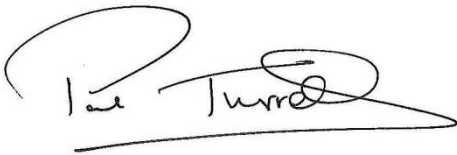


29 November 2017

Dear Councillor

SUMMONS TO A MEETING OF THE COUNCIL

I hereby summon you to attend the meeting of the Council to be held on **Thursday 7 December 2017 at 7.30pm** in the Council Chamber at the Civic Centre, Addlestone.



PAUL TURRELL
Chief Executive
01932 425500
Email: paul.turrell@runnymede.gov.uk

A G E N D A

1. **FIRE PRECAUTIONS**

The Mayor will read the Fire Precautions, which set out the procedures to be followed in the event of fire or other emergency.

2. **MINUTES**

To approve and sign, as a correct record, the Minutes of the Meeting of Council held on 19 October 2017 (Appendix 'A' - blue pages).

3. **MAYOR'S ANNOUNCEMENTS**

4. **APOLOGIES FOR ABSENCE**

5. **DECLARATIONS OF INTEREST**

If Members have an interest in an item, please record the interest on the orange coloured form circulated with this Agenda and hand it to the Democratic Services Manager at the start of the meeting. A supply of the form will also be available from the Democratic Services Manager at the meeting. Members are advised to contact the Corporate Head of Law and Governance prior to the meeting if they wish to seek advice on a potential interest.

6. **SPEAKING OR QUESTIONS FROM MEMBERS OF PUBLIC UNDER STANDING ORDER 12**

7. **PETITIONS**

To receive any petitions from Members of the Council under Standing Order No 19.

8. **QUESTIONS FROM MEMBERS OF THE COUNCIL UNDER STANDING ORDER 13**

9. **RECOMMENDATIONS FROM COMMITTEES**

- i) To consider the following Minutes and recommendations from the Planning Committee held on 25 October 2017 and Regulatory Committee held on 14 November 2017. The full Agenda reports and appendices associated with these recommendations were circulated with the agendas for these meetings and are available on the website.

Planning Committee – 25 October 2017

a) **LOCAL DEVELOPMENT SCHEME**

The Committee considered a new Local Development Scheme (LDS) which would supersede the Scheme approved in December 2016, to vary the timetable for the Local Plan.

The LDS sets out how the Local Plan and other related documents would be produced, and a timetable for their production. The purpose of the LDS was to keep the public and other stakeholders informed and to promote good management of the Local Plan adoption process.

It was now necessary to update the December 2016 version of the LDS on account of some changes having had to be made to the operative timetable, chiefly to ensure that the Council had a fully comprehensive and robust evidence base to support its Local Plan.

The Regulation 18 consultations that had been undertaken had, as expected, demonstrated strong local concerns regarding the resilience and capacity of local infrastructure. Additional work, specifically around the area of greater growth, the Longcross Garden Village and the nearby A320 road corridor had accordingly been commissioned with partners. It was considered appropriate to delay the Regulation 19 consultation to ensure as much information regarding the potential infrastructure delivery and mitigation could be made available to those consulted as possible. As key parts of this work was undertaken in partnership with other authorities, mainly Surrey County Council, but also Surrey Heath and Woking Borough Councils, the speed of delivery was slower than Runnymede would wish. Consequently rather than undertaking the Regulation 19 consultation at the end of 2017, allowing a submission to the Secretary of State to be timetabled for the end of 2017, it was now intended to undertake the consultation in early 2018, including greater detail of infrastructure matters, requiring the submission of the final Plan to be timetabled instead three months later at March 2018. An amended timetable, shown below, was therefore now recommended with a submission date in March 2018 following the Regulation 19 consultation

Preparation of Issues & Options	June 2016 (completed)
Consultation on Issues & Options	June to August 2016 (completed)
Consultation on Additional Sites & Options	May to June 2017 (completed)
Completion of outstanding Local Plan Evidence Base	December 2017
Compilation of Pre-Submission Plan	October to December

Consultation on Pre-Submission Plan	January/February 2018
Submit Plan to Sec of State	March 2018
Pre Examination Meeting	2018 - dependent on the Secretary of State
Examination	2018 - dependent on the Secretary of State
Estimated date for adoption	2018 - dependent on the Secretary of State

Officers recommended that the proposed three months' delay to the Plan be accepted, as a way of reducing the risk of producing a Plan that may be unsound.

The amended LDS, was considered to set out a realistic programme for the preparation of the Local Plan and other associated documents in accordance with current legislation and regulations. As Council policy, the LDS would be recommended for adoption by Full Council at its meeting on 7 December 2017.

RECOMMEND that –

the October 2017 Runnymede Borough Council Local Development Scheme, Appendix 'B' (green pages), be approved.

Regulatory Committee – 14 November 2017

b) CHARITY COLLECTIONS POLICY 2017 – 2020

The Committee was asked to recommend adoption of the Council's new Charity Collections Policy and re-adoption of updated model Street Collections regulations, following a public consultation exercise.

The Committee was advised that the draft Charity Collections Policy had now been consulted on. Minor amendments had been made to the policy and the accompanying Equalities Impact Assessment to reinforce a charity's obligations with regard to safeguarding and to clarify the exemption of events like Black Cherry Fair and Egham Royal Show, taking place in the open air, to be licensed, which the Committee welcomed.

Officers summarised the main areas of the policy. These were the policy objectives, permitted locations for collecting donations, the application process, including supplementary guidance for clothing collections, grounds for refusal of a House to House Collections Licence and the appeals mechanism.

Members were reminded that there was no provision for charging within charity collections legislation and that the service was delivered within existing resources.

Officers confirmed that the policy had been drawn up with the protection of the public as a priority within the framework of the Council's Corporate Business Plan and the maintenance of a balanced diary of charity collections taking place during the year.

Officers had made one amendment to the model Street Collections Regulations. This was the replacement of section 16 (2) which required the collection's promoter to publish, at their own expense, a notice stating how much money had been raised in a collection. Instead, to reduce the burden on charities, 16 (2) stated that details of the return for the collection stating the amount

collected and any deductions made would be published on the Council's website. Officers confirmed this had been the practice for some time.

It was confirmed that because Runnymede was not a new authority there was no need for the Secretary of State to sign the Regulations, nor for them to be advertised, thus making a modest saving of approximately £300.

The Committee was pleased to recommend to full Council approval of the policy and to re-adopt the model Street Collections Regulations, as amended, noting that Officers would review informally after 18 months of operation and formally in 2020, in line with other relevant Council policies.

RECOMMEND that –

- i) **the draft Charity Collections Policy 2017 – 2020, as attached at Appendix 'C' (gold pages), be approved and recommended to full Council for adoption on 7 December 2017; and**
 - ii) **the Council re-adopts the model Street Collections Regulations, as set out at Appendix 'B' of the policy**
- ii) To consider the recommendations from the Corporate Management Committee shown below. As this Summons was despatched before the meeting had been held, the specific recommendations from that meeting will be included on the supplementary Summons which will be circulated in due course. The full Agenda reports and appendices associated with these recommendations were circulated with the Agenda for the Corporate Management Committee meeting and are available on the website.

Corporate Management Committee – 30 November 2017

- a) Consultation Response to Revised Draft Airports National Policy Statement
- b) Replacement Community Transport Vehicles
- c) Preventing Unauthorised Vehicle Access to Parks and Open Spaces
- d) Calendar of Meetings 2018/2019
- e) Affordable Housing Development Opportunity in Egham

10. PRESS AND PUBLIC TO BE EXCLUDED BY RESOLUTION

To move, if appropriate, the exclusion of the press and public for the following item, in view of the likely disclosure of exempt information within the meaning of Part 1 of Schedule 12A, paragraph 3, to the Local Government Act 1972.

11. COMMITTEE RECOMMENDATIONS – EXEMPT

To consider any recommendations which relate to exempt business.

MEETING OF THE COUNCIL19 October 2017 at 7.30pmThe Worshipful the Mayor (Councillor I A Chaudhri) in the chair.

Members of the Council present: Councillors D E Anderson-Bassey, J R Ashmore, Miss E Bancroft, J Broadhead, I A Chaudhri, Mrs D V Clarke, D A Cotty, R J Edis, J R Furey, Mrs E Gill, Mrs L M Gillham, Mrs M T Harnden, Miss M N Heath, N M King, Mrs G M Kingerley, M T Kusneraitis, S Lewis, S Mackay, M J Maddox, M Nuti, D W Parr, B W Pitt, N Prescott, Miss J K Sohi, P Sohi, P B Tuley, A Tollett, Mrs G Warner and N Wase-Rogers.

Members of the Council absent: Councillors A Alderson, T Dicks, Mrs J Gracey, T Gracey, Miss D Khalique, D J Knight, Mrs Y P Lay, Mrs C S S Manduca, P I Roberts Ms C Simmons, P J Waddell, J Wilson and M Willingale.

291 FIRE PRECAUTIONS

The Mayor read out the Fire Precautions.

292 MINUTES

The Minutes of the meeting of the Council held on 20 July 2017 were confirmed and signed as a correct record.

293 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Alderson, Dicks, Mrs Gracey, T Gracey, Miss Khalique, Knight, Mrs Lay, Mrs Manduca, Roberts, Ms Simmons, Waddell, Wilson and Willingale.

294 MAYOR'S ANNOUNCEMENTS

The Mayor highlighted some of the functions and events he and the Mayoress had attended since the last Council meeting.

295 DECLARATIONS OF INTEREST

Councillor Furey declared a non-pecuniary interest in the item on 'River Thames Scheme', as he was a Member of the Surrey County Council and had attended meetings on the River Thames Scheme. Councillor Furey remained in the room, took part in the discussion and voted thereon.

296 GENERAL DATA PROTECTION REGULATION – APPOINTMENT OF COUNCIL DATA PROTECTION OFFICER

Council considered the recommendation from Corporate Management Committee held on 21 September that the Corporate Head of Law and Governance be appointed Data Protection Officer as required by the General Data Protection Regulation which would come into effect on 25 May 2018.

