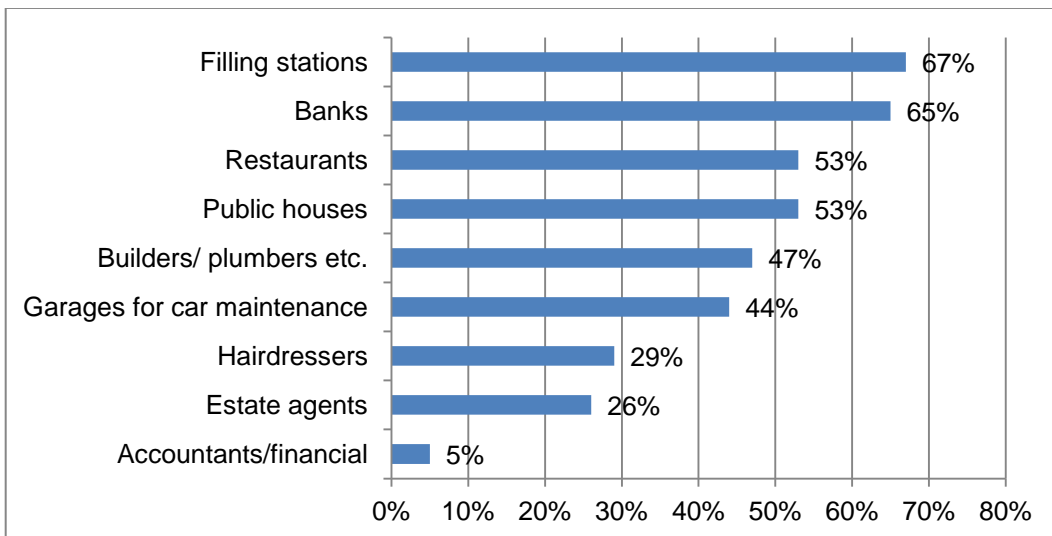
- property;
- business services;
- public administration/other services;
- construction;
- retail, including car sale rooms; and
- motor vehicle servicing and repair.

Most of the businesses are classified as small or medium sized enterprises. In 2009 72% of businesses had 5 or fewer employees, and only 3% employed 20 or more people. Of the larger employers, two stand out as having more than 100 employees: Photo Me International PLC, and the National Trust though most of these are employed outside Bookham. As such, businesses are typically smaller than in many other comparable locations.

This dependence on small firms (many being new firm formations and particularly vulnerable in the first few years) creates a sizeable threat to the local economy.

Our businesses are used extensively by the local community (Figure 4). The Bookham Vision survey showed that approximately two thirds of the population used filling stations and bank frequently or sometimes, over a half used restaurants and public houses frequently or sometimes, and over two fifths regularly or sometimes used garages for car maintenance and plumbers or builders. Hence, there is a demand for these service businesses and the local community supports them.

Figure 4: Residents' use of service sector (frequent or sometimes)



The Bookham Industrial Estate creates particular challenges for planning. It serves a valuable function. The size and flexibility of the units is a positive – with many businesses expanding and contracting within the estate as their business changes. The comparatively cheap rents in Bookham (£7 to £8 per square ft.) compared with Leatherhead and Dorking (over £9 per square ft.) is a positive.

On the other hand, the units are old and of a poor design, and would need considerable investment to meet future sustainability requirements. Road communications to the industrial estate are particularly poor, as HGVs are required to travel down narrow residential roads with many critical pinch-points (See **Appendix 10**). Other surrounding towns have a much better supply of commercial premises, providing competition for Bookham.

This is reflected in the relatively low rents and the times taken to fill vacant units (exceeding 12 months).

Despite these factors, in the Bookham Vision survey, support for the industrial estate was high: the large majority of residents were aware of the Industrial Estate. Over 30% of respondents considered it to be beneficial to the village, with 45% indicating they felt it provided needed local jobs. However, less than 10% indicated that they use the companies based there. And whilst 23% of respondents believed the estate caused Lorries to come through the village, only a small minority (less than 10%) indicated they would like to see it moved to a different location, even if the site was used for housing or other social development.

The pressure on land in Bookham for housing is creating a demand for converting commercial premises into residential. This is a further threat to local employment, providing services to local people and drawing people and associated economic activity into Bookham.