

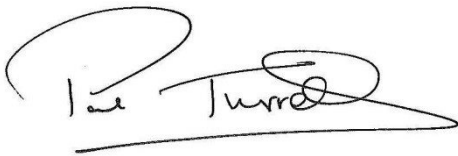
24 February, 2021

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 4 March, 2021 at 7.30pm.**

This meeting will be held remotely via MS Teams with audio access to the public for the Part 1 items via registered dial-in only.



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

NOTE:

- 1) Public speaking or questions are allowed on item 5 only. The time allowed for public speaking or questions is 30 minutes in total. In accordance with Standing Order 12 of the Council's Constitution, any person who wishes to speak or ask a question must make a written request by noon on Thursday 25 February 2021 to the Chief Executive by email to democratic.services@runnymede.gov.uk In light of the current restrictions imposed to address the Covid-19 outbreak, this meeting will be held remotely. As this meeting is being conducted remotely you should inform the Democratic Services Team if you wish to dial in and speak or ask a question at Full Council and also provide a written statement of your question or speech (no more than 2 sides of A4 which is approximately the equivalent of 5 minutes speaking time normally allowed under Standing Order 12.7 of the Council's Constitution) by noon on Thursday 25 February 2021.
- 2) If you do not wish to exercise your right to ask a question or speak by dialling- in, you can submit your question and speech in writing (no more than 2 sides of A4 which is approximately the equivalent of 5 minutes speaking time normally allowed under Standing Order 12.7 of the Council's Constitution) and this will be read out by the Mayor or an Officer to those Councillors present.
- 3) If you wish to hear the debate by audio via MS Teams you must register by 10am on the day of the meeting with the Democratic Services Team by emailing your name and contact number to be used to dial-in to democratic.services@runnymede.gov.uk

A G E N D A

1. **MAYOR'S ANNOUNCEMENTS**

2. **MINUTES**

To approve and sign, as a correct record, the Minutes of the Meeting of Council held on 9 February 2021, as circulated by e-mail on 24 February, 2021.

3. **APOLOGIES FOR ABSENCE**

4. **DECLARATIONS OF INTEREST**

If Members have an interest in an item, please record the interest on the form circulated with this Agenda and email it to the Democratic Services Manager by 5pm on the day of 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.

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

6. **PETITIONS**

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

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

Any questions received from Members of the Council will be circulated separately with this Summons.

8. **RECOMMENDATION FROM CORPORATE MANAGEMENT COMMITTEE – 21 JANUARY 2021 - PRELIMINARY CONSIDERATION OF MAYORAL SELECTION**

To consider the following Minute and recommendation from the Corporate Management Committee held on 21 January 2021. The full agenda report and any associated appendices were circulated with the agenda for that Committee and are available on the website.

The Committee considered candidates for the office of Mayor for the Municipal Year 2021/22 in accordance with Standing Order 7 of the Council's Constitution.

The Government in April 2020 had enacted regulations which allowed the continuation in office of any Mayor who had been appointed to office in May 2019. Council P Sohi, who had been appointed as Mayor in May 2019 and was scheduled to leave office in May 2020 had agreed to remain in office to assist the Council and avoid the need to hold an Annual Meeting to appoint a new Mayor at a time when the country was in lockdown. In October 2020, when the use of remote meeting technology had been developed, Councillor Sohi had resigned from office of Mayor. Councillor E Gill had been appointed by Full Council as Mayor until May 2021 and Councillor M Harnden had been appointed to the office of Deputy Mayor for the same period.

Councillors Gill and Harnden had been nominated as Mayor and Deputy Mayor in May 2020 but due to the Covid pandemic had been unable to take up those offices. Members had indicated prior to the Full Council meeting in October 2020 that they would support the nomination of Councillors Gill and Harnden for the offices of Mayor and Deputy Mayor for the Municipal Year 2021/22 in acknowledgement of the fact that due to the impact of coronavirus they were unable to be appointed to those roles in May 2020.

The Committee noted that, under the procedure set out in Standing Order 7, while it considered candidates for the office of Mayor before the end of February in each calendar year, candidates

for the office of Deputy Mayor were considered at the March meeting of Council. Accordingly, the Committee nominated Councillor E Gill for the office of Mayor for the Municipal Year 2021/22.

RECOMMEND TO FULL COUNCIL ON 4 MARCH 2021 that –

Councillor E Gill be nominated for the office of Mayor for the Municipal Year 2021/22 in acknowledgement of the fact that due to the impact of Covid-19 she was unable to take up this office in May 2020.

9. PRELIMINARY CONSIDERATION OF DEPUTY MAYORAL SELECTION

1. In accordance with Standing Order 7, Council is asked to consider candidates for the office of Deputy Mayor for 2021/22.
2. As mentioned above in the previous item, the Government in April 2020 had enacted regulations which allowed the continuation in office of any Mayor who had been appointed to office in May 2019. Council P Sohi, who had been appointed as Mayor in May 2019 and was scheduled to leave office in May 2020 had agreed to remain in office to assist the Council and avoid the need to hold an Annual Meeting to appoint a new Mayor at a time when the country was in lockdown. In October 2020, when the use of remote meeting technology had been developed, Councillor Sohi had resigned from office of Mayor. Councillor E Gill had been appointed by Full Council as Mayor until May 2021 and Councillor M Harnden had been appointed to the office of Deputy Mayor for the same period.
3. Councillors Gill and Harnden had been nominated as Mayor and Deputy Mayor in May 2020 but due to the Covid pandemic had been unable to take up those offices. Members had indicated prior to the Full Council meeting in October 2020 that they would support the nomination of Councillors Gill and Harnden for the offices of Mayor and Deputy Mayor for the Municipal Year 2021/22 in acknowledgement of the fact that due to the impact of coronavirus they were unable to be appointed to those roles in May 2020. In view of this, there will be no need for a secret ballot to fill the office of Deputy Mayor on this occasion.
4. The nominee will be put forward as a candidate for the office of Deputy Mayor at the Annual Council meeting on 19 May 2021 providing that they are still a Member of the Council.

The Council is asked to confirm the nomination of Councillor Margaret Harnden for the office of Deputy Mayor for the Municipal Year 2021/22.

(To resolve)

Background papers

None

10. RECOMMENDATION FROM PLANNING COMMITTEE -10 FEBRUARY 2021- ADOPTION OF RUNNYMEDE BOROUGH COUNCIL STATEMENT OF COMMUNITY INVOLVEMENT (SCI)

To consider the following Minute and recommendation from the Planning Committee held on 10 February 2021. The full agenda report and any associated appendices were circulated with the agenda for that Committee and are available on the website.

The Committee considered the draft Statement of Community Involvement (SCI)

The aim of the Statement of Community Involvement (SCI) was to set out how Runnymede Borough Council would engage with the community; including residents, businesses, community

groups and other stakeholders on Local Plan matters, planning applications and the planning enforcement process.

The Council's SCI was adopted in December 2014 and had recently been updated in May 2020 to confirm how the Council would engage with its communities during the COVID -19 pandemic and lockdown measures. This was because due to the pandemic, some of the methods of engagement specified in the 2014 SCI could not be utilised. The May 2020 amendments to the SCI were temporary in nature and would cease to be applicable on the adoption of the February 2021 SCI which was now before Members.

The Council had a legal requirement to update its SCI every 5 years. As such, a comprehensive review of the SCI and public consultation thereon had been undertaken. The comments received had been considered and some changes had been made to the draft SCI as appropriate. Members were provided with an overview of these changes.

A Member asked that para 3.32 of the SCI be updated to reflect the current status of the Thorpe Neighbourhood Plan.

A Member commented on the list of minimum communication methods listed in para 1.29 of the SCI and emphasised the importance of using methods other than social media to consult residents. In response Officers confirmed that the methods shown in bold in the SCI as minimum for all consultations met the tests of legal soundness ,but a detailed Communications Strategy, which would be the key tool to identify routes of communication, would be reported to the Infrastructure MWP in March for Member consideration and input, and Officers welcomed suggestions from Members thereon.

The Planning Committee was supportive of the amended SCI and recommended Full Council to adopt it at its meeting on 4 March 2021, with a commencement date of 5 March 2021.

RECOMMEND TO FULL COUNCIL ON 4 MARCH 2021 that-

Full Council ADOPTS the Statement of Community Involvement (Appendix 'A') at its meeting on 4 March 2021, with a commencement date of 5 March 2021.

11 RECOMMENDATIONS FROM CORPORATE MANAGEMENT COMMITTEE- 25 FEBRUARY,2021

To consider the recommendations on the matters listed below from the Corporate Management Committee held on 25 February, 2021.As this summons has been published prior to that meeting,the recommendations 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 to all Members with the Agenda for that Committee meeting and are available on the website.

- a) **Annual Pay Policy Statement 2021/22**
- b) **Adoption of Revised Equalities Policy**

12. NOTICES OF MOTION FROM MEMBERS OF THE COUNCIL UNDER STANDING ORDER 15

To receive and consider any Notices of Motion from Members of the Council under Standing Order 15. Any Motions received will be circulated separately with this Summons.

13. MINORITY GROUP PRIORITY BUSINESS

To consider any item of Minority Group Priority business registered under Standing Order 23. Any item of such business will be circulated separately with this Summons.

14 MEMBERS' ALLOWANCES SCHEME – ADOPTION (MARIO LEO-LAW AND GOVERNANCE)

Synopsis of report:

To seek approval of i) the Members' Allowances Scheme for 2021/22, with effect from 1 April 2021, ii) the composition of the Selection Panel and authority to commence the recruitment process for the Independent Remuneration Panel to undertake the triennial review of Members' Allowances, and iii) commencement of the review in October 2021.

Recommendations that:

- i) the existing Members' Allowances Scheme be revoked as from 31 March 2021 and the Members' Allowances Scheme as shown in Appendix 'B' be adopted for the year 1 April 2021 to 31 March 2022;
- ii) the composition of the selection panel be approved;
- iii) the recruitment process for the Independent Remuneration Panel (IRP) to undertake the triennial review of Members Allowances be commenced; and
- iv) the review by the IRP commence in October

Report

1. The Council is required further to the Local Authorities (Members' Allowances) (England) Regulations 2003 to agree a scheme of Members' Allowances for the year 2021/22 and in doing so, give due regard to the recommendations made by the report of the Independent Panel on the Remuneration of Councillors, whose latest report was published in early 2019.
2. The current Scheme had been put in place following a triennial review of Members' Allowances by the Independent Remuneration Panel in 2019. In accordance with the decision of Full Council on 7 March 2019, the Basic Allowance will be increased by RPI in 2021/22 and the Special Responsibility and Co-optee Allowances will similarly be increased. The next scheduled triennial review by the Independent Remuneration Panel will commence in October 2021.
3. In line with the normal practice, the Council is recommended to revoke the existing scheme and adopt the amended scheme of Members' Allowances shown at Appendix 'B'.
4. The triennial review of the Members' Allowances Scheme by the Independent Remuneration Panel will commence in or around October 2021. This Panel consists of five persons who represent residents' associations, business, voluntary sector, education and health. Four of the current panellists could serve for a further term if they wish and, so far, two of them have indicated they are willing to continue. However, a replacement Business panellist will need to be recruited as Councillor Adams who was a panellist before he became a Councillor can no longer sit on the Panel. A replacement Education panellist will also need to be recruited as the previous panellist is no longer eligible. A response is still awaited from the current Health panellist.
5. In line with previous practice, interviews of the candidates would be undertaken by a Selection Panel. The Selection Panel would be advised by the Corporate Head of Law and Governance, as the Monitoring Officer, and consist of the Chairman or Vice Chairman of the Standards and Audit Committee and the Leader of the Council. At the last review the Leader of the RIRG also sat on the Panel being the only other minority group at that time. However, since that time there are now more minority groups on the Council and it is suggested that a total of 2 members be drawn from all the minority groups. To have a representative from all groups would make the Panel unwieldy.

- 6 As previously requested by Members, the Panel will review the level of special responsibility allowances paid to Members with special responsibilities and also in particular for the Chairman and Vice Chairman of the Standards and Audit Committee, for the Deputy Leader of the Council and for the Group Leaders other than the Leader of the Council.
7. The authority of Council is sought to i) approve the composition of the Selection Panel (Chairman or Vice- Chairman of Standards and Audit Committee, Leader of the Council and 2 Members representing the minority groups) ii) commence the recruitment process and for the Selection Panel to interview prospective candidates at the appropriate time, and iii) to commence the triennial review in October 2021.