The Council's Corporate Head of Law and Governance had dealt with data protection matters since his arrival at the Council and was the point of contact with the Information Commission Officer in relation to such matters. The Officer also held the post of Senior

Information Risk Owner for the Council, had led on the preparation of its Information Governance Strategy and Policy which had been adopted in July 2017 and his senior position in the Council meant that he reported to the highest management level in the Council. In making this recommendation to Full Council, the Corporate Management Committee agreed that Full Council should be asked to consider whether it was appropriate for the posts of Data Protection Officer and Senior Information Risk Owner to be held by the same individual, or whether some form of conflict of interest might result from that course of action.

The Corporate Head of Law and Governance was responsible for a Business Centre which had Information assets and databases. Notwithstanding the acknowledged experience and knowledge of the Corporate Head of Law and Governance in this area, Council had reservations over the Officer performing the data protection role as this could result in a potential conflict of interest which could prevent him discharging the data protection role.

RESOLVED that –

the appropriate and qualified Data Protection Officer, that cannot be a Data Controller, be appointed from an internal/external source in order to comply with the requirements in EU GDPR that take effect from 25 May 2018. This DPO position will be reviewed by Full Council in April 2018.

297 ST. GEORGE'S ROAD, ADDLESTONE – DEVELOPMENT PROJECT – CAPITAL ESTIMATE

The Council considered a recommendation from the Corporate Management Committee held on 21 September 2017.

RESOLVED that –

the request of the Housing Committee for an initial Capital Estimate in the sum reported for 2017/18 and 2018/19 to cover the cost of acquiring and developing the St. George's project be approved, with the costs to be met from Set Aside 1-4-1 receipts (27%) and HRA working balances (73%).

298 WAITROSE CAR PARK, EGHAM

The Council considered a recommendation from the Corporate Management Committee held on 21 September 2017.

RESOLVED that –

- i) a lease for the time period reported be agreed with RBC Services (Addlestone ONE) Limited (RBCS) for the management of the Waitrose Car Park, Egham on the terms explained in Section 2 of the agenda report;**
- ii) a supplementary capital estimate in the sum reported be approved for the purchase and installation of an ANPR car park management system, signage and automated roller shutters for the Waitrose Car Park, Egham; and**
- iii) once the ANPR system has been installed, users be given 30 minutes free parking in the car park.**

299 RESOURCES DIVISION RESTRUCTURE

The Committee considered a recommendation from the Corporate Management Committee held on 12 October 2017.

RESOLVED that –

- i) **the savings achieved be noted and a supplementary revenue estimate of £286,200 for 2017/18 be approved;**
- ii) **a capital estimate of £200,000 be continued in 2018/19 to continue the ICT development and to develop the systems in Customer Services and a supplementary capital estimate in the sum of £60,000 be approved from 2018/19 onwards;**
- iii) **the ICT Strategy as set out in Appendix ‘B’ and Exempt Appendix ‘1’ to the Corporate Management Committee Agenda be approved;**
- iv) **Members note the consultation process with the restructure of Council tax, Housing Benefit and Business Rates commenced in September 2017, led by the Corporate Director of Resources, Head of Human Resources and the Chief Executive; and**
- v) **all of the above be subject to regular reports to the Business Systems and Communications Member Working Group.**

300 **SUPPLEMENTARY REVENUE ESTIMATE – STRATEGIC PROJECTS OFFICER**

The Committee considered a recommendation from the Corporate Management Committee held on 12 October.

RESOLVED that –

a supplementary revenue estimate of £18,975 in 2017/18 and revenue budget provision of £75,900 per year thereafter be approved for a Strategic Projects Officer post.

301 **SUPPLEMENTARY REVENUE ESTIMATE – COMMERCIAL SERVICES RESOURCES**

The Committee considered a recommendation from the Corporate Management Committee held on 12 October 2017.

RESOLVED that –

a maximum supplementary revenue estimate in the sum reported in 2017/18 and revenue budget provision in the sum reported in 2018/19 be approved for additional staffing and funding for Commercial Services (subject to the Chief Executive’s agreement that he is satisfied that the posts should be recruited on a daily rate rather than fixed term posts and, if so, that the daily rate is a market rate for each of the positions).

302 **BUSINESS RATES RETENTION – PILOT SCHEMES 2018/19**

The Committee considered a recommendation from the Corporate Management Committee held on 12 October.

RESOLVED that –

- i) **Runnymede participates in the Surrey bid for retention of 100% of business rates as a pilot in 2018/19; and**

- ii) **if participation is approved by Council, the Corporate Director of Resources be authorised to confirm this authority's participation to Surrey County Council and the other participating authorities.**

303 RUNNYMEDE PLEASURE GROUNDS – BUSINESS PLAN

The Committee considered a recommendation from the Corporate Management Committee held on 12 October 2017.

RESOLVED that –

a capital estimate of £4.8m be approved in order to provide a loan to the Runnymede Pleasure Grounds Trust for the refurbishment of the Runnymede Pleasure Grounds site.

304 RIVER THAMES SCHEME

The Committee considered a recommendation from the Corporate Management Committee held on 12 October 2017.

Members fully supported the Council making a contribution to the River Thames Scheme in order to protect the Borough's residents, but expressed concern that some other local authorities had as yet not made any funding commitment to the River Thames Scheme. Members also considered that pressure should continue to be applied to Government to meet any shortfall in funding of the Scheme to enable it to go ahead.

RESOLVED that –

- i) **the Council makes a contribution in principle of £5m to the River Thames Scheme subject to the following caveats:**
 - a) **the capital contribution is spread over 3 years: 2020/21, 2021/22, 2022/23;**
 - b) **all the participating authorities commit to appropriate and proportionate contributions;**
 - c) **there is a robust, realistic and sustainable plan to close the financial gap and make the River Thames Scheme project achievable, which can be reported back to participating authorities at the earliest opportunity;**
 - d) **every effort is made to improve on the contribution from central Government by improving the business case;**
 - e) **all parties continue to seek private sector contributions from businesses that are going to benefit from the River Thames Scheme, especially Thames Water;**
 - f) **should the Treasury withdraw support for the River Thames Scheme, this Council reserves the right to withdraw its financial offer;**
- ii) **the Council reserves the right to limit its liabilities in the event of project overspend; and**
- iii) **the Council supports in principle a flood defence levy of Surrey households subject to further detail being provided.**

305 SUBMISSION TO LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND ON COUNCIL SIZE

The Mayor had agreed that this matter be considered as an item of urgent business for the special circumstances and urgency as set out below:-

Special Circumstances

Information required to complete the report was not available until after the despatch of the main agenda.

Urgency

To enable the Council to make a submission on Council size to the Local Government Boundary Commission for England by the Commission's deadline of 31 October 2017.

The Council considered options available to the Council in making a submission to the Local Government Boundary Commission for England on Council size.

The Local Government Boundary Commission for England (LGBCE) had notified the Council in mid-2016 that it had scheduled an electoral review to commence in 2017. In the case of Runnymede, the electoral review was initiated because one of its wards, Englefield Green East, had an electoral imbalance of more than 30% (based on the 2015 Electorate figure (the variance for this ward was 45.6% from the average for the Borough) and this was unlikely to be corrected. The LGBCE had indicated that the Council would also have triggered a review on the alternative ground that more than 30% of its wards had an imbalance of more than 10% from the average ratio. The purpose of an electoral review was to secure equality of representation, to reflect the identities and interests of local communities and to secure effective and convenient local government. The first stage of the process required the Authority to make a submission on proposed Council size – i.e. the numbers of Councillors that were elected to be Members of the Council.

The LGBCE did not apply strict mathematical criteria for Council size or impose nationally a formula for its calculation. Council size proposals should reflect not simply the Council's current arrangements, but also likely future trends or plans (in other words, be "future proofed"). The LGBCE were content to accept proposals for an increase, a decrease or the retention of the existing number of Councillors, but only on the basis that they could be justified. The LGBCE did not accept that increases in an authority's electorate should automatically result in an increase in Council size.

In considering whether to make a submission that the number of Councillors should continue as at present or reduce to 39 or 36 the Council had to have regard to factors that the LGBCE had set out to be taken into account and an Officer commentary on each of the factors was given. Officers advised that there were sufficient grounds for the Council to decide either to make a submission to the LGBCE that the Council size remained as it currently was or to propose that there would be a reduction in Council size to either 39 or 36 Councillors. Runnymede would continue to have 3 Members for each ward at the end of the electoral review. A list of the number of electors in each ward had also been circulated to all Members.

Members supported the retention of the Committee based system of decision-making and considered the system had served the Council well for many years. The Committee based system secured the greater involvement of all Members in the decision making process and spread the workload among Members, assisted the development of Members, ensured effective scrutiny and was considered to be more democratic.

With regard to the preferred Council size, the Council wished to retain the current number of Councillors at 42. Members considered that this would ensure effective democratic representation and more manageable workloads. Any move to reduce the number of

Councillors would increase individual Member workloads and place greater demands on their already limited time.

The Council's size submission would be considered at a meeting of the LGBCE to be held on 21 November 2017 and the LGBCE would on 28 November 2017 publish the Council size they were "minded to recommend" and the next stage would be to consider ward boundaries. The Council would be invited to make a submission when the consultation on new ward boundaries took place between 28 November 2017 to 5 February 2018. In May 2018 the LGBCE would publish their draft recommendations on new ward boundaries and this would be subject to consultation from the 8 May 2018 to 2 July 2018. Final recommendations would be published on 18 September 2018.

RESOLVED that –

the Chief Executive be authorised to formally submit a proposal to the Local Government Boundary Commission for England that the Runnymede Borough Council size remains at the present 42 Councillors.

306 LOCAL GOVERNMENT ACT 1972 – SECTION 85: ATTENDANCE DISPENSATION

The Mayor had agreed that this item be considered as an item of urgent business for the special circumstances and urgency as set out below:-

Special Circumstances

The requirement for the item was not confirmed until after the despatch of the main agenda.

Urgency

To enable the Council to consider whether to grant a dispensation under Section 85 of the Local Government Act 1972.

