

Planning Committee

Wednesday 4 December 2019 at 7.30pm

Council Chamber
Runnymede Civic Centre , Addlestone

Members of the Committee

Councillors: M Willingale (Chairman), D Anderson-Bassey (Vice-Chairman), J Broadhead, I Chaudhri, M Cressey, E Gill, C Howorth, R King, M Kusneraitis, I Mullens, M Nuti P Snow, J Sohi, S Whyte and J Wilson.

In accordance with Standing Order 29.1, any Member of the Council may attend the meeting of this Committee, but may speak only with the permission of the Chairman of the committee, if they are not a member of this Committee.

AGENDA

Notes:

- 1) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Committee so resolves.
- 2) The relevant 'background papers' are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to Mr B A Fleckney, Democratic Services Section, Law and Governance Business Centre, Runnymede Civic Centre, Station Road, Addlestone (Tel : Direct Line: 01932 425620). (Email: bernard.fleckney@runnymede.gov.uk).
- 3) Agendas and Minutes are available on a subscription basis. For details, please ring Mr B A Fleckney on 01932 425620. Agendas and Minutes for all the Council's Committees may also be viewed on www.runnymede.gov.uk.
- 4) Public speaking on planning applications only is allowed at the Planning Committee. An objector who wishes to speak must make a written request by noon on the Monday of the week of the Planning Committee meeting. Any persons wishing to speak should contact the Planning Business Centre. (Tel Direct Line: 01932 4251 31) or email publicspeaking@runnymede.gov.uk

- 5) In the unlikely event of an alarm sounding, members of the public should leave the building immediately, either using the staircase leading from the public gallery or following other instructions as appropriate.
- 6) Filming, Audio -Recording, Photography, Tweeting and Blogging of Meetings

Members of the public are permitted to film, audio record, take photographs or make use of social media (tweet/blog) at Council and Committee meetings provided that this does not disturb the business of the meeting. If you wish to film a particular meeting, please liaise with the Council Officer listed on the front of the Agenda prior to the start of the meeting so that the Chairman is aware and those attending the meeting can be made aware of any filming taking place.

Filming should be limited to the formal meeting area and not extend to those in the public seating area.

The Chairman will make the final decision on all matters of dispute in regard to the use of social media audio-recording, photography and filming in the Committee meeting.

LIST OF MATTERS FOR CONSIDERATION

PART I

Matters in respect of which reports have been made available for public inspection

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APPLICATION NUMBER	LOCATION	Page
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PLEASE BE AWARE THAT THE PLANS PROVIDED WITHIN THIS AGENDA ARE FOR LOCATIONAL PURPOSES ONLY AND MAY NOT SHOW RECENT EXTENSIONS AND ALTERATIONS THAT HAVE NOT YET BEEN RECORDED BY THE ORDNANCE SURVEY

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PART II

Matters involving Exempt or Confidential Information in respect of which reports have not been made available for public inspection

a) **Exempt Information**

No reports to be considered.

b) **Confidential Information**

No reports to be considered.

GLOSSARY OF TERMS AND ABBREVIATIONS

TERM	EXPLANATION
AOD	Above Ordnance Datum. Height, in metres, above a fixed point. Used to assess matters of comparative heights in long distance views and flooding modelling
AQMA	Air Quality Management Area
BCN	Breach of Condition Notice. Formal enforcement action to secure compliance with a valid condition
CHA	County Highways Authority. Responsible for offering advice on highways issues relating to planning applications as well as highways maintenance and improvement
CIL	Community Infrastructure Levy ±A national levy on development which will
CLEUD	Certificate of Lawful Existing Use or Development. Formal procedure to ascertain whether a development which does not have planning permission is immune from enforcement action
CLOPUD	Certificate of Lawful Proposed Use or Development. Formal procedure to ascertain whether a development requires planning permission
Conservation Area	An area of special architectural or historic interest designated due to factors such as the layout of buildings, boundaries, characteristic materials, vistas and open spaces
DM	Development Management ±the area of planning service that processes planning applications, planning appeals and enforcement work
Design and Access Statement	A Design and Access statement is submitted with a planning application and sets out the design principles that the applicant has adopted to make the proposal fit into its wider context
Development Plan	The combined policy documents of the Local Plan, Minerals and Waste Plans
EA	Environment Agency. Lead government agency advising on flooding and pollution control
EIA	Environmental Impact Assessment ±formal environmental assessment of specific categories of development proposals
ES	Environmental Assessment under the Environmental Impact Assessment Regulations
FRA	Flood Risk Assessment
GPDO	General Permitted Development Order. Document which sets out categories
LBC	Listed Building Consent
LDS	Local Development Scheme - sets out the programme and timetable for preparing the new Local Plan
Listed building	An individual building or group of buildings which require a level of protection due to its architectural interest, historical interest, historical associations or group value
LNR	Local Nature Reserve
Local Plan	The current planning policy document
LPA	Local Planning Authority
LSP	Local Strategic Partnership ±Leads on the Community Strategy
Material Considerations	Matters which are relevant in determining planning applications
Net Density	The density of a housing development excluding major distributor roads, primary schools, open spaces serving a wider area and significant landscape buffer strips
NPPF	National Planning Policy Framework. This is Policy, hosted on a dedicated website, issued by the Secretary of State detailing national planning policy within existing legislation
PCN	Planning Contravention Notice. Formal notice, which requires information to be provided in connection with an enforcement investigation. It does not in itself constitute enforcement action
PD	Permitted development ±works which can be undertaken without the need to submit a planning application
PINS	Planning Inspectorate
POS	Public Open Space
PPG	National Planning Practice Guidance. This is guidance, hosted on a

2 E O L J D W L R Q V 1

TERM	EXPLANATION
	dedicated website, issued by the Secretary of State detailing national planning practice and guidance within existing legislation. Also known as NPPG National Planning Practice Guidance
Ramsar Site	A wetland of international importance
RIPA	Regulation of Investigatory Powers Act. Provides limitation on covert surveillance relating to enforcement investigation
SAC	Special Area of Conservation ±an SSSI additionally designated as a Special Conservation Area in 1992 in order to maintain or restore priority natural habitats and wild species
SANGS	Suitable Alternative Natural Greenspaces
SAMM	Strategic Access Management and Monitoring
SCI	Statement of Community Involvement. The document and policies that indicate how the community will be engaged in the preparation of the new Local Plan
SEA/SA	Strategic Environmental Assessment/Sustainability Appraisal ±formal appraisal of the Local development Framework
Sec. 106	A legal agreement for the provision of facilities and/or infrastructure either directly by a developer or through a financial contribution, to meet the needs arising out of a development. Can also prevent certain matters
SEP	The South East Plan. The largely repealed Regional Spatial Strategy for the South East. All policies in this Plan were repealed in March 2013 with the exception of NRM6 which dealt with the Thames Basin Heath SPA
SNCI	Site of Nature Conservation Importance. A non-statutory designated area of county or regional wildlife value
SPA	Special Protection Area. An SSSI additionally designated a Special Conservation Area in 1979. The largest influence on the Borough is the Thames Basin Heath SPA (often referred to as the TBH SPA)
SPD	Supplementary Planning Document ±provides additional advice on policies in Local Development Framework (replaces SPG)
SSSI	Site of Special Scientific Interest
SuDS	Sustainable Urban Drainage Systems. Providing urban drainage systems in a more environmentally sensitive way by systems designed to reduce the quantity of run-off, slow its velocity or provide for filtering, sedimentation and biological degradation of the water
Sustainable Development	Sustainable development is the core principle underpinning planning. It is defined as development that meets the needs of the present without compromising the ability of future generations to meet their own needs
TA	Transport Assessment ±assessment of the traffic and transportation implications of a development proposal
TPO	Tree Preservation Order ±where a tree or trees are formally protected and prior consent is needed for pruning or felling
TRICS	Computerised database and trip rate analysis used to estimate traffic flows to and from a variety of land uses, to assess transportation implications of new development in southern England
Use Classes Order	Document which lists classes of use and permits certain changes between uses without the need for planning permission
Further definitions can be found in Annex 2 of the NPPF	

1. FIRE PRECAUTIONS

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

2. NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP

3. MINUTES

To confirm and sign the Minutes of the meeting of the Committee held on 23 October 2019 as a correct record (Appendix μ § ¶)

(To resolve)

Background Papers

None

Runnymede Borough CouncilPLANNING COMMITTEE13 November 2019 at 7.30pm

Members of the
Committee present

Councillors M Willingale (Chairman), D Anderson-Bassey (Vice-Chairman), J Broadhead, M Cressey, R Edis, M Harnden, C Howorth, R King, M T Kusneraitis, I Mullens, M Nuti, P Snow, J Sohi, S Whyte and J Wilson

Members of the Committee absent: None

FIRE PRECAUTIONS

The Vice - Chairman read out the Fire Precautions.

NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP

The Groups mentioned below had notified the Chief Executive of their wish that the changes listed below be made to the membership of the Committee. The changes were for a fixed period ending on the day after the meeting and thereafter the Councillors removed would be reappointed.

<u>Group</u>	<u>Remove</u>	<u>Appoint instead</u>
Runnymede Independent Residents' Conservative	Cllr Gill Cllr Chaudhri	Cllr Harnden Cllr Edis

The Chief Executive had given effect to the changes to Committee membership in accordance with section 16(2) of the Local Government and Housing Act 1989.

MINUTES

The Minutes of the meeting of the Committee held on 23 October 2019 were confirmed and signed as a correct record, subject to addition of attendance of Councillor Howorth.

DECLARATIONS OF INTEREST

Councillors Nuti and Broadhead declared a non- pecuniary interest in RU 19/0449 as they were both personal friends of the applicant. Both Councillors withdrew from the chamber while the application was determined.

Councillor S Whyte declared a non- pecuniary interest in RU 19/ 0537 as she had objected to the application prior to being elected as a Councillor. Councillor Whyte withdrew from the chamber while the application was determined.

PLANNING APPLICATIONS

The planning applications listed below were considered by the Committee. All representations received on the applications were reported and copies had been made available for inspection by Members before the meeting. Objectors and applicants or their agents addressed the Committee on those applications specified below.

RESOLVED that –

the following application be determined as indicated: -

<u>APP NO</u>	<u>LOCATION, PROPOSAL AND DECISION</u>
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RU 19/0449

18 Ongar Place, Addlestone

Erection of a detached three bedroom chalet bungalow and detached garage with off-street parking and garden amenity space, and access taken off Coombelands Lane (Revised plans received 24.10.2019 removing detached garage and updating tree survey)

Some Members commented on potential problems associated with vehicles reversing out of the site onto Coombelands Lane and lack of space within the site to manoeuvre vehicles.

Officers confirmed that there was sufficient space within the site for vehicles to manoeuvre in and out of the site in forward gear, and parking and turning under the canopy of a tree was not unusual.

The County Highway Authority had raised no objection and were satisfied that there would be no adverse impact on highway safety. A condition would also be imposed to provide, amongst other things, visibility zones onto Coombelands Lane.

RESOLVED that

GRANT planning permission subject to conditions, reasons and informatives listed on agenda.

(Mr Egginton, an objector, and Mr Hutchison, agent for applicant, addressed the Committee on the above application)

RU 19/0537

1-3 Vicarage Mews, Longcross Road, Longcross

Use of the buildings as three self-contained dwellings and use of building as a kennel building.

Some Members commented on the absence of private amenity space for occupiers of Nos 2 and 3 Vicarage Mews, but balanced this against the benefits of an increase in residential housing.

In response to Member comments regarding the previous application for a certificate of lawful use, Officers advised that the current application was for full planning permission and it was the merits of this development that had to be considered. The previous planning history was a material consideration, but the documentation regarding the certificate was not a matter that was relevant to the consideration of the

merits of this scheme. The three Mews properties had been in existence for 9-10 years and were already residentially occupied. Under the Council's own Local Plan Policies and NPPF, it was acceptable to reuse the existing buildings for the purposes applied for.

In response to a Member comment, Officers confirmed that the condition to be imposed removing permitted development rights associated with extensions would apply to the site regardless of whether the site was removed from the Green Belt in the future.

On balance, the Committee considered the benefits associated with the application in providing three additional units of residential accommodation outweighed some of the negative aspects of the proposal.

RESOLVED that

Subject to the completion of the Unilateral Undertaking regarding SAMM payment, GRANT planning permission subject to conditions, reasons and informatives listed on agenda.

(Mr Burton, an objector, and Mr Leigh, agent for applicant, addressed the Committee on the above application)

RU 19/0881

Waggon and Horses, 43 Simplemarsh Road, Addlestone

Erection of two detached houses served by existing access, reconfiguration of existing car park, erection of 1.8 metre high timber fencing and associated landscaping following the demolition of existing storage and shed outbuildings (revised plans received 15.10.2019)

Some comments were made regarding residents concerns over access and deliveries to the Public House with vehicles overrunning a dwarf wall to exit the site when the access route was blocked. However, Officers advised the Committee that these were civil matters and not material planning considerations.

Comments were made by Members on potential problems associated with access to the proposed houses via the shared access with the Public House, in particular for emergency vehicles. The County Highway Authority had raised no objection to the access arrangements and each dwelling would have two parking spaces which complied with Local Plan policies. Access for emergency vehicles would also have to satisfy Building Regulations.

The Committee was supportive of the application as it would provide two additional dwellings in the borough.

RESOLVED that

GRANT planning permission subject to conditions, reasons and informatives listed on agenda.

(Ms Rodgers, an objector, and Ms Robinson, agent for applicant, addressed the Committee on the above application)

RU19/1174

7 Woodham Park Road, Addlestone

Demolition of existing house and structures, and replacement with two number two storey houses and associated revisions to the existing site access.

The Committee was supportive of the application as it made a more effective use of the site.

RESOLVED that

GRANT planning permission subject to conditions, reasons and informatives listed on agenda.

RU19/1348

Woodlands,420 Woodham Lane, Addlestone

Change of use of 4x existing flats to C2 residential care home with associated landscaping and parking

In response to a comment made by the agent for the objector and a Member, Officers confirmed that the neighbour consultation process on the application had followed due process with all neighbours being notified and due time given for them to respond thereon.

Some comment was made by a Member on the extension of the parking area, but Officers advised that this did not cause material harm to the openness and visual amenities of the Green Belt, or residential amenities of neighbours.

RESOLVED that

GRANT planning permission subject to conditions, reasons and informatives listed on agenda.

(Mr Brown, an objector, addressed the Committee on the above application. The applicant was not present.)

FEES AND CHARGES 2020/21

The Committee received and considered the proposed fees and charges in respect of services under its remit for the next financial year 2020/21.

Planning fees were currently set by statute and were last increased in January 2018 and there was no proposal by the Government to increase these fees from 1 April 2020.

The pre-application planning advice service fees had been reviewed by the Committee at its last meeting to come into effect on 1 January 2020.

It was not proposed to increase Building Control charges.

All other discretionary fees and charges would be increased by approximately 2% and the Committee agreed these increases.

RESOLVED that

the proposed fees and charges be approved to be effective from the dates reported or as soon as practical thereafter.

ENGLEFIELD GREEN VILLAGE NEIGHBOURHOOD FORUM AND ENGLEFIELD GREEN VILLAGE NEIGHBOURHOOD AREA – DESIGNATION

The Council had received applications for the designation of the Englefield Green Village Neighbourhood Forum and Neighbourhood Area, under the Localism Act 2011.

The geographic extent of the proposed Area submitted with the application and that covered by the Forum was proposed to be bound by the Borough boundary to the north and the west and by the Virginia Water Neighbourhood Area already designated to the south. The proposed area largely encompassed the wards of Englefield Green East and Englefield Green West. To the east the boundary followed the eastern boundary of the Royal Holloway University of London (RHUL) campus incorporating the University, along Egham Hill and Coopers Hill Lane to join the northern borough boundary at the River Thames.

The applications had been subject to public consultation. Nine letters of representation had been received with no objection to the designation of the Forum and Area.

In conclusion, Officers considered that the Area and Forum applications met the conditions set out within the relevant Act of Parliament and associated Regulations, and the Committee fully supported both applications.

RESOLVED that

- i) the Englefield Green Village Neighbourhood Area be designated as identified on the plan (Appendix C) on the agenda; and**
- ii) Englefield Green Village Neighbourhood Forum be designated to cover the area designated in i) above.**

(The meeting ended at 9.34 pm)

Chairman

4. APOLOGIES FOR ABSENCE

5. DECLARATIONS OF INTEREST

If Members have an interest in an agenda item please record the interest on the orange coloured form circulated with this Agenda and hand it to the Legal Representative or Democratic Services Officer at the start of the meeting. A supply of the form will also be available from the Democratic Services Officer at meetings. Members are advised to contact the Council's Legal Section prior to the meeting if they wish to seek advice on a potential interest.

Members are reminded that a non pecuniary interest includes their appointment by the & R X Q F L O D V W K H & R X Q F L O T V U H S U H V H Q W D W L Y H W R D Q R X W as should their membership of an outside body in their private capacity as a director, trustee, committee member or in another position of influence thereon.

Members who have previously declared interests, which are recorded in the Minutes to be considered at this meeting, need not repeat the declaration when attending the meeting. Members need take no further action unless the item in which they have an interest becomes the subject of debate, in which event the Member must leave the room if the interest is a disclosable pecuniary interest or if the interest could reasonably be regarded as V R V L J Q L I L F D Q W D V W R S u d g e M e n t O f t h e P u b l i c I n t e r e s t P E H U T

6. PLANNING APPLICATIONS

The planning applications to be determined by the Committee are attached. Officers' recommendations are included in the application reports. Please be aware that the plans provided within this agenda are for locational purposes only and may not show recent extensions and alterations that have not yet been recorded by the Ordnance Survey.