(To resolve)

Background Papers

None.

15. **PRESS AND PUBLIC TO BE EXCLUDED BY RESOLUTION**

To consider any items so resolved at the meeting.

Runnymede 2030

Local Plan

Statement of Community Involvement (SCI)

For adoption March 2021

Runnymede Borough Council
Statement of Community Involvement
March 2021



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Introduction

This Statement of Community Involvement (SCI) sets out how the Council will involve the community and stakeholders during the review and update of the Runnymede 2030 Local Plan, during the preparation of other planning policy documents and during the planning application process.

One of the Council's key responsibilities will be to influence and plan for how land is used in the Borough and what kinds of developments can happen and where. By getting involved in the preparation of planning documents and proposals at the early stages, residents, businesses and other stakeholders will have more opportunity to have their say on the proposals that will shape their local areas.

The Council has a legal requirement to prepare an SCI and then update it every 5 years. The Council has had regard to national planning policy and legislation in preparing this 2021 version. This SCI was adopted on 4th March 2021 and, replaces the SCI previously adopted by the Council in December 2014, as well as the May 2020 SCI which contained temporary amendments to respond to the COVID 19 pandemic.

This SCI includes:

- The use of simplified language and limiting references to legislation unless absolutely necessary;
- The insertion of new web links to revised legislation where legislative references are made;
- The deletion of the lists of named groups and organisations from the current SCI in Appendices A and C given that any person can add or remove themselves from the Council's Planning Policy Database at any time, meaning that such lists can become quickly out of date;
- Changes to the section on planning applications to ensure consistency with current legislation and best practice;
- A review of the neighbourhood plan process to demonstrate at what stages interested parties can get involved. Clarification of this process is considered necessary given the heightened interest from local communities in preparing Neighbourhood Plans since the 2014 SCI was published; and
- Additional text to confirm how the Council will amend its consultation processes in light of any current or future COVID-19 lockdown measures, including confirmation of how the Council will make documents available for public inspection during any periods of lockdown.

Should changes be made by the Government to the processes associated with the preparation of planning policy documents and processing of planning applications, or if issues arise at a local level relating to how the Council engages on a particular planning matter(s), the Council will assess the implications of these changes for the SCI and consider whether it is expedient to review all or part of the SCI at that time.

If you would like to receive a copy of the Statement of Community Involvement in a different format such as large print please let us know by calling the Planning Policy team via Customer Services on 01932 838383 **or by emailing** [**planningpolicy@runnymede.gov.uk**](mailto:planningpolicy@runnymede.gov.uk).

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Section 1 - Looking ahead/shaping the Future

What is a Statement of Community Involvement (SCI)?

- 1.1 Local Planning Authorities (LPAs) are required to produce a Statement of Community Involvement (SCI) in accordance with Section 18 of the Planning and Compulsory Purchase Act 2004 (as amended).
- 1.2 An SCI sets out how a Local Planning Authority intends to carry out consultation and engagement with its communities and other stakeholders during the preparation of its Local Plan and other planning policy documents, as well as during the consideration of planning applications. Section 4 of this SCI considers the latter, which falls under the Development Management function. This chapter also sets out the Council's approach to Planning Enforcement, which is how the Council responds to breaches of planning control.
- 1.3 In producing its SCI, the Council wishes to promote effective public participation in the planning process. This will ensure that all sections of the community (local residents, businesses, landowners, residents' groups, community organisations etc.) and other stakeholders have an opportunity to be actively involved in the Planning processes undertaken by the Council.
- 1.4 There may be some circumstances which are beyond the Council's control, such as the current time of national lock-down during the COVID-19 pandemic. This may result in a variation to the consultation and public engagement methods set out herein. In such circumstances, the Council will at all times remain committed to using its best endeavours to continue to involve the community and other interested parties in the various planning consultations undertaken, as far as practicable, whilst adhering to Government Guidance.

Duty to Involve - why is community involvement important?

- 1.5 Community Involvement and consultation is a key part of any Council's decision-making process.
- 1.6 Planning Policy involves making plans that help to decide where and when development takes place. These plans are used to help make decisions on planning applications and to plan the future needs of the Borough by assessing what changes are likely to happen and where. The key planning policy document that a Council must prepare is its Local Plan.
- 1.7 The Localism Act 2011 places engagement with local communities at the heart of the planning system. The Government encourages councils to seek involvement from local communities on the content of plans from the earliest stage in plan-making. It also guides councils to fully support and encourage the active role communities can play in the plan-making process such as through Neighbourhood Planning. The means of engagement used by the council to consult with the community and interested groups and organisations for planning applications are based upon the Government's statutory requirements as set out in the Development Management Procedure Order (DMPO) 2015.

Duty to Co-operate

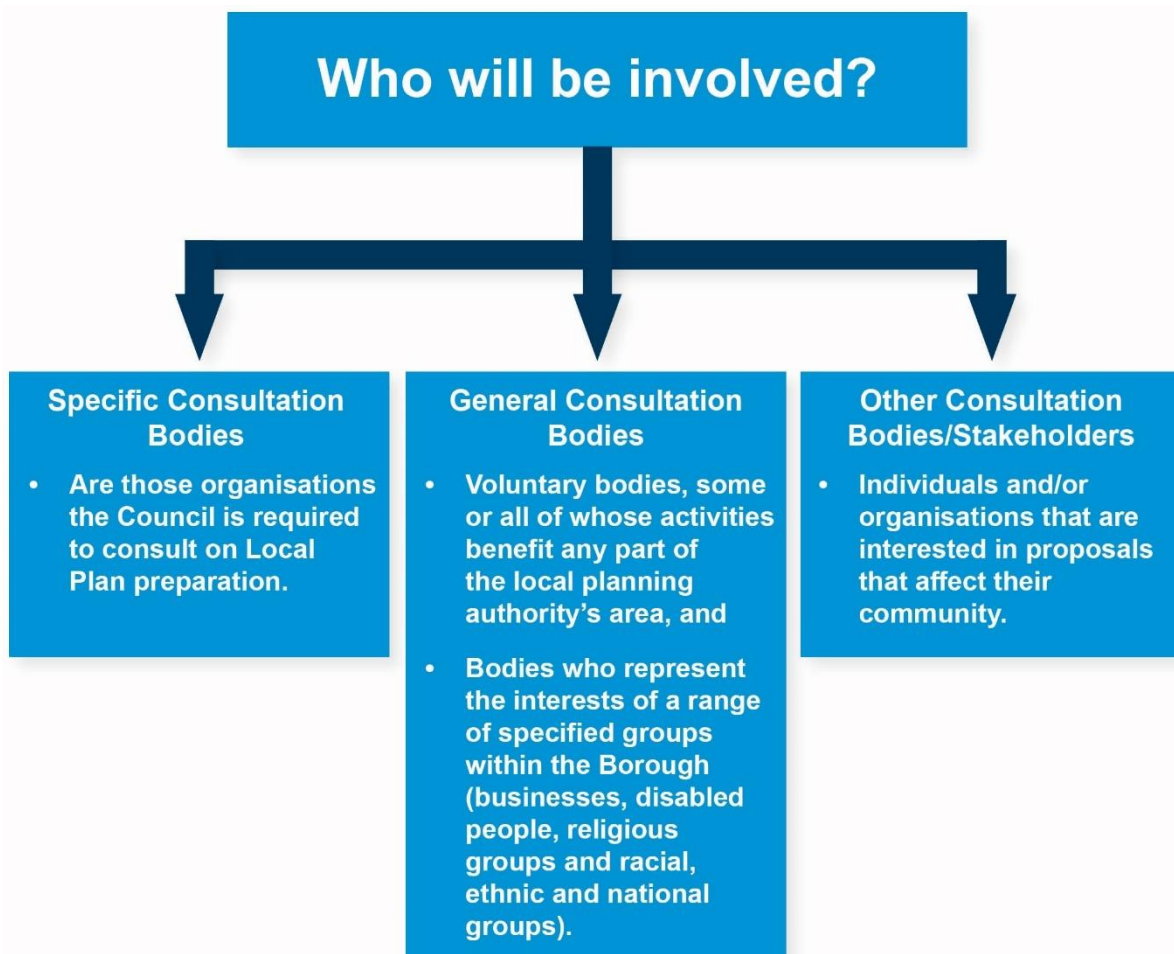
- 1.8 Section 33A of the Planning and Compulsory Purchase Act 2004 (local development), imposes a duty on a local authority to co-operate with specific bodies in relation to planning of sustainable development and strategic matters. A 'strategic matter' is defined as:
- a) sustainable development or use of land that has or would have a significant impact on at least two planning areas, including (in particular) sustainable development or use of land for or in connection with infrastructure that is strategic and has or would have a significant impact on at least two planning areas, and
 - b) sustainable development or use of land in a two-tier area if the development or use –
 - i. is a county matter,
 - ii. has or would have a significant impact on a county matter.
- 1.9 In essence, some planning issues such as planning for housing and employment needs and understanding the transport or infrastructure impacts associated with new development may cross beyond the Borough boundary. In such scenarios, the Council needs to take into consideration the policies and proposals of a neighbouring Council(s) to ensure that 'cross border' issues are co-ordinated effectively and are clearly reflected in the policies of each of the councils affected. In working with, or in liaising with such partners, the Council is following the legal process known as the 'Duty to Co-operate'.
- 1.10 Runnymede Borough Council works closely with its neighbouring and nearby councils in relation to strategic priorities and areas of common interest such as contributing towards the Surrey's 2050 Place Ambition, collaborating with strategic bodies and neighbours in addressing infrastructure projects like Heathrow expansion, the Thames Basin Heaths Special Protection Area (SPA), and in relation to cross boundary matters relating to issues such as the Green Belt, housing and employment. Ongoing and collaborative partnership working on such matters is a fundamental component of the Duty to Co-operate.
- 1.11 Refer to the Council's webpage on <https://www.runnymede.gov.uk/article/15516/The-Duty-to-Cooperate#:~:text=The%20council's%20Duty%20to%20Co,it%20prepares%20its%20Local%20Plan> for further information on how the Council is meeting its 'duty'. The duty to co-operate bodies are set out in Appendix B of this document.

Who do we consult?

- 1.12 It is important for the Council to consult as widely as possible and understanding who the local community is will be essential to ensure that the Council engages in the most effective way, and that the views received are representative of the community as a whole.
- 1.13 It is important that everyone is given the opportunity to get involved in decisions, including those relating to:
- where the homes that are needed are provided;
 - how and where new job opportunities will be created;
 - how people will move around the Borough; and,
 - the quality of our environment.

- 1.14 The Council will aim to make the planning process more accessible to everyone within the community including those who traditionally have not engaged or may have felt excluded from planning decisions such as the elderly, school children, those less physically able (wheelchair bound, blind etc.), those impacted by language barriers etc.
- 1.15 In Runnymede Borough the following groups are considered particularly hard to reach or under-represented:
- Minority Ethnic Groups including the Gypsy and Traveller communities
 - Disabled People
 - Young people/school children
 - Older People
 - Low income groups
- 1.16 The Council will work with these groups to see how to best involve them in the Local Plan consultation process. For example, engaging with schools, having focused consultations etc. (refer to paragraph 1.29 below).
- 1.17 In addition, the Council will continue to engage with representative groups registered on the Planning Policy database and encourage them where possible to disseminate information as appropriate to their members to try and ensure that hard to reach groups are made aware of planning policy public consultations.
- 1.18 There are certain organisations that the council has a statutory duty to consult with when developing statutory documents like a Local Plan. These are set out in the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). The organisations are grouped into 'specific' and 'general' consultation bodies (See Appendix A).
- 1.19 Specific consultation bodies are those organisations the Council is required to consult during the preparation of a Local Plan. General consultation bodies include voluntary groups, some or all of whose activities benefit any part of the local planning authority's area, and bodies who represent the interests of a range of specified groups within the Borough (businesses, disabled people, religious groups and racial, ethnic and national groups). These consultees and stakeholders will have a variety of different interests and priorities and can contribute expertise and knowledge across a range of subject areas. Unlike specific consultation bodies, there is not a definitive list of general bodies that the council must consult.
- 1.20 As stated above, the Council also consults with and works closely with neighbouring authorities on strategic priorities and areas of common interest. Community Infrastructure Levy (CIL) and Neighbourhood Planning have their own separate regulations and approaches. These are addressed in section 3.
- 1.21 The Council will consult with key statutory bodies including the Environment Agency, Natural England and Historic England on the scope of sustainability appraisals undertaken as required by the relevant regulations. This is set out and explained in section 3 of this SCI.