Councillor Dicks had last attended a meeting of the Authority on 10 May 2017 and had not been able to attend a meeting since then owing to ill health.

If Councillor Dicks failed to attend any meeting of the Authority due to take place before 10 November 2017 or any meeting of an outside body to which he has been appointed as the Council's representative he would cease to be a Member **unless** the Council granted a dispensation.

As this was the last Full Council meeting before the 10 November deadline, and in light of Councillor Dicks' continuing recuperation, the Council considered granting a dispensation under section 85 of the Local Government Act 1972 now as a precaution in case Councillor Dicks was unable to attend a meeting before the deadline.

RESOLVED that

a dispensation to the attendance requirements for elected Members in recognition of Councillor Dicks' ill-health be granted for six months.

Mayor

(The meeting ended at 8.37 pm)



Runnymede Borough Local Development Scheme

October 2017

This page has been left blank intentionally

Contents

Section	Page
Section 1-Background	5
Introduction	5
Background to the Runnymede Local Plan	5
Section 2-LDS Supporting Statement	7
Planning Policy Context for Runnymede (National, Regional, County level and Local level documents)	7
The Evidence Base	9
Strategic Environmental Assessment (SEA) and Sustainability Appraisal (SA)	10
Monitoring and Review	10
Resources	11
Risk Assessment	11
Changes to the Local Development Scheme	13
Section 3-Local Plan Documents-timetables for production	14
Statement of Community Involvement	14
Runnymede Local Plan	15
IDP and CIL DPD	17
Policies Map	19
Section 4-Programme Management	20
Schedule 1 - Policies Saved and Not Saved from the 2001 Runnymede Borough Local Plan	21
Schedule 2 – Supplementary Planning Guidance and other local level policy guidance documents	25
List of abbreviations and key staff	26

This page has been left blank intentionally

Section 1- Background

Introduction

- 1.1 The Planning and Compulsory Purchase Act 2004 introduced the requirement for Councils such as Runnymede Borough Council to prepare and keep up to date a Local Development Scheme (LDS).
- 1.2 The purpose of the LDS is to help the local community and other stakeholders in the development process to understand the range of plans that the Council has produced and intends to produce.
- 1.3 The 2004 Act was amended by provisions in the Localism Act 2011. Some of these provisions are relevant to the regulations relating to LDS. For example, the Council is no longer under obligation to submit a copy of its LDS to the Secretary of State to bring the Scheme into effect. Instead the Local Planning Authority must resolve that the scheme is to have effect and in its resolution specify the date from which the scheme is to have effect. The format of the LDS is a matter for the Council, but the regulations do specify a number of key points that the Scheme must address (including the subject matter and geographical area to which each document relates, and the timetable for the preparation and revision of the documents).
- 1.4 This LDS sets out the current development plan for the Borough and the planning work programme for the Council over a 20-year period (subject to review). The Council will continue to maintain a 'live work programme' on its website www.runnymede.gov.uk/planningpolicy.

Background to the Runnymede Local Plan

- 1.5 There is a substantial amount of relevant history that is considered to be worthy of mention in this LDS. This can be summarised in the chronology below:

First Core Strategy - Withdrawn

- 1.6 The Council decided at its meeting on 19 July 2007 to withdraw the Core Strategy that it had submitted to the Secretary of State in February 2006. As the Core Strategy was withdrawn it was necessary to completely revise the LDS including the timing of document production. Subsequently changes to LDF Regulations and particular changes emerging from the Regional Spatial Strategy (RSS) led to the need for further changes. The opportunity was also taken to review the content and type of Local Development Documents (LDD's) that the Council intended to produce and to streamline the LDS to be fully reflective of the three year LDF programme.

Second Core Strategy - Withdrawn

- 1.7 The Council commenced work on its second Local Plan in 2008 and the Local Plan Core Strategy was submitted to the Secretary of State on 20 January 2014 for Examination. The Inspector appointed to hold the Examination chaired a one-day Initial Hearing session on 9 April 2014. On 29 April his Conclusions Letter was received by the Council. Besides being concerned that the Council's evidence with regard to housing need and provision was insufficiently robust, he also found that the Duty to Co-operate – established by the Localism Act 2011 - had not been fulfilled. The latter point was sufficient in itself for the Inspector to request the Council to withdraw the Local Plan

Core Strategy. The Planning Committee meeting of 25 June and Council meeting of 24 July authorised the withdrawal of the LPCS with immediate effect.

Structure of the new Runnymede Local Plan

- 1.8 The new Local Plan will contain all policies (both strategic policies and more detailed Development Management level policies), and all land use allocations necessary to guide development in the Borough up to 2030/5.
- 1.9 In view of the withdrawal of the second Core Strategy and the necessity of producing a new Local Plan, it is appropriate to devise a new LDS; this will be a 'living document', to be revised as circumstances necessitate during preparation of the Plan. This is the fifth iteration of the LDS that the Council has produced since starting work on the new Local Plan.
- 1.10 A series of timetables setting out more detail on the completion of the new Local Plan and the preparation of other documents is set out later in this document.

Section 2-LDS: Supporting Statement

Planning Policy Context for Runnymede

- 2.1 National, Regional and County level planning policies apply to Runnymede. The planning policies that will make up the Runnymede Local Plan and any supporting SPD's that are produced will need to comply with these policies and set out how they are to be applied at the local level to reflect local needs and priorities.

National Policy

- 2.2 The Government sets out its national planning policies in the NPPF (March 2012) and PPTS (August 2015). These policy documents replace the range of documents that previously provided the national planning policy context in a variety of formats (Planning Policy Statements, Planning Policy Guidance Notes and some Circulars). National policies should not be repeated in the Local Plan except to interpret into local circumstances.
- 2.3 Furthermore, in March 2014, the Government launched the Planning Practice Guidance (PPG) as a web based resource. This guidance is also a material consideration in the plan making and development management processes.

Regional Policy

- 2.4 The adopted Surrey Structure Plan 2004 was originally saved for three years until December 2007. This plan was wholly replaced by the RSS for the region known as the South East Plan in May 2009 which covers the period up to 2026. The Government partially revoked the South East Plan on 25 March 2013 and the only retained policy relevant to Runnymede is NRM6 which relates to new residential development near the Thames Basin Heaths Special Protection Area. This policy requires the provision of mitigation to overcome identified harm to this habitat from recreational disturbance associated with additional residents in the nearby areas.

County Policy

- 2.5 The County Council produces a number of strategies and plans that must be considered as part of the development process. These are listed below as well as the years of adoption of the documents currently relied upon/referred to:

Part of the Development Plan for Runnymede

- Surrey Minerals Plan Core Strategy DPD (adopted July 2011)
- The Primary Aggregates DPD (adopted July 2011)
- The Surrey Waste Plan (adopted 2008)
- The Aggregates Recycling Joint DPD for the Minerals and waste Plans (adopted February 2013)
- Minerals Site Restoration SPD.

Other relevant documents

- Surrey Connects Strategy and Action Plan (August 2011) (which has been informed by the Surrey Local Economic Assessment-December 2010)
- Surrey Rural Strategy 2010-2015
- Surrey Design – A strategic guide for quality built environments (adopted 2002)

- The Surrey Preliminary Flood Risk Assessment (adopted in June 2011)
- The Surrey Local Flood Risk Management Strategy (published in draft form in 2012)
- The Surrey Transport Plan (updated 2014).

Enterprise M3 Local Enterprise Partnership

- 2.6 The Enterprise M3 is also considered worthy of mention. The LEP area stretches from the outskirts of London along the wider M3 corridor to the New Forest in the south and is one of the largest of the LEP's (by population) in the country with a population of 1.6 million and 86,500 businesses.
- 2.7 The Enterprise M3 Strategy for Growth was published in May 2013 and is also a non-statutory document, which should be considered as part of the plan making and development processes. Furthermore, the LEP also manages funding for local infrastructure on behalf of Central and European Government and produces a Growth Deal which seeks to allow significant investment in skills and technology centres, improvements to roads, sustainable transport measures and unlocking of housing developments to ensure the Enterprise M3 area remains at the forefront of technological development and innovation. Another document of note is 'Working Towards a Smarter Future: The Enterprise M3 Strategic Economic Plan (2014 – 2020)', which is the LEP's Strategic Economic Plan. This sets out that the majority of investment will be focussed on certain towns; two major investments in Egham – the Runnymede Roundabout and the Egham Sustainable Transport Package - are included in the Growth Package for Staines-upon-Thames. LEP funding is also available to other locations, especially for projects that support development and promotion of the Sci-Tech Corridor.

Local Level Documents (most relevant listed below in the context of this document but not an exhaustive list)

Saved Policies

- 2.8 A number of the policies from the Runnymede Borough Local Plan (2001) were 'saved' in 2004, with some being deleted. In April 2007 the Council's Planning Committee decided to save a wider range of policies from the 2001 Local Plan. On 25 September 2007 the Secretary of State sent a letter to Runnymede Borough Council, advising which of the 2001 Local Plan policies had been 'saved'; the Secretary of State's final list of saved Local Plan policies is shown in schedule 1.
- 2.9 It is intended that the adopted 2001 Local Plan and its saved policies will be replaced by the new Runnymede Local Plan when it is adopted. The new Runnymede Local Plan together with the relevant documents produced by Surrey County Council (as discussed in para 2.5), and South East Plan policy NRM6 will comprise the statutory development plan for the Borough.

Supplementary Planning Guidance

- 2.10 Until such a time that the Runnymede Local Plan is adopted, the Council's adopted Supplementary Planning Guidance (SPG) on issues including Affordable Housing, development in the Thames Basin Heaths SPA zone of influence, and Planning Obligations will continue to be relied upon (for a full list of the Council's existing SPG, please refer to Schedule 2 in this document).

The Evidence Base

Baseline Evidence

2.11 The Council's Policy and Strategy team are producing various baseline and contextual studies to underpin the Runnymede Local Plan. Existing studies are also being refreshed to ensure that they reflect changes in local circumstances and current national planning policy requirements. These documents will be managed and maintained by the Council's Policy and Strategy team officers, and will relate to:

- The physical, economic, social and environmental characteristics of the area
- The purposes for which land is used
- The size, distribution and composition of population, housing and employment uses
- Travel and communications: modes, volumes, direction, time and purpose
- Services and infrastructure including health, education, shops, leisure, highways, utilities, public transport; and
- Environmental evidence relating to biodiversity, and the condition of open space, SSSIs, water and air quality, flooding, etc..