If Members have particular queries or interests in the applications, Officers will be present from 7.00pm prior to the meeting in the Chamber. This will be an informal opportunity for Members to discuss and clarify issues. Copies of all letters of representation are available for Members and the public to view on the Planning pages of the Council website <http://planning.runnymede.gov.uk/Northgate/PlanningExplorer/GeneralSearch.aspx>.

Enter the planning application number you are interested in, and click on documents, and you will see all the representations received as well as the application documents.

(To resolve)

Background Papers

A list of background papers is available from the Planning Business Centre.

7. CHERTSEY MEADS ±SANGS STATUS (PLANNING-ISABEL CORDWELL)

Synopsis of report:
7 R X S G D W H W K H & R P P L W W H H Z L W K L Q I R U P D W L R Q D E R X W W
Strategic Suitable Alternative Natural Green Space SANG, Chertsey Meads.

Recommendation(s):
None as report is for information only. Members are asked to note the commencement of use of financial contributions towards Chertsey Meads SANG.

1. Context of report
 - 1.1 The Thames Basin Heaths Special Protection Area (TBHSPA) primarily comprises areas of heathland and woodland within Surrey, Hampshire and Berkshire, affecting 11 local authorities and 2 County Councils. The TBHSPA received designation on 9 March 2005 due to the presence of the breeding populations of three species of birds, the Woodlark, Nightjar and Dartford Warbler; the status of the latter two result, they are susceptible to predation of adults, chicks and eggs (primarily by cats, rats and crows) and are particularly vulnerable to disturbance from recreational pursuits, such as rambling, biking and dog walking. The designation protects habitats from adverse impact under current European and UK law.
 - 1.2 Chobham Common SSSI is part of the TBHSPA and has a significant influence within the Borough. Part of the Borough in the west is located within the 400m zone of influence of the SPA and approximately two thirds is located within the 5 km zone of influence. The Council formally adopted Supplementary Planning Guidance (SPG) in 2007 (amended in 2009) that set out a policy for residential development proposals within the TBHSPA zone of influence.
 - 1.3 As a Competent Authority, the Council has a strategy in place to ensure the long-term protection of the TBHSPA, in compliance with habitat regulations. In 2009, the Joint Strategic Partnership Board, comprising all affected Local Plan Authority areas adopted guidelines in the form of a delivery framework that enables the delivery of residential development in the vicinity of the TBHSPA whilst avoiding a significant negative effect on the TBHSPA as a whole.
 - 1.4 This takes the form of providing Suitable Alternative Natural Green Space (SANG), an avoidance measure designed to draw those who might visit the TBHSPA to the SANG instead, thereby reducing visitor numbers and their impact on the TBHSPA.
 - 1.5 Further guidelines set out the essential and desirable features a SANG should possess to make them appealing as a recreation alternative to the TBHSPA. The approved SANG Management Plan for Chertsey Meads includes some of these features.
 - 1.6 Since April 2007, a scheme has been in place for the mitigation of the effects on the TBHSPA from any new net additional residential development within the TBHSPA zone of influence (approximately within 5km of Chobham Common). Since 2010, an additional contribution has been required towards Strategic Access, Management and Monitoring (SAMM) of the TBHSPA.
 - 1.7 These contributions are currently secured through a Section 106 Agreement and payment of £2,630 per net additional dwelling (equating to £2,000 for SANGs and £630 for SAMM contributions). For large-scale residential development, an alternative option is to provide, lay ou W L Q D F F R U G D Q F H Z L W K 1 D W X U D guidelines) and ensure the maintenance of, in perpetuity, land for a SANG. However, the physical provision of new SANG is only likely to be suitable for schemes in excess of 60 net dwellings.
 - 1.8 The existing strategic SANG capacity in Runnymede has been reduced to a critical level as residential developments that affect the TBHSPA, but do not provide their own SANG solution, have diminished the capacity of the Council-owned SANGs. As a consequence, without additional strategic SANG capacity (separate to bespoke solutions which may be brought forward), there would come a point where the Council could no longer grant planning applications for residential development within 5km (or for larger sites of 50 net dwellings or more within 5-7km) of the TBHSPA.

2. Report

- 2.1 Since 2013, Officers have been discussing with Natural England the merits of designating Chertsey Meads as SANG. In May 2018, it was confirmed by Natural England that this site could provide a SANG capacity equivalent to 1,822 new dwellings to mitigate for the impact on the TBHSPA.
- 2.2 In 2016 the Chertsey Meads Management Liaison Group (CMMLG) discussed the proposal to designate Chertsey Meads as a SANG and considered the benefits against the potential issues. Although there were some concerns about the impact of increased visitor numbers, the Group was supportive of the proposal as it would provide access to funds that could be used to improve the Meads.
- 2.3 Chertsey Meads is managed in accordance with the Chertsey Meads SANG Management Plan to ensure that the site can be managed and maintained in SHUSHWXLW\ DV 6\$1* ZKLOVW DOVR HQVXULQJ WKDW W of Nature Conservation Importance and Local Nature Reserve are not compromised. The Community Services Committee approved the Management Plan on 8th November 2018 and endorsed the use of Chertsey Meads as SANG.
- 2.4 Chertsey Meads lies within the proposed route of the Southampton to London aviation fuel replacement pipeline. Natural England have confirmed that the extent of the pipeline works planned for Chertsey Meads will not preclude designation or reduce SANG capacity, prior to the completion of the works.
- 2.5 Developer contributions are subject to the statutory regime of s106 of the Town and Country Planning Act 1990 and the CIL Regulations 2015, and are monitored by the Planning Funding Officer. Members are advised that relevant contributions can now be allocated to improvements at Chertsey Meads, as listed in the approved Management Plan.

3. Policy framework implications

- 3.1 2QH RI WKH &RXQFLO¶V NH\ FRUSRUDWH SULRULWLHV L guides development in the borough up to 2030. It is anticipated that the Council can adopt the Local Plan in 2020. Chertsey Meads being designated as SANG is integral to the delivery of Local Plan in relation to the projected level of housing coming forward to meet objectively assessed housing needs.

4. Resource implications

- 4.1 Ongoing costs at Chertsey Meads are currently estimated at approximately £9,400 during the 2020/21 financial period. It is anticipated that, at the current contribution fee of £2,000 per net additional dwelling, the 1,822 capacity that Chertsey Meads could potentially generate £3.6 million towards SANG improvements and ongoing long-term maintenance towards this and other SANGs sites owned by the Council within the Borough. Costing recommendations for essential works for Chertsey Meads are set out within Table 2 of the Chertsey Meads SANG Management Plan.
- 4.2 A record of contributions allocated to SANGs is recorded and monitored by the Planning department in order to ensure that sufficient funds are available for both Chertsey Meads and for other SANGS sites within the Borough. At the end of October 2019, SANGs contributions collected so far, and yet unallocated for other SANGs sites within the Borough, are in excess of the amount required to undertake the immediate works needed to ensure that Chertsey Meads complies with Natural (QJODQG¶V JXLGHOLQH V HQDEOLQJ WKLV VLWH WR EH SANGs. Consequently, funding received to-date in respect of other SANGs sites

within the Borough is required to be released in order to commence these works and enable planning permissions to continue to be granted for relevant applications.

4.3 Contributions are managed by the Planning department, via the Section 106 Agreement, with 50% of the SANG contribution assigned towards current works and 50% allocated to the long-term, in perpetuity fund. Managed by the Green Spaces team, ongoing improvements to SANGs are identified and undertaken. Under this process, any SANGs-compliance works identified for Chertsey Meads can be financed by the central fund and will be recouped once the site becomes operational as a SANG and developer contributions are received in relation to this site.

4.4 The TBHSPA Joint Strategic Partnership monitors the collection of SAMM funds (which is a separate matter) on a quarterly basis and any monies collected for this are sent quarterly to Hampshire County Council. Therefore, the contributions (£630) towards SAMM do not form part of the funding for the improvements to the SANGS.

5. Legal implications

5.1 There is a legal requirement incumbent upon the Council as Competent Authority to ensure that the site is retained as Suitable Alternative Natural Green Space (once designated) in perpetuity. In the context of a SANG this means for a minimum period of 80 years.

6. Equality implications

6.1 7KH (TXDOLW\ \$FW LGHQWLILHV μ3URWHFWHG &KDU race/ethnicity, pregnancy and maternity, religion, sexual orientation, sex, gender reassignment and marriage / civil partnership). Section 149 of this Act provides that a public authority must, when exercising a public function, have due regard to the need to:

- a) eliminate unlawful discrimination, harassment or victimisation and any other conduct that is prohibited by or under this Act;
- b) advance equality of opportunity between persons who share a Protected Characteristic and persons who do not share it;
- c) foster good relations between those who share a relevant Protected Characteristic and persons who do not share it.

6.2 It is not anticipated that the management of the collection of the financial contributions towards the improvement of the Chertsey Meads land will unfairly disadvantage any individuals or groups who share a particular Protected Characteristic(s), when compared against those who do not share it.

7. Other implications

7.1 Chertsey Meads is a Site of Nature Conservation Importance and part is a Local Nature Reserve. The main rationale of the approved Chertsey Meads SANG Management Plan is to balance the nature conservation interest and biodiversity of the site with the desire to encourage more visitors.

7.2 Chertsey Meads is also subject to a Countryside Stewardship Agreement with Natural England, which runs from 1 January 2019 to 31 December 2023. This sets UOXHV DURXQG WKH &RXQFLO¶V PDQDJHPHQW RI WKH encourage more flowering grasses and wildflowers in order to increase the habitat and food available for invertebrates, birds and other animals. This agreement

results in an annual grant of £6,870 a year and it is envisaged that the Green Space team will ensure that these two funding sources will work together to ensure that dual funding does not occur.

8. Conclusions

- 8.1 Adoption of Chertsey Meads as a SANG will produce contributions under Section 106 of the Town and Country Planning Act (1990), towards on-site enhancements to be realised over a period of time at no additional cost to the Council. This will also support t K H G H O L Y H U \ R I W K H & R X Q F L O ¶ V / R F D O 3 O D Q ¶ V K F

(For Information)

Background papers
Chertsey Meads proposed SANG Boundary Plan
Chertsey Meads SANG Management Plan

8. DEVELOPMENT MANAGEMENT AND BUILDING CONTROL BUSINESS PLAN 2020/21 (DEVELOPMENT MANAGEMENT AND BUILDING CONTROL) (Christine Kelso)

Synopsis of report:

The report proposes the Development Management and Building Control Business Unit Plan 2020/2021 for approval

Recommendation(s):

- i) The Development Management and Building Control Business Unit Plan 2020/2021 as attached at Appendix μ % ¶ approved
- ii) Members note the business cases requiring additional expenditure are still subject to recommendation by Corporate Management Committee W R) X O O & R X Q F L O D Q G) X O O & R X Q F L O ¶ V D S S U R Y D O

1. Context of report

- 1.1 This report is one of a sequence of similar reports to other service committees in respect of the business planning cycle that the Council undertakes every year. This is in the context of the Corporate Business Plan and the Medium Term Financial Plan that are already in place. The business planning cycle has been aligned with the annual budget planning process. This is the first business planning cycle following the senior management restructure in June 2019 and the formation of two new business units covering planning matters and reporting to the Planning Committee: Local Plans and Economic Development Business Unit, and Development Management and Building Control Business Unit. Therefore there will be two business plans for members to consider. This report details the Development Management and Building Control Business Unit Plan 2020/2021 which can be fo X Q G D W \$ B ¶ H Q, Q L P G L W L R Q W K H U H D U H W Z R S business cases, one for a new software system for CIL, and the other is a combined business case proposing additional planning and economic development staff across the two business units.

2. Report

- 2.1 The Corporate Business Plan covers the years 2016-2020 and provides the over- D U F K L Q J F R U S R U D W H D L P V D Q G R E M H F W L Y H V I R U W K H about to come to the end of its lifespan, officers in the Corporate Office are in the course of preparing a new draft Corporate Business Plan for the period 2020-2024

which will be presented to members in February 2020 for agreement for external consultation. In the meantime, the annual business planning cycle for individual business units has commenced for the financial year 2020/2021. Each business unit plan describes for the forthcoming year: key drivers/influences, objectives, performance/activity indicators, and the links to the Corporate Business Plan 2016-2020 for the teams/function under their responsibility, by utilising a standard corporate template. The Development Management and Building Control Business Centre Plan for 2020-21 will need to be a live document to be able to take account of the emerging new Corporate Business Plan 2020-2024 during its consideration by members and the adoption process during Spring/Summer 2020.

- 2.2 The Development Management and Building Control Business Unit provides the statutory services of administering and determining planning and other applications, investigating breaches of planning control, protecting trees, administering s106 agreements, administering and determining applications for building regulation approval, safety inspections, and provision of dangerous structure call-out service on a 24 hour basis.
- 2.3 The key drivers/influences impacting on the Business Centre for 2020/21 are expected to be
- x statutory Building Regulations, the Town and Country Planning Acts and associated legislation, and the NPPF and associated guidance
 - x ~~7 K H & R X Q F L O~~ ~~growth as expressed in~~ the new Runnymede Local Plan 2030 and the need to increase housing supply
 - x Collaborative working with partners including Homes England on Longcross Garden Village scheme, and cross-boundary working on other planning applications
 - x Introduction of Community Infrastructure Levy (CIL)
 - x Budget controls
 - x External Development Consent Order projects (e.g. Heathrow, River Thames Scheme, etc)
- 2.4 The key new areas of work for the Development Management and Building Control Business Unit are:
- x Introduction of CIL and administration of this new system, including purchasing new software and identifying new processes and procedures; this will require significant additional resources
 - x Working with Local Plans team to progress implementation of Runnymede 2030 Local Plan including Supplementary Planning Guidance
 - x Reviewing existing charters and planning documents and procedures to reflect new policies in the Runnymede Local Plan 2030 and new/updated back-office IT systems
 - x New engagement with planning agents including promotion of new borough design guide
- 2.5 The Performance/Activity Indicators for 2020/21 are set out in the table below. It is possible that a performance indicator in respect of CIL will be recommended to members in due course once the new system has been properly implemented.

Target					
Performance Indicator	Q1 (Apr - June)	Q2 (Jul - Sept)	Q3 (Oct - Dec)	Q4 (Jan - Mar)	Full year (Apr - Mar)
Percentage of major applications processed to deadline	60%	60%	60%	60%	60%
Percentage of non-major applications processed to deadline	80%	80%	80%	80%	80%
Percentage of all other applications processed to deadline	85%	85%	85%	85%	85%
Percentage of total appeals decided in D F F R U G D Q F H Z L W K & R X Q F L O T V decision	80%	80%	80%	80%	80%
Major planning appeals dismissed as a percentage of total decisions made	90%	90%	90%	90%	90%
Non-major planning appeals dismissed as a percentage of total decisions made	90%	90%	90%	90%	90%
Percentage of enforcement investigations closed compared with new requests received	100%	100%	100%	100%	100%
Percentage of Building Regulation applications technically assessed within 10 working days	80%	80%	80%	80%	80%
Percentage of Building Regulation applications determined for approval within the 5 week/ 2 month statutory period	100%	100%	100%	100%	100%

3. Policy framework implications

3.1 This Plan supports the achievement of the following themes in the Corporate Business Plan:

- x Supporting Our Communities
- x Enhancing Our Environment
- x Improving Our Economy
- x Organisational Development

3.2 The delivery of the Development Management service is required to have regard to the development plan for the borough which currently is the Runnymede Borough Local Plan Second Alteration 2001 but which will be the Runnymede 2030 Local Plan during the course of the financial year 2020/21. The National Planning Performance Framework and the associated Guidance is also important for decision making and service delivery. The statutory Building Regulations set out the requirements for the Building Control service delivery.

4. Resource implications

4.1 The funding of the majority of projects identified in the Business Plan will be met from existing budgets. The following table outlines requests made for additional funding/resources. There are two main growth items which have significant resource implications. The first is the introduction of CIL (Community Infrastructure Levy) which officers consider will require additional staff to administer and provide the governance for the expenditure, and also new computer software which officers consider will provide efficiency savings and improvements. A capital project appraisal form has been completed for this and the business case form is attached. The business case for the staffing is within the combined DM/BC/LP/ED business case document. The second major growth item is additional planning staff for planning enforcement work and also major projects and delivery. The majority of the funding for these staffing growth items and also the additional staff resources in the Economic Development and Local Plans teams, would be met from existing funding for environmental improvements, and additional budget previously approved by CMC on 24 January 2019. There would however be additional budget necessary in the order of £75,000 which has passed the first stage of member consideration. Also included is a budget growth item for occasional consultancy advice on environmental matters reflective of the reduction in capacity in the Council's Environmental Health team to provide advice to the local planning authority regarding air quality and noise impacts, following the senior management restructure. Other growth items considered but which have not passed the first stage of CMC approval and therefore not now included in the Business Plan for budget growth, are membership of new Surrey-wide design group, a new budget for direct action (planning enforcement) and increase in budget for legal advice on planning applications and planning enforcement. These will either have to be met from existing budgets or separate member approval, if officers considered these were justified and necessary.

Description	Amount Requested (gross)	Business Case Completed?	Approved by CMC?
New software system for CIL	£40,000 plus £8k maintenance	Yes	Pending
Additional staff to administer and govern CIL	Part of combined £75k additional budget	Yes	First stage
Additional planning enforcement staff	Part of combined £75k additional budget	Yes	First stage
Additional planning DM major projects	Part of combined £75k additional budget	Yes	First stage
Advice on environmental matters	£6,000	n/a	First stage

5. Legal implications

5.1 The Business Unit plan will be delivered under the requirements of the Town and Country Planning Act 1990 as amended, the statutory Building Regulations and the Local Government Act 2003.