Figure 1- Who will be involved?



- 1.22 In addition to the specific and general consultation bodies, there are the 'other' consultees such as many businesses, residents associations and individuals in and around the Borough who request to be consulted, as well as interested parties including hard to reach groups. The latter are those groups that are difficult to engage with from an organisational perspective, either because they do not feel empowered to get involved or there are other barriers to their involvement that need to be overcome. These fall under the umbrella of 'Other' stakeholders, also generically described in Appendix A.
- 1.23 Residents' Associations (RA's) are important groups for Local Authorities to consult with in regard to formulating Plans and policies. They are formed of individuals from specific communities. The RA's meet regularly to discuss local issues, acting as a voice for their local community. There are a number of RA's within Runnymede that the Council has previously consulted – and will continue to do so – in reviewing and updating its Runnymede 2030 Local Plan. During any periods of lockdown associated with the COVID-19 pandemic, the Council will continue to consult with Residents Associations who are registered on the Council's Planning Policy database, encouraging them to disseminate information to their members as appropriate.
- 1.24 Rather than meet with RA's individually, the Council has preferred to meet with them collectively through the Community Planning Panel, which meets from time to time, normally at the Council offices in Addlestone. This approach is of particular benefit to the RA's themselves, as it facilitates contact between their various representatives

and encourages experiences to be shared. Since the submission of the Runnymede 2030 Local Plan to the Secretary of State in July 2018 for Examination in Public, the Community Planning Panel has not been convened. The Planning Policy team is currently considering the future scope of this group and how to best take it forward to support the review and update of the Runnymede 2030 Local Plan.

- 1.25 In the past, the Council has met with the development industry through a Developers Forum, although the Forum has not been convened for some time. The Council is looking to re-convene the Forum as it is the Council's intension that this will encourage better communication with local development stakeholders.

General Data Protection Regulations (GDPR)

- 1.26 In order for individuals to comment on consultation documents, and in accordance with the requirements of General Data Protection Regulations (GDPR) 2018, any group or individual wishing to be contacted in relation to such matters must register themselves online so that they receive notifications. The sign up form for the Planning Policy database can be viewed at <https://www.runnymede.gov.uk/article/15249/Register-New-User>
- 1.27 The Council also holds a hard copy Planning Policy and Strategy Database for people without access to email. Should a person wish to be added on to the Council's hard copy Planning Policy and Strategy Database, they should write to the Council making this request using the address provided on page 4.
- 1.28 Since GDPR came into force the database held by the planning department has reduced in size. Whilst other departments within the Council might hold contact details for organisations and community groups etc, these cannot be shared and therefore it is essential that all those wishing to be notified of Planning Policy and Strategy consultations/announcements register themselves, or request to be added to the Planning Policy database.

How will the Council consult?

- 1.29 Runnymede Borough Council will look to involve people as early as possible in drafting local documents and will invite feedback on draft documents. The Council recognises there is no one way to engage with the community. Depending on what the council is consulting on, the number and type of methods which are employed to engage with the community are likely to vary. The methods shown in bold in the box below will be utilised, as a minimum for all consultations. The Council may also use one or more of the additional methods listed:

- **Make consultation material clearly available on our website;**
- **Notify everyone registered on the Planning Policy and Strategy consultation database (email or postal);**
- Publish news/press releases to local media;
- **Use social media (e.g. Facebook and Twitter);**
- Utilise public exhibitions/displays and stalls - (hosted by staff and un-staffed);
- Publish leaflets and bulletins (paper and/or email);
- Publish formal notices in local newspapers distributed across the Borough;
- Place notices/posters on the Council owned notice boards;
- Hold public meetings;
- Hold one-to-one workshops/meetings (which could be facilitated by consultants, held by Neighbourhood Forums, with stakeholders etc.);
- Carry out targeted workshops with specific interest groups for example children, the elderly, the travelling community;
- Carry out targeted work with community groups, voluntary organisations, residents' associations etc.;
- Hold meetings of the Community Planning Panel and Developers Forum;
- Circulate articles and advertisements in internal publications/the intranet (aimed at informing staff and local councillors);
- **Send letters to statutory bodies;**
- Hold on-line interactive workshops via zoom/teams or other video conferencing software (particularly during periods of lockdown associated with the COVID-19 pandemic);
- **Make documents available for public inspection at the council offices and local libraries (unless this is unachievable due to lockdown restrictions associated with COVID-19).**

- 1.30 For the duration of any COVID-19 lockdown measures, at times it may be necessary to tailor the consultation methods from what is normally expected to maximise engagement during the development of planning policy documents, whilst recognising the restrictions placed on the Local Authority and local communities by the Government's lockdown measures. These methods are likely to be limited to one or more of the following: sending letters, placing local adverts, placing information in local Council owned noticeboards, using digital consultations, use of video conferencing, use of social media, providing documents for inspection on the Council's website and providing hard copies of documents on request to those who do not have ready access to the internet.
- 1.31 The Council will also work to ensure that people are kept informed throughout the document production process. The Council reviews and summarises the key points raised at each stage of consultation during the preparation of all planning policy documents and confirms where changes are to be made in response to consultation feedback. Whilst individuals will not receive individual responses to their comments, they can review the summary of comments received and the Council's responses on the Council's Planning Policy webpages.
<https://www.runnymede.gov.uk/localplanconsultation>
- 1.32 Consultation events, where utilised, will be arranged with advance notice and held in accessible venues and, where appropriate, at a range of times.

- 1.33 The Council will continue to utilise social media, especially through Facebook to publicise planning policy consultations and notifications to local residents' groups, interest groups and local amenity groups, as well as to other local people and interested parties. The Council will also continue to use Twitter to share information relating to planning policy updates and consultations.
- 1.34 In regards to planning applications, the Council is unable to respond individually to all questions and comments made, however, all the comments that are submitted on a planning application are taken into account by the planning officer in their assessment of the proposal within their case report. Reference should be made to Section 4 on Development Management for further information.

Monitoring and Review

- 1.35 The Council is required to prepare an Annual Monitoring Report (AMR) for the Local Plan every year. The AMR provides information on the implementation of the Local Development Scheme (LDS). The Local Development Scheme (LDS) lists the documents to be produced, timescales for their preparation, and sets out when consultation periods are expected to take place. The AMR also sets out the extent to which the planning policy requirements in the Local Plan are being achieved.
- 1.36 The Statement of Community Involvement will be reviewed every five years unless there are changes to legislation, Government guidance or local circumstances that indicate that an earlier review is required.
- 1.37 Further information on the Council's AMR, can be found at <https://www.runnymede.gov.uk/article/15558/Monitoring-progress-of-Local-Plan-policies-policy-documents-and-guidance->

Section 2 - Links with other Council Strategies and Plans

- 2.1 This Statement of Community Involvement complements the Council's high level objectives and priorities in relation to community involvement in its activities, as set out here in the Council's Corporate Business Plan (2016-2020):
<https://www.runnymede.gov.uk/article/14622/Strategies-and-plans>

- 2.2 The Council is a second-tier Authority. Surrey County Council is responsible for determining planning applications in relation to minerals and waste development and applications for its own development, such as school and libraries. The County Council is responsible for providing a range of strategic infrastructure and services. It is the local highway and transport authority, the local education authority and the lead local flood authority for Surrey. It is also responsible for a wide range of service and infrastructure provision including social services, community facilities and a number of public health functions. References are therefore made to Surrey County Council documents in a number of planning policy documents and planning application reports produced by Runnymede Borough Council. The Council engages with Surrey County Council during the production of the Local Plan and other planning policy documents. It also engages with Surrey County Council when this body produces County wide strategies and plans.

Section 3 - The Development Plan and Other Development Plan Documents

Current Adopted Local Plan

- 3.1 The Runnymede 2030 Local Plan is the Council's adopted Local Plan and sets out the planning strategy for growth to meet the social and economic needs of the Borough's communities while taking the opportunities to best preserve Runnymede's treasured built and natural environments including heritage assets for the Plan period.

National Legislation

- 3.2 The Localism Act 2011 sets out a series of measures designed to facilitate a shift in power away from central government and towards local people. These measures include changes to the planning system, both in relation to the preparation of local plans and consultation on planning applications.
- 3.3 The Localism Act introduces the need for greater involvement of local people in planning for their areas, particularly in the context of neighbourhood planning. The Act introduces a new right for communities to draw up a neighbourhood plan, allowing communities; including residents, employees and businesses, to come together through a neighbourhood forum and prepare a Neighbourhood Development Plan/or Order for all or part of their area. Paragraphs 3.28 - 3.35 expand on this.
- 3.4 Provided a neighbourhood development plan or order meets the relevant legal requirements and a number of specified basic conditions, local people will be able to vote on it in a referendum. If the plan is approved by a majority of those who vote, the local authority can bring it into force (reference should be made to table 2).
- 3.5 The Local Planning Authority has a duty to provide technical advice and support to Neighbourhood Fora during the preparation of Neighbourhood Plans including the appointment of a person to examine the documents and hold the referendum (table 2 sets out the Council's role in facilitating this process for local communities).

National Planning Policy and Guidance 2019

- 3.6 The National Planning Policy Framework (NPPF) sets out a presumption in favour of sustainable development and identifies the following three overarching and inter-dependent objectives for the planning system:
- Economic - building a strong economy by ensuring the right type of land is available in the right places and at the right time to support growth, innovation and improved productivity; and by identifying and coordinating the provision of infrastructure;
 - Social - supporting strong, vibrant and healthy communities, by providing sufficient housing to meet the needs of present and future generations; and by fostering a well-designed and safe built environment, with accessible services and open spaces to support communities' health, social and cultural well-being; and
 - Environmental - contributing to protecting and enhancing our natural, built and historic environment, minimising waste and pollution, and adapting to climate change, including moving to a low carbon economy.

- 3.7 The NPPF promotes a plan-led system and re-iterates the 'duty to co-operate' on planning issues that cross administrative boundaries, particularly those related to the strategic priorities, including the homes and jobs needed in the area or region.
- 3.8 The NPPF states that Local Planning Authorities should aim to involve all sections of the community in the development of Local Plans and in planning decisions. A wide section of the community should be proactively engaged, so that Local Plans, as far as possible, reflect a collective vision and a set of agreed priorities for the sustainable development of the area, including those contained in any neighbourhood plans that have been made.
- 3.9 Planning Practice Guidance (PPG) provides advice on a wide range of topic areas including the Duty to Co-operate; Local Plans, Neighbourhood Planning, Community Infrastructure Levies (CIL) and consultation on planning applications. It is updated by the Government on an ad hoc basis.