2.12 It is anticipated that the following studies will make up the Council's evidence base:

- Functional economic area analysis
- Strategic Land Availability Assessment (SLAA) (housing completions and permissions; land availability monitoring)
- Strategic Housing Market Assessment (SHMA)
- Site Selection Methodology and Assessment
- Site Capacity Analysis
- Green Belt Reviews (GBR)
- Technical Review of Green Belt boundary
- Longcross Garden Village Infrastructure and Viability review
- Employment Land Review (ELR)
- Town and Local Centres Study
- Strategic Flood Risk Assessment (SFRA)
- Strategic Flooding Sequential Test
- Water Cycle Study
- Retail / Land Use / Town Centre Survey
- Urban Area Character Appraisal
- Annual Monitoring Reports
- Transport Impact Assessment (TIA) and Strategic Highways Assessment Report
- Infrastructure Needs Assessment (INA)
- Infrastructure Delivery Plan (IDP)
- A320 Corridor Study
- Thames Basin Heaths Interim Advice Note
- Open Space Study (OSS) and Local Green Space Assessment
- Playing Pitch Strategy
- Travellers Accommodation Assessment (TAA)
- Local Plan Viability Assessment.
- Sustainability Appraisal Reports

- Habitats Regulations Assessment

2.13 The evidence base will also contain documentation that details how the Council has sought to meet the requirements of the Duty to Co-operate.

Strategic Environmental Assessment (SEA) and Sustainability Appraisal (SA)

2.14 The Runnymede Local Plan will be subject to SEA and SA in accordance with European Directives, national legislation and guidance. This will be co-ordinated by the Council's Policy and Strategy Team. The Local Plan will also be supported by a Habitats Regulations Assessment (HRA).

Monitoring and Review

2.15 The LDS will be subject to review and this will be reported in the Annual Monitoring Report (AMR). This will review the production of the Runnymede Local Plan documents against the timetable set out in the LDS and it will review the performance of existing 'saved' and emerging policies and proposals against national and local planning targets. It will also assess the need for new or updated Local Plan policies in light of new national or other guidance and any changes in local priorities.

2.16 The review will cover the period from 1 April to 31 March and the review process will be conducted during May and June of each year. The AMR will be published in December of each year. The AMR will form part of the evidence base as it will show trends and changes over time in the amount and location of development. Previous AMRs are displayed on the Council's website.

2.17 The AMR also includes a trajectory showing projected future housing supply against the current strategic housing requirements.

Resources

Internal resources

2.18 The table below identifies the in-house staff resources that will be available for the ongoing preparation of the Local Plan. Current resources are restricted and delivery of the content of the LDS will be challenging.

Permanent Posts	% time	Notes
Corporate Director of Planning and Environmental Services	5%	Full time
Local Plans Manager	95%	Full time
Senior/Principal Policy and Strategy Team Officer	90%	Full time
Senior Policy and Strategy Team Officer	45%	Part time - 90% of 0.5 fte
Senior Policy and Strategy Team Officer	90%	Full time
Policy and Strategy Team Assistant	90%	Full time
Planning Information Officer	90%	Full time
Graphics Officer	5%	10% of 0.5 fte
GIS Officer	30%	Full time
Total – Permanent Posts	540%	5.4 FTE
Time limited resources		
Senior Policy and Strategy Team Officer	70%	Part time – 90% of 0.8 fte
Development Management Officer(s)	10%	Equivalent to 10% of 1fte overall
Total –Time limited resources	80%	0.8 FTE
TOTAL - ALL	620%	6.2 FTE

External Consultants

2.19 The Council has employed external consultants to undertake/peer review a number of the evidence base studies required, in particular where specialist technical advice has been needed.

Risk Assessment

Internal Resources

2.20 Ensuring an adequate budget to retain and recruit staff and pay for consultants to complete specialist aspects of evidence gathering is a key risk in meeting the timetable of the LDS. This risk can be partly managed through the consideration of seconding staff from elsewhere within the Council to support the Strategy and Policy Team when appropriate, and ensuring the correct skills are developed in house and budgets are kept under review as work progresses on the Local Plan.

2.21 Additional potential pressure has in recent times been placed on the Council to guarantee delivery of the Plan. The Government has given consideration to introducing new powers, and using existing powers under recent legislation, to ‘intervene’ if they feel local plan preparation is unduly delayed. While such intervention is of course a potential

risk, it must be remembered that the ability and intention to make an ‘intervention’ in plan making is clearly aimed at Local Planning Authorities that are unnecessarily delaying their plans. Any such intervention is therefore unlikely to be used for a positive authority like Runnymede, which can clearly explain the reasoning behind its revised timetable, and which is actively seeking a plan that radically increases the supply of housing in its area.

- 2.22 Another matter that has implications for the production of the Local Plan is Neighbourhood Plans. These are locally created plans that constitute part of the development plan. Although they are created and driven by Neighbourhood Forums in Runnymede, such plans nevertheless do require some input from the Policy and Strategy team. The Thorpe Neighbourhood Forum is now working on its Neighbourhood Plan, and interest has been expressed in bringing forward a Neighbourhood Plan for Englefield Green.
- 2.23 Similarly, in achieving the Council’s own LDS, it should be noted that the remit of the Policy and Strategy team goes further than simply dealing with the Local Plan. The work, and staffing in the team, both in terms of number of staff and expertise, will be monitored carefully to ensure that the work programme remains realistic and achievable.

Political Issues

- 2.24 Changes to political structure or direction can be a significant risk to a Plan, which takes a number of years from inception to adoption to complete. Runnymede has a stable political composition, which ameliorates this risk, but in order to ensure a consistency in the vision underpinning the Local Plan, Members are engaged throughout the Local Plan process. This engagement is through the Planning Committee, involvement in the Local Plan Members’ Working Group and the SHMA Joint Member Liaison Group, and as part of their political responsibility for other Council strategies, including the Corporate Plan.

Soundness / Legal Challenge

- 2.25 Evolution in the interpretation of legislation by practitioners and PINS, usually demonstrated through other Examinations and sources is a key risk to the adoption of a Local Plan. To mitigate this risk, PINS will continue to be kept informed of Runnymede’s progress with its emerging Local Plan so that they can alert the Council to any concerns regarding its soundness. Decisions issued by PINS and commentary within the industry and government will be monitored to ensure soundness is maintained.
- 2.26 Following the withdrawal of the Local Plan Core Strategy in July 2014, the Policy and Strategy team has been working to address the concerns raised by the Inspector (as summarised in section 1 of this LDS). This has included the production of a new Strategic Housing Market Assessment and also a Green Belt Review. Officers have also engaged with Members to put a robust framework in place (through the production of a Local Strategic Statement (LSS)) to ensure that the Council is better able to meet the requirements of the Duty to Co-operate.

External Resources

- 2.27 There is concern that the programme may be affected by the capacity of PINS to examine a large number of Local Plans and other DPDs over the next few years. Statutory consultees such as the Environment Agency, Highways England, the County

Council and adjoining local authorities may also have difficulty in handling the large number of consultation documents that they are likely to receive in the next few years. These factors may affect Runnymede's programme but are outside the Council's control.

Changes to the Local Development Scheme

2.28 The Annual Monitoring Report (AMR) will be the main mechanism for reviewing progress with the Local Plan and identifying any necessary changes. In certain circumstances it may be appropriate to change the LDS at short notice.

2.29 The protocol for such changes will be as follows:

1. Seek approval from the Planning Committee (and then Full Council) for proposed change(s) to the LDS; and
2. Proceed through the formal stages of DPD/SPD production having received approval for the proposed change(s).

Section 3 - Local Plan Documents - timetables for production

Statement of Community Involvement

General	
Subject Matter	Statement setting out how the Council will engage with the local community in the preparation of the Runnymede Local Plan and other associated documents as well as in the determination of significant planning applications.
Geographical Area	Boroughwide and involving organisations beyond the Borough
Status	Required Document
Conformity	To meet the requirements of the planning regulations and have regard to the Council's Communications Strategy
Timetable	
Commencement	July 2014
Public Consultation(s)	Oct 2014
Date Adopted	December 2014
Review Date	TBC
Production	
Organisational Lead	Local Plans Manager
Political Management	Planning Committee to approve consultation and participation processes and proposals; and review the representations made at the different stages of Plan preparation. Planning Committee to make recommendations to Full Council at the submission stage.
Internal Resources	Staff in the Policy and Strategy Team
External Resources	None identified
Stakeholder Resources	None identified
Data / Studies Required	Review of Regulations / Communications Strategy Consideration of potential of existing stakeholder links. Maintain Consultee database.
Action	Local Plans Manager / Officers in the Policy and Strategy Team

Runnymede Local Plan

General	
Subject Matter	The Runnymede Local Plan will set out all of the policies and land use allocations to guide development in Runnymede up to 2030/5. This will be based on an agreed vision for the Borough and a general strategy for its achievement. It will include a key diagram.
Geographical Area	Borough wide
Status	Development Plan Document
Conformity	NPPF, PPTS, PPG, SAR, South East Plan policy NRM6. The document will have regard to the Corporate Plan for Runnymede, the results of monitoring and changes in evidence.
Timetable	
Preparation of Issues & Options	June 2016 (<i>completed</i>)
Consultation on Issues & Options	June to August 2016 (<i>completed</i>)
Consultation on Additional Sites & Options	May to June 2017
Completion of outstanding Local Plan Evidence Base	December 2017
Compilation of Pre-Submission Plan	October to December 2017
Consultation on Pre-Submission Plan	January/February 2018
Submit Plan to Sec of State	March 2018
Pre Examination Meeting	2018 - dependent on the Secretary of State
Examination	2018 - dependent on the Secretary of State
Estimated date for adoption	2018 - dependent on the Secretary of State
Review date	TBC
Production	
Organisational lead	Local Plans Manager
Political management	Planning Committee to approve issues, options and proposals and review results of consultation. Planning Committee required to make recommendations to Full Council at the submission stage.
Internal Resources	The Policy and Strategy team with support from GIS, Development Management and the Leadership Team Office (for Corporate Policy and Community Strategy input).
External Resources	Stakeholders, specialist consultants as necessary
Stakeholder Resources	Studies/evidence produced by developers when seeking planning consent. e.g. Retail and Transport impact studies. Evidence and studies produced by Government agencies and infrastructure providers e.g. Surrey CC, Environment Agency, Natural England, DCLG, Thames Water, Health Authorities, Highways Agency, Runnymede Business Partnership.