6. Equality implications

6.1 The Equality Act 2010 identifies protected characteristics (Age, Disability, Race, Religion or Belief, Sex, Sexual Orientation, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity). Section 149 of this

Act provides that a public authority must, when exercising a public function, have due regard to the need to:

- a) eliminate unlawful discrimination, harassment or victimisation and any other conduct that is prohibited by or under this Act;
- b) advance equality of opportunity between persons who share a Protected Characteristic and persons who do not share it;
- c) foster good relations between those who share a relevant Protected Characteristic and persons who do not share it.

6.2 It is not anticipated at this stage that the projects within the new Development Management and Building Control Business Plan will unfairly disadvantage any individuals or groups who share a particular Protected Characteristic(s), when compared against those who do not share it.

7. Other implications (where applicable)

7.1 The discharge of the Development Management and Building Control services will have regard to environmental standards including policies and regulations relating to climate change.

7.2 The delivery of the development management and building control services has to have regard to Human rights.

8. Conclusions

8.1 The proposed Development Management and Building Control Business Unit Plan 2020/2021 is recommended to the Committee as it sets out the key priorities and areas of growth for the coming financial year, in accordance with corporate priorities and objectives.

(To resolve)

Background Papers
None stated.

Development Management and Building Control Business Unit Plan 2020/2021

Version control

Author: CK
Date: 20.11.19
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Status: Draft

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Section 1: Development Management and Building Control Business Unit structure:
Committee: Planning Committee
Member Working Party: Local Plan and Infrastructure



Section 2: Development Management and Building Control Business Unit overview

Purposes

Development Management The management of development and the delivery of new homes, through the encouragement and assessment of applications under the Town and Country Planning Act 1990 as amended, to deliver the housing and economic growth specified in the Runnymede 2030 Local Plan including the Longcross Garden Village; the use of enforcement powers under that Act to control harmful and unauthorised development, and the protection of trees that are protected under that Act, and the administration and monitoring of contributions received under that Act.

Building Control Providing a Building Control Service as required by the Building Act 1984, including a 24/7 dangerous structures callout provision

Functions

Development Management Team

The key functions within the Development Management Team are:

- The provision of planning advice to customers (both external and internal) including pre-application advice
- The processing and determination of applications for planning permission and associated consents
- The investigation of breaches of planning control and exercise of the Council's planning enforcement functions
- The administration and collection of developer contributions and obligations under s106 agreements, anticipating a new service for the administration of the introduction of the Community Infrastructure Levy during the financial year 2020/2021
- The protection of trees which contribute to the quality of the environment and the protection of heritage assets which contribute to the historic environment and provision of advice to residents, and processing associated consents
- The defence of Council decisions in these areas in appeal and court, as may be required
- Partnership working with Local Plans and Economic Development Business Unit, including in relation to National Strategic Infrastructure Projects (NSIPs) and equivalent, the Local Plan Runnymede 2030, and forthcoming Supplementary Planning Guidance

The current establishment is:

1 x Development Manager

1 x Assistant Development Manager

1 x Major Projects Team Leader
1 x Major Projects Planner
1 x Major Projects Technical Administrator
3 x Planning Enforcement Officers
1 x Tree Officer
9.5 FTE Planning Officers

The 19/20 budget estimate for the team is £1,943,159 expenditure and £1,461,820 income

The number of enforcement requests in 2019/2020 is estimated to be 280, and expected to remain at a similar level in 2020/2021

The number of applications determined in 2019/2020 is estimated to be 1800 and expected to remain at a similar level in 2020/2021 but will be likely to have greater complexity as the allocated sites in the Local Plan Runnymede 2030 will be coming through the system

Building Control Team

The key functions within the Building Control Team are:

- The provision of Building Control advice to customers (both external and internal)
- The determination of applications for building regulation approval and associated consents
- The setting and collection of application charges ensuring the section breaks even in its fee related account
- The inspection of works on site to ensure compliance with the building regulations and associated legislation
- The investigation of potential breaches of the building regulations and exercise of the sections enforcement functions
- The inspection of unauthorised building works and exercise of the sections enforcement functions
- The processing of demolition notices and safety inspections of works on site
- The provision of a 24/7 dangerous structure call out service including major incidents
- The defence of council decisions in these areas in court, as may be required
- The processing of approved inspector applications, and maintain a register of their works
- The processing of competent persons applications, and maintain a register of their works

The current establishment within this team is

2 x Principal Building Control Surveyors (includes 1 acting manager)

3 x Senior Building Control Surveyors

The 20/21 (non fee related) budget estimate for this team is projected to be £173, 632 and for fee related budget estimate is £48,651; the section has successfully attained Quality Assurance accreditation to ISO 9001:2015 during the last 12 months and will look to maintain the standards set by the scheme.

The key scope of the team's activities during 2019/20 is:

- To determine 590 Building Regulation applications, resulting in a projected income of £321,100 and undertake 4100 site inspections of building works within 24 hours, or on the same day where notification is received by 10.00am.
- Undertake investigations of approximately 29 reported unauthorised building works and
- Administer 31 demolition notices with sites attended during the demolition process.
- Provide a 24/7 dangerous structure callout service, with staff committed to attending site within 2 hours of initial notification; approximately 8 callouts is projected within the period.
- The team also project the processing of 290 approved inspector applications, and maintain a register of 4500 approved inspector and competent person notifications.
- In addition the section is legally obliged to provide free general advice, assistance and up to 1 hours pre submission consultation for proposed works; as such these works are dealt with in the most cost/ time efficient method generally by telephone.

Development Management and Building Control Technical Administration Team

The key functions of the team are:

- Provide the first point for general customer contact
- Administration of development management and building control functions, including GDPR tasks
- To register requests for planning enforcement investigations and provide first point of administration
- To notify the tree officer of dangerous tree notifications
- To administer requests for pre-application advice
- To provide administration support for planning aspects of National Strategic Infrastructure Projects (NSIPs)
- Administer systems for Northgate Planning and Building Control, and liaise with Land Charges section on this basis
- Looking forward, to administer the new CIL system from 2020/2021

The current establishment is

1 x Technical Administration Manager

4 FTE Technical Administration officers

Section 3: Development Management and Building Control Business Unit key drivers/influences This section should identify the key internal and external drivers which could influence your Business Unit/Team. The identified drivers/influences should then be considered before setting your Business Unit/Team objectives in Section 5.

Drivers and influences		
Internal drivers/influences		
<p style="text-align: center;">Key corporate drivers/influences</p> <ul style="list-style-type: none"> • The Corporate Business Plan is trying to achieve against the following themes: <ul style="list-style-type: none"> - Supporting Our Communities - Enhancing Our Environment - Improving Our Economy - Developing Our Organisation • Corporate Key Performance Indicators. • There is a need to increase income generation to offset growing costs and loss of government grants. 	<p style="text-align: center;">Key drivers/influences of any Business Unit/Team strategies/key documents</p> <p>Development Management decisions are made against the development plan for Runnymede which in 2020/2021 is expected to be the new Runnymede 2030 Local Plan; Development Management decisions are to increase housing supply by 7629 net additional dwellings 2015-2030.</p> <p>Decisions are also made with reference to the Building Control annual business plan, the Development Management and Planning Enforcement Charters.</p> <p style="text-align: center;">- -</p>	
External drivers/influences		
<p style="text-align: center;">Key community/consultation drivers/influences</p> <p>Decision making on planning applications is undertaken in accordance with the adopted Statement of Community involvement, with public consultation responses considered as part of the statutory process, and in accordance with publicity requirements as set out in GDPO 2015 as amended, and DMPO as amended.</p>	<p style="text-align: center;">Key partner's / supplier's drivers/influences</p> <p>Requirement to consult statutory consultees and their responses are material considerations; collaborative working with partners including Homes England on Longcross Garden Village scheme, and cross-boundary working on other planning applications</p>	<p style="text-align: center;">National key drivers/influences</p> <p>Frequent changes to national guidance and the National Planning Policy Framework, and CIL Regulations; potential for changes to the Building Regulations re green agenda, and post Grenfell. DM and BC decisions are undertaken in accordance with the statutory Building Regulations, the Town and Country Planning Acts and associated legislation, and the NPPF and associated guidance</p>

Section 4: Planned work

4.1 Change-related activity in this year

After considering all the key drivers/influences impacting on your Business Unit/Team (Section 3), and any general opportunities or improvements required, please classify your planned change-related work into the classifications below (creating/deleting rows as required). **Any annual projects you deliver e.g. Surrey Youth Games should be added to section 4.2 as business as usual rather than in the projects section of 4.1.**

Key:  Project  Review  One-off Activity

A Project: The output and outcomes are known and defined and the project works to deliver that output or outcome using the project management toolkit with regular reporting on progress.

A Review: Covers work undertaken which may recommend one or more eventual projects (you don't yet know what the final implementation looks like). The outputs or outcomes are unknown or undefined at the start of the work. It could be a review of current work or it could be feasibility work. Reviews may still be run using project management methodology to aid progress e.g. a Halls Review.

One-off Activity: An additional one-off piece of work on top of the day to day, not necessarily requiring a full project team but may seek input from others as required to complete the work. It is less complex than a project – e.g. updating a policy, undertaking recruitment, or undertaking a tender.

Projects					
Ref.	Project name <i>(N.B. Detailed objectives, deliverables and risks can be found in Project Charters)</i>	Team/section leading on the project (shown in bold) and support teams	Outcome(s) i.e. the benefit(s) the project brings once delivered	Completion date (if after the end of March 2021 also state expected stage come the end of March 2021)	Is this an identified priority for the relevant Member Working Party?
DM1	Introduction of CIL including purchase of new software system and additional staff	Local Plans and Development Management, and Technical Administration team; Finance; legal	More community infrastructure being funded	CIL charges to have been approved, CIL administration to have been established and working	Yes but not yet stated

Reviews					
Ref.	Objective (the measurable goal) . Objectives should be SMART where possible. E.g To achieve X attendances in activities organised by the Leisure Development Team	Team/section leading on the review (shown in bold) and support teams	Outcome(s) i.e. the benefit(s) the objective brings once delivered Set out the expected outcome(s) (the benefit(s) of the goal) that you want to achieve. E.g. 1) It will improve the health of these individuals. 2) It will increase social cohesion.	Completion date (if after the end of March 2021 also state expected stage come the end of March 2021)	Is this an identified priority for the relevant Member Working Party?
DM2	Review all planning processes to reflect and take advantage of new planning IT systems	Development Management and Technical Administration Teams	Making the best use of expenditure on new system; more efficiencies, better customer service	First stage 2020/21 with upgrade; further review required 2022/23 when new system procured	No
DM3	Review staffing resources/structure of DM and Admin teams	Development Management and Technical Administration Teams	Improved capacity, resilience, succession planning and to maintain and enhance service	By end of December 2021	No

DM4	Climate change- to identify and introduce new ways of working to reduce the business unit's carbon footprint/positive impact on climate change	Development Management and Technical Administration Teams; Local Plans team	Responding to national and local influences to contribute to mitigation of climate change	Current and ongoing	Yes
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One-off Activity					
Ref.	Objective	Team/section leading on the activity (shown in bold) and support teams	Outcome(s) i.e. the benefit(s) the objective brings once delivered	Completion date (if after the end of March 2021 also state expected stage come the end of March 2021)	Is this an identified priority for the relevant Member Working Party?
DM5	Review Adopted Validation Document	Development management team	Better quality planning applications which can progress through to determination without delay, and which reflect new local plan policies	By end of July 2020	No
DM6	Review Development Management Charter	Development Management team	Residents will have better understanding of the planning process including the role of residents; reflect legislation changes for neighbour publicity	By end of December 2020	No

DM7	Review Planning Enforcement Charter	Development Management Planning enforcement	Residents will have a better understanding of the planning enforcement process and the range of enforcement tools available, and including the role of residents	By end of December 2020	No
DM8	Review Standard Planning Conditions	Development Management	Better quality decisions; better customer service; reflect new Local Plan and NPPF; need to keep under review	By end of March 2021	No
DM9	Review of Planning Reports	Development Management	More efficiencies	By end of March 2021	No
DM10	Review of standard planning letters	Administration and Development Management	More efficiencies; more clarity of planning information to customers	By end of March 2021	No
DM11	To produce new process notes for new CIL procedure	Development management and Technical Administration teams	Smooth introduction and administration of CIL	By end of December 2020	Yes
DM12	Promotion of new Design Guide to applicants, residents, community groups	Development Management	Greater awareness of RBC requirements and better quality developments	By end of December 2020/ March 2021	No
DM13	Train staff on new planning systems	All teams in business unit	Quicker processing of applications; new management reporting to inform performance and capability processes, and to inform KPIs	IT programme now lengthened, goes beyond period of business plan 22/23	No

DM14	Arrange Planning Agents' Forum	Development Management and Technical Administration teams	Better quality planning applications which can progress through to determination without delay, and better customer service; including promotion of new Design Guide; pre-application service, CIL; Validation	By end of March 2021 plus annual/biannual thereafter	No
DM15	Arrange a tree surgeons' forum	Development Management	Better quality applications; speedier service for applicant, more efficiencies for Tree Officer; protected trees looked after properly	By end of March 2021	No
BC1	To retain the Council's Quality Assurance Certification in accordance with ISO 9001:2015 (Building Regulations)	Building control	To maintain confidence in the management and processing of Building Regulation applications	Certification compliance is reviewed on a 6 monthly basis at management reviews, and twice annually via external auditing.	No

4.2 Summary of the business as usual activities

List below summary descriptions of all the business as usual work your business unit is also responsible for. **As a reminder, any annual projects you deliver e.g. Surrey Youth Games, should be added in this section as business as usual rather than in the projects section of 4.1.**

Ref.	Activity description	Does this involve an annual project (to support PMO project pipeline planning)?
BC2	Building Control Annual Business Plan	no
DM16	Review Standard Planning Conditions	no
DM17	Review format of responses to pre-application queries and promote PPA	no
DM18	Review procedures for appeals with particular reference to public inquiries	no
DM19	Update planning, enforcement and tree related pages on website to include new workstreams such as NSIPs, major projects, new initiatives, tree advice	no
DM20	Update TPOs on ad hoc basis, aim to move toward more comprehensive review	no

4.3 Medium term aspirations/plans (optional)

List here any known future activities beyond this financial year which you hope to deliver.

Ref.	Project/objective	Team/section leading on the activity (shown in bold) and support teams	Outcome(s) i.e. the benefit(s) the objective brings once delivered	Expected start and completion date
DM21	Comprehensive review of TPOs	Development Management; Legal	Trees protected; better customer service	2022 to 2024?

DM22	Upgraded Planning and BC IT systems (I@W and Northgate M3)	IT, Finance, Development Management, Building Control, Land Charges	Increased efficiencies and better customer service, and increased performance management with fully supported software	2021/2022- 2022/23 depending on Corporate IT project timetable

Section 5: Development Management and Building Control Business Unit requests for growth

Please list below any requests for growth for the 2020/21 year.

Description	Linked objective/project	Amount requested	Business case completed? (Not always relevant – if unsure CE to determine. If yes – attach with this plan)	Growth approved by CMC?
New software system for CIL	CIL project	£40,000 and £8,000 maintenance	Yes	Pending
New staff for CIL	CIL project	Part of combined £75k additional budget	Yes	First stage
Additional Planning enforcement staff	Planning enforcement	Part of combined £75k additional budget	Yes	First stage
Additional planning DM staff	Major projects and delivery of housing	Part of combined £75k additional budget	Yes	First stage
Advice on environmental matters	Development management	£6000	No – not required	First stage

Section 6: Development Management and Building Control Business Unit performance indicators The indicator in green may or may not be applicable. The indicators in black are core Business Unit/Team indicators which should be monitored quarterly. First add any of the Corporate Key Performance Indicators assigned to your Business Unit/Team. After considering the objectives in Section 4 and those associated with your projects, add any other performance indicators you believe will be helpful to monitor progress. This section should consider all your work areas (**not just the change-related elements**). You should decide whether it is more appropriate to monitor your Business Unit/Team indicators quarterly, six monthly or annually and set targets to match the frequency. Should there be any desired changes to the description or targets of Corporate Key Performance Indicators then the Corporate Head of Strategy should be informed as early as possible. This document can be used as a monitoring document for the results too if you wish.

Performance Indicator	Target					Actual					Current status	Trend
	Q1 (Apr-June)	Q2 (Jul-Sept)	Q3 (Oct-Dec)	Q4 (Jan-Mar)	Full year (Apr-Mar)	Q1 (Apr-June)	Q2 (Jul-Sept)	Q3 (Oct-Dec)	Q4 (Jan-Mar)	Full year (Apr-Mar)		
Percentage of major applications processed to deadline	60%	60%	60%	60%	60%							
Percentage of non major planning applications processed to deadline	80%	80%	80%	80%	80%							
Percentage of other applications processed to deadline	85%	85%	85%	85%	85%							
Percentage of total appeals decided in accordance with Council's decision	80%	80%	80%	80%	80%							
Percentage of enforcement investigations closed compared with new requests received	100%	100%	100%	100%	100%							
Major planning appeals dismissed as a percentage of total decisions made	90%	90%	90%	90%	90%							
Non-major planning appeals dismissed as a percentage of total decisions made	90%	90%	90%	90%	90%							

Percentage of Building Regulation applications technically assessed within 10 working days	80%	80%	80%	80%	80%							
Percentage of Building Regulation applications determined for approval within the 5 week/ 2 month statutory period	100%	100%	100%	100%	100%							

Section 7: Summary of the Development Management and Building Control Business Unit contribution to Corporate Business Plan themes

This section should demonstrate how the Business Unit/Team's work (not just the change-related elements) is supporting the Corporate Business Plan by inserting the reference numbers in Section 4 under their most relevant Corporate Theme. If it supports more than one Corporate Theme but not all the Corporate Themes, it should be inserted under the PRIMARY Corporate Theme. If it supports all the themes e.g. areas with a corporate remit, the reference number should be added to the last row of the table.