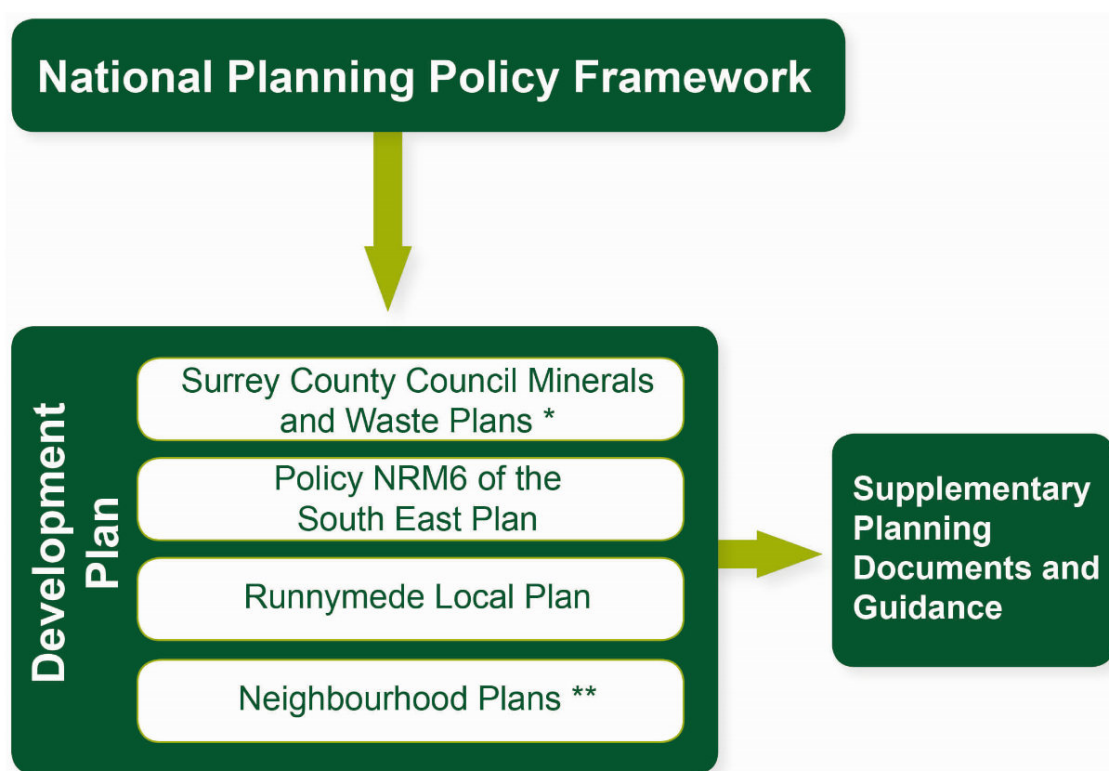
Overview of the plan making process and its various document components

- 3.10 The Local Development Scheme (LDS) is a rolling business plan for the preparation of key planning policy documents that will be relevant to future planning decisions. It outlines the programme and resources for completion and adoption of each relevant planning document. It is a requirement of the Planning and Compulsory Purchase Act 2004 (as amended) that the Council prepares and maintain a LDS. The Council will be setting out its key aims and objectives in a new LDS for the review and update of the Runnymede 2030 Local Plan before the end of 2020. The Council's adopted LDS can be found at: <https://www.runnymede.gov.uk/article/15515/Local-Development-Scheme-LDS->
- 3.11 The key stages for preparing the Local Plan, Supplementary Planning Documents (SPDs- which are described in section 3), and other Development Plan Documents are set out by law in the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). The SCI builds upon the requirements of the Regulations to set the local standards that the Council is seeking to achieve in terms of public consultation and community involvement.
- 3.12 Local Plans set out a forward plan or vision for the future development of the Borough. They generally look forward 15-20 years and set out detailed policies that Council officers, developers and the community use to make/guide their decisions on planning applications.
- 3.13 All planning policy documents are required to be based on evidence. The evidence used in preparing a Local Plan includes evidence such as census, county-wide or borough data, topic-specific studies, and non-planning strategies and plans. Evidence also includes feedback from consultations, surveys and workshops and discussions with the development industry to make sure proposals are deliverable. This is essential so that forecasted growth can be properly understood and planned for. The Council must balance the need to ensure that its policies are justified by the empirical economic, social and environmental evidence gathered whilst supporting the broader national aims of the Government and taking into account the views of local people and other interested parties.
- 3.14 The Development Plan is the statutory term for formally adopted Development Plan Documents (DPDs) and 'made/adopted' Neighbourhood Plans. It should be noted that in Runnymede, the Development Plan also incorporates policy NRM6 of the South East Plan and the Waste and Minerals Plans produced by Surrey County Council. Applications for planning permission must be determined in accordance with

the Development Plan unless 'material considerations' indicate otherwise. A material planning consideration is a matter that should be taken into account, in deciding a planning application or on an appeal against a planning decision. The Runnymede 2030 Local Plan is an example of an adopted DPD.

- 3.15 An Area Action Plan (AAP) is a type of DPD that can be used to guide the development of a specific site or location, for example, a town centre or other places where significant change is planned.
- 3.16 A Policies Map often accompanies a DPD. These maps are used to show the locations of land use designations and allocations for development. The adopted Policies Map is revised when new DPDs are adopted.
- 3.17 Other documents which influence policy formulation and expand on policy (sustainability appraisals and supplementary planning documents) are expanded on in section 3.

Figure 2 -The Hierarchy of Planning Policy Documents



*Surrey County Council is responsible for preparing and consulting on these plans to provide up to date minerals and waste planning policies. More information on these plans, can be found at: <https://www.surreycc.gov.uk/land-planning-and-development/minerals-and-waste>

**Neighbourhood Plans- When voted on at referendum with a more than 50% vote in favour of a Neighbourhood Plan- it would become part of the Development Plan for the Borough.

- 3.18 As indicated in Section 1, paragraph 1.29 of this SCI, the type and amount of consultation which takes place will depend on the type of document that the Council is preparing, with a greater amount of consultation required for the preparation of the Local Plan.

Local Plan and Development Plan Documents (DPDs)

Figure 3: Key stages in preparing DPD's, such as Local Plans and Area Action Plans (AAP).

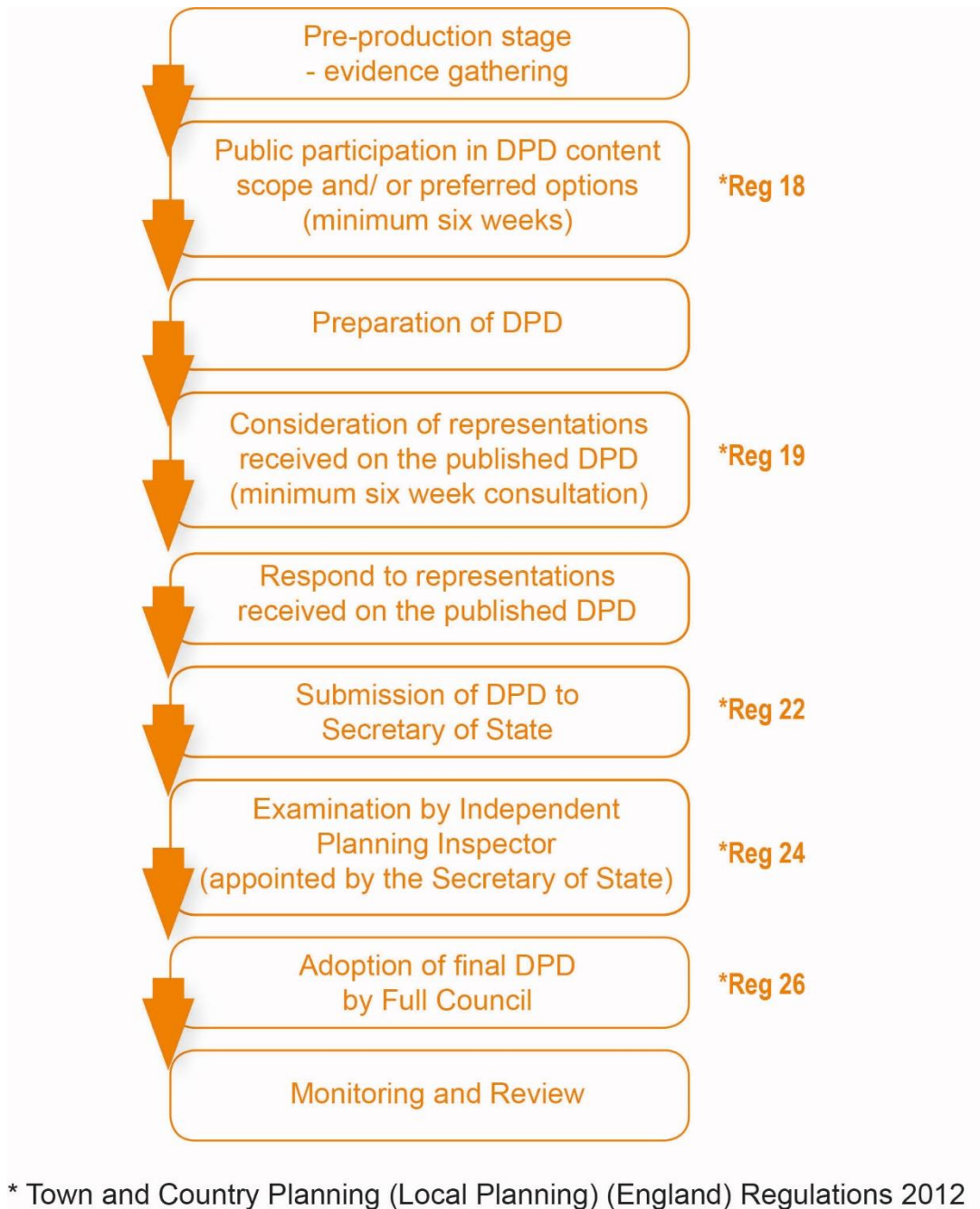


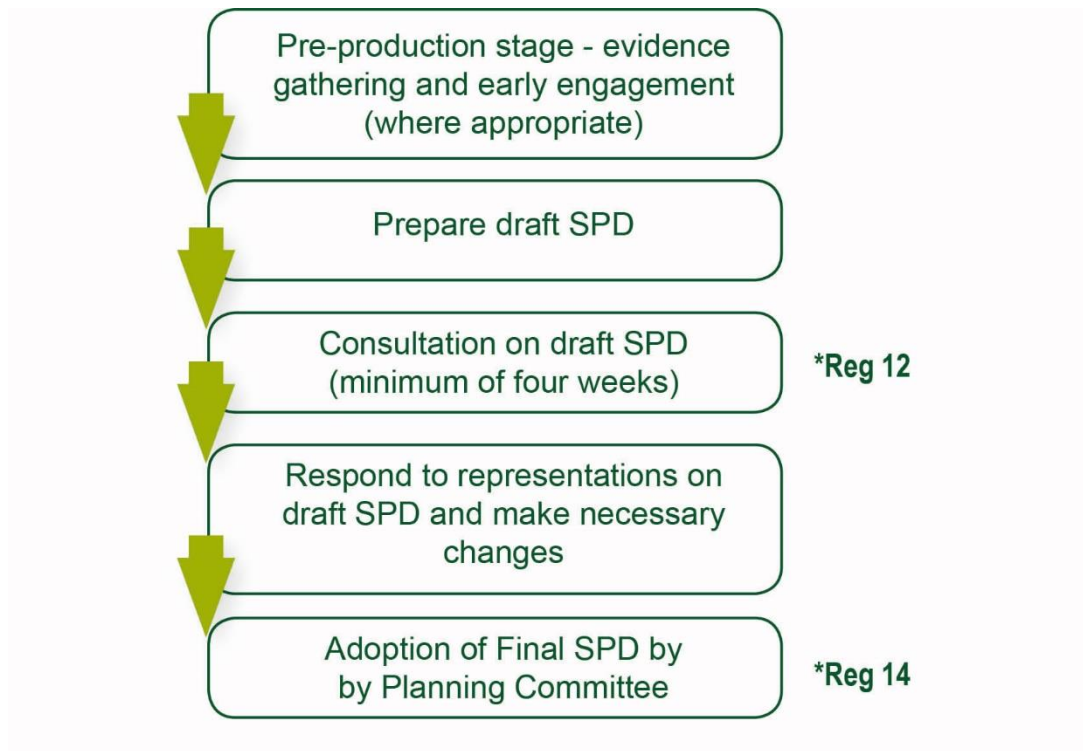
Table 1- Stages achieved in Plan production, following figure 3 above

Regulatory stages	Summary of document stages achieved
Reg 18	This stage of public and stakeholder consultation is often referred to as the 'Issues and Options' consultation. It can also incorporate Preferred Approaches The evidence base and representations from this stage assists in the production of the draft Plan.
Reg 19-20	Publication of a draft Plan and the opportunity for stakeholders to make formal representations.
Reg 22	Submission stage: The Local Plan, supporting documents and the representations received under regulation 20 are formally sent to the Secretary of State – The Planning Inspectorate or 'PINs'.
Reg 23-25	Examination process: An independent Inspector is appointed by the Planning Inspectorate to examine the Plan.
Reg 26	If the Plan is successful at Examination, it can be formally adopted by the Council and used to determine planning applications.

