

West Horsley Parish Council

Housing Needs Survey

The West Horsley Neighbourhood Plan (WHNP) was adopted on 4 December 2018 and become part of the statutory development plan for the village up to 2033. However, it is recommended that Neighbourhood Plans are reviewed approximately every 5 years to ensure they are still fit for purpose and reflect the changing needs of the community they are designed to protect. Although the National (Government) and Local (Guildford Borough Council) planning policies are currently being reviewed and with the uncertainties of the devolution of SCC and GBC, it is still necessary for the WHNP to be reviewed.

Part of that review is to ensure that the planning policies in the WHNP reflect the housing needs of our community. This can be done by carrying out a Housing Needs Survey. Whilst a survey was carried out prior to the WHNP being adopted, the housing needs of our Parish may have changed.

Surrey Community Action have been contacted to provide information on how the survey is undertaken and to give an indication of the cost of this service. They advise:



The Housing Needs Survey will ask residents about their current housing situation and their future need for housing. Residents can be given the choice of a paper-based survey and the opportunity to respond electronically. This survey will only be sent to residents in the Parish (it can also be sent to residents who would like to return to live in the Parish in the next 5 years).

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Surrey Community Action
Astolat, Coniers Way
New Inn Lane, Burpham
Guildford, Surrey GU4 7HL

There are different ways in which the survey can be undertaken, for example:

- Housing needs questions and a small number of additional questions chosen by the Parish Council is sent to all households and/or online.
- Mainly based online, survey questions are sent to all residents but only those with a housing need to respond. This can be supported with paper copies and a weekly drop in to provide help to in completing the survey.

After the survey has been carried out, a report is produced typically covering:

- Background and general information
- The key findings of the survey
- Summary of the responses received from the community.
- The housing market context and relative affordability
- Information regarding local housing registers
- Conclusions

The Housing Needs Survey would run for 1 month and has a shelf life of 5 years.

Cost of a Housing Needs Survey:

The following fee proposal is based on 1,100 households. The exact number of households will need to be obtained from GBC.

The total cost would equate to £1,879.46 inclusive VAT excluding return postage. If the Parish take responsibility for delivering the survey, there would be no outward postage cost, thus the total cost would be £955.46. The total cost of the reply to postage won't be known until the survey has been completed. The surveys are returned 2nd Class postage.

The cost of the survey is outlined below with all costs inclusive of VAT.

Item	Total Cost
Printing and stationery costs	£926.66
Survey Preparation costs	£28.80
Survey creation, analysis & report writing	n/a (covered by GBC)
Meeting & Travel costs	n/a (covered by GBC)
Total	£955.46
Cost of outward Postage	£924.00
Total	£1879.46
Cost of reply to postage	(40%) TBC

Prepared by Deputy Clerk July 2025