Priority	Supporting Our Communities	Enhancing Our Environment	Improving Our Economy	Organisational development
Reference number (from Section 4)	DM2, DM19		DM2	DM2, DM9, DM10, DM13, DM17, DM18, DM19
Supports all Corporate Themes				
Reference number (from Section 4)	BC1, BC2, DM1, DM22, DM4, DM3, DM5, DM6, DM7, DM8, DM11, DM12, DM14, DM15, DM16, DM20, DM21,			

Section 8: Development Management and Building Control Business Unit risk management (excluding project risks with separate Project Charter)

Risk assessment: Considering your work areas in Section 4, and excluding project risks with separate Project Charter, please consider all risks associated with your business unit's work (**not just the change-related elements**) and use the matrix on the next page to identify the appropriate numbers to insert into the Probability and Impact columns of the table. Please also fill the Rating cells with the appropriate colour as shown below. **Any risks identified during the year which are not shown here, and are above the threshold, should be shared with your relevant Corporate Leadership Team member and Applied Resilience for consideration on the Corporate Risk Register.**

Ref *	Issue	Consequences	Impact area <i>Life and limb Reputational Financial Legal Other</i>	Probability** <i>(Pre-control measures)</i>	Impact** <i>(Pre-control measures)</i>	Risk Rating <i>(Pre-control)</i>	Control Measure(s)	Probability*** <i>(Post control measures)</i>	Impact*** <i>(Post control measures)</i>	Rating <i>(Post control)</i>	Owner
1*	<i>Eg. Critical member(s) staff unable to attend work</i>	<i>Xx function potentially not delivered</i>	<i>Life and limb Reputational Financial Legal</i>	3	4	12	<i>Business Continuity plans. Staff trained to cover. Contractors sourced for emergency cover</i>	3	2	6	CHoS
1.1	Data collated/ reported may be inaccurate.	Inaccurate data has the risk of misleading Members, Officers, the public and other stakeholders, and could potentially result in alternative	Delivery of services Welfare of residents Financial Reputational	3	4	12	Data quality standards will be addressed in the Information Governance Strategy and Policy and	2	4	8	

		decisions being made.					departmental procedures. Consideration will also be given to whether business centres/teams have any other data quality risks specific to their area and if so these will also be included in the relevant Business Centre/Team Plans.				
1.2	Disclosure of personal data to someone who is not entitled to that data e.g. via telephone conversation or email	Financial sanctions imposed by the Information Commissioners' Office for failure to comply with legal obligations. Loss of confidence in Council by other parties in respect of its ability to manage information properly. Adverse publicity	Delivery of services Welfare of residents Financial Reputational	3	4	12	Compliance with Council's adopted Information Governance Strategy and Policy. Adoption of measures to ensure that the Council complies with its obligations under the GDPR. Compliance with Council's various existing policies which relate to	2	4	8	

							<p>management of information.</p> <p>Provision of training to staff on requirements of GDPR.</p> <p>Appointment of Data Protection Officer by Council to oversee compliance with GDPR.</p>				
1.3	<p>Loss of Council owned device containing personal data results in disclosure of personal data</p>	<p>Financial sanctions imposed by the Information Commissioners' Office for failure to comply with legal obligations.</p> <p>Loss of confidence in Council by other parties in respect of its ability to manage information properly.</p> <p>Adverse publicity</p>	<p>Delivery of services</p> <p>Welfare of residents</p> <p>Financial</p> <p>Reputational</p>	3	4	12	<p>Compliance with Council's adopted Information Governance Strategy and Policy.</p> <p>Adoption of measures to ensure that the Council complies with its obligations under the GDPR.</p> <p>Compliance with Council's various existing policies which relate to management of information.</p> <p>Provision of</p>	2	4	8	

							training to staff on requirements of GDPR. Appointment of Data Protection Officer by Council to oversee compliance with GDPR.			
1.4	Unauthorised access to Council systems which allows access to personal data	Financial sanctions imposed by the Information Commissioners' Office for failure to comply with legal obligations. Loss of confidence in Council by other parties in respect of its ability to manage information properly. Adverse publicity	Delivery of services Welfare of residents Financial Reputational	3	4	12	Compliance with Council's adopted Information Governance Strategy and Policy. Adoption of measures to ensure that the Council complies with its obligations under the GDPR. Compliance with Council's various existing policies which relate to management of information. Provision of training to staff on requirements of GDPR.	2	4	8

							Appointment of Data Protection Officer by Council to oversee compliance with GDPR.			
1.5	Failure to dispose of documentation containing personal data in a secure fashion results in disclosure of personal data	Financial sanctions imposed by the Information Commissioners' Office for failure to comply with legal obligations. Loss of confidence in Council by other parties in respect of its ability to manage information properly. Adverse publicity	Delivery of services Welfare of residents Financial Reputational	4	3	12	Compliance with Council's adopted Information Governance Strategy and Policy. Adoption of measures to ensure that the Council complies with its obligations under the GDPR. Compliance with Council's various existing policies which relate to management of information. Provision of training to staff on requirements of GDPR. Appointment of Data Protection Officer by	2	4	8

							Council to oversee compliance with GDPR.				
Building Control											
BC1	Material unanticipated change in number or scale of applications and consequent income	Applications/ Income is disproportionate when compared to staff establishment Increase risk of staff stress related to work load	Financial	3	3	9	Monthly monitoring of application numbers in building control and flexible use of external consultants	2	1	2	ABCM
BC2	Risk to Building Control Staff from lone working and site work	Risk to staff safety through violence from members of the public or dangerous site conditions	Life and limb	3	3	9	Corporate lone worker policy and Difficult Visits Register Provision and training in use of PPE	2	2	4	ABCM
BC3	Unanticipated significantly high number of dangerous structures inspections needed following a major incident	Delay in undertaking inspections leading to un-assessed dangerous structures	Life and limb Reputational	1	3	3	Flexible use of consultants and support from blue light services	1	2	2	ABCM
Development Management											
DM1	Unforeseen events such as appeals and highly complex applications which require additional resources or market demand exceeding capacity of permanent	Delay in undertaking application determinations which will impact on housing delivery targets or impact on response to appeals	Reputation Government intervention Finance Welfare	4	3	12	Workload monitoring to identify impacts and seek authorisation for additional staff; recruit into	2	2	4	DM

	staff; quality of temporary staff known to be variable	leading to risk of costs					vacancies				
DM2	Unexpected significant breaches of planning control requiring diversion of all enforcement officers to investigate, which impacts other aspects of the service	Delay in carrying out investigations leading to breaches becoming lawful and immune from enforcement, with permanent harm to environment and residential amenities	Reputation Legal Finance Welfare	3	4	12	Immediate response from whole team and legal team to start urgent legal actions to quickly prevent further harm Flexible use of planning staff to maintain lower priority investigation	3	3	9	DM
DM3	Unexpected failure of IT system (including telephones, and website) and power failure	Delays to processing of planning and building control applications; planning information not available to view by public and consultees; remote staff have v little contact; no possibility of alerting public; no alternative means of working without IT; creates backlog and customer and staff dissatisfaction	Reputation Legal Finance Welfare	3	4	12	IT resilience action plan to rectify problem very quickly; message on other digital platforms available separate to IT system	3	3	9	CHDS
DM4	Home working, lone working, site visits	Risk of aggressive attack; isolation and stress from home working; back problems from inadequate equipment	Welfare Finance	3	3	9	Risk assessments; new ways of communication and team cohesion	3	2	6	DM

DM5	New system introduction, testing failures/delays; distraction from day to day business; may take longer than thought	Delays, errors, customer dissatisfaction;	Finance Reputation Welfare Legal	3	3	9	IT support and system provider support; good quality training and leaders within teams	3	1	3
DM6	Flood risk/other emergencies	Diversion of staff into BEC; reduced capacity to deal with business as normal	Reputation Welfare Finance	3	3	9	Corporate procedures; resilience planning, wfh, communications to applications and public	3	2	6

*List the reference number using the relevant reference number of the work area that the risk is associated with in Section 4. If there are two risks associated with the same reference number e.g. reference number 4, the risks should be listed on two different rows using the reference numbers 4.1. and 4.2.

Assess the level of risk **with no mitigation in place

*** Assess the new level taking into account the mitigation factors – note, the probability may or may not change

Risk matrix When assessing a risk for the first time you should assume there are no controls already in place. The subsequent assessment is completed with the controls in place. The assessor should assign values for the identified 'likelihood' of occurrence (A) and the severity of the 'Impact' (B). By multiplying 'A' and 'B' together you get the rating score, which gives an indication of how important the risk is. The thick black line is the "line of tolerance". Those risks that are plotted above the line (score 10 – 25) are "out of tolerance" and will be referred to the Corporate Risk Register for further oversight and support. For project risks not in this document, you should also flag to Applied Resilience any risks within Project Initiation Documents that are above the line (this should be done at the time of the PID being approved).

LIKELIHOOD (A)	Certain 5	5	10	15	20	25
	Probable 4	4	8	12	16	20
	Possible 3	3	6	9	12	15
	Unlikely 2	2	4	6	8	10
	Highly unlikely 1	1	2	3	4	5
		Negligible 1	Small 2	Noticeable 3	Serious + Significant 4	Critical + Considerable 5
IMPACT (B)						

Likelihood of Occurrence (A)	Severity of Impact (B)
1 – Highly unlikely to happen	1 – Negligible impact
2 – Unlikely to happen	2 – Only a small effect
3 – Possibly will happen	3 – Noticeable effect
4 – Probably will happen	4 – Serious problem with significant impact
5 – Certain to happen	5 – Critical issue and considerable impact

Green = Low risk, Amber 9 = Medium risk, Amber 10 –12 high risk, Red = High risk

Business Case Title	CIL software	Bid Type	Project Proposal		
Proposer	Christine Kelso	Date	18/11/2019	Version	1.0
Service Area	Development Management and Building Control				

Proposal context

Background

Describe the purpose of the proposal, what benefits are expected to be delivered or what problem will be solved (What is wrong with the status quo? What are the drivers for change?).

The purpose of the proposal is to provide software to assist staff in effectively managing the new Community Infrastructure Levy which is expected to come into force by December 2020. The government prescribes the administrative process in regulations and the Council will need to employ an administrator to set up the correct processes and from then on administer the process. Once CIL receipts come to the Council, there is a need to have a robust governance regime so that all the appropriate parties can have an input into decisions as to how the receipts are spent. There is no such regime at present, and a system is required to facilitate this.

Key facts:

The infrastructure needed to support the growth set out in the Runnymede 2030 Local Plan is expected to be in the region of £250m, with a current funding gap of around £120m. The Council will work with infrastructure providers, but it is also expected that some of the funding gap is bridged by financial contributions from developers, either through the use of s106 planning obligations, or apply CIL. The receipts from CIL are therefore expected to be substantial, and a new administration and governance regime is therefore required. A separate business case is being made for the officer resource required to support CIL.

Strategic objectives – relate the project/proposal to Corporate values and priorities

How does the proposal fit with the Councils' strategic priorities?

Customer-focused – *we will have very satisfied customers*

Passionate – *we will empower our staff to be passionate about all we do*

Performance driven – *we will strive for excellence in all we do*

Innovative – *we aim to creatively improve our services*

Promoting equality and diversity – *we believe in fairness as well as creating a diverse workforce so we can draw upon a wide range of views and experiences to meet the changing needs of our customers*

Delivering excellent value for money – *we will deliver cost effective services*

Corporate priorities in the [Corporate Business Plan](#) under each Corporate Theme:

- Supporting Local People:
 - To continue in our endeavours to support the ambitions of residents and businesses where it serves the greater good of the community.
- Enhancing our Environment:
 - To take opportunities to make the local environment more sustainable.
 - To proactively seek opportunities for regeneration in the Borough to assist with place shaping and the enhancement of the built environment.
 - To review and support delivery of the county and regional infrastructure strategies.
- Improving our Economy:
 - To collaboratively work with Local Enterprise Partnerships, Chambers of Commerce, Runnymede Business Partnership, and other local authorities to maximise resources.
 - To support projects which improve the integration of road and rail to reduce congestion as well as improve air quality (potentially).
- Organisational Development:
 - To continue seeking efficiency and effectiveness opportunities.

Strategic objectives – relate the project/proposal to Corporate values and priorities

This can be achieved by:

- Creating an efficient CIL administration system and governance procedures
- Maximising CIL receipts which can then be used for the benefit of the community and to deliver necessary infrastructure

In a way that:

- There is a consistent system being utilised for administering the levy which meets the processes required by Government.

So that:

- New development can take place with necessary infrastructure funded
- Local people can contribute to suggestions for projects for CIL spending
- A fair and transparent governance regime so that local residents can contribute to and understand decisions on how the CIL receipts are allocated and spent

Appraisal of business options (must include evaluation of a 'do nothing' option)

Option 1 (preferred option):

Description

One-off purchase of a software system with additional 4 years of maintenance/licence which provides the required CIL functionality.

Benefits

The primary benefits are that the system will enable the administration of funding to provide facilities and infrastructure in the borough to support new development growth and community aspirations.

Resource Requirements

Staffing Appraisal (preferred option):

See separate staffing business case

Finance Appraisal (preferred option):

Describe the financial and resource implications of this option. See Financial Appraisal below to capture numbers
*How will it be financed? Is a Supplementary Revenue Estimate required? Can it be resourced via a Virement? Is there other funding available? Has funding been agreed? Demonstrate how the council can receive a return on investment, whether cashable, cost avoidance or quantifying tangible benefits – **Seek advice from your accountant. Business cases will not be considered by the Chief Executive unless a full financial appraisal has been agreed by the Accountancy Team.***

	Yr1 (2020/21)	Yr2 (2021/22)	Yr3 (2022/23)
Revenue items			
Staff salaries (existing/ new)	£		
Consumables	£		
Consultancy/ temp staff	£		
Other (System maintenance)	£8,000	8,000	8,000
Total revenue costs	£A		
Capital Items			
Equipment/ system etc	£		
Supplies (please describe)	£		
Other (please describe)	£		
Total capital/ one off costs	£40,000		
Total Expenditure	£40,000		
Income generation			
List activities	£		
Total Income	£TBC – there will be approximately		

	£130 million processed by this system		
Income - Expenditure	£48,000	£8,000	£8,000

N.B. A separate capital appraisal form has been completed to meet financial requirements.

Business Case Risks

Outline the risks to the Council for delivering the preferred option. Use the Councils risk management matrix to score your risks consistently.

Risk Description	Mitigation / Help needed
The intention is that the new system will integrate in with the new financial system to automatically process invoices. However middleware may still be required depending on the final systems chosen.	The specifications for the CIL and financial systems will aim to facilitate integration for the processing of invoices.

Impact

Consider the impact of the proposal on the Organisation/ Environment/ Technology /Commercialisation/ Cultural /HR

The system will facilitate enhancements to the local environment and the places people live in. It will have an efficiency and effectiveness impact on the organisation.

Option 2 (mandatory; do nothing option)

Description

Describe the current position and the reasons that do nothing is not a viable option?

Include the consequence of the do nothing option, such as loss of revenue, additional costs, loss of contract

Pro's	Con's
Less expenditure	There will not be an effective system to process the receipt of additional income for allocation to infrastructure providers and local communities.
Cost	Benefits
Staff will be working less effectively and it may result in delays to infrastructure improvements.	Less expenditure

Option 3 (rejected option)

Description

What else have you considered and rejected? Why were they rejected?

The existing system has been considered, but it does not have the functionality required; manual system available but would not be efficient.

New Planning and Economic Development Staff

Proposal Short Name	New Planning and Economic Development Staff				
Proposer	CH Planning Policy and Economic Development/Development Manager	Date:	20.11.19	Version:	1.0
Service areas	Development Management and Building Control/Planning Policy and Economic Development				

Proposal context

Background

Describe the purpose of the proposal, what benefits are expected to be delivered or what problem will be solved (*What is wrong with the status quo? What are the drivers for change?*).