Supplementary Planning Documents (SPDs)

- 3.19 Supplementary Planning Documents (SPDs) provide further detail to supplement policies in Development Plan documents. They are produced only if necessary and build upon and provide more detailed advice or guidance on the policies in the Local Plan. They can cover a range of topics or be used to provide more information about individual sites. An SPD is subject to consultation and may sometimes also require a Sustainability Appraisal. Although SPDs are not subject to independent examination, they do need to obtain approval by the Planning Committee before they are adopted. SPDs are capable of being a material consideration in planning decisions but are not part of the adopted development plan.
- 3.20 Examples of Council SPDs being prepared by the Council include the Design SPD and the Thames Basin Heaths Special Protection Area SPD.
- 3.21 The key stages for SPD production are- preparation, public consultation and adoption.

Figure 4 shows the key stages in the preparation of Supplementary Planning Documents (SPDs)



* Town and Country Planning (Local Planning) (England) Regulations 2012

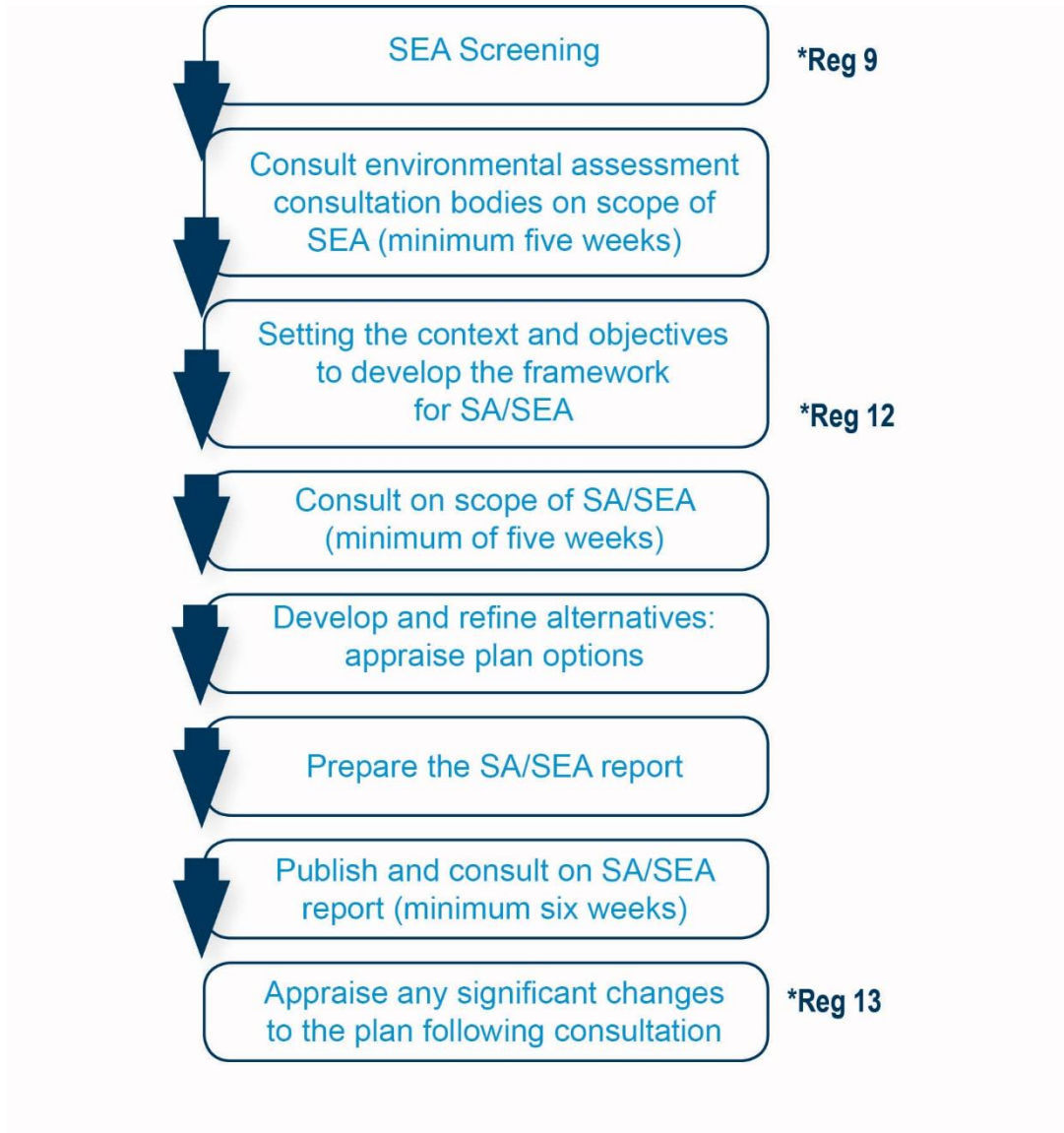
Sustainability Appraisal (SA), Strategic Environmental Assessments (SEA) and other relevant associated Assessments

- 3.22 The Council will undertake Sustainability Appraisals (SA) and Strategic Environmental Assessments (SEAs) of Development Plan Documents (DPDs) when they are being prepared. This will test the policies and proposals against social, environmental and economic objectives, and suggest how plans can be modified to minimise any negative effects. The SA/SEA will be published for public consultation alongside the DPDs where appropriate.
- 3.23 In carrying out sustainability appraisals, the Council will:
- consult key stakeholders, including the Environment Agency, Natural England and Historic England on the scope of the appraisal;
 - consult key stakeholders and the public as part of the public participation in the preparation of a Local Plan document; and
 - carry out public consultation on the final sustainability appraisal which supports the proposed submission Local Plan.
- 3.24 Section 19(5) of the Planning and Compulsory Purchase Act 2004 (reference: <https://www.legislation.gov.uk/ukpga/2004/5/section/19>) requires Local Planning Authorities to undertake a SA for Development Plan Documents and Supplementary Planning Documents. However, the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2009 removes the automatic need for a SA of SPDs. This is because SPDs do not normally introduce new policies or proposals or modify planning documents which have already been subject to SA. National Planning Practice Guidance confirms that SPDs do not require a SA but may in exceptional circumstances require a SEA if they are likely to have significant environmental effects that have not already been assessed during the preparation of the Local Plan. A SEA screening is therefore required for SPDs in accordance with the requirements of Regulation 9 (1) of the Environmental Assessment of Plans and Programmes Regulations 2004 (reference: <https://www.legislation.gov.uk/wsi/2004/1656/made>) to determine that there will be no likely significant environmental effects.
- 3.25 Development Plan Documents and Supplementary Planning Documents also require a Habitats Regulation Assessment (HRA) under Regulation 105 of the Conservation of Habitats & Species Regulations 2017 (reference: <https://www.legislation.gov.uk/uksi/2017/1012/contents/made>) to determine whether plans or policies will have likely significant effect on sites designated for nature conservation importance. This requires DPDs & SPDs to be screened for likely significant effects and if these cannot be ruled out a full Appropriate Assessment (AA)¹ is required.
- 3.26 The Sustainability Appraisal can be brought together into one single document with an Equalities Impact Assessment (EIA) and a Health Impact Assessment (HIA), which is called an Integrated Impact Assessment (IIA).
- 3.27 The reason these three assessments might be brought together is because there are often shared objectives from all three assessments. For example, poor air quality is a relevant consideration for a sustainability appraisal (because it has environmental,

¹ An Appropriate Assessment (AA) is an assessment of the potential adverse effects of a plan or project (in combination with other plans or projects) on Special Areas of Conservations and Special Protection Areas. These sites are protected by National and European Law.

social and economic impacts), it also disproportionately affects some groups and has health impacts.

Figure 5: Key stages for consultation and production of Sustainability Appraisals/Strategic Environmental Assessments required by European Legislation



* Environmental Assessment of Plans and Programmes Regulations 2004

Neighbourhood Planning

- 3.28 Neighbourhood planning is an important part of the Government's Localism agenda as described above in paragraphs 3.3-3.5. It aims to give local communities greater power to shape development by taking a more active role in the preparation of planning policies at a local level.
- 3.29 Neighbourhood planning can be taken forward by two types of body - town and parish councils (please note that there are no town or parish councils in the Borough of Runnymede) or neighbourhood forums. Neighbourhood forums are community groups that are designated by the Council to take forward neighbourhood planning in areas without parishes.
- 3.30 Local communities who wish to play an active role in planning for their area can do two things:
- Prepare a Neighbourhood Development Plan (NDP) setting out the vision, objectives and planning policies to shape development of their neighbourhood and/or;
 - Seek the grant of permission directly for certain types of development (in full or outline) in their neighbourhood through a Neighbourhood Development Order (NDO) or a Community Right to Build Order. The Neighbourhood Forum is the only body that can prepare a NDO in their area. As such, a neighbourhood area can be declared for the production of a NDO and does not specifically have to produce a Neighbourhood Plan.
- 3.31 A Neighbourhood Plan can build upon the strategic policies set out in the Council's Local Plan and allows local people to influence the location, appearance and type of development that comes forward in their neighbourhood.
- 3.32 The preparation of Neighbourhood Plans must undertake at least two stages of consultation: the first by the local community, the second by the Local Authority. The plan then undergoes independent examination. In Runnymede, The Thorpe Neighbourhood Plan is the first Neighbourhood Plan to complete both stages of consultation, an independent examination and the plan is awaiting a referendum. Neighbourhood Plans are also being prepared in Englefield Green, Ottershaw and Virginia Water.
- 3.33 The Council is required to provide advice, assistance, and support on a range of issues including consultation and the process of document production. Consultation procedures for Neighbourhood Plans and Neighbourhood Development Orders are set out in the Town and Country Planning Act (1990) (reference: <https://www.legislation.gov.uk/ukpga/1990/8/contents>) and the Neighbourhood Planning (General) Regulations 2012 (as amended) (reference: <https://www.legislation.gov.uk/uksi/2012/637/contents/made>).
- 3.34 The approach to consultation during the preparation of a Neighbourhood Development Plan will be a matter for the individual neighbourhood planning bodies to determine and is therefore outside the scope of this SCI. Notwithstanding this, Runnymede Borough Council will publicise consultations on Neighbourhood Development Plans where appropriate, primarily by using the Council's website.
- 3.35 There are five key stages in making a Neighbourhood Plan. The following table outlines the support that will be provided by the Planning Policy Team at each stage:

Table 2: Neighbourhood Plans-Stages of preparation and consultation requirements

Key stages of NP production	What the Council's role will be
<p>Stage 1: Area and Forum Designations</p>	<p>Advise as to the information required to be submitted to the Council for applications for designation as Neighbourhood Areas and Forums. These are two separate applications, however interested persons may want to apply to have Neighbourhood Area(s) designated first (so that Forum(s) membership reflects those living and working in the designated Neighbourhood Area(s), or they may wish to apply to designate the Neighbourhood Forum(s) and Neighbourhood Area(s) at the same time (reference: https://neighbourhoodplanning.org/about/neighbourhood-planning/).</p> <p>Once an application is received to designate a Neighbourhood Area, the Council must consult on the area application for a minimum 6 weeks before deciding to designate the Neighbourhood Area. It is also within the powers of the Council to modify the Neighbourhood Area put forward for designation.</p> <p>The Council also must consult on the Forum application for a minimum 6 weeks before deciding to designate the Neighbourhood Forum. The Council has to be satisfied that the Neighbourhood Forum satisfies a number of conditions before it can be approved for designation.</p>
<p>Stage 2: Drafting & Consulting</p>	<p>The plan will mainly be drafted by the Neighbourhood Forum together with any consultant that the Forum may appoint. Where appropriate, Council officers will provide guidance and advice on the legal requirements for consultation and publicity for Pre- Submission and Submission Plans.</p> <p>Consultation on the Pre- Submission Draft Neighbourhood Plan: Under Regulation 14 of the Neighbourhood Planning (General) Regulations 2012, the Council is a consultee. The Council will therefore provide a formal response to the Neighbourhood Forum as part of this consultation.</p>
<p>Stage 3: Independent Examination</p>	<p>Once the Neighbourhood Forum has a plan which it wishes to be put forward to Examination, the plan will be formally submitted to the Council together with a number of other documents which are required under legislation.</p> <p>The Council will check to ensure that the necessary documents have been submitted and will carry out a legal compliance check. If all information has been provided and the Council is satisfied that the Plan complies with the relevant legal requirements, the Council will hold a public consultation in line with Regulation 16 of the Neighbourhood Planning (General) Regulations (as amended). Comments will be invited over a minimum 6-week period.</p> <p>The Council will appoint an independent Examiner and will send the appointed person copies of all documents and the representations made at the regulation 16 stage. The Council will work with the Examiner and the Forum to organise any hearings the Examiner may request.</p>

