

PLEASE ACT QUICKLY – THE CLOSING DATE FOR RESPONSES IS 11.59PM ON 18 JULY 2016.

Here are the simple step by step guidance notes for downloading, completing and sending your response to Guildford Council's new draft Local Plan:

1. Click on the [possible areas for objection](http://www.westclandon.org.uk/) link in the right hand (green) column on the West Clandon website (<http://www.westclandon.org.uk/>) and save the template letter document to a new folder or on your desktop.

2. **We suggest you rename this template letter with a new file name that identifies it to you** - for example as Joe_Bloggs_Response_to_New_Local_Plan.docx - before you then complete it and send it to the Council by email. Having your name in the file name of the document will help the Council to identify and track your response once it is downloaded from your email into GBC's system, and it will help demonstrate that these are individually named responses. (You can also use your name as the Header or Footer in the Word document you save as your own).

3. Once you have the attached template letter as a new file using your own name please open it and, In the space at the top where marked, fill in:

YOUR NAME

YOUR ADDRESS

YOUR EMAIL ADDRESS (this will also help GBC associate your letter with your email)

THE DATE

Also fill in your NAME **at the very end of the letter** where marked .

4. Please don't forget to add your own views on the Plan, the previous consultation process, particular concerns you have, anecdotes about traffic jams, accidents etc at the start of the letter and before the heading:

1. POLICY S1

5. Then save the document, checking you have all relevant info in place, and send it as an attachment to your email to: localplan@guildford.gov.uk

6. In your covering email ask GBC to confirm by return email that they have received your response and that it can be read okay.

You are likely to receive an auto reply confirming receipt of the email, so if you do not hear from the Council within the day please chase them up and be prepared to send your response document again.

7. Now please ensure EVERYONE in your household, **and at least two other people you know who either live, have lived in or even just visit the Guildford area**, complete the template letter and send it FROM THEIR OWN EMAIL ADDRESS.

Anyone and everyone who has any links to the Guildford area is entitled to respond to this disastrous new Plan, and should do so as we need as many responses as possible.

And that's it!

If you want to send printed versions of your household's letters, or for those who do not have internet access, we suggest you now drop them in personally to the Council's Millmead offices (getting a signed acknowledgement of receipt, of course!) as there is no guarantee that the post will get there in time for the deadline of this Monday 18 July.

As you can see, the letter is quite a large document, but that is what is required to address the issues and get as many responses to each 'policy' and site as possible.

You will also see that we have addressed questions which GBC poses on its website about the Plan (see section 24 in the attached template letter) as these raise important issues not covered by the main consultation process and they are worded in such a way as to encourage agreement from those who may not fully appreciate the full background.

PLEASE FEEL FREE TO AMEND, CORRECT, REMOVE, OR ADD TO, ANY PARTS OF THE LETTER TO SUIT YOUR VIEWS AND PURPOSE - IT IS THERE TO USE OR NOT AS YOU WANT.

We trust this is all helpful - **it's now up to all of us to ensure that as many letters as possible go in to GBC AS IT IS ABSOLUTELY VITAL THAT WE HAVE AN EVEN BIGGER RESPONSE THIS TIME AROUND THAN LAST.**

Thank you for your support, patience and, above all, determination, it is appreciated!

We would like to acknowledge and thank Guildford Greenbelt Group, West Clandon Parish Council, Ripley and Send Action Groups, the Council for the Protection of Rural England and Guildford Residents Associations, as well as a host of individuals, for materials and information we have used as the basis for the attached letter.

2\Respond to Guildford Council's new draft Local Plan

With things changing on a daily basis there will, inevitably, be areas that can be updated and improved in the letter, however we believe it gives a comprehensive set of responses which will have value when the proposed new Local Plan goes before the Planning Inspector in the future.

With our best wishes and every encouragement

Protect Clandon, part of the Clandon Society, the residents' association for East and West Clandon