The purpose of the proposal is to create additional posts in order to effectively staff the two business units and achieve the planned work set out in the business unit plans to support the delivery of the Runnymede 2030 Local Plan and Local Plan review, the enforcement service, major projects and housing delivery and promote economic development. The following additional posts/changes to existing posts are required:

- Two additional Planner/Senior/Principal Planning Officer post in the Development Management team to lead on complex planning applications primarily for the Longcross Garden Village development and also other large schemes following from the adoption of the Runnymede 2030 Local Plan and to promote the delivery of new homes in the borough, and to assist in the implementation of the wide range of policies in the new Local Plan
- An additional Planning Enforcement Officer and Planning Enforcement Technical Assistant to increase capacity within the planning enforcement team so that more planning enforcement investigations can be carried out in response to requests from residents, and to enable breaches of planning control to be resolved more quickly, with the outcome that the reputation of the enforcement service is such that people in the borough do not carry out breaches of planning control in the future.
- Creation of two new posts to set up and manage the new Community Infrastructure Levy (CIL) which is expected to come into force by December 2020. The government prescribes the administrative processes in regulations and the Council will need to employ an administrator to set up the correct processes and from then on administer the process. Once CIL receipts come to the Council, there is a need to have a robust governance regime so that all the appropriate parties can contribute to decisions as to how the receipts are spent. There is no such regime at present, and these two additional members of staff are required to facilitate this. A separate business case is provided which addresses computer software required.
- An increase of 24.5hours to enable an existing part-time Planning Policy Assistant post to become a full-time post to assist in the adoption of the Local Plan and Supplementary Planning Documents and support delivery of the Local Plan review.
- A Project Support Officer primarily to assist the Strategic Projects Manager with National Strategic Infrastructure Projects (NSIPs), but also assist on other major projects within the Planning Policy and Economic Development business unit. NSIPs' are significant in scale and complexity. Prior to and during the DCO process there are a significant number of tight deadlines for responses to either the promoter or Examining Body, and much of the work requires coordination with other stakeholders and inputs from technical consultants/Counsel.
- The appointment of an Administration Support Officer to assist the Planning Policy and Economic Development Business Unit with consultations, business and other events, the website, invoicing etc.

This follows approval in principle for additional funding across the planning teams approved by Corporate Management Committee on 24 January 2019 including some staffing resources for major projects and delivery, in order to support the Planning and Building Control Business Plan 2019/20. These proposals are in response to the Government's new drive on housing delivery which is changing priorities for local planning authorities including Runnymede. This has manifested in a new emphasis on

Proposal context

housing 'delivery' as compared to housing permissions or allocations and this is now embedded in the revised NPPF. The national planning practice guidance prescribes the Housing Delivery Test and also the penalties for local planning authorities when the delivery of housing has fallen below the housing requirement. In addition to the housing allocation delivery, there are new workstreams that have not previously been planned for and therefore there is no identified capacity, in relation to the expected planning regime for the national strategic infrastructure projects (NSIPs) affecting the Borough, including the River Thames Scheme, Heathrow developments, south access to Heathrow.

In addition to the above a new Town Centre Manager post will be created in part using resources from the vacant business liaison post within the economic development team in order to support town centre management activities within the Borough to help protect

Key facts (*What key facts would support understanding of the context?*):

The Runnymede 2030 Local Plan proposes the net increase of in excess of 7000 additional dwellings up to 2030. Longcross Garden Village is the largest site allocated in the plan, delivering a minimum of 1700 homes and up to 79,000sqm gross employment space, but also a range of significant other land uses and facilities such that the development meets the Government's requirements for garden villages in that it will be a sustainable new settlement. This project has already been operating for a period of two years, but has not yet passed through the local plan process, and not been the subject of planning applications for the southern part. Additional permanent planning resources are required to ensure that this new settlement is of the highest quality. In addition, the Local Plan supports the River Thames Scheme which in Runnymede will deliver a range of flood alleviation works which will be complex in their own right but also in combination with neighbouring boroughs. In addition, the Borough is already involved in three large infrastructure projects which are being considered via DCOs, the regime for which is fast paced and requires skilled staff. Further future DCOs may emerge. These projects on their own require experienced and skilled planning and other professionals which the existing Development Management team and Planning Policy and Economic Development team have but in insufficient quantity to manage these complex cases within the timescales required.

The infrastructure needed to support the growth set out in the Runnymede 2030 Local Plan is expected to be in the region of £250m, with a current funding gap of around £120m. The Council will work with infrastructure providers, but it is also expected that some of the funding gap is bridged by financial contributions from developers, either through the use of s106 planning obligations, or apply CIL. The receipts from CIL are therefore expected to be substantial, and a new administration and governance regime is therefore required.

Currently there are three planning enforcement officers dealing with a total caseload of approximately 300 cases spanning several years. Included in this total are several longstanding complex cases which the current officers are seeking to manage and resolve whilst keeping the throughput of smaller cases. In addition, the team have to manage immediate and urgent high priority cases which come to the Council's attention which by necessity become the new highest priority which puts back other previous high priority cases.

Strategic objectives – relate the project/proposal to Corporate values and priorities

How does the proposal fit with the Councils' strategic priorities?

It is considered that the proposal fits with all the Corporate values.

Customer-focused – *we will have very satisfied customers*

Passionate – *we will empower our staff to be passionate about all we do*

Performance driven – *we will strive for excellence in all we do*

Innovative – *we aim to creatively improve our services*

Promoting equality and diversity – *we believe in fairness as well as creating a diverse workforce so we can draw upon a wide range of views and experiences to meet the changing needs of our customers*

Delivering excellent value for money – *we will deliver cost effective services*

Strategic objectives – relate the project/proposal to Corporate values and priorities

Corporate priorities in the [Corporate Business Plan](#) under each Corporate theme:

- Supporting Local People: To continue managing and developing the Council's housing stock; to continue working with the private sector to provide improved and additional housing including affordable and key worker; to support the improvement of local facilities, to continue supporting and improving quality of lives of residents, continue to support ambitions of residents and businesses where it serves the greater good of the community
- Enhancing our Environment:: To take opportunities to make the local environment more sustainable, to proactively seek opportunities for regeneration to assist with place shaping and the enhancement of the built environment; to review and support the delivery of the county and regional infrastructure strategies; To take opportunities to make the local environment more sustainable, to review and enhance our enforcement work, and manage planning breaches
- Improving our Economy: To take opportunities to make the local environment more sustainable, to support projects which improve the integration of road and rail to reduce congestion as well as improve air quality, provision of regeneration schemes in borough's main centres which enhance their retail and leisure offer, to support the development of the Borough's Enterprise Zone at Longcross Park, To balance the aspirations of people running businesses within the borough with the need to protect the environment and residential amenities
- Organisational Development: to continue seeking efficiency and increased effectiveness opportunities

This can be achieved by:

- Ensuring adequate resources are retained and provided to support the enhanced growth at Longcross Garden Village, and other strategic development sites and the wider borough
- Ensuring adequate resources are retained and enhanced to increase the number of planning enforcement cases resolved and in a timely manner
- Creating an efficient CIL administration system and governance procedures
- Maximising CIL receipts which can then be used for the benefit of the community and to deliver necessary infrastructure
- Processing and determining planning applications as effectively and efficiently as possible to implement the Council's Local Plan, and negotiate complex s106 agreements
- Providing expert planning advice to developers prior to submission of applications to ensure development projects can pass through the planning system as smoothly and efficiently as possible
- Working collaboratively with partners and stakeholders to deliver schemes which will make a significant positive contribution to the borough
- Ensuring necessary resources are in place to enable timely adoption of the Local Plan (and early review if required) which will allow required growth to be delivered
- Ensuring necessary resources are in place to enable adoption of CIL in order to support infrastructure investment required in the Borough
- Ensuring necessary resources are in place to assist in protection and enhancement of the environment (e.g. updating of SNCI's) and ensuring that evidence base documents required to support policy are kept up-to-date.
- Effective participation in NSIP DCO processes resulting from efficient and effective project management
- Increasing productivity by ensuring that the right people are in the right roles

In a way that means:

- Existing skills and experience are retained
- Opportunities to build new homes for local people are pursued and delivered
- A new garden village will be created which will become a place where people want to live and work
- New development will contribute maximum contributions to infrastructure
- Space will be provided which will be available for new businesses and existing businesses can expand into
- The Borough is effectively represented and opportunities arising from River Thames Scheme and Heathrow are captured for its benefit
- Breaches of planning control are resolved more quickly and the backlog reduced and managed

Strategic objectives – relate the project/proposal to Corporate values and priorities

downwards

- Potential breaches of planning control are ‘nipped in the bud’ before they become a problem
- Residents can see that their request has been acted upon
- The complex cases can be progressed whilst the smaller cases are also dealt with
- The quality of the borough’s environment and residential amenities are maintained
- New development can take place with necessary infrastructure funded
- Local people can contribute to suggestions for projects for CIL spending
- A fair and transparent governance regime so that local residents can contribute to and understand decisions on how the CIL receipts are allocated and spent

So that:

- Staff are motivated by working in an effective and suitably resourced business unit which will enable efficiencies and improvements in productivity
- The two business units are less reliant on using contractors/consultants to carry out necessary work
- Customers and stakeholders are supported in achieving their aims

Appraisal of business options (must include evaluation of a ‘do nothing’ option)

Option 1 (preferred option):

Description

The preferred option is to increase the staffing capacity within the two business units

Finance/resources

An additional budget of £75,000 is required in addition to the additional funding approved by Corporate Management Committee on 24 January 2019 across the planning teams including some staffing resources for major projects and delivery, in order to support the Planning and Building Control Business Plan 2019/20, and additional funding to support enforcement. By increasing the capacity of the Enforcement team, this will provide more resilience to unexpected events, and enable a proactive compliance approach to be adopted to prevent breaches taking place.

*Describe the financial and resource implications of this option. See Financial Appraisal below to capture numbers
How will it be financed? Is a Supplementary Revenue Estimate required? Can it be resourced via a Virement?
Is there other funding available? Has funding been agreed?*

Impact

Consider the impact of the proposal on the Organisation/ Environment/ Technology /Commercialisation/ Cultural /HR
The additional staff will provide a positive benefit to the local environment and the places people live in, but will have some impacts on the organisation, technology, and HR team for support for recruitment.

Benefits

The primary benefits are providing homes for local people and a new village settlement which will be derived from a positive approach to delivering planning permissions for developments allocated in the Local Plan and also reputational enhancement, combined with cross-service efficiencies as the task of delivery of new homes requires a positive and proactive approach to compliance to remove blockages to achieving fast implementation of schemes. This will then enable collection of CIL contributions towards infrastructure improvements in a timely manner in accordance with the aims of the Local Plan, particularly the A320 highway improvement works. This will provide funding for facilities in the borough to support new growth and community aspirations. The effective representation of and mitigation for the Borough with regard to major infrastructure projects and the increased vitality and management of the Borough’s three town centres. The primary benefits from increasing planning enforcement staff are maintaining the high quality of the borough’s environment, maintaining residential amenities, responding more quickly to residents requests for investigations, and enhancing the reputation of the Council’s planning service

Limitations

None identified

Risks

- Lack of availability of suitable candidates
- High level of current vacancies
- Delays experienced by landowner/stakeholders that lead to delays with LGV/other key sites
- Delays in achieving infrastructure improvements, particularly the A320 improvement works
- Even more requests received for planning enforcement investigations that additional staffing resources are not adequate to cover
- Increase in unexpected major/significant breaches of planning control that require all resources to be diverted to deal with these at the expense of more minor investigations
- External factors which put a downward pressure on new development which will in turn limit CIL receipts

Describe why this is the preferred option

There is no capacity/experience in the existing permanent establishment of the Development Management business unit/Planning Policy and Economic Development business unit. For planning enforcement, there are no existing alternatives which would provide the level of service that is aspired to.

Staffing Appraisal (preferred option):

Outline the expected staffing/resourcing requirements for the preferred option in the table below:
Add any costs into the financial appraisal table.

<i>Existing Staffing</i>	<i>New Staffing</i>	<i>External Staffing</i>
12 FTE planning officers and two staff contracts due to expire 31.3.2020, and temporary contractors in the Development Management Team 2 FTE Senior/Principal Planning Policy Officers 3 FTE posts in economic development 5 FTE planning policy staff	<ul style="list-style-type: none"> • A Senior/Principal Planning officer • A Planning/Senior Officer • A Planning Enforcement Officer • A Planning Enforcement Technical Assistant • A CIL Governance/Infrastructure Delivery Officer • An Administrator for CIL/Enforcement/NSIP (DM) • An increase of 24.5hours to enable an existing part-time Planning Policy Assistant post to become a full-time post • A Project Support Officer • An Administration Support Officer (Economic Development/Local Plan) 	None

Financial appraisal (preferred option)

	Yr1	Yr2	Yr3
<i>Revenue items</i>			
Staff salaries (new) (net figure in addition to previously agreed budget 24.1.19)	£65k	£65k	£65k
Consumables	£0	£0	£0
Consultancy/ temp staff	£0	£0	£0
Other (please describe)	£		
Total revenue costs	£65k	£65k	£65k
<i>Capital Items</i>			
Equipment/ system etc	£10k	£10k	£10k
Supplies (please describe)	£		
Other (please describe)	£		
Total capital/ one off costs	£10k	£10k	£10k
Total Expenditure	£75k	£75k	£75k
<i>Income generation</i>			

Grant and PPA (depends on outcome of current and future access to capacity funding from MHCLG)	£0	£0	£0
Total Income	£0	£0	£0
Income - Expenditure	-£75k	-£75k	-£75k

Option 2 (mandatory; do nothing option)

Description – use existing staff

The existing major projects team will cease on 31 March 2020 with no specialist/experienced planner to take forward the LGV project as a single entity and it would revert to just one of many major schemes coming through from the new Local Plan that the Development Management team would be required to manage. LGV as a planning project and also a large scale development is highly complex and is part of the Government's programme of Garden Villages and therefore requires a planner specialist knowledge to achieve a scheme that meets the Government's requirements, rather than just as a stand-alone housing estate. However, there are considerable risks to this option as there are currently several vacancies within the DM team for senior planners which has reduced the capacity of the team to deal with general applications, let alone a scheme as high profile and complex as LGV.

The Planning Policy and Economic Development Business unit is currently not sufficiently staffed to deal with the expected workload in the next financial year. If no additional staff are recruited then major projects such as CIL and SPD adoption will be delayed and some projects might not be able to be undertaken such as the economic development strategy and NSIP work which will have a negative impact on residents and businesses.

If the Council decided not to introduce CIL, no additional staff would be required but there would be only restricted means of capturing developer contributions for community aspirations. CIL is a far more complex scheme to set up and administer and there are more information requirements by Government. The governance of a CIL scheme also requires more reporting and increased procedures and management and with new procedures that are not currently required to be in place to facilitate community decisions on how receipts are spent and distributed. Staff are therefore needed to facilitate this new regime.

If the Council decided to introduce CIL but with no new staff, there is currently no capacity in the Development Management/Building Control Technical Administration team or Development Management/Local Plans teams to introduce, administer and govern the new CIL system. This is due to existing vacancies and delivering statutory services/other priorities. If only existing resources were relied upon, it would take longer to introduce the CIL regime and therefore receipts would be delayed and therefore infrastructure improvements would be delayed. Members would also be required to identify which other tasks and priority areas of work are required to be set aside as the governance of CIL is a completely new workstream that would be additional to existing and proposed tasks as set out in the Development Management and Building Control Business Plan.

The current situation is that three planning enforcement officers are dealing with a combined total of 300 cases at any one time which is a level at which it is difficult to make progress, with consequent implications for quality of the environment being worsened, breaches becoming immune from enforcement action, customer service/resident satisfaction reducing. If planning enforcement resources are not increased, this situation will not change, can potentially worsen because unforeseen cases can arise, and the team remain 'reactive' rather than 'proactive'. The borough's environment will deteriorate, residents' amenities will be harmed and there is a risk that criminal offences are not investigated to the level required for a successful prosecution

Option 3 (rejected option)

Description – use consultant/external resources/temporary contractors

What else have you considered and rejected? Why were they rejected?

There would be considerable additional costs for the engagement of consultants/contractors.

9. PLANNING POLICY AND ECONOMIC DEVELOPMENT BUSINESS UNIT PLAN
(RACHEL RAYNAUD)

Synopsis of report: This report informs Members of the key achievements to date in the 2019/20 financial year for the Planning Policy and Economic Development Business Unit and proposes the Planning Policy and Economic Development Business Unit Plan 2020/2 for approval. It should be noted the business cases being proposed are still subject to recommendation by Corporate Management Committee to Full Council D Q G) X O O & R X Q F L O U V D S S U R Y D O L Q) H E U

Recommendation :

- i) Members approve the 2020/21 Planning Policy and Economic Development Business Unit Plan
- ii) Members note the business cases requiring additional expenditure are still subject to recommendation by Corporate Management Committee to Full Council D Q G) X O O & R X Q F L O U V D S S U R Y D O L Q) H E U

1. Context of report

1.1 As part of the annual business planning cycle each business unit completes an annual Business Unit Plan which sets out for the forthcoming year: key drivers/influences, objectives, performance/activity indicators, the links to the themes in the draft Corporate Business Plan 2020-2024, and key risks, by utilising a standard corporate template.

2. Report

2.1 The full Planning Policy and Economic Development Business Unit Plan can be found in Appendix 1. A summary is provided below.