Data / Studies Required	SFRA, ELR, Retail Study, SHMA, SLAA, Site Selection Methodology and Assessment, Affordable Housing viability work, Transport Impact Assessment, Open space survey, Infrastructure Needs Assessment, Infrastructure Delivery Plan, Character Appraisal, TBHSPA Strategy, TAA, GBR, Technical Review of Green Belt boundary, FEA analysis, Town and Local Centres Study, Whole Plan Viability Assessment.
Action	Local Plans Manager / Officers in the Policy and Strategy team

IDP and CIL DPD

General	
Subject matter	CIL is a mechanism for collecting and pooling contributions from developers for the purpose of providing new/improved infrastructure required to support growth. Since 6 April 2015, the circumstances in which the Council is able to rely on section 106 contributions for this purpose has been limited. In view of this, if the Council wishes to fund infrastructure improvements in the Borough through developer contributions, it will need to implement a CIL charging regime as soon as is practically possible. The IDP is a key part of the evidence base supporting the formulation of the charging schedule and outlines the essential infrastructure needed to meet the demands of the growing population in the Borough.
Geographical Area	Boroughwide
Status	IDP-evidence based document, CIL-DPD
Conformity	CIL regulations (as amended), NPPF
Timetable	
Evidence base and early stakeholder engagement	2018 – dates to follow in later edition of LDS
Public Consultation(s)	2018 – dates to follow in later edition of LDS
Submission to Sec of State	2018 – dates to follow in later edition of LDS
Pre examination meeting	TBC - dependent on the Secretary of State
Examination	TBC - dependent on the Secretary of State
Estimated date for adoption	TBC - dependent on the Secretary of State
Review date	TBC
Production	
Organisation lead	Local Plans Manager
Political Management	Planning Committee to approve proposed CIL charges at PDCS stage and DCS stage for public consultation. Planning Committee to make recommendations to Full Council at DCS and Submission stages.
Internal Resources	The Policy and Strategy team with support from GIS and Development Management
External Resources	Stakeholders
Stakeholder Resources	IDP: evidence from infrastructure providers (including SCC, Environment Agency and internal Council departments) on existing capacity, future provision, funding sources. CIL: Studies/evidence produced by developers when seeking planning permission, the Council's monitoring data and any data provided by developers during the preparation of the CIL viability work.

Data / Studies Required	IDP: various-as produced by infrastructure providers. CIL: IDP, independent viability work to identify appropriate levels for CIL charges.
Action	Local Plans Manager / Officers in the Policy and Strategy team

Policies Map

General	
Subject Matter	Map split into 3 parts (north of Borough, south of Borough and inset maps) showing the extent of policy areas referred to in all DPDs.
Geographical Area	Boroughwide
Status	Part of the Runnymede Local Plan
Conformity	To conform with adopted DPD's.
Timetable	To tie in with the timetables for the production of the Runnymede Local Plan (refer to relevant section of this document for further information in this regard).
Review Date	To tie in with the review of the DPD's.
	NOTE: The policies map will be revised at the same time that any Development Plan Document is revised or adopted. The policies map will show strategic allocations and the spatial coverage of policies. It will be submitted with the Runnymede Local Plan to the SoS in March 2018.
Production	
Organisational Lead	Local Plans Manager
Political Management	Adoption delegated to the Corporate Head of Planning and Environmental Services.
Internal Resources	Policy and Strategy Team, GIS, IT support to web-enable
External Resources	None
Stakeholder Resources	None
Data / Studies Required	None
Action	Local Plans Manager / Policy and Strategy team officers /GIS

Section 4 - Programme Management

- 4.1 Programme management will be the responsibility of the Local Plans Manager.
- 4.2 It is proposed to have two Examinations in Public: one for the Runnymede Local Plan (in 2018), and one for the Community Infrastructure Levy (CIL) (date to be confirmed).
- 4.3 A cross-party Members Local Plan Working Group provides elected members of the Council with an early opportunity to consider Local Plan matters in greater depth than is practicable at Planning Committee meetings. It comprises five elected members from the Planning Committee and is attended by officers from the Policy and Strategy team. The Local Plan Working Group scrutinises and comments on draft documents prior to consideration by the Planning Committee and approval for adoption by Full Council where appropriate.

Schedule 1 - Schedule of Policies Saved and Not Saved from the 2001 Runnymede Borough Local Plan

- 5.1. The Runnymede Borough Local Plan (Second Alteration) was adopted in April 2001. This document forms part of the Development Plan for Runnymede until it is superseded by the Local Plan documents proposed in this 2016 Local Development Scheme.
- 5.2. The schedule below lists all the 2001 adopted Local Plan policies and identifies which of them were 'saved' in September 2007. The weight to be accorded to the saved policies is dependent on their degree of consistency with the NPPF.

2001 Local Plan Policy	Policy title	Status at 2007 (i.e. saved or not saved by SoS direction)
GEN1	Phasing large scale development	Saved
GEN2	Existing uses	Not saved
GB1	Development within the Green Belt	Saved
GB2	Thorpe settlement in the Green Belt	Saved
GB4	Agricultural workers dwellings	Saved
GB5	Outdoor sports & leisure	Saved
GB6	Rebuilding & residential extensions in GB	Saved
GB7	Re-use of rural buildings	Saved but context set at strategic level
GB8	Safeguarding long term housing sites	Not saved
GB9	Motorway service areas	Not saved
GB10	Major Developed Sites in the Green Belt	Saved
GB12	Wentworth	Saved
GB13	Hurst Lane, Stroud	Saved
HO1	Maximising housing potential	Saved
HO2	Conversion of dwellings	Saved
HO3	Dwelling type	Saved
HO4	Housing Need	Saved
HO5	New housing provision 1991-2001	Not saved
HO6	New housing provision post 2001	Saved
HO7	Housing provision post 2006	Saved
HO8	Phasing housing provision	Saved
HO9	New Housing Development design etc	Saved
HO10	Mobile homes, caravans	Saved
HO11	Gypsy Caravan sites	Not saved
LE1	General economic policy	Saved
LE2	Scale, quality of econ dev in town centres	Not saved
LE3	Economic development in Chertsey	Not saved
LE4	Existing Economic Sites	Saved
SHO1	General level of provision	Saved
SHO2	Core areas in Town Centres-Acceptable Uses	Saved
SHO3	Retail development within core areas	Saved
SHO4	Town centres outside core areas	Saved
SHO5	Local Shops (retail uses outside town centres)	Saved
SHO6	Superstore developments, need & sequential test	Not saved
SHO7	Uses within class A3 (Food and Drink) <i>(now Classes A3 – A5 are related to food and drink)</i>	Saved

2001 Local Plan Policy	Policy title	Status at 2007 (i.e. saved or not saved by SoS direction)
	<i>premises although this is not reflected in the policy)</i>	
TC1	Town Centre Strategies	Saved
TC2	Town Centres outside Revitalisation Areas	Saved
TC3	There is no TC3 policy	
TC4	Addlestone Revitalisation Area	Saved
TC5	1-23 High St/2-4 Church Rd, 1 Simplemarsh Rd, Addlestone	Saved
TC6	6 - 22 High St	Saved
TC7	2-4 High St/1-11 Station Rd	Saved
TC8	13-21 Station Road /1 Crouch Oak Lane	Saved
TC9	Chertsey Revitalisation Area	Not saved
TC10	Pycroft Rd /Guildford Street access	Not saved
TC11	Guildford St /Eastworth Rd/Pycroft junc	Not saved
TC12	Guildford St / Pycroft Rd redev	Not saved
TC13	Pycroft Rd / Guildford Street redev	Not saved
TC14	Goosepool redev	Not saved
MV1	Land use & transport studies	Not saved
MV2	Highway works & traffic management	Not saved
MV3	Transport infrastructure contributions	Saved
MV4	Access and circulation arrangements	Saved
MV5	Access to public transport	Saved
MV6	Bus Facilities	Not saved
MV7	Rail Services	Saved
MV8	Lorry movements	Not saved
MV9	Parking Standards	Saved
MV10	Car park provision in town centres	Not Saved
MV11	Private non-residential parking	Not saved
MV12	Servicing Agreements	Saved
MV13	Cyclists	Saved
MV14	Pedestrians	Saved
NE1	Use of agricultural land	Not saved
NE2	Impact of new development	Not saved
NE3	Fragmentation of agricultural holdings	Saved
NE4	Intensive agriculture	Not saved
NE7	Restoration - mineral sites	Saved
NE8	Areas of Landscape Importance	Saved
NE10	Landscape Problem Area	Saved
NE11	Countryside management	Saved
NE12	Tree protection	Saved
NE13	TPOs	Saved
NE14	Trees and development	Saved
NE15	Landscaping schemes	Saved
NE16	Sites of International and National Nature Conservation Importance.	Saved
NE17	SNClS in the County	Saved
NE18	Enhancement of SNClS	Saved
NE20	Species protection	Saved
BE1	Planning briefs/design guidance	Not saved
BE2	Townscape character	Saved