	<p>If an Examiner recommends modifications are made to the plan in order to meet the Basic Conditions prior to proceeding to referendum, the Council will explain and discuss the modifications with the Forum. Modifications which are significant material changes may require further consultation or re- examination. It is for the Council to make the final decision on whether to progress the plan or go out to consultation again, reopen the examination or proceed to the referendum stage. If the Neighbourhood Development Plan meets the basic conditions, the Examiner will recommend that it proceeds to referendum Stage.</p> <p>Post examination, the Council will publish and share the Examiner's Report, the Decision Statement and the Neighbourhood Development Plan.</p>
<p>Stage 4: Referendum</p>	<p>The Council will arrange for the referendum in accordance with the timescales set out in legislation unless agreed otherwise by the Forum. The referendum will consider whether the Council should use the Neighbourhood Plan for the area concerned to help it decide planning applications. All those registered to vote within the neighbourhood area are entitled to vote in the referendum.</p> <p>The Council must 'make' or adopt a Neighbourhood Plan which is the subject of a referendum if more than half of those voting have voted in favour of the plan. This should occur as quickly as reasonably practicable after the referendum is held if the vote is in favour of the plan.</p> <p>The Council can refuse to make a plan under section 38A(6) of the 2004 Act (reference: https://www.legislation.gov.uk/ukpga/2004/5/section/38A) if it considers that the making of the plan would breach, or otherwise be incompatible with any EU or human rights obligations within the Human Rights Act 1998.</p>
<p>Stage 5: Making the Neighbourhood Development Plan (NDP)</p>	<p>Once the plan has been brought into legal force by the Council, it is considered 'Made' and will be part of the development plan. The Council will then use it to determine planning applications and guide planning decisions in the Neighbourhood area.</p>

Figure 6: Shows in diagrammatic form the key stages for consultation and production of Neighbourhood Plans/ Neighbourhood Development Orders (explained above) as required by The Neighbourhood Planning (General) Regulations 2012



* Neighbourhood Planning (General) Regulations 2012

**If more than 50% per cent of people who voted in the referendum supported the plan/order, the council must adopt it, unless the decision would breach or otherwise be incompatible with an EU obligation to any convention rights.

3.36 If you are interested in getting involved with the production of a Neighbourhood Plan in Runnymede or would like further information, please visit the Council's webpage at <https://www.runnymede.gov.uk/neighbourhood-planning>.

3.37 The Government is encouraging communities to get involved in plan production and consultation, by responding to Local Plan consultations and/or by producing a Neighbourhood Plan. Guidance on Neighbourhood Planning can be found at <https://www.gov.uk/government/collections/planning-practice-guidance>. It is recognised that neighbourhood plan production requires a significant commitment

from local communities in terms of time and resources. The Government provides support to those wishing to develop neighbourhood plans. Information on funding can be obtained at <https://neighbourhoodplanning.org/about/grant-funding/>.

Community Right to Build Order

- 3.38 The Localism Act also allows for community organisations to bring forward a 'community right to build order' which is a type of neighbourhood development order. This allows certain community organisations to bring forward smaller-scale development on a specific site, without the need for planning permission. This could include community facilities or affordable housing as examples. It is put together by local people who can decide on the type, quantity and design of buildings they want, and the locations for these buildings.
- 3.39 A proposal can be developed as part of the full neighbourhood planning process, or on its own. The key stages of producing a Community Right to Build Order are set out below (Figure 7), along with the consultation stages:

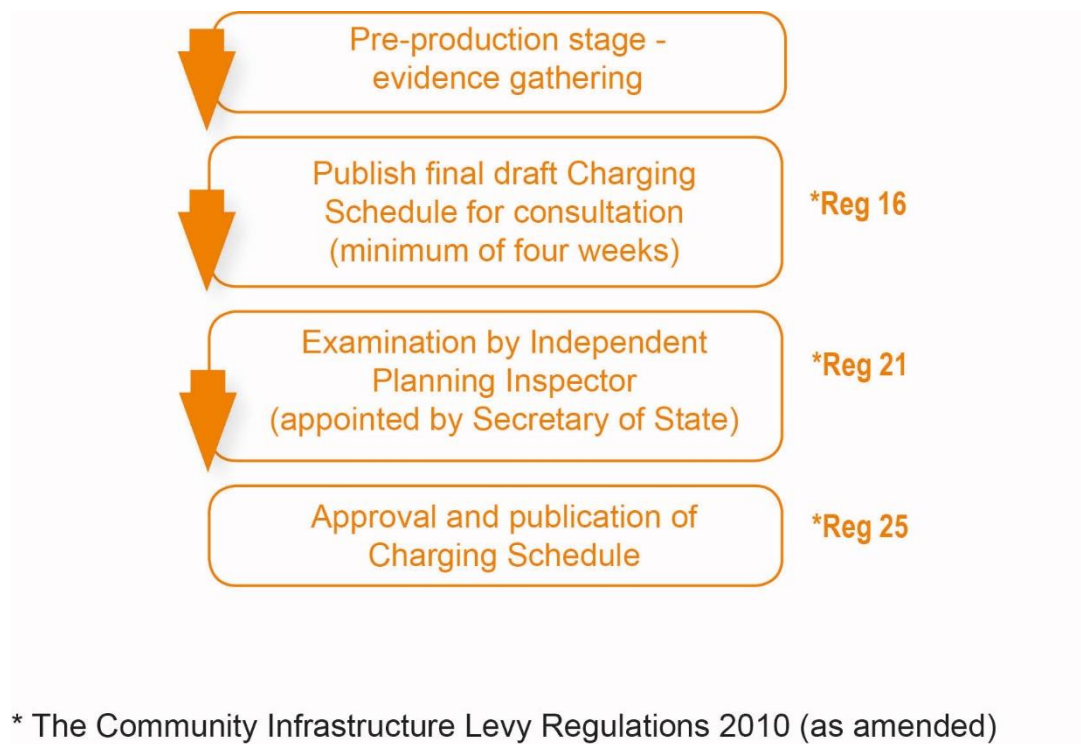
Figure 7: The key stages of producing a Community Right to Build Order, along with the consultation stages



Community Infrastructure Levy (CIL)

- 3.40 A Community Infrastructure Levy (CIL) is a tariff-based charging schedule (tax) that is levied on new development floor space. It is intended to contribute towards the provision of infrastructure to support growth. The statutory process for preparing a CIL Charging Schedule is set out in the Community Infrastructure Regulations 2010 (as amended) and is shown in Figure 8 below.
- 3.41 The first stage in the process of adopting CIL is the preparation of a draft charging schedule (DCS). The DCS can set out charges for different areas of the Borough and/or by different types or scales of development. The rates proposed are informed by viability evidence produced by the Council and/or consultants specialising in this type of work.
- 3.42 A 4-week consultation on the DCS is required at regulation 16 of the Community Infrastructure Levy Regulations 2010 before it is sent to the Secretary of State for examination.
- 3.43 Money from CIL will help fund infrastructure projects which will benefit the Borough and contribute towards individual projects within the Borough. Section 106 funding is different in that it is a legal agreement between a planning authority and a developer, or undertaking offered unilaterally by a developer, that ensure that certain extra works related to a development are undertaken. More information on CIL can be found at: <https://www.runnymede.gov.uk/article/15518/Community-Infrastructure-Levy-CIL->

Figure 8- The process for preparing a CIL Charging Schedule and stages of community involvement



* The Community Infrastructure Levy Regulations 2010 (as amended)

Summary of minimum timeframes for consultation

- 3.44 The Council will consult the general public and stakeholders on planning policy documents at the relevant stages of plan-making.
- 3.45 The Council will carry out consultations in line with the principles for engagement as set out in Section 1 of this SCI, and in accordance with the timetable proposed in the Council's Local Development Scheme (LDS). The start and closing dates for planning policy consultations will be clearly set out in all relevant consultation material produced by the Council, including in information displayed on the Council's website. At the start of the consultation, the Council will notify statutory consultees, and those registered on the Planning Policy and Strategy Database of the commencement date and period for comment, along with clear guidance regarding how to comment, and in some cases, what the Council is looking to receive comments on specifically.
- 3.46 Legislation currently requires the Council to consult on planning policy documents for the minimum statutory periods as set out in table 3. If an update to the relevant legislation indicates any changes to the periods for consultation, the Council will ensure this is reflected in any forthcoming Planning Policy consultations that are undertaken. The duration of public consultations may also be extended, at the discretion of the Council.

Table 3: Minimum statutory period for public consultation on Planning Policy documents

Type of development plan document	The minimum statutory period for public consultation
Development Plan Documents (DPDs) such as the Local Plan (regulation 18 and 19 consultations); Area Action Plans	6 weeks
Supplementary Planning Document	4 weeks
Scoping exercise of Sustainability Appraisal/Strategic Environmental Assessment	5 weeks
Neighbourhood Plan Area and Forum designations	6 weeks
Draft Neighbourhood Plan/Neighbourhood Development Order	6 weeks
Community Right to Build Order	6 weeks
Community Infrastructure Levy (Preliminary Draft Charging Schedule and Draft Charging Schedules)	4 weeks

Section 4 - Community Involvement in Development Management Process

- 4.1 The Council's Development Management Service is responsible for the processing of all planning applications within the Borough as well as carrying out other regulatory processes such as planning enforcement. This section sets out how you can be involved in the planning process at its various stages. The nature, scale and type of planning application will determine how the Council will engage with the community.
- 4.2 The Council considers it is vital that the community and stakeholders are involved in the planning process. Detailed information on the Council's Planning Service and the type of applications that we consider is available on our website, on the Planning pages.
- 4.3 There are four main stages to the planning applications process:
- The pre-application stage
 - The application stage
 - The decision Stage
 - The post application stage
- 4.4 This SCI primarily considers the methods of community engagement during the determination of planning applications and the planning enforcement process; however, in this chapter an overview of the remaining elements of the Development Management process are also considered and the way in which the community is engaged/involved. It should be noted that the Council has an adopted Development Management Charter and an adopted Planning Enforcement Charter.

The pre-application stage

- 4.5 An applicant can discuss the suitability of a scheme and possible improvements that could be made before a planning application is submitted. This process can be used to discuss all sizes of scheme from householder proposals to major developments. The Council encourages and offers a pre-application advice service and further information, including the Council's charging schedule can be found at: <https://www.runnymede.gov.uk/article/13837/Pre-application-advice> It should be noted that in Runnymede such pre-application discussions are confidential and not displayed on the website or made available for comment from third parties. In addition, applicants will also be encouraged to contact relevant statutory consultees for paid advice on any proposals.
- 4.6 The National Planning Policy Framework (NPPF)-see link: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/810197/NPPF_Feb_2019_revised.pdf emphasises the importance of pre-application discussions between an applicant and the Council. In line with the NPPF, the Council encourages applicants to engage with the local community during the pre-application stage wherever possible. The Council encourages developers to engage in early discussions on proposed schemes with the local community and relevant organisations and groups, before an application is finally put together and submitted as an application. This is of benefit to local communities as well as helping applicants identify areas where improvements or change might be beneficial to their proposal.

- 4.7 Larger or complex schemes should also consider entering into a Planning Performance Agreement with the Council. Applicants on major schemes are especially encouraged to liaise early with infrastructure providers (i.e. water/electricity/gas) for new developments at the pre-application stage.
- 4.8 When applicants on large or complex schemes have undertaken community consultation, it is advisable for them to include a full Statement of Community Involvement alongside their planning application submission. This will allow the Council to understand how the community and other stakeholders have been involved and how the feedback from this consultation has been incorporated into the application proposals.