2.2 Purpose of the Planning Policy and Economic Development Business Unit

2.2.1 The purpose/function of the two teams within the business unit are:

Local Plan Team:

- x Gathering evidence to inform plan making
- x Preparation of planning policy including the Local Plan, Supplementary Planning Documents and support for Neighbourhood Planning
- x Preparation and adoption of CIL and planning obligations strategy
- x Monitoring the implementation of policy to ensure contingencies can be enacted and future policy is evidence based
- x To support partners in preparing and implementing strategy for protection of the % R U R X J K U V N H \ H Q Y L U R Q P H Q W D O D V V H W V L H 6 1 & , V
- x Assisting with responses to NSIPs/major infrastructure projects
- x To support Surrey County Council in the preparation of the Local Transport Plan and complementary strategies, funding bids and delivery of the A320 mitigation works
- x To input to the formation of sub-regional strategic policy where applicable

Economic Development Team:

- x Gathering evidence to inform the economic assessment update
- x Formation of Policy and publication and implementation of the Economic Development Strategy
- x Maintaining the Business Runnymede website and supporting the activities of Business Runnymede

- x Supporting the economic development and management of Addlestone, Chertsey and Egham Town Centres to enhance the urban environment and increase viability and vitality
- x To participate on behalf of Runnymede residents and businesses in existing and future National Strategic Infrastructure Project DCO processes (e.g. Southampton London Pipeline, Heathrow expansion and Heathrow West and Heathrow Southern Rail) and in the planning and delivery of other strategic projects impacting the Borough (e.g. the River Thames Scheme) through consultation, representation, negotiation and preparation of funding bids/proposals
- x To support Surrey County Council in the preparation of funding bids and delivery of the A320 mitigation works
- x To work in partnership with the EM3 LEP and Surrey County Council to promote the Enterprise Zone and consider funding proposals for investment in the zone

2.3 Key achievements in 2019/20 (to date)

2.3.1 The key achievements in 19/20 to date by the Business Unit are:

- x Completion and submission of evidence to support third hearing of the Examination in Public for the emerging Local Plan.
- x Completion of the third hearing of the Examination in Public for the emerging Local Plan.
- x Completion of Egham Hythe Conservation Area review and significant progress in the review of two other Conservations Areas within the Borough
- x Completion of the Local List review
- x Designation of Englefield Green Village Neighbourhood Forum and Area
- x Completion of the assessment phase of the HIF bid for the A320 north and successful partnership working with Surrey County Council to secure additional funding to carry out prelim and design work.
- x Detailed response to second statutory Heathrow consultation and ongoing active participation in HSPG
- x Partnership working with Surrey County Council and neighbouring local authorities to secure funding for the River Thames Scheme. £270m funding for long term flood risk management work across Surrey, including the RTS, was agreed at Surrey County Council Cabinet on 29 October 2019.
- x Local Impact Report submitted to EiP for Southampton London Pipeline DCO.
- x Finalisation of promotional video and testimonials to support Business Runnymede website and inward investment promotion
- x Successful Business Runnymede event held at Runnymede-on-Thames Hotel with approximately 50 attendees.

2.4 Key drivers/influences

2.4.1 The key drivers/influences impacting on the Business Unit in 2020/21 are:

- x Changes to national guidance and legislation, including the National Planning Policy Framework and Practice Guidance.
- x Changes to Government Economic Policy such as the Industrial Strategy
- x Changes to existing Government funding schemes, introduction of new Government funding schemes
- x Development of policy and capital/funding programmes at County and EM3 LEP level
- x Public/business consultation responses considered as part of the statutory process in plan making activities and development of economic policies.
- x The activities of the Heathrow Strategic Planning Group
- x The external DCO projects

2.5 Key areas of change in 2020 /21

2.5.1 The proposed key areas of change for the Business Unit in 2020/21 are:

- x Moving from adoption of the Local Plan to implementation
- x Adoption and introduction of CIL
- x Completion of Supplementary Planning Documents
- x Commencement of EiP for Heathrow expansion and potentially Heathrow West
- x Potential early engagement on Southern Access to Heathrow proposals
- x Transition from funding to approval stage of River Thames Scheme
- x Completion of consultation and design stage for A320 mitigation works to enable submission of application for statutory consent
- x Increased resources to support Town Centre management

2.6 Performance/Activity Indicators

2.6.1 The Performance Activity Indicators for 20/21 are:

Performance Indicator	Target				
	Q1 (Apr - June)	Q2 (Jul - Sept)	Q3 (Oct - Dec)	Q4 (Jan - Mar)	Full year (Apr -Mar)
Number of Business Runnymede events delivered per quarter	0	1	1	1	3
Number of e-newsletters published on-line per quarter	3	3	3	3	12

3. Policy framework implications

3.1 This Plan supports the achievement of the following themes in the draft Corporate Business Plan 2020-2024:

- Supporting Our Communities
- Enhancing Our Environment
- Improving Our Economy
- Developing Our Organisation

3.2 The specific Corporate Priorities for the Corporate Business Plan 2020-2024 are still being developed.

4. Resource i mplications

4.1 Section 5 lists the requested growth items associated with the plan, and Appendix x contains the full business cases for these growth items. All growth requests are still V X E M H F W W R & R U S R U D W H 0 D Q D J H P H Q W & R P P L W W H H ¶ V and approval by Full Council in February 2020.

(TO RESOLVE AND RECOMMEND)

Planning Policy and Economic Development Business Unit Plan 2020/2021

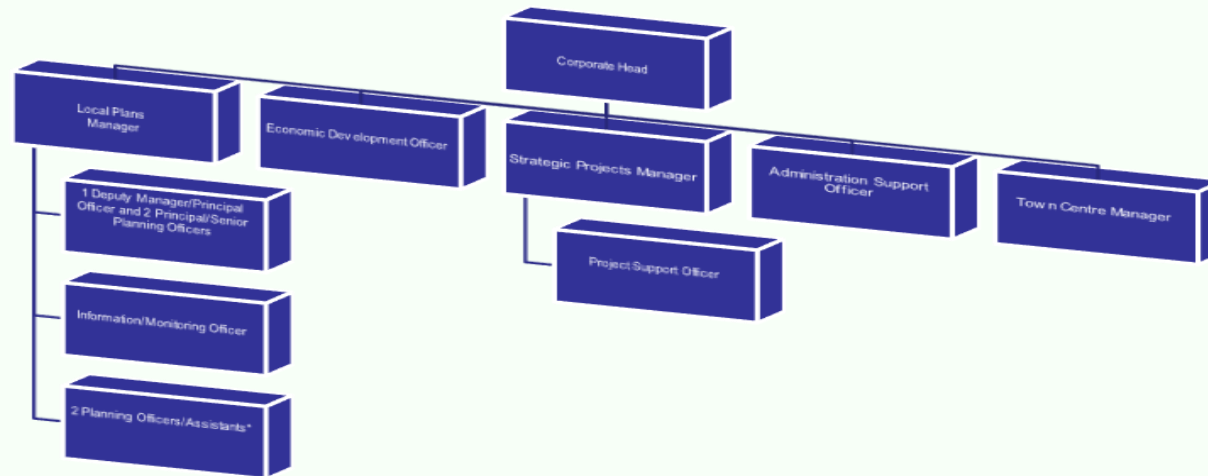
Version control

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Date:xx/11/19
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Section 1: Planning Policy and Economic Development Business Unit's structure:



* The planning officer grading system enables progression through to senior level dependent on qualifications and experience.

Committee(s): Planning Committee and Corporate Management Committee
Member Working Parties: Local Plan and Infrastructure Working Party and External Relations and Infrastructure Working Party

Section 2: Planning Policy and Economic Development Business Unit overview

Planning Policy and Economic Development Business Unit

The key functions of the Planning Policy and Economic Development Business Unit are:

- Production of a Local Plan and other strategic planning guidance to guide development decision making within the Borough
- To participate on behalf of Runnymede residents and businesses in existing and future National Strategic Infrastructure Project DCO processes (e.g. Southampton London Pipeline, Heathrow expansion and Heathrow West and Heathrow Southern Rail) and in the planning and delivery of other strategic projects impacting the Borough (e.g. the River Thames Scheme) through consultation, representation, negotiation and preparation of funding bids/proposals
- To support Surrey County Council in the preparation of the Local Transport Plan and complementary strategies, funding bids and delivery of the A320 mitigation works
- To support partners in preparing and implementing strategy for protection of the Borough's key environmental assets (i.e. SNCIs, SANGs delivery etc.)
- To work in partnership with the EM3 LEP and Surrey County Council to promote the Enterprise Zone and consider funding proposals for investment in the zone
- Production of an Economic Assessment and Economic Development Strategy and support for Business Runnymede
- Support for the economic development and management of Addlestone, Chertsey and Egham Town Centres.

There are two teams within the business unit administering these functions:

Local Plans team

Economic Development team

Local Plans Team

The key functions within the Local Plan Team are:

- Gathering evidence to inform plan making
- Preparation of planning policy including the Local Plan, Supplementary Planning Documents and support for Neighbourhood Planning
- Preparation and adoption of CIL and planning obligations strategy
- Monitoring the implementation of policy to ensure contingencies can be enacted and future policy is evidence based

- To support partners in preparing and implementing strategy for protection of the Borough's key environmental assets (i.e. SNCIs, SANGs delivery etc.)
- Assisting with responses to NSIPs/major infrastructure projects
- To support Surrey County Council in the preparation of the Local Transport Plan and complementary strategies, funding bids and delivery of the A320 mitigation works
- To input to the formation of sub-regional strategic policy where applicable

The staff establishment is:

- 1 x Local Plans Manager
- 1 x Deputy Manager/Principal Planning Officer
- 2 x Principal Planning/Senior Planning Officers
- 2 x Planning Officers/Assistants
- 1 x Information and Monitoring Officer

The delivery of the Local Plan and CIL are monitored as Corporate Projects. The plan making and plan adoption objectives are monitored through compliance with the Council's Local Development Scheme (an adopted timetable for the formal adoption of policy documents). Policy monitoring activities are undertaken on an annual basis, through the Annual Monitoring Report (AMR) and other annual (or longer) assessments, such as the Strategic Land Availability Assessment and the Traveller Accommodation Assessment.

Economic Development Team

The key functions within the Economic Development Team are:

- Gathering evidence to inform the economic assessment update
- Formation of Policy and publication and implementation of the Economic Development Strategy
- Maintaining the Business Runnymede website and supporting the activities of Business Runnymede
- Supporting the economic development and management of Addlestone, Chertsey and Egham Town Centres to enhance the urban environment and increase viability and vitality
- To participate on behalf of Runnymede residents and businesses in existing and future National Strategic Infrastructure Project DCO processes (e.g. Southampton London Pipeline, Heathrow expansion and Heathrow West and Heathrow

Southern Rail) and in the planning and delivery of other strategic projects impacting the Borough (e.g. the River Thames Scheme) through consultation, representation, negotiation and preparation of funding bids/proposals

- To support Surrey County Council in the preparation of the Local Transport Plan and complementary strategies, funding bids and delivery of the A320 mitigation works
- To work in partnership with the EM3 LEP and Surrey County Council to promote the Enterprise Zone and consider funding proposals for investment in the zone

The staff establishment is:

1 x Strategic Projects Manager

1 x Economic Development Officer

1 x Town Centre Manager

1 x Project Support Officer

The business unit is also supported by:

1 x Administration Support Officer

Section 3: Planning Policy and Economic Development Business Unit's key drivers/influences

Drivers and influences	
Internal drivers/influences	
<p style="text-align: center;">Key corporate drivers/influences</p> <ul style="list-style-type: none"> • The Corporate Business Plan is trying to achieve against the following themes: <ul style="list-style-type: none"> - Supporting Our Communities - Enhancing Our Environment - Improving Our Economy - Developing Our Organisation • Corporate Key Performance Indicators. • There is a need to increase income generation to offset growing costs and loss of government grants. 	<p style="text-align: center;">Key drivers/influences of any Business Unit/Team strategies/key documents</p> <p>The Local Plans team is a key part of the Local Planning Authority for Runnymede. It is responsible for preparation of the Council's statutory Local Plan and keeping it up to date. The Local Plan is a critical document for the Council because all the Council's planning decisions through the development management process must accord with its policies unless other material planning considerations suggest otherwise. Plan making is a statutory obligation under the Planning and Compulsory Purchase Act 2004.</p> <p>The Economic Development team is responsible for working with partners to support businesses and promote economic development in the Borough including support for the three town centres.</p> <p>The business unit is also responsible for participating and responding on behalf of the Borough's residents and businesses to NSIPs under the Planning Act 2008 process, and where appropriate inputting to emerging sub-regional strategic planning documents such as the Surrey 2050 Place Ambition and any future strategic plan for the Heathrow area.</p> <p>Key documents:</p> <p>The Runnymede Local Plan – strategic policies to define and ensure delivery of the spatial planning aims of the Borough.</p> <p>Supplementary Planning Documents – additional planning policy documents which provide more detailed guidance to supplement policies in the Local Plan in certain areas (i.e affordable housing, car parking, infrastructure delivery).</p> <p>The Community Infrastructure Levy Charging Schedule – a tool to help deliver infrastructure to support the development of the area.</p> <p>Economic Development Assessment and Strategy – an assessment of</p>

	the economic performance of the Borough and development of policies to support economic development within Runnymede.
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External drivers/influences		
Key community/consultation drivers/influences	Key partner's / supplier's drivers/influences	National key drivers/influences
<ul style="list-style-type: none"> • Plan making activities are undertaken in accordance with the Council's adopted Statement of Community Involvement, with public consultation responses considered as part of the statutory process. • The Economic Development Strategy will be developed in consultation with the business community. • Business Runnymede is a partnership between local businesses, the Chambers of Commerce, education establishments, the police and the Council. 	<ul style="list-style-type: none"> • The Council operates under the statutory Duty to Cooperate with neighbouring authorities and other statutory partners to ensure strategic and cross-boundary matters are properly considered in all plan making activities. • Key partners for economic development include the DIT, EM3 LEP, Surrey County Council and neighbouring local authorities – especially those comprising the Upper M3 area (Elmbridge and Spelthorne Borough Councils) 	<ul style="list-style-type: none"> • Extant national guidance and legislation, including the National Planning Policy Framework and Practice Guidance, which must be closely adhered to, to ensure a Local Plan to be found 'sound' at Examination. • Changes to Government Economic Policy such as the Industrial Strategy • New Government funding schemes

Section 4: Planned work

4.1 Change-related activity in this year

Key: Project Review One-off Activity

Projects					
Ref.	Project name <i>(N.B. Detailed objectives, deliverables and risks can be found in Project Charters)</i>	Team/section leading on the project (shown in bold) and support teams	Outcome(s) i.e. the benefit(s) the project brings once delivered	Completion date (if after the end of March 2021 also state expected stage come the end of March 2021)	Is this an identified priority for the relevant Member Working Party?
LP1	Runnymede 2030 Local Plan To adopt the new Local Plan in accordance with the Local Development Scheme	Local Plan team	<p>Compliance with the legal requirement to have an up to date Local Plan in place.</p> <p>Enhanced ability to resist undesirable development</p> <p>Enhanced ability to guide the location, design and scale of development within the Borough</p> <p>Opportunity to introduce a Community Infrastructure Levy</p>	End of July 2020	Yes

LP2	CIL To introduce a Community Infrastructure Levy charging schedule	Local Plan team	The CIL is essential to ensure developer contributions can be secured to assist in the funding of local infrastructure, such as the A320 and other highway mitigation works, sustainable transport provision, new community facilities and the mitigation of identified impacts on European designated sites of environmental importance.	End of November 2020	Yes
ED1	Economic Assessment and Strategy	Economic Development team	An assessment of the economic performance of the Borough and Policy development to support economic development in the Borough	End of March 2021	No

Reviews					
Ref.	Objective	Team/section leading on the review (shown in bold) and support teams	Outcome(s) i.e. the benefit(s) the objective brings once delivered	Completion date (if after the end of March 2021 also state expected stage come the end of March 2021)	Is this an identified priority for the relevant Member Working Party?
ED2	Southampton London Pipeline DCO: To finalise negotiation of appropriate mitigation and compensation for Runnymede residents and respond to consultations on any non-material and material change applications.	Economic Development team with support from Local Plans team and Development Management team	To represent the interests of the Borough to protect resident's rights and expectations and secure mitigation and compensation.	The deadline for the close of the Examination is 9 April 2020. The Secretary of State's decision is expected within 6 months of this date. Runnymede Borough Council will be responsible for discharging and enforcing the terms of the DCO and responding to consultations on any non-material and material change applications.	Yes

ED3	HAL Heathrow expansion DCO: Respond to statutory consultations, submit relevant representations, Local Impact Report (LIR) and Statement of Common Ground (SoCG) and negotiate appropriate mitigation and compensation for Runnymede residents	Economic Development team with support from Local Plans team and Development Management team	To represent the interests of the Borough to protect resident's rights and expectations and secure mitigation and compensation.	The DCO Examination will last up to 6 months and is expected to start in the summer/autumn 2020. Consultation remains ongoing prior to Examination. During this period the Council will start preparing the LIR and SoCG and relevant written representations. The third runway is scheduled to be built by 2026.	Yes
ED4	Heathrow West DCO: As above but for Heathrow West. This is an alternative/complimentary proposal for terminal expansion at Heathrow.	Economic Development team with support from Local Plans team and Development Management team	To represent the interests of the Borough to protect resident's rights and expectations and secure mitigation and compensation.	The DCO Examination will last up to 6 months and is currently expected to start in the autumn/winter of 2020. During this period the Council will start preparing the LIR and SoCG and relevant written representations.	Yes

ED5	River Thames Scheme: To support delivery of this major flood alleviation scheme from Datchet to Teddington. This infrastructure project is expected to be subject to a DCO	Economic Development team with support from Local Plans team and Development Management team	The scheme will better protect from flooding 15,000 homes and 2,400 businesses, including homes and businesses in Egham, Egham Hythe and Chertsey. Road, rail, power and water networks will be more resilient. The scheme will create 106 hectares of new public open space and 23km of new pathways, as well as improved biodiversity for wildlife through the creation of 250 hectares of new habitat. This includes significant areas within Runnymede. This project will interact with the Heathrow Expansion DCOs	Following recent funding announcements, the planning process for the project is expected to start in 2020. However associated deadlines are yet to be determined.	Yes
ED6	Heathrow Southern Access: Potential project for 2020.	Economic Development team with support from Local Plans team	To represent the interests of the Borough to protect resident's rights and expectations and secure mitigation and compensation.	Associated deadlines are yet to be determined because the Department for Transport has not yet undertaken a procurement process to select a preferred developer for a Southern Access Link to Heathrow.	Yes