2001 Local Plan Policy	Policy title	Status at 2007 (i.e. saved or not saved by SoS direction)
BE4	Designation and review of Conservation Areas	Saved
BE5	Development with in Conservation Areas	Saved
BE5A	Demolition in Conservation Areas	Saved
BE6	Additional Design guidance for Developments in Conservation Areas	Saved
BE7	Enhancement schemes in Conservation Areas	Saved
BE8	Historic parks & gardens	Saved
BE9	Proposals affecting Listed Buildings	Saved
BE10	Development affecting the setting of Listed Buildings	Saved
BE11	Demolition of Listed Buildings	Saved
BE12	Change of Use of Listed building	Saved
BE13	Buildings of Local Architectural or Historic Interest	Saved
BE14	Ancient Monuments and Sites of Archaeological Interest	Saved
BE15	Areas of High Archaeological Potential	Saved
BE16	Preservation and Recording of Archaeological remains	Saved
BE17	Chance Archaeological finds	Saved
BE18	Control of advertisements	Saved
BE19	Advertisement guidelines	Saved
BE20	Unauthorised adverts	Not saved
BE21	Horse keeping and riding	Saved
BE22	Aircraft Noise	Saved
BE23	Traffic Noise	Saved
BE24	River Bourne floodplain land, Chertsey	Saved
BE25	Access for the disabled	Saved
R1	Recreational provision	Saved
R2	Playing fields	Saved
R3	Play areas in housing developments	Saved
R4	Built recreation facilities - dual use	Saved
R5	Mineral sites	Saved
R6	River Thames leisure uses	Saved
R7	Access to the River Thames	Saved
R8	Chertsey Meads	Saved
R9	Basingstoke Canal & Wey Navigation	Saved
R10	Allotments	Not saved
R11	Hotels & Guest Houses	Saved
R12	Runnymede Meadows	Saved
R13	Chertsey historic site	Not saved
R14	Camping & caravanning	Not saved
R15	Informal recreation e.g. walking	Not saved
R16	Amenity space standards	Saved
SV1	Land drainage	Saved
SV2	Flooding	Saved
SV2A	Water quality	Saved
SV3	Telecommunications	Saved
SV4	Satellite dishes/antennae	Saved
C1	Community Infrastructure Provision	Not saved
C2	Day centres	Not saved

Schedule 2 - Supplementary Planning Guidance and other existing local level policy guidance documents

5.3. The existing Supplementary Planning Guidance and other local level policy guidance documents listed in the schedule below are currently a material consideration in the determination of planning applications and in negotiating planning obligations.

Document Title	Date Adopted	Saved Local Plan
Householder Guide SPG	July 2003	HO9, BE2
Trees Woodlands & Hedgerows SPG	July 2003	NE12, NE13, NE14
Addlestone Town Centre Strategy	September 1999	TC1
Surrey Design SPG	January 2002 (Surrey LGA)	BE2
Residential extensions and Replacement Dwellings in the Green Belt SPG	November 2004	GB6
Shopfronts 1992 Design guidelines	2001 Local Plan Appendix G (former Chertsey Cons Area leaflet 4/94)	BE2
Shop Security (no date)	April 2001 (Local Plan Appendix I)	BE2
Chertsey Conservation Area January 1998	2001 Local Plan Appendix J	BE6
Egham Conservation Area	April 2001 (Local Plan Appendix J)	BE6
SPG on Car Parking October 2001 (this document has 3 appendices)	Local Plan Appendix B	MV9, MV10
Affordable Housing SPG	13 December 2007	HO4
Renewable Energy Interim Advice Note (not an SPG)	February 2010	
Planning Obligations SPG	December 2007	
Thames Basin Heaths SPA SPG 2008	March 2007 (revised November 2007 and November 2009)	Habitats Directive and SEP policy NRM6
Housing sites Planning Brief SPG (Bridge Wharf, Chertsey, St Ann's Heath, Virginia Water, Franklands Drive, Addlestone, Wick Road, Englefield Green)	August 2001	HO6 (reserve housing sites policy)

Abbreviations

AMR	Annual Monitoring Report
CIL	Community Infrastructure Levy
DCS	Draft Charging Schedule
DPD	Development Plan Document
ELR	Employment Land Review
FEA	Functional Economic Area
GBR	Green Belt Review
IDP	Infrastructure Delivery Plan
INA	Infrastructure Needs Assessment
LDD	Local Development Document
LDF	Local Development Framework
LDS	Local Development Scheme
LPCS	Local Plan Core Strategy
LSS	Local Strategic Statement
NPPF	National Planning Policy Framework
NRM	Natural Resource Management
OSS	Open Space Study
PDCS	Preliminary Draft Charging Schedule
PINS	Planning Inspectorate
PPG	Planning Practice Guidance
PPTS	Planning Policy for Traveller Sites
RSS	Regional Spatial Strategy (which, for Runnymede, is the South East Plan)
SA	Sustainability Appraisal
SAR	Sustainability Appraisal Report
SCC	Surrey County Council
SCI	Statement of Community Involvement
SEA	Strategic Environmental Assessment
SEP	South East Plan
SFRA	Strategic Flood Risk Assessment
SHLAA	Strategic Housing Land Availability Assessment
SHMA	Strategic Housing Market Assessment
SPD	Supplementary Planning Document (The national or regional planning policies for which the Council has provided additional local guidance)
SPG	Supplementary Planning Guidance (additional guidance provided by the Council in support of adopted Local Plan policies)
TAA	Travellers Accommodation Assessment
TBHSPA	Thames Basin Heaths Special Protection Area

Key Staff resources involved in Local Plan Production

CDPES	Corporate Director of Planning and Environmental Services
LPM	Local Plans Manager
PSO	Policy and Strategy Team Officers
GIS	Geographical Information Systems
DM	Development Management



Charity Collections Policy 2017 – 2020

Contents

1. Introduction
2. Policy Objectives
3. Permitted locations
4. Application Process
5. Supplementary guidance for House to House Clothing Collections
6. Grounds for refusal of a House to House Collections Licence
7. Appeals
8. Fee Structure
9. Enforcement
10. Busking/Street Entertainment
11. Appendices
12. List of Consultees

1. Introduction

- 1.1 This policy is made in accordance with Section 5 of the Police, Factories, etc. (Miscellaneous Provisions) Act 1916, the House to House Collections Act 1939, House to House Collections Regulations 1947, Section 251 and schedule 29 of the Local Government Act 1972, the Charitable Collections (Transitional Provisions) Order 1974, Charities Act 1992, 2006 (Commencement Nos. 1, 2, 3 and 4) the Transitional Provisions and Savings Orders 2007 and 2008 and Charities Act 2011.
- 1.2 This policy will be reviewed every 3 years by Officers and/or to reflect significant changes in relevant legislation or other relevant policy and practice of the Council. Any significant amendments would be subject to approval by the Regulatory Committee.

2. Policy Objectives

- 2.1 The Policy is designed to ensure that:-
- Charity collections are treated in a fair and consistent way to be well run and regulated
 - each application is considered on its merits for people to have the opportunity to raise money for good causes
 - the public is not exposed to an excessive number of appeals or unauthorised activity
 - relevant objectives of the Council's Corporate Business Plan are supported
 - that the obligations of the Council's Public Sector Equality duty under the Equality Act 2010, section 149 are fulfilled by eliminating discrimination, harassment, victimisation and other conducted prohibited by the Act, advancing equality of opportunity and fostering good relations between persons who share and those who do not share protected characteristics:
 - collections are for the public benefit and line with a charitable purpose as defined by the Charities Act 2011. See Appendix 'A'.
- 2.2 The Council will not issue permits to an individual or organisation whose aims do not appear to be charitable or of a closely allied nature or if the collection does not appear to comply with the definition of charitable purpose under the Charities Act 2011. Applications to raise funds for the purpose of financing or sponsorship for personal expeditions are not usually permitted, even where a proportion of the funds raised is donated to charity. However, each case will be treated on its merits.

3. Permitted Locations

- 3.1 Charity Collections may take place in approved locations within Addlestone, Chertsey, Egham, Egham Hythe, Englefield Green, Foxhills, New Haw, Ottershaw, Thorpe, Virginia Water and Woodham.
- 3.2 Appeals for cash and/or direct debit pledges to a charity cannot take place in any public place without a street collection permit or house to house collections licence. This includes collections which are part of a procession but does not include collections taken at a meeting in the open air. For example an open air religious ceremony, fair or show.

- 3.3 Collections on private land require the prior permission of the relevant land owner. A public place can include private land where the public generally has unrestricted access such as a supermarket car park or similar.
- 3.4 Collections are not permitted on land owned by the Crown Estate (Englefield Green and Windsor Great Park), without its express authorisation and restrictions also apply to residential areas in Virginia Water as identified by the Wentworth Estate Roads Committee.
- 3.5 Applicants and collectors are required to comply where 'no cold calling', 'door step trading' or similar advisory notices are displayed at a residential address or commercial property.

4. Application Process

- 4.1 Applications should be submitted on the forms made by Runnymede Borough Council and received at least 28 days before the proposed collection, although there is discretion to waive this where appropriate, for emergency appeals or other special circumstances. Tacit approval does **not** apply. Application forms must be signed by the applicant, electronic signatures will not usually be accepted. A valid licence must be in place prior to any licensable activity.
- 4.2 Each application will be considered on its merits. However, the number and location of collections may be limited to avoid clashes and/or an excessive number of appeals.
- 4.3 Applications can be made at any time during the year and date(s) may be booked in advance. However, a permit or licence will not be issued earlier than 6 months before the first collection date.
- 4.4 A Charity, or an organisation acting on its behalf, which does not hold a National Exemption Order issued by the Department for Culture, Media and Sport (DCMS), must apply for a House to House Collections licence for any type of house to house fundraising activity. This includes Direct Debit and Commercial Clothing Collections and also collections made in licensed or other business premises, where more than one such premises is included in the appeal.
- 4.5 Applicants must provide adequate information in order for their application to be considered properly. This includes additional information which might lawfully be requested by the Council to that requested on the application form.
- 4.6 The Council will comply with relevant Data Protection and Freedom of Information duties. Where it is lawful to do so, the Council will share and take into account information supplied by the applicant, or another enforcement body. The Council may be required by law to supply any information provided, to other bodies exercising functions of a public nature, for the prevention and detection of crime. The type of information that may be taken into account includes, submission of 'nil' returns, repeated cancellation of collections without good cause, holding an unauthorised collection or otherwise breaking the Street or House to House Collections Regulations within the last 5 years.