The application stage

- 4.9 Certain types of development or works require permission from the Council before works can commence. It is at this point when the majority of residents first become involved in the planning system, especially if they consider that the proposed development affects them directly.
- 4.10 Opportunities for formal community involvement occur when applications are lodged, regardless of any pre application process that has occurred. These may be planning applications and other applications types such as listed building applications or tree works applications.
- 4.11 There are also statutory consultees that need to be notified on specific planning applications before a decision is made. Consultation depends on the application type and location of the proposed development.
- 4.12 The consideration of these applications follows a regulatory process, and regulations require certain types of consultation to take place; and certain bodies to be consulted. Whether formally consulted or not, anyone can submit comments on an application and all comments from statutory consultees, neighbours and other interested parties are published on the website. Information on how to comment on a planning application can be found on the Council's website.
- 4.13 The requirements for advertising and notification on planning applications are set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended). As well as meeting these statutory requirements, the Council has well-established processes for publicising planning applications. These include:
- Letters to residents/businesses/properties immediately adjacent to the red line of the application site for most types of applications
 - Letters to statutory organisations and interest groups
 - Site notices (under certain circumstances)
 - Newspaper adverts, where required
 - Providing planning alerts via sign up on the Council website
 - Access to the councils online planning register/website
 - The interactive map on the Council's website.
- 4.14 In circumstances outside its control or in an emergency the Council may need to amend its standard consultation processes, however any consultation will still meet the minimum requirements set out in Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended).

4.15 Applications, including all of their supporting information, are made available on the Council's website. Comments can be made in writing direct to the Council through the online consultation option or via e-mail. We will also accept comments made in letter format.

4.16 More information about these types of applications can be found on the national Planning Portal website at:

https://www.planningportal.co.uk/info/200126/applications/59/how_to_apply/5

The decision-making stage

4.17 Applications are decided either by the Planning Committee or by officers under delegated powers in accordance with the Council's Scheme of Delegation. In both cases any representations received during the application process prior to the decision are taken into consideration.

4.18 Planning Committee meetings are open to the public. The agenda showing the applications is available on-line to view before the meeting and will include the officer's report and recommendation. There may be further written or oral reports at the meeting. For any application that will be determined by a Committee, the application may be subject to public speaking. Public speaking rules are set out in the Council's constitution.

4.19 Once a decision is made a copy of the notice can be viewed on the website either under the particular application reference number or by looking at recently decided applications. The officer report or minutes of a planning meeting will also be made available, these will detail why a particular decision was reached.

Post-application stage

4.20 If an application is refused, or the decision includes a condition that the applicant/developer is not satisfied with, or the application has not been determined within the statutory time period, the applicant/developer may appeal the decision or non-determination to the Secretary of State (Planning Inspectorate). The Council will contact all those who made representations during the application to notify them of the appeal and, for some types of application, the Planning Inspectorate will invite further comments. All representations are taken into account during an appeal. The Planning Inspectorate will inform the Council and objectors of the outcome.

4.21 The appeal decision will be available on the website once the Council is notified. It can be viewed either under the particular application record or selecting the recently appealed application information.

4.22 The national planning portal website contains information on how the appeal process works and includes a range of downloadable leaflets and appeal information from the Planning Inspectorate. Only applicants have the right to appeal. There is no third-party right of appeal in England.

Planning Enforcement & resolving breaches of planning control

4.23 There will be occasions when individuals, companies or organisations may carry out work or use land or buildings in ways that may give rise to concerns that they may not have the necessary planning or other consents in place. The Planning Enforcement team investigates potential breaches of planning control.

- 4.24 Complaints/concerns about breaches of planning control are investigated in line with the Council's Planning Enforcement Charter. Further information is available on the Council's website at: <http://www.runnymede.gov.uk/planningenforcement>.
- 4.25 Runnymede Borough Council will keep the complainant updated on when there is significant progress in a case and of the final outcome. However, public access to complaint investigation information can be restricted for legal reasons and complaints are dealt with in a confidential manner.
- 4.26 If a matter results in the issuing of an Enforcement Notice, this is placed on the Enforcement Register which is available to view on the Council's website. If a Notice is appealed, the complainant will be notified, giving an opportunity to provide comments to the Planning Inspectorate.

Glossary of Terms

Term	Explanation
Adoption	The formal approval or acceptance of documents by the Council.
Annual Monitoring Report (AMR)	A report produced annually that monitors progress against the Local Development Scheme (project plan for Local Development Documents) and policy targets.
Community Infrastructure Levy (CIL)	Standard charge decided by local authorities and levied on certain types of new development on a per square metre basis to provide funds to pay for infrastructure needed to support new development set out in the Local Plan. It would be a standard charge on all chargeable development, informed by an assessment of viability. Although not a DPD, the CIL Draft Charging Schedule must undergo independent examination to ensure it is fit for purpose.
Community	Usually refers to those living within a specific area but can be any group with shared needs or interests living in the Borough.
Community Right to Build Order	The Localism Act allows for community organisations to bring forward a 'community right to build order' which is a type of neighbourhood development order. This allows certain community organisations to bring forward smaller-scale development on a specific site, without the need for planning permission.
Consultation Statement/Statement of Consultation	A report or statement issued by the Council explaining how they have complied with the Statement of Community Involvement during consultation on local development documents.
Development Plan Document (DPD)	Local Plan documents containing strategic planning policies, detailed development management policies and proposals. These are subject to independent examination. The Council's Local Plan, Runnymede 2030 is soon to be adopted, having received the Inspector's Report.
Duty to Co-operate	This is a requirement introduced by the Localism Act. It requires local authorities and other public bodies to work together on planning issues.
Examination	Formal examination of Local Plan, Neighbourhood Plan and CIL documents by an independent inspector.
Independent Examiner	Impartial person qualified to lead the examination of a CIL Draft Charging Schedule or Neighbourhood Plan/Order. Does not need to be a representative of the Planning Inspectorate (PINS) and can be from another approved body.
Local Development Documents (LDD)	Comprises of Development Plan Documents, Supplementary Planning Documents and Statement of Community Involvement (both statutory and non-statutory documents).

Local Development Order (LDO)	An Order made by the council (under the Town and Country 33 Term Definition Order (LDO) Planning Act 1990) that grants planning permission for a specific development proposal or classes of development.
Local Development Scheme (LDS)	Is a project plan for the production of Local Development Documents.
Local Strategic Statement	Formally agreed by Surrey Leaders of Local Planning Authorities in July 2014, this document sets out common priorities on strategic matters across Surrey, which can be used in Local Plans and the associated examinations to demonstrate the LPA has met its Duty to Co-operate responsibilities. Now being taken forward through the Surrey Place Ambition.
Material consideration	<p>A material consideration is a matter that should be taken into account in deciding a planning application or on an appeal against a planning decision. Material considerations can include (but are not limited to):</p> <ul style="list-style-type: none"> • Overlooking/loss of privacy • Loss of light or overshadowing • Parking • Highway safety • Traffic • Noise • Effect on listed building and conservation area • Layout and density of building • Design, appearance and materials • Government policy • Disabled persons' access • Proposals in the Development Plan • Previous planning decisions (including appeal decisions) • Nature conservation <p>However, issues such as loss of view, or negative effect on the value of properties are not material considerations.</p>
Minority groups	An ethnic, racial, religious, or other group having a distinctive presence within a society or a group having little power or representation relative to other groups within a society.
National Planning Policy Framework (NPPF)	This is a single document which contains national planning policies. Local authorities must take into account the contents when preparing their development plans and when decisions are made on individual planning applications and appeals.
Neighbourhood Forum	<p>Local communities can apply to be designated as Neighbourhood Forums', which can then choose to:</p> <ul style="list-style-type: none"> • write a neighbourhood plan which sets out planning policies that will be used to determine planning applications in that area; and

	<ul style="list-style-type: none"> grant planning permission for specific development through neighbourhood development orders and the Community Right to Build.
Neighbourhood Development Order (NDO)	<p>A Neighbourhood Development Order (NDO) can be used to permit different types of development (in full or outline) without the need for planning permission.</p> <p>Also see Community Right to Build Order.</p>
Neighbourhood Development Plans	A plan prepared by a Town or Parish or a Neighbourhood Forum for a particular Neighbourhood Area (made under the Planning and Compulsory Purchase Act 2004).
Planning Inspectorate (PINS)	The Planning Inspectorate is an executive agency of the Ministry of Housing, Communities and Local Government (MHCLG). It is often referred to as PINS. PINS holds independent examinations to determine whether or not Development Plan Documents are 'sound'. The Planning Inspectorate also deals with planning and enforcement appeals, National Strategic Infrastructure Projects and other planning specialist casework.
Planning Inspector	Planning Inspectors make decisions and provide recommendations and advice on a range of land use planning related issues indicated above.
Planning Practice Guidance (PPG)	The PPG is an online resource, which replaces and streamlines a high volume of previous national guidance. The advice contained within the PPG should be read in conjunction with the policies contained within the NPPF.
Policies Map	Ordnance survey base map showing the location of proposals and policy designations in all current development plan documents.
Representations	General comments or responses to a consultation which may support or object to proposals
Residents' Associations	Comprising individuals from specific communities who are usually formed to discuss local issues and sometimes representing the wider community.
Site specific allocations	Allocation of sites for specific or mixed-use development.
Sound/soundness	Describes where a DPD is considered to 'show good judgement' and also fulfils the expectations of legislation, as well as conforming to national planning policy.
Spatial planning	An approach to planning that uses land in the most effective way to promote 'sustainable development', which is the golden thread running through the NPPF.
Stakeholder	Person or organisation with an interest either because they will be affected by a proposal/plan or may have some influence.

Statement of Community Involvement (SCI)	Sets out the Council's standards for involving the community in the preparation, alteration and review of Local Development Documents and during the consideration of planning applications.
Supplementary Planning Documents (SPD)	Non-statutory documents that expand upon policies and proposals in Development Plan Documents. SPDs can be used to provide further guidance for development on specific sites, or on particular policies, such as design. SPDs are material considerations in planning decisions but are not part of the statutory development plan.
Surrey's 2050 Place Ambition	Sets out a shared vision by Surrey local authority Leaders and Chief Executives to enable growth across Surrey. It outlines the key strategic opportunities for infrastructure and economic priorities. The Surrey's 2050 Place Ambition follows the common priorities identified by all the local authorities as part of the Duty to Co-operate process.
Sustainability Appraisal (SA)	A process involving the identification, consideration and reporting of the likely impacts of planning proposals on social, environmental and economic interests. The findings of the sustainability appraisal are used to inform the production of Local Development Documents at each stage of their preparation. The Sustainability Appraisal Report (SAR) is a set of documents that are produced that incorporate SA and SEA and will form part of the evidence base that seeks to inform the Local Plan with regard to sustainability.
Sustainable Development	The core principle underpinning the planning system. This means meeting the needs of the present without compromising the ability of future generations to meet theirs.
Strategic Environment Assessment (SEA)	A system of incorporating environmental considerations into policies, plans and programmes. SEA assesses potential significant environmental impacts of LDDs being prepared and in some cases may recommend mitigation measures. SEA is incorporated into SA.