One-off Activity					
Ref.	Objective	Team/section leading on the activity (shown in bold) and support teams	Outcome(s) i.e. the benefit(s) the objective brings once delivered	Completion date (if after the end of March 2021 also state expected stage come the end of March 2021)	Is this an identified priority for the relevant Member Working Party?
LP3	Englefield Green and Thorpe Conservation Areas update, with peer review from the consultants (if required)	Local Plan team	Enable the Council to comply with its statutory duty to review conservation areas from time to time.	End of January 2021	Yes
LP4	Complete the Blue and Green Infrastructure Supplementary Planning Document	Local Plan team	To comply with the commitment contained in policies EE11 (Green Infrastructure) and EE12 (Blue Infrastructure) of the Runnymede 2030 Local Plan to set out how development proposals can assist in enhancing Green and Blue Infrastructure in the Borough.	End of October 2020	Yes

LP5	Complete the Affordable Housing Supplementary Planning Document working in collaboration with the Council's housing team	Local Plan team	To comply with the commitment contained in Policy SL20 (Affordable Housing) of the Runnymede 2030 Local Plan to provide more detailed and transparent guidance for applicants and registered providers on matters associated with affordable housing provision across the Borough.	End of July 2020	Yes
LP6	Complete the Infrastructure Prioritisation and Delivery SPD	Local Plans team	Provides certainty in the interim as to S106 obligations prior to CIL being adopted.	End of June 2020	Yes
LP7	Thames Basin Heath Special Protection Area SPD review	Local Plans team	To provide information on SANGs contributions.	End of July 2020	Yes
LP8	Update x (tbc) of the Borough's sites of Nature Conservation Importance	Local Plan team	To comply with the commitment contained in policy EE9 (Biodiversity, Geodiversity and Nature Conservation) of the Runnymede 2030 Local Plan for the Council to resurvey its SNCIs during the first 5 years of the plan.	End of March 2021 (All sites to be undertaken over 5 years)	Yes

LP9	Publish a Renewable Energy Advice Note	Local Plan team	Guidance note on what information should be submitted in order to meet the requirements for the provision of renewable energy in policy SD9 (Renewable & Low Carbon Energy)	End of July 2020	Yes
LP10	Complete a SLAA – strategic land availability assessment	Local Plan team	To ensure the Council’s knowledge of available land for development is up-to-date.	End of March 2021	Yes
LP11	Complete a Town and Local Centres Study	Local Plan team	To ensure the Council’s retail evidence base is up-to-date.	End of Summer 2021	Yes
LP12	Refresh the Council’s Statement of Community Involvement	Local Plan team	To inform the public how the Council intends to involve and engage with the local community and stakeholders in preparation of planning policy documents and during the Development Management process.	End of July 2020	Yes
LP13	Re-establish the Community Panel and Development Market Panel in collaboration with Development Management	Local Plan team	To create cross planning liaison groups	End of July 2020	No
LP14	Refresh the Council’s Local Development Scheme	Local Plan team	To set the timetable for the next Local Plan review.	End of April 2020	Yes

ED8	Support the design work and potential CPO preparation for delivery of A320 mitigation works	The Economic Development team supported by the Local Plan and Development Management teams	To enable future development of Local Plan site allocations in the vicinity of the A320.	End of March 2021	Yes
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4.2 Summary of the business as usual activities

Ref.	Activity description	Does this involve an annual project (to support PMO project pipeline planning)?
LP 15	AMR - Complete and publish the Annual Monitoring Report to monitor the effectiveness of Local Plan policy in accordance with the monitoring framework set out in the Local Plan.	No
LP 16	Policy observations – provide observations to planning applications for Development Management as required	No
LP 17	Duty to Cooperate work – in preparing future planning policy documents and the Local Plans and policy documents of neighbouring authorities and other Duty to Co-operate bodies (i.e. the Environment Agency etc.)	No
LP18	Complete annual update of the Self Build and Brownfield Register	No
ED 8	Support the activities of Business Runnymede, organising events, producing the monthly newsletter and maintaining the website	No
ED 9	Ongoing engagement with the business community, LEP and other relevant stakeholders	No
ED 10	Engagement with town centre stakeholders to support markets/events and other relevant projects	No

4.3 Medium term aspirations/plans

Ref.	Project/objective	Team/section leading on the activity (shown in bold) and support teams	Outcome(s) i.e. the benefit(s) the objective brings once delivered	Expected start and completion date
LP 19	Review of the Local Plan	Local Plan team	<p>Compliance with the legal requirement to have an up to date Local Plan in place.</p> <p>Enhanced ability to resist undesirable development.</p> <p>Enhanced ability to guide the location, design and scale of development within the Borough.</p>	2021 – 2025
LP8	Review the Borough's sites of Nature Conservation Importance	Local Plan team	To comply with the commitment contained in policy EE9 (Biodiversity, Geodiversity and Nature Conservation) of the Runnymede 2030 Local Plan for the Council to resurvey its SNCIs during the first 5 years of the plan.	Update X (tbc) sites by the end of March 2025

ED3 and 4	Heathrow Expansion DCOs	Local Plan team	<p>Ensuring delivery of mitigation against 'DCO Targets'.</p> <p>If the proposed HRW Expansion 'Future Body' organisation is brought into existence this will oversee all aspects of achieving the DCO Targets, ongoing Construction and Operational Monitoring and Enforcement as well as administration of funds accruing from Heathrow in regard to Sub Region, Cross boundary Strategic Infrastructure and Local Projects. This body is expected to be a multi-Local Authority Body of which RBC will be represented at Strategic Board and at the Technical levels.</p>	Up to 2030
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ED 5	River Thames Scheme	Economic Development team	The project structure has yet to be determined, however project management of the RTS construction and subsequent maintenance is not expected to lie (at least not 100%) with the EA and there will be an active project management and planning role for RBC.	2026
ED 11	Implementation of projects resulting from Economic Development Strategy	Economic Development team	Support economic growth and employment in the Borough.	2021 - 2024

Section 5: Planning Policy and Economic Development Business Unit's requests for growth

Please list below any requests for growth for the 2020/21 year.

Description	Linked objective/project	Amount requested	Business case completed? (Not always relevant – if unsure CE to determine. If yes – attach with this plan)	Growth approved by CMC?
Budget required for additional staff resources for the business unit	LP1-19 ED1-11	£75,000 additional budget is required for additional staff resources in planning policy and development management. This includes funding for necessary equipment to support staff	Yes	
Budget required for final Counsel, programme officer and EiP fees for Local Plan plus potential costs for CIL EiP and Heathrow DCO Examination. Consultancy support for Conservation Area reviews, SNCI reviews, post adoption SA statement and potential SA work for SPDs, town and local	LP1, 2 and 19 ED3 and 4.	£150,000	Yes	

centres study and contingency for potential early review of Local Plan evidence base.				
Budget required for consultants to undertake design work and CPO preparation for A320 mitigation scheme to enable project delivery within the required timetable.	LP1 and ED7	£400,000	Yes	
Budget required for appointment of consultancy support for NSIP work.	ED3,4 and potentially 6	£30,000	Yes	
Budget required for appointment of consultancy support for the River Thames Scheme	ED5	£20,000 (in each of the next four years)	Yes	

Section 6: Planning Policy and Economic Development Business Unit's performance indicators

Performance Indicator	Target					Actual					Current status	Trend
	Q1 (Apr-June)	Q2 (Jul-Sept)	Q3 (Oct-Dec)	Q4 (Jan-Mar)	Full year (Apr-Mar)	Q1 (Apr-June)	Q2 (Jul-Sept)	Q3 (Oct-Dec)	Q4 (Jan-Mar)	Full year (Apr-Mar)		
Number of Business Runnymede events delivered per quarter	0	1	1	1	3							
Number of Business Runnymede e-newsletters published on-line per quarter	3	3	3	3	12							

Section 7: Summary of the Planning Policy and Economic Development Business Unit's contribution to Corporate Business Plan themes

Priority	Supporting Our Communities	Enhancing Our Environment	Improving Our Economy	Organisational development
Reference number (from Section 4)	LP 5, LP6, LP12, LP13, LP16 ED3, ED4, ED5, ED6, ED7, ED8, ED9, ED10, ED11	LP3, LP4, LP6, LP7, LP8, LP9, LP18, LP16 ED2, ED3, ED4, ED6, ED7	LP6, LP10, LP11, LP13, LP16 ED1, ED2, ED3, ED4, ED6, ED7, ED8, ED9, ED10, ED11	LP15
Supports all Corporate Themes				
Reference number (from Section 4)	LP1, LP2, LP14, LP17, LP19 ED5			

Section 8: Planning Policy and Economic Development Business Unit’s risk management (excluding project risks with separate Project Charter)

Risk assessment: Considering your work areas in Section 4, and excluding project risks with separate Project Charter, please consider all risks associated with your business unit’s work (**not just the change-related elements**) and use the matrix on the next page to identify the appropriate numbers to insert into the Probability and Impact columns of the table. Please also fill the Rating cells with the appropriate colour as shown below. **Any risks identified during the year which are not shown here, and are above the threshold, should be shared with your relevant Corporate Leadership Team member and Applied Resilience for consideration on the Corporate Risk Register.**

Ref*	Issue	Consequences	Impact area <i>Life and limb Reputational Financial Legal Other</i>	Probability** <i>(Pre-control measures)</i>	Impact** <i>(Pre-control measures)</i>	Risk Rating <i>(Pre-control)</i>	Control Measure(s)	Probability*** <i>(Post control measures)</i>	Impact** <i>(Post control measures)</i>	Rating <i>(Post control)</i>	Owner
LP 3-19 and ED 2-10*	Critical member(s) staff unable to attend work	<i>Potential for certain functions/projects to be delayed or not delivered – specific function/project depends on member of staff unable to attend work.</i>	<i>Reputational Financial Legal</i>	3	4	12	<i>Staff trained to cover. Contractors sourced for emergency cover</i>	3	3	9	Corporate Head of Planning Policy and Economic Development
LP 3-19 and ED 2-10	Failure to recruit key technical or proposed additional staff	<i>Potential for certain functions/projects to be delayed or not delivered – specific function/project depends on</i>	<i>Reputational Financial Legal</i>	3	4	12	<i>Staff trained to cover. Contractors sourced for emergency cover</i>	3	3	9	Corporate Head of Planning Policy and Economic Development

		<i>member of staff which cannot be recruited.</i>									
LP 3–4, LP 8, 12 ED 2–10	Lack of resources at partner organisations – could be financial or staff	<i>Potential for certain functions/projects to be delayed or not delivered</i>	<i>Reputational</i> <i>Financial</i> <i>Legal</i>	3	4	12	<i>Early engagement with partners regarding joint work, contractors sourced for emergency cover</i>	3	4	12	Corporate Head of Planning Policy and Economic Development
LP 1 ED 5,8 and 11	Removal of or change to funding programmes	<i>Potential for certain functions/projects to be delayed or not delivered</i>	<i>Reputational</i> <i>Financial</i> <i>Legal</i>	2	4	8	Early identification of alternative funding streams for contingency	2	3	6	Corporate Head of Planning Policy and Economic Development
ED 2,4, 5	Cost overrun/economic changes	<i>Potential for costs of external support / contractors to increase resulting from changes in the economy</i>	<i>Reputational</i> <i>Financial</i> <i>Legal</i>	3	4	12	Early identification of cost escalation and alternative funding sources for contingency	3	3	9	Corporate Head of Planning Policy and Economic Development
LP 3, 5, 6, 7, 9, 10, 11,	Data collated/ reported by Council officers may be inaccurate.	Inaccurate data has the risk of misleading Members, Officers, the public and other stakeholders,	Reputational Financial Legal	3	4	12	Data quality standards will be addressed in the Information Governance Strategy and Policy and	2	4	8	Corporate Head of Planning Policy and Economic Development

13, 14, 16, 19 and ED 2-6		and could potentially result in alternative decisions being made.					departmental procedures.				
LP 4, 8, 12 and ED 7	Data collated/ reported by Consultants/partner organisations may be inaccurate.	Inaccurate data has the risk of misleading Members, Officers, the public and other stakeholders, and could potentially result in alternative decisions being made.	Financial Reputational Legal	3	4	12	The procurement process will ensure adequate professional indemnity insurance is in place and enable scrutiny of the professional background of consultants	2	4	8	Corporate Head of Planning Policy and Economic Development

*List the reference number using the relevant reference number of the work area that the risk is associated with in Section 4. If there are two risks associated with the same reference number e.g. reference number 4, the risks should be listed on two different rows using the reference numbers 4.1. and 4.2.

Assess the level of risk **with no mitigation in place

*** Assess the new level taking into account the mitigation factors – note, the probability may or may not change

Risk matrix When assessing a risk for the first time you should assume there are no controls already in place. The subsequent assessment is completed with the controls in place. The assessor should assign values for the identified 'likelihood' of occurrence (A) and the severity of the 'Impact' (B). By multiplying 'A' and 'B' together you get the rating score, which gives an indication of how important the risk is. The thick black line is the "line of tolerance". Those risks that are plotted above the line (score 10 – 25) are "out of tolerance" and will be referred to the Corporate Risk Register for further oversight and support. For project risks not in this document, you should also flag to Applied Resilience any risks within Project Initiation Documents that are above the line (this should be done at the time of the PID being approved).

LIKELIHOOD (A)	Certain 5	5	10	15	20	25
	Probable 4	4	8	12	16	20
	Possible 3	3	6	9	12	15
	Unlikely 2	2	4	6	8	10
	Highly unlikely 1	1	2	3	4	5
		Negligible 1	Small 2	Noticeable 3	Serious + Significant 4	Critical + Considerable 5
IMPACT (B)						

Likelihood of Occurrence (A)	Severity of Impact (B)
1 – Highly unlikely to happen	1 – Negligible impact
2 – Unlikely to happen	2 – Only a small effect
3 – Possibly will happen	3 – Noticeable effect
4 – Probably will happen	4 – Serious problem with significant impact
5 – Certain to happen	5 – Critical issue and considerable impact

Green = Low risk, Amber 9 = Medium risk, Amber 10 –12 high risk, Red = High risk

New Planning and Economic Development Staff

Proposal Short Name	New Planning and Economic Development Staff				
Proposer	CH Planning Policy and Economic Development/Development Manager	Date:	20.11.19	Version:	1.0
Service areas	Development Management and Building Control/Planning Policy and Economic Development				

Proposal context

Background

Describe the purpose of the proposal, what benefits are expected to be delivered or what problem will be solved (*What is wrong with the status quo? What are the drivers for change?*).

The purpose of the proposal is to create additional posts in order to effectively staff the two business units and achieve the planned work set out in the business unit plans to support the delivery of the Runnymede 2030 Local Plan and Local Plan review, the enforcement service, major projects and housing delivery and promote economic development. The following additional posts/changes to existing posts are required:

- Two additional Planner/Senior/Principal Planning Officer post in the Development Management team to lead on complex planning applications primarily for the Longcross Garden Village development and also other large schemes following from the adoption of the Runnymede 2030 Local Plan and to promote the delivery of new homes in the borough, and to assist in the implementation of the wide range of policies in the new Local Plan
- An additional Planning Enforcement Officer and Planning Enforcement Technical Assistant to increase capacity within the planning enforcement team so that more planning enforcement investigations can be carried out in response to requests from residents, and to enable breaches of planning control to be resolved more quickly, with the outcome that the reputation of the enforcement service is such that people in the borough do not carry out breaches of planning control in the future.
- Creation of two new posts to set up and manage the new Community Infrastructure Levy (CIL) which is expected to come into force by December 2020. The government prescribes the administrative processes in regulations and the Council will need to employ an administrator to set up the correct processes and from then on administer the process. Once CIL receipts come to the Council, there is a need to have a robust governance regime so that all the appropriate parties can contribute to decisions as to how the receipts are spent. There is no such regime at present, and these two additional members of staff are required to facilitate this. A separate business case is provided which addresses computer software required.
- An increase of 24.5hours to enable an existing part-time Planning Policy Assistant post to become a full-time post to assist in the adoption of the Local Plan and Supplementary Planning Documents and support delivery of the Local Plan review.
- A Project Support Officer primarily to assist the Strategic Projects Manager with National Strategic Infrastructure Projects (NSIPs), but also assist on other major projects within the Planning Policy and Economic Development business unit. NSIPs' are significant in scale and complexity. Prior to and during the DCO process there are a significant number of tight deadlines for responses to either the promoter or Examining Body, and much of the work requires coordination with other stakeholders and inputs from technical consultants/Counsel.
- The appointment of an Administration Support Officer to assist the Planning Policy and Economic Development Business Unit with consultations, business and other events, the website, invoicing etc.

This follows approval in principle for additional funding across the planning teams approved by Corporate Management Committee on 24 January 2019 including some staffing resources for major projects and delivery, in order to support the Planning and Building Control Business Plan 2019/20. These proposals are in response to the Government's new drive on housing delivery which is changing priorities for local planning authorities including Runnymede. This has manifested in a new emphasis on

Proposal context

housing 'delivery' as compared to housing permissions or allocations and this is now embedded in the revised NPPF. The national planning practice guidance prescribes the Housing Delivery Test and also the penalties for local planning authorities when the delivery of housing has fallen below the housing requirement. In addition to the housing allocation delivery, there are new workstreams that have not previously been planned for and therefore there is no identified capacity, in relation to the expected planning regime for the national strategic infrastructure projects (NSIPs) affecting the Borough, including the River Thames Scheme, Heathrow developments, south access to Heathrow.