- 4.7 The Council will not issue permits to an individual or organisation whose collectors are paid more than it considers to be 'reasonable expenses' or who do not comply with the provisions made under the Charities Act 2006, updating the requirements of the Charities Act 1992, with regard to remuneration and solicitation statements. In accordance with the model Street Collections Regulations, there should be no payment made out of the proceeds of any collection to any collector or promoter of a collection.
- 4.8 All Collectors must wear an appropriate badge authorising the collection; issued by Runnymede Borough Council (Street Collections), or obtain the official badge(s) from The Stationery Office (House to House Collections).
- 4.9 Within one month of the collection a 'schedule of return' must be submitted. This is an official declaration to the Council stating how much money (or equivalent value), has been collected and how much is going to be given to the charity.
- 4.10 The schedule of return should be countersigned as independent evidence that the amount raised is correct and has been paid over to the charity. This should be accompanied, where possible, with a paying in slip to the relevant bank for that charity, or other evidence of receipt by the charity.
- 4.11 Applicants are no longer required to pay for an advert stating the amount collected in the local newspapers; a letter to the Editor of the Surrey Advertiser (for example) thanking residents for their donations totalling £x is sufficient.
- 4.12 In addition to any legislative requirements, applicants must comply with relevant Codes of Practice issued by, for example, the Fundraising Regulator and the Charity Commission.

5. Supplementary guidance for House to House clothing collections.

- 5.1 where no National Exemption Order is held by the charity, supplementary guidance is set out below.
- a) to avoid too many collections of a similar nature taking place at the same time the Council will allow one licensed commercial clothing collection per month in any one calendar year anywhere in the borough.
 - b) commercial clothing collections must avoid overlapping with nationally exempted house to house collections and dates will be allocated equitably at the discretion of the officer considering applications, although priority will be given to local charities
 - c) a named contact within the benefiting charity will be required to submit a statement of due diligence and confirm awareness of legal requirements, and evidence that the collection will raise the maximum possible benefit to be applied for charitable purposes
 - d) if the proportion of the proceeds allocated to the charitable purpose is clear, the Council must be satisfied that the amount given to the

charitable purpose is adequate in relation to the proceeds received. The following formula may be applied: profits applied for charitable purpose = revenue generated (through sales of clothing) – total costs incurred through collections

- e) Commercial participators are required to communicate their name and company status on both sides of the charity appeal bag. If the bag features a charity's name, it must not be given greater prominence than the name of the company undertaking the collection.

6. **Grounds for the refusal or revocation of a House to House Collections Licence** (derived from relevant sections of the House to House Collections Act 1939 and House to House Collections Regulations 1947 (as amended)).

6.1 A Licensing Authority may refuse to grant a House to House Collection licence, or, where such a licence has been granted, may revoke it, if it appears to the authority that:

- a) the total amount likely to be applied for charitable purposes as the result of the collection (including any amount already so applied) is inadequate in proportion to the value of the proceeds likely to be received (including any proceeds already received)
- b) remuneration which is excessive in relation to the total amount aforesaid is likely to be, or has been, retained or received out of the proceeds of the collection by any person
- c) the grant of a licence would be likely to facilitate the commission of an offence under section three of the Vagrancy Act 1824, or that an offence under that section has been committed in connection with the collection
- d) the applicant or the holder of the licence is not a fit and proper person to hold a licence by reason of the fact that he has been convicted in the UK of certain offences relating to dishonesty, fraud or theft
- e) the applicant or holder of the licence has failed to exercise due diligence to ensure that the collectors are fit and proper or to secure compliance with the regulations including those set by the regulating bodies for such collections or to prevent the prescribed badges or certificates being obtained by unauthorised persons
- f) the applicant has refused or neglected to furnish the authority with such information they may reasonably require for the purpose of informing themselves as to any of the matters relating to the application

7. **Appeals**

7.1 There is no statutory right of appeal against any decision made by the Council to grant or refuse a Street Collections Permit. However, if an individual or organisation/charity wishes to lodge a request for a decision to be reviewed then the matter should be put in writing to the Corporate Head of Law and Governance.

- 7.2 In respect of the refusal or revocation of a House to House Collections Licence there is a right of appeal to the Minister for Civil Society, DCMS, 4th Floor, 100 Parliament Street, London. SW1A 2BQ. An appeal must be lodged within 14 days of the date on which notice of refusal or revocation was received by the applicant, or the holder of a licence.

8. Fee Structure

- 8.1 There is no provision for the Council to charge a fee for making an application and no fee payable on being granted a street collection permit or house to house collection licence.

9. Enforcement

- 9.1 Any person who contravenes the Model Regulations for Street Collections, as attached at Appendix 'B' to this policy is guilty of an offence, which on conviction, is punishable by a fine not exceeding Level One on the Standard Scale (currently £200).
- 9.2 Any person who contravenes the Regulations for House to House Collections, as attached at Appendix 'C' to this policy, whether in their capacity as promoter or collector, is committing a criminal offence. Offences are punishable by penalties ranging from a maximum fine of £200 up to six months imprisonment and a fine of up to £1,000.
- 9.3 If anyone collecting on behalf of a charity does not give a police officer their name, address and signature when asked to, they could be fined up to £200.
- 9.4 Charities and third party fundraisers acting on their behalf must comply with the Fundraising Regulator Code of Fundraising Practice and guidance issued by other compliance related bodies such as the Charity Commission, Committee of Advertising Practice, Advertising Standards Authority and Trading Standards, in particular section 11 of the model Street Collections Regulations regarding safeguarding issues.

10. Busking/Street Entertainment

- 10.1 Individuals wishing to busk or provide street entertainment for a charitable purpose are asked to abide by Runnymede Borough Council's Busking and Street Entertainment Policy and Voluntary Code of Conduct, as set out at Appendix 'D' to this policy, in addition to applying for a street collection permit or house to house collection licence as appropriate. Any appropriate Licensing requirements must also be met.

Charitable Purpose for the public benefit as defined by the Charities Act 2011

1. The prevention or relief of poverty.
2. The advancement of:
 - education
 - religion
 - health or the saving of lives
 - citizenship or community development
 - the arts, culture, heritage or science
 - amateur sport,
 - human rights, conflict resolution or reconciliation or the promotion of religious or racial harmony or equality and diversity
 - environmental protection or improvement
 - animal welfare
3. The relief of those in need by reason of youth, age, ill-health, disability, disadvantage, financial hardship or other disadvantage.
4. The promotion of the efficiency of the armed forces of the Crown or of the police, fire and rescue services or ambulance services.
5. Other purposes currently recognised as charitable and any new charitable purposes which are similar to another charitable purpose.

STREET COLLECTION REGULATIONS

In pursuance of Section 5 of the Police, Factories, etc. (Miscellaneous Provisions) Act 1916, section 251 and schedule 29 of the Local Government Act 1972, the Charitable Collections (Transitional Provisions) Order 1974 and the Charities Act 2006, Runnymede Borough Council has made the following regulations with respect to Street Collections for the benefit of charitable or other purposes.

1. In these Regulations, unless the context otherwise requires -

"collection" means a collection of money or a sale of articles for the benefit of charitable or other purposes and the word "collector" shall be construed accordingly;
"promoter" means a person who causes others to act as collectors;
"the licensing authority" means Runnymede Borough Council;
"permit" means a permit for collection;
"contributor" means a person who contributes to a collection and includes a purchaser of articles for sale for the benefit of charitable or other purposes;
"collecting box" means a box or other receptacle for the reception of money from contributors.
2. No collection, other than a collection taken at a meeting in the open air, shall be made in any street or public place within the Runnymede Borough unless a promoter shall have obtained from the licensing authority a permit.
3. Application for a permit shall be made in writing not later than one month before the date on which it is proposed to make the collection. Provided that the licensing authority may reduce the period of one month if satisfied that there are special reasons for doing so.
4. No collection shall be made except upon the day and between the hours stated in the permit and in the area specified in the permit.
5. The licensing authority may, in granting a permit, limit the collection to such localities, streets or public places or such parts thereof as it thinks fit.
6. (1) No person may assist or take part in any collection without the written authority of a promoter. The licensing authority may require a copy of such permission.

(2) Any person authorised under paragraph (1) above shall produce such written authority forthwith for inspection on being requested to do so by a duly authorised officer of the licensing authority or any constable, or member of the public.
7. No collection shall be made in any part of the carriageway of any street which has a footway. Provided that the licensing authority may, if it thinks fit, allow a collection to take place on the said carriageway where such collection has been authorised to be held in connection with a procession or similar event.
8. (1) No collection shall be made in a manner likely to inconvenience or annoy any person.

- (2) The licensing authority may limit the frequency of collections by an organisation within its area if it considers that the number of collections proposed by that organisation is likely to inconvenience or annoy any person.
- (3) The licensing authority may prevent two or more organisations collecting in the same locality and on the same day if it considers that it is likely to inconvenience or annoy any person.

Provided that the licensing authority may, if it thinks fit, allow two or more organisations to collect in the same location and on the same day if such collections have been authorised to be held in connection with a procession or similar event.

9. No collector shall importune any person to the annoyance of such person.

10. While collecting -

- (a) a collector shall remain stationary; and
- (b) a collector or two collectors together shall not be nearer to another collector than 25 metres
- (c) a collector shall not obstruct the flow of pedestrian or other traffic by display or distribution of information about their charity or organisation.

Provided that the licensing authority may, if it thinks fit, waive the requirements of this Regulation in respect of a collection which has been authorised to be held in connection with a procession.

11. No promoter, collector or person who is otherwise connected with a collection shall permit a person under the age of sixteen years to act as a collector. Provided that the licensing authority may permit persons of fourteen years of age or more to act as collectors where it is satisfied that it is reasonable in the circumstances of a particular collection and that collectors under sixteen years of age will be accompanied by an adult.

12. (1) Every collector shall carry a collecting box, and shall wear an official badge of authorisation, where such a badge has been issued by the licensing authority.
- (2) All collecting boxes shall be numbered consecutively and shall be securely closed and sealed in such a way as to prevent them being opened without the seal being broken.
- (3) All money received by a collector from contributors shall immediately be placed in a collecting box.
- (4) Every collector shall deliver, unopened, all collecting boxes in his possession to the promoter.