APPENDICES

Appendix A: General, Specific and Other consultation bodies

Specific Consultation bodies

“specific consultation bodies” means the following—

- (a) the Coal Authority,
- (b) the Environment Agency,
- (c) the Historic Buildings and Monuments Commission for England (known as Historic England),
- (d) the Marine Management Organisation,
- (e) Natural England,
- (f) Network Rail Infrastructure Limited (company number 2904587),
- (g) a strategic highways company (for the time being appointed under Part 1 of the Infrastructure Act 2015) any part of whose area is in or adjoins the area of the local planning authority;
- (ga) where the Secretary of State is the highway authority for any highway in the area of the local planning authority, the Secretary of State for Transport;]
- (h) a relevant authority any part of whose area is in or adjoins the local planning authority's area, (ha) a relevant authority any part of whose area is in or adjoins the local planning authority's area,
- (i) any person—
 - (i) to whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003, and
 - (ii) who owns or controls electronic communications apparatus situated in any part of the local planning authority's area,
- (j) if it exercises functions in any part of the local planning authority's area—
 - (i) a clinical commissioning group established under section 14D of the National Health Service Act 2006;
 - (ia) the National Health Service Commissioning Board;
 - (ii) a person to whom a licence has been granted under section 6(1)(b) or (c) of the Electricity Act 1989 F15;
 - (iii) a person to whom a licence has been granted under section 7(2) of the Gas Act 1986;
 - (iv) a sewerage undertaker; and
 - (v) a water undertaker;
- (k) the Homes and Communities Agency; and
- (l) where the local planning authority are a London borough council, the Mayor of London;

At the time of producing the SCI, the specific bodies below were registered with the Council, however it should be noted that these could be the subject of change in the lifetime of the SCI. It is therefore not an exhaustive list:

Affinity Water
Ashford & St. Peter's Hospital NHS Foundation Trust

British Gas Trading Ltd
BT Group PLC

Centrica Plc (British Gas)
Chobham Parish Council
Civil Aviation Authority

EDF Energy Networks Branch
East Berkshire Clinical Commissioning Group
Environment Agency (Sustainable Places)
Enterprise M3 LEP

Homes England
Highways England
Historic England London And South East Region

Mobile Operators Association

National Grid
National Grid UK Transmission
Natural England
Neighbouring and nearby Local Authorities
Network Rail
North West Surrey Local Education Office (Surrey County Council)

Office Of Road And Rail
Old Windsor Parish Council

Seaboard Energy
South East Coast Ambulance Service NHS Foundation Trust
Southern Electric
Sunningdale Parish Council
Surrey & Borders Partnership NHS Foundation Trust
Surrey County Council
Surrey Nature Partnership
Surrey Heartlands Clinical Commissioning Group
Surrey Police
Surrey Wildlife Trust

The Greater London Authority
Thames Water
Thames Water Property Services
The Coal Authority

Windlesham Parish Council
Wraysbury Parish Council

Some of these consultees may fall outside of the Council's jurisdiction but cross-boundary issues mean the Council tries to consult as widely as possible.

General Consultation bodies

- Voluntary bodies some or all of whose activities benefit any part of Runnymede Borough Council's area.
- Bodies that represent the interests of different racial, ethnic or national groups in Runnymede Borough Council's area
- Bodies that represent the interests of different religious groups in Runnymede Borough Council's area
- Bodies, which represent the interests of disabled persons in Runnymede Borough Council's area.

- Bodies, which represent the interests of persons carrying on business in Runnymede Borough Council's area

Other Consultation bodies

As well as Specific and General Consultation bodies, these could include:

- Individual residents, residents' associations, local strategic partnership, parish councils, community groups, societies, political parties
- Councillors- Local and County
- Local businesses, business associations, chamber of commerce, commercial companies
- Adjoining local authorities, developers, agents, planning consultants, architects, surveyors, landscape architects, housing associations
- Landowners, Estate agents (residential and commercial)
- Disabled groups, public agencies, charity organisations, voluntary organisations, care providers, health providers, leisure groups, minority groups, religious groups, sports bodies, young people, older people, faith groups, equalities, community support.
- Environment and nature, historic groups, Conservation Area Advisory Committees
- Infrastructure providers, schools and education institutes, transport groups
- Members of Parliament
- Government Departments

Appendix B: Duty to Cooperate prescribed bodies

(Excerpt from The Town and Country Planning (Local Planning) (England) Regulations 2012)

Duty to co-operate

4.—(1) The bodies prescribed for the purposes of section 33A(1)(c) of the Act are—

- (a) the Environment Agency;
 - (b) the Historic Buildings and Monuments Commission for England (known as English Heritage);
 - (c) Natural England;
 - (d) the Mayor of London;
 - (e) the Civil Aviation Authority(a);
 - (f) the Homes and Communities Agency;
 - (g) each Primary Care Trust established under section 18 of the National Health Service Act 2006(b) or continued in existence by virtue of that section;
 - (h) the Office of Rail Regulation(c);
 - (i) Transport for London(d);
 - (j) each Integrated Transport Authority(e);
 - (k) each highway authority within the meaning of section 1 of the Highways Act 1980(f) (including the Secretary of State, where the Secretary of State is the highways authority);
- and
- (l) the Marine Management Organisation.

(2) The bodies prescribed for the purposes of section 33A(9) of the Act are each local enterprise partnership.

(3) In this regulation “local enterprise partnership” means a body, designated by the Secretary of State, which is established for the purpose of creating or improving the conditions for economic growth in an area.

All enquiries about this paper should be directed to:

Planning Policy Team,
Planning Policy and
Economic Development Business Unit.

Runnymede Borough Council
The Civic Centre
Station Road
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Surrey KT15 2AH

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Further copies of this publication can be obtained from the above address,
or email: planningpolicy@runnymede.gov.uk

www.runnymede.gov.uk

2021



RUNNYMEDE BOROUGH COUNCIL

**SCHEME OF ALLOWANCES FOR MEMBERS
AND CO-OPTED MEMBERS**

**The Local Authority (Members' Allowances) (England)
Regulations 2003 as amended**

This Scheme has effect from midnight on 31 March 2021. It shall be reviewed in or around October 2021 with a view to any revised scheme taking effect on 1 April 2022. The Council may revoke or amend it before that time if it so chooses.

In this Scheme "year" has the same meaning as in the above regulations ("the Regulations"), i.e. any period of twelve months ending on 31 March in any year after 2004.

With the exception of co-optees' allowance, these allowances are payable only to Members of the Council.

<u>Basic Allowance</u>	<u>£ for year</u>
For each elected Councillor (41)	4,143

Where the term of office of a Member does not begin or end at the beginning or end of a year, he or she shall be entitled to the same proportion of the allowance as the number of days of his or her period of office bears to the number of days in that year.

<u>Special Responsibility Allowances</u> (to be paid in addition to Basic Allowance)	<u>£ for year</u>
Mayor	5,184
Deputy Mayor	1,396
Leader of the Council	10,368
Deputy Leader of the Council	2,592
Political Group Leaders other than Leader of the Council	3,888
Chairman of Planning Committee	9,048
Chairman of Corporate Management Committee, Environment & Sustainability Committee, Housing Committee and Community Services Committee	5,184
Chairman of Overview and Scrutiny Select Committee	5,184
Chairman of Licensing Committee	5,184
Chairman of Regulatory Committee	2,592
Chairman of Standards and Audit Committee	1,710
Chairman of Englefield Green Committee	1,296
Vice-Chairman of Planning Committee	6,024
Vice-Chairman of Corporate Management Committee, Environment and Sustainability Committee, Housing Committee and Community Services Committee	2,592

	<u>£ for year</u>
Vice-Chairman of Standards and Audit Committee	648
Vice-Chairman of Licensing Committee	2,592
Vice-Chairman of Overview and Scrutiny Select Committee	2,592
Vice-Chairman of Regulatory Committee	1,296
Members of Planning Committee other than Chairman and Vice-Chairman	3,012
Members of Corporate Management Committee who are not entitled to any other special responsibility allowance	1,296
Chairman of Joint Committee	5,184
Vice Chairman of Joint Committee	2,592

Note: (1) receipt of special responsibility allowance shall be limited to a maximum of two per Councillor.

(2) where Members of the authority are divided into at least two political groups, one of which is a controlling group as defined in the Regulations, a special responsibility allowance must be paid to at least one person who is not a Member of the controlling group and is the Leader or Deputy Leader of another group, or is the spokesman of a political group on one of the Council's Committees or Sub-Committees.

(3) where a Member is entitled to a special responsibility allowance for only part of a year, he or she is entitled to the same proportion of the allowance as the number of days of his or her entitlement bears to the number of days in the whole year.

Dependants' Carers' Allowance

Members are entitled to claim such expenses as arranging for the care of their children or dependants as are fair and reasonable and necessarily incurred in the circumstances set out in Regulation 7 of the Regulations. (These cover attendance at meetings of the Council, its Committees and Sub-Committees, bodies to which the Council has nominated the Member and certain other authorised meetings and duties). In Runnymede these will include:

- meetings in respect of the Council's business which the Member attends at the request of a Chief Officer; and
- a Member of the Planning Committee (including a substitute member) visiting a site that is the subject of a planning application on the Planning Committee's agenda.

Travelling and Subsistence Allowances

Members are entitled to claim travelling and subsistence allowances at the rates (other than car mileage payments) claimable by staff of the Council, where they have incurred such expenses in connection with any of their duties as a Councillor within one or more of the categories listed in Regulation 8 of the Regulations. (These provisions cover the same range of circumstances as Regulation 7 referred to above, and shall be applied to the same authorised meetings and duties).

For Members resident outside the Borough, the allowance on any one occasion shall be that applicable to a starting point twenty miles outside the Borough boundary or the actual distance, whichever is less.

The car mileage payment rate will be at the maximum level at which the Inland Revenue assumes that there is no profit and therefore no taxable element, as defined from time to time (45 pence per mile in April 2020).

Travel allowances for meetings of Council, Committees and Sub-Committees at the Civic Centre may be paid automatically subject to Members confirming that they wish to claim a travel allowance when signing the register at each meeting. Payment of travelling and subsistence allowances in all other circumstances will be made upon receipt of the appropriate form available from the Corporate Director of Resources, completed with details of the duties for which an allowance is claimed.

Co-optees' Allowances

Any other person lawfully appointed to one of the Council's Committees or Sub-Committees who is not a Member of the authority, may claim an allowance of £477 per year in respect of attendance at conferences and meetings.

Where the appointment of such a person does not begin or end at the beginning or end of a year, he or she shall be entitled to the same proportion of the year's allowance as the number of days for which he or she held the appointment bears to the number of days in that year.

Uplift

An annual increase linked to RPI has been applied to the Basic Allowance in 2020/21 and 2021/22 and the special responsibility allowances and co-optees' allowances will be similarly increased based on the current formulae for calculation of each special responsibility allowance.

Pensions

No Members of the authority are to be entitled to pensions on their allowances under Section 7 of the Superannuation Act 1972.

Forgoing of Allowances

Any Member may forgo his or her entitlement to allowances (or any part) by written notice to the Corporate Head of Resources.

Time Limit for Claims etc

A Member who wishes to claim dependants' carers' allowance, travelling and subsistence allowance, or co-optees' allowance must do so before the expiry of twelve months from the end of year in which the entitlement arose. The Council may pay a claim out of time at its discretion.

Basic Allowance and Special Responsibility Allowances will be paid by monthly instalments in a manner determined by the Corporate Director of Resources.

Amendment to Scheme

If this Scheme is amended during a year, the revised entitlement to an allowance shall apply from the date of amendment only and not from the beginning of that year.

Dual Membership

If a Member of the Council is also a Member of another authority, he or she may not receive allowances from more than one authority in respect of the same duties.

The Member may elect from which authority to claim, and must notify the Corporate Director of Resources in writing of his or her dual membership and from which authority he or she has decided to claim allowances for those duties.

Retirement etc

Where the Council has made payment of any allowance for a period during which the Member:

- a) ceases to be a Member of the Council; or
- b) is in any other way not entitled to receive the allowance in respect of that period

The Council may require the Member to repay such part of the allowance as relates to that period.

Termination of previous Scheme

The Scheme of Members' Allowances reproduced in the Council's Constitution of July 2020 is hereby revoked with effect from midnight on 31 March 2021.

APPROVED BY RESOLUTION OF THE COUNCIL
March 2021

COUNCIL MEETING

4 MARCH 2021

ITEM 7

QUESTION FROM MEMBER OF THE COUNCIL UNDER STANDING ORDER 13

Question from Councillor S Whyte to the Leader of the Council

Recycling of Tetra Paks

Tetra Paks, such as cartons used for juices, soups and other liquids, are not currently collected by Runnymede Borough Council from the doorstep and yet 65% of councils across the country do operate this facility, including our close neighbours in Surrey Heath. Runnymede Borough Council have provided this facility previously, but it has been withdrawn for a number of years.

Whilst it is possible for individual households to collect the cartons and take them to a recycling facility, such as Lyne Recycling Centre, it would help to increase our recycling rates, reduce landfill and also reduce the number of car journeys, if they were collected from the doorstep.

Does the Leader agree with me that Runnymede Borough Council should look into collecting Tetra Paks from the doorstep as soon as possible, to increase our recycling rates, reduce car journeys and reduce the number of unnecessary cartons sent to land fill?