13. A collector shall not carry or use any collecting box, receptacle or tray which does not bear displayed prominently thereon the name of the charity or fund which is to benefit, nor any collecting box which is not duly numbered.

14. (1) Subject to paragraph (2) below, a collecting box shall be opened in the presence of a promoter and another responsible person.
- (2) Where a collecting box is delivered, unopened, to a bank, it may be opened by an official of the bank.
- (3) As soon as a collecting box has been opened, the person opening it shall count the contents and shall enter the amount with the number of the collecting box on a list which shall be certified by that person.
15. (1) No payment shall be made to any collector
- (2) No payment shall be made out of the proceeds of a collection, either directly or indirectly, to any other person connected with the promotion or conduct of such collection for, in respect of, services connected therewith, except such payments as may have been approved by the licensing authority.
16. (1) Within one month after the date of any collection the person to whom a permit has been granted shall forward to the licensing authority -
 - (a) a statement in the form set out in the schedule to these Regulations, or in a form to the like effect, showing the amount received and the expenses and payments incurred in connection with such a collection and certified by that person and either a qualified accountant or an independent responsible person acceptable to the licensing authority;
 - (b) a list of the collectors;
 - (c) a list of the amounts contained in each collecting box;

and shall if required by the licensing authority, satisfy it as to the proper application of the proceeds of the collection.

 - (2) Details of the return for the collection stating the amount collected and any deductions made will be published on the Council's website.
 - (3) The licensing authority may, if satisfied there are special reasons for so doing, extend the period of one month referred to in paragraph (1) above.
 - (4) For the purpose of this Regulation "a qualified accountant" means a member of one or more of the following bodies:-
 - The Institute of Chartered Accountants in England and Wales;
 - The Institute of Chartered Accountants of Scotland;
 - The Association of Certified Accountants;
 - The Institute of Chartered Accountants in Ireland.
17. These Regulations shall not apply -
 - (a) in respect of a collection taken at a meeting in the open air; or
 - (b) to the selling of articles in any street or public place when the articles are sold in the ordinary course of trade.

18. If a collection is held by an organisation and the regulations contravened, the licensing authority may if it thinks fit, revoke any permits already granted for future collections by that organisation and refuse permission for future collections to be held within their area by that organisation or the individuals concerned.

HOUSE TO HOUSE COLLECTIONS ACT 1939
House to House Collections Regulations 1947 (as amended)

The above Act and the Regulations made there under contain important provisions for THE REGULATION OF HOUSE TO HOUSE COLLECTIONS FOR CHARITABLE PURPOSES, and prescribe FINES AND/OR IMPRISONMENT for offences against the Act or the Regulations.

1. Except in the cases specified in Paragraphs 3 and 4:-

No collection in any locality for a charitable purpose may be made unless the promoter is licensed by the Licensing Authority for the area comprising that locality, and the collectors are authorised by the promoter.

2. Application for a licence must be made in the prescribed manner. The Licensing Authority cannot grant a licence for a period longer than twelve months and may refuse a licence, or where granted, may revoke it, in circumstances specified in the Act.

There is a right of Appeal to the Secretary of State against the refusal or the revocation of a licence, within fourteen days from the date on which notice is given of the refusal or the revocation.

3. Where the Secretary of State is satisfied that *a person pursues a charitable purpose throughout the whole, or a substantial part, of England and Wales, and is desirous of promoting collections for that purpose*, the Secretary of State may by Order direct, in effect, that such person shall be exempt from the requirement to obtain licences from the Licensing Authority, as respects all collections for that purpose in such localities as may be described in the Order.
4. *If the Chief Constable for the Police Area comprising a locality in which a collection for a charitable purpose is being, or proposed to be, made is satisfied that the purpose is local in character, and that the collection is likely to be completed within a short period*, he may grant to the person who appears to him to be principally concerned in the promotion of the collection a *Certificate* in the prescribed form; and where a Certificate is so granted, a Licence from the Licensing Authority is not required, and the provisions of the Regulations (as to which see Paragraph 5 below) shall not apply to a collection made in conformity with such Certificate.
5. Regulations have been made by the Secretary of State under the Act. The Regulations include the following, amongst other provisions –
 - a) Every promoter of a collection must exercise all due diligence to secure that persons authorised to act as collectors are fit and proper persons; and to secure compliance by collectors with the Regulations.
 - b) *No promoter of a collection shall permit any person to act as a collector unless he has issued to that person –*

- i) a prescribed Certificate of Authority; (ii) a prescribed Badge; and (iii) if money is to be collected, a Collecting Box marked, or a Receipt Book (with receipts and counterfoils or duplicates consecutively numbered) marked on every receipt, with a general indication of the purpose of the collection, and a distinguishing number.*
- c) In the case of a collection in respect of which a Licence has been granted, *every prescribed Certificate of Authority shall be given on a form obtained from The Stationery Office, and every prescribed Badge shall be so obtained.*
- d) No person *under the age of 16 years*, shall act or be authorised to act as a collector of money.
- e) No collector shall importune any person to the annoyance of such person or remain in, or at the door of, any house if requested to leave by any occupant thereof.
- f) The promoter of a collection must, within one month of the expiry of the licence, furnish an account of the collection in the form prescribed to the licensing authority or the Secretary of State, as the case may be.

DEFINITIONS

6. '*Charitable Purpose*' means any charitable, benevolent, or philanthropic purpose.
- 'Collection'* means an appeal to the public, made by means of visits from house to house to give, *whether for consideration or not*, money or other property; and '*Collector*' means a person who makes the appeal in the course of such visits.
- 'Collection costs'* includes cost of purchasing bags/leaflets, distribution costs, vehicle costs including fuel, hire, insurance and other costs, collection staff and other associated staff salaries, warehouse/storage costs and any other tangible cost that can be attributed to the door to door collection.
- 'House'* includes a place of business.
- 'Proceeds'* means, in relation to a collection, all money *and all other property given, whether for consideration or not*, in response to the appeal.
- 'Promoter'* means a person who causes others to act as collectors for the purposes of the collection.

Busking and Street Entertainment Guidance and Voluntary Code of Conduct

Runnymede Borough Council welcomes activities that enhance the street scene and provide good quality entertainment to the public. Under the provisions of the Live Music Act 2011 busking and carol singing are now exempt from licensing requirements, as these activities are usually incidental to others such as shopping or in the case of carol singing undertaking a charitable collection. The Live Music Act removed the licensing requirements for live music in the following circumstances:

1. Where amplified live music is provided between 08:00 and 23:00 hours for audiences of no more than 200 people, in premises authorised under the Licensing Act 2003 to sell alcohol for consumption on the premises;
2. Where amplified live music is provided between 08:00 and 23:00 hours for audiences of no more than 200 people, in workplaces* which are not licensed under the Licensing Act 2003 (or which are licensed only for the provision of late night refreshment);
3. Where unamplified music is provided between 08:00 and 23:00 hours in any venue; and
4. Where Morris Dancing is taking place the exemption has been extended so that all accompanying music, whether live, recorded, amplified or unamplified is exempt from licensing requirements.

* a workplace includes the street, pub beer garden (if not included in a premises licence) and other outside non-domestic areas where people work.

The Council asks buskers to abide by a Code of Conduct which is set out below. If busking or street entertainment is being conducted for a charitable purpose a street collection permit and/or house to house collections licence may also be required. Organisers are advised to contact the Council's Democratic Services section at least 28 days in advance of the event so that the necessary licences can be applied for and issued.

When choosing a suitable location there must be due regard for the need to avoid causing any obstruction or annoyance to residents, retailers, local businesses and the general public, in consultation with Surrey Police and Surrey Highway Authority. Buskers are advised to contact local businesses near to the proposed 'pitch' to check they are content for busking near their premises.

Large events such as Addlestone Town Festival, Magna Carta Day and Black Cherry Fair, theatrical performances and similar will usually fall under the requirements of the Licensing Act 2003 as 'regulated entertainment' and organisers are advised to contact the Council's Licensing Section at least 28 days before the event so that a risk assessment can be undertaken and other necessary provisions made to facilitate their event such as giving a Temporary Event Notice if required.

Code of Conduct for Buskers and Street Entertainers

1. Performances must not cause an obstruction to the highway (footpath), entrances/exits to shops and other premises or shop window displays occurs by entertainers or those gathering to watch. Performers must act safely at all times and not endanger themselves or others.
2. Performances in town centres are permitted between the hours of 08:00 and 23:00 hours. All de-regulated live music performances must cease at 11pm.
3. The use of amplifiers and loudspeakers is not advised so as to avoid causing a noise nuisance. Mains or generated power amplifiers are likely to present particular problems and should not be used. If music and or voices can be plainly heard at a distance of 50 metres it is too loud.
5. Performers must not dress or act in way that is likely to offend others or amounts to anti-social behaviour – likely to cause harassment, alarm or distress to members of the public or local traders. This includes performing whilst under the influence of alcohol, solvents or drugs.
6. The sale of CDs or other items is prohibited in accordance with relevant Street Trading legislation. Buskers must not cause an obstruction under the Highways Act 1980, nor cause a noise nuisance under the Environmental Protection Act 1990 (as amended by the Noise and Statutory Nuisance Act 1993). All litter/waste arising from the event must be removed from site. Any breach of these Acts and or associated legislation and regulations including the Live Music Act where appropriate, may result in the busker or street entertainer being 'moved on' and subject to appropriate enforcement action by the relevant authority.

12. **List of Consultees**

All charities and third party fundraisers granted a licence from 2012–2017
Charity Commission
Neighbourhood Watch bodies in Runnymede
Local Residents' Associations
Fundraising Regulator
Other Licensing Authorities in Surrey and members of the Charity Collections
Forum for Surrey and neighbouring districts
All Runnymede Borough Councillors
Trading Standards and Consumer Protection
Surrey Police – Neighbourhood Inspector Runnymede
RBC Community Safety
RBC Environmental Health
RBC Legal Services
Egham and Chertsey Chambers of Commerce
Runnymede and Spelthorne CAB