In addition to the above a new Town Centre Manager post will be created in part using resources from the vacant business liaison post within the economic development team in order to support town centre management activities within the Borough to help protect

Key facts (*What key facts would support understanding of the context?*):

The Runnymede 2030 Local Plan proposes the net increase of in excess of 7000 additional dwellings up to 2030. Longcross Garden Village is the largest site allocated in the plan, delivering a minimum of 1700 homes and up to 79,000sqm gross employment space, but also a range of significant other land uses and facilities such that the development meets the Government's requirements for garden villages in that it will be a sustainable new settlement. This project has already been operating for a period of two years, but has not yet passed through the local plan process, and not been the subject of planning applications for the southern part. Additional permanent planning resources are required to ensure that this new settlement is of the highest quality. In addition, the Local Plan supports the River Thames Scheme which in Runnymede will deliver a range of flood alleviation works which will be complex in their own right but also in combination with neighbouring boroughs. In addition, the Borough is already involved in three large infrastructure projects which are being considered via DCOs, the regime for which is fast paced and requires skilled staff. Further future DCOs may emerge. These projects on their own require experienced and skilled planning and other professionals which the existing Development Management team and Planning Policy and Economic Development team have but in insufficient quantity to manage these complex cases within the timescales required.

The infrastructure needed to support the growth set out in the Runnymede 2030 Local Plan is expected to be in the region of £250m, with a current funding gap of around £120m. The Council will work with infrastructure providers, but it is also expected that some of the funding gap is bridged by financial contributions from developers, either through the use of s106 planning obligations, or apply CIL. The receipts from CIL are therefore expected to be substantial, and a new administration and governance regime is therefore required.

Currently there are three planning enforcement officers dealing with a total caseload of approximately 300 cases spanning several years. Included in this total are several longstanding complex cases which the current officers are seeking to manage and resolve whilst keeping the throughput of smaller cases. In addition, the team have to manage immediate and urgent high priority cases which come to the Council's attention which by necessity become the new highest priority which puts back other previous high priority cases.

Strategic objectives – relate the project/proposal to Corporate values and priorities

How does the proposal fit with the Councils' strategic priorities?

It is considered that the proposal fits with all the Corporate values.

Customer-focused – *we will have very satisfied customers*

Passionate – *we will empower our staff to be passionate about all we do*

Performance driven – *we will strive for excellence in all we do*

Innovative – *we aim to creatively improve our services*

Promoting equality and diversity – *we believe in fairness as well as creating a diverse workforce so we can draw upon a wide range of views and experiences to meet the changing needs of our customers*

Delivering excellent value for money – *we will deliver cost effective services*

Strategic objectives – relate the project/proposal to Corporate values and priorities

Corporate priorities in the [Corporate Business Plan](#) under each Corporate theme:

- Supporting Local People: To continue managing and developing the Council's housing stock; to continue working with the private sector to provide improved and additional housing including affordable and key worker; to support the improvement of local facilities, to continue supporting and improving quality of lives of residents, continue to support ambitions of residents and businesses where it serves the greater good of the community
- Enhancing our Environment:: To take opportunities to make the local environment more sustainable, to proactively seek opportunities for regeneration to assist with place shaping and the enhancement of the built environment; to review and support the delivery of the county and regional infrastructure strategies; To take opportunities to make the local environment more sustainable, to review and enhance our enforcement work, and manage planning breaches
- Improving our Economy: To take opportunities to make the local environment more sustainable, to support projects which improve the integration of road and rail to reduce congestion as well as improve air quality, provision of regeneration schemes in borough's main centres which enhance their retail and leisure offer, to support the development of the Borough's Enterprise Zone at Longcross Park, To balance the aspirations of people running businesses within the borough with the need to protect the environment and residential amenities
- Organisational Development: to continue seeking efficiency and increased effectiveness opportunities

This can be achieved by:

- Ensuring adequate resources are retained and provided to support the enhanced growth at Longcross Garden Village, and other strategic development sites and the wider borough
- Ensuring adequate resources are retained and enhanced to increase the number of planning enforcement cases resolved and in a timely manner
- Creating an efficient CIL administration system and governance procedures
- Maximising CIL receipts which can then be used for the benefit of the community and to deliver necessary infrastructure
- Processing and determining planning applications as effectively and efficiently as possible to implement the Council's Local Plan, and negotiate complex s106 agreements
- Providing expert planning advice to developers prior to submission of applications to ensure development projects can pass through the planning system as smoothly and efficiently as possible
- Working collaboratively with partners and stakeholders to deliver schemes which will make a significant positive contribution to the borough
- Ensuring necessary resources are in place to enable timely adoption of the Local Plan (and early review if required) which will allow required growth to be delivered
- Ensuring necessary resources are in place to enable adoption of CIL in order to support infrastructure investment required in the Borough
- Ensuring necessary resources are in place to assist in protection and enhancement of the environment (e.g. updating of SNCI's) and ensuring that evidence base documents required to support policy are kept up-to-date.
- Effective participation in NSIP DCO processes resulting from efficient and effective project management
- Increasing productivity by ensuring that the right people are in the right roles

In a way that means:

- Existing skills and experience are retained
- Opportunities to build new homes for local people are pursued and delivered
- A new garden village will be created which will become a place where people want to live and work
- New development will contribute maximum contributions to infrastructure
- Space will be provided which will be available for new businesses and existing businesses can expand into
- The Borough is effectively represented and opportunities arising from River Thames Scheme and Heathrow are captured for its benefit
- Breaches of planning control are resolved more quickly and the backlog reduced and managed

Strategic objectives – relate the project/proposal to Corporate values and priorities

downwards

- Potential breaches of planning control are ‘nipped in the bud’ before they become a problem
- Residents can see that their request has been acted upon
- The complex cases can be progressed whilst the smaller cases are also dealt with
- The quality of the borough’s environment and residential amenities are maintained
- New development can take place with necessary infrastructure funded
- Local people can contribute to suggestions for projects for CIL spending
- A fair and transparent governance regime so that local residents can contribute to and understand decisions on how the CIL receipts are allocated and spent

So that:

- Staff are motivated by working in an effective and suitably resourced business unit which will enable efficiencies and improvements in productivity
- The two business units are less reliant on using contractors/consultants to carry out necessary work
- Customers and stakeholders are supported in achieving their aims

Appraisal of business options (must include evaluation of a ‘do nothing’ option)

Option 1 (preferred option):

Description

The preferred option is to increase the staffing capacity within the two business units

Finance/resources

An additional budget of £75,000 is required in addition to the additional funding approved by Corporate Management Committee on 24 January 2019 across the planning teams including some staffing resources for major projects and delivery, in order to support the Planning and Building Control Business Plan 2019/20, and additional funding to support enforcement. By increasing the capacity of the Enforcement team, this will provide more resilience to unexpected events, and enable a proactive compliance approach to be adopted to prevent breaches taking place.

*Describe the financial and resource implications of this option. See Financial Appraisal below to capture numbers
How will it be financed? Is a Supplementary Revenue Estimate required? Can it be resourced via a Virement?
Is there other funding available? Has funding been agreed?*

Impact

Consider the impact of the proposal on the Organisation/ Environment/ Technology /Commercialisation/ Cultural /HR
The additional staff will provide a positive benefit to the local environment and the places people live in, but will have some impacts on the organisation, technology, and HR team for support for recruitment.

Benefits

The primary benefits are providing homes for local people and a new village settlement which will be derived from a positive approach to delivering planning permissions for developments allocated in the Local Plan and also reputational enhancement, combined with cross-service efficiencies as the task of delivery of new homes requires a positive and proactive approach to compliance to remove blockages to achieving fast implementation of schemes. This will then enable collection of CIL contributions towards infrastructure improvements in a timely manner in accordance with the aims of the Local Plan, particularly the A320 highway improvement works. This will provide funding for facilities in the borough to support new growth and community aspirations. The effective representation of and mitigation for the Borough with regard to major infrastructure projects and the increased vitality and management of the Borough’s three town centres. The primary benefits from increasing planning enforcement staff are maintaining the high quality of the borough’s environment, maintaining residential amenities, responding more quickly to residents requests for investigations, and enhancing the reputation of the Council’s planning service

Limitations

None identified

Risks

- Lack of availability of suitable candidates
- High level of current vacancies
- Delays experienced by landowner/stakeholders that lead to delays with LGV/other key sites
- Delays in achieving infrastructure improvements, particularly the A320 improvement works
- Even more requests received for planning enforcement investigations that additional staffing resources are not adequate to cover
- Increase in unexpected major/significant breaches of planning control that require all resources to be diverted to deal with these at the expense of more minor investigations
- External factors which put a downward pressure on new development which will in turn limit CIL receipts

Describe why this is the preferred option

There is no capacity/experience in the existing permanent establishment of the Development Management business unit/Planning Policy and Economic Development business unit. For planning enforcement, there are no existing alternatives which would provide the level of service that is aspired to.

Staffing Appraisal (preferred option):

Outline the expected staffing/resourcing requirements for the preferred option in the table below:
Add any costs into the financial appraisal table.

<i>Existing Staffing</i>	<i>New Staffing</i>	<i>External Staffing</i>
12 FTE planning officers and two staff contracts due to expire 31.3.2020, and temporary contractors in the Development Management Team 2 FTE Senior/Principal Planning Policy Officers 3 FTE posts in economic development 5 FTE planning policy staff	<ul style="list-style-type: none"> • A Senior/Principal Planning officer • A Planning/Senior Officer • A Planning Enforcement Officer • A Planning Enforcement Technical Assistant • A CIL Governance/Infrastructure Delivery Officer • An Administrator for CIL/Enforcement/NSIP (DM) • An increase of 24.5hours to enable an existing part-time Planning Policy Assistant post to become a full-time post • A Project Support Officer • An Administration Support Officer (Economic Development/Local Plan) 	None

Financial appraisal (preferred option)

	Yr1	Yr2	Yr3
<i>Revenue items</i>			
Staff salaries (new) (net figure in addition to previously agreed budget 24.1.19)	£65k	£65k	£65k
Consumables	£0	£0	£0
Consultancy/ temp staff	£0	£0	£0
Other (please describe)	£		
Total revenue costs	£65k	£65k	£65k
<i>Capital Items</i>			
Equipment/ system etc	£10k	£10k	£10k
Supplies (please describe)	£		
Other (please describe)	£		
Total capital/ one off costs	£10k	£10k	£10k
Total Expenditure	£75k	£75k	£75k
<i>Income generation</i>			

Grant and PPA (depends on outcome of current and future access to capacity funding from MHCLG)	£0	£0	£0
Total Income	£0	£0	£0
Income - Expenditure	-£75k	-£75k	-£75k

Option 2 (mandatory; do nothing option)

Description – use existing staff

The existing major projects team will cease on 31 March 2020 with no specialist/experienced planner to take forward the LGV project as a single entity and it would revert to just one of many major schemes coming through from the new Local Plan that the Development Management team would be required to manage. LGV as a planning project and also a large scale development is highly complex and is part of the Government's programme of Garden Villages and therefore requires a planner specialist knowledge to achieve a scheme that meets the Government's requirements, rather than just as a stand-alone housing estate. However, there are considerable risks to this option as there are currently several vacancies within the DM team for senior planners which has reduced the capacity of the team to deal with general applications, let alone a scheme as high profile and complex as LGV.

The Planning Policy and Economic Development Business unit is currently not sufficiently staffed to deal with the expected workload in the next financial year. If no additional staff are recruited then major projects such as CIL and SPD adoption will be delayed and some projects might not be able to be undertaken such as the economic development strategy and NSIP work which will have a negative impact on residents and businesses.

If the Council decided not to introduce CIL, no additional staff would be required but there would be only restricted means of capturing developer contributions for community aspirations. CIL is a far more complex scheme to set up and administer and there are more information requirements by Government. The governance of a CIL scheme also requires more reporting and increased procedures and management and with new procedures that are not currently required to be in place to facilitate community decisions on how receipts are spent and distributed. Staff are therefore needed to facilitate this new regime.

If the Council decided to introduce CIL but with no new staff, there is currently no capacity in the Development Management/Building Control Technical Administration team or Development Management/Local Plans teams to introduce, administer and govern the new CIL system. This is due to existing vacancies and delivering statutory services/other priorities. If only existing resources were relied upon, it would take longer to introduce the CIL regime and therefore receipts would be delayed and therefore infrastructure improvements would be delayed. Members would also be required to identify which other tasks and priority areas of work are required to be set aside as the governance of CIL is a completely new workstream that would be additional to existing and proposed tasks as set out in the Development Management and Building Control Business Plan.

The current situation is that three planning enforcement officers are dealing with a combined total of 300 cases at any one time which is a level at which it is difficult to make progress, with consequent implications for quality of the environment being worsened, breaches becoming immune from enforcement action, customer service/resident satisfaction reducing. If planning enforcement resources are not increased, this situation will not change, can potentially worsen because unforeseen cases can arise, and the team remain 'reactive' rather than 'proactive'. The borough's environment will deteriorate, residents' amenities will be harmed and there is a risk that criminal offences are not investigated to the level required for a successful prosecution

Option 3 (rejected option)

Description – use consultant/external resources/temporary contractors

What else have you considered and rejected? Why were they rejected?

There would be considerable additional costs for the engagement of consultants/contractors.

Business Case Title	Local Plan implementation and review and CIL adoption	Bid Type		Project Proposal	
Corporate Head	Rachel Raynaud	Date	15/11/2019	Version	1.0
Service Area	Planning Policy and Economic Development				

Proposal context

Background

Additional budget is required to enable implementation and review of the Local Plan, adoption of CIL and support for neighbourhood planning. The Local Plan is a critical document for the Council because all the Council's planning decisions through the development management process must accord with its policies unless other material planning considerations suggest otherwise. The emerging plan will enable delivery of over 7,000 homes as well as employment, leisure and community facilities within the Borough. Adoption of the Local Plan will also enable a CIL to be adopted so that developer contributions can be secured to assist in the funding of local infrastructure.

Key facts:

Additional budget is specifically required to pay for fees and consultancy advice and to support Neighbourhood Planning.

£30,000 additional budget is required to pay for Counsel fees, Programme Officer fees and Planning Inspectorate costs for the Local Plan, CIL (this may require an Examination in Public (EiP)) and emerging Neighbourhood Plan EiPs.

£120,000 additional budget is also required to provide a contingency budget to enable an early Local Plan review and to pay for consultancy costs for Planning Policy work included in the work programme for 2020/21 including:

Post adoption Sustainability Appraisal Statement and other potential SEA/HRA work required for Supplementary Planning Documents
 Support for CIL adoption and Conservation Area reviews
 Updates of the Borough's Sites of Nature Conservation Interest (SNCI)
 A Town and Local Centres Study
 Potential support for Neighbourhood Planning

The internal audit assurance review of the Local Plan recommends that a reserve fund be established to fund future Local Plans. This additional budget request includes contingency funds to support consultancy work on providing an evidence base for the Local Plan review.

Strategic objectives – relate the project/proposal to Corporate values and priorities

How does the proposal fit with the Councils' strategic priorities?

Choose relevant Corporate values (delete ones that do not apply):

Customer focused - we will have very satisfied customers

Performance driven – we will strive for excellence in all we do

Innovative – we aim to creatively improve our services

Delivering excellent value for money – we will deliver cost effective services

Corporate priorities in the Corporate Business Plan under each Corporate theme:

- Supporting Local People
- Enhancing Our Environment
- Improving Our Economy

Strategic objectives – relate the project/proposal to Corporate values and priorities

This can be achieved by:

- Ensuring that adequate resources are in place to enable timely adoption of the Local Plan and Supplementary Planning Documents to support housing and other infrastructure delivery
- Ensuring that adequate resources are in place to enable adoption of CIL in order to support infrastructure investment required in the Borough
- Ensuring that adequate resources are in place to enable Conservation Areas within the Borough to be updated/accurately defined so their character/appearance is preserved or enhanced.
- Ensuring that adequate resources are in place to update the Borough's SNCI's to secure their protection.
- Ensuring that adequate resources are in place to enable the Council's retail evidence to be updated to inform development management decisions, town centre management and regeneration and the Local Plan review. The current evidence is approximately five years old.
- Ensuring that adequate resources are in place to support the development of neighbourhood plans.

In a way that means:

- Resources are maximised for infrastructure investment without harming development viability.
- Opportunities to build new homes for local people are pursued and delivered
- Employment space is provided to enable businesses to locate and expand
- The natural and built environment is protected and enhanced
- The ambitions of residents and businesses are supported where they serve the greater good of the community

So that:

- Our local people benefit from new housing and Infrastructure
- Our environment is enhanced by better protection of the natural and built environment and provision of SANG
- Our economy is improved through new employment space (including at the Longcross Park Enterprise Zone) and infrastructure development

Appraisal of business options (must include evaluation of a 'do nothing' option)

Option 1 (preferred option):

Description

Funding is requested to enable the activities set out in the proposal context to be undertaken. Without the additional funding it will not be possible to pay final Counsel and Planning Inspectorate fees for the Local Plan, Counsel and Planning Inspectorate fees for a potential CIL EiP, and Planning Inspectorate fees to support Neighbourhood Plan examinations in the Borough. It will also not be possible to provide consultancy support for further Conservation Area and SNCI reviews. Funding is also required to procure consultancy support for publication of a retail study and provide a contingency budget for review of the Local Plan.

Benefits

CIL will enable collection of developer contributions to fund infrastructure development required to enable growth. The CA and SNCI reviews will enable compliance with legislation and better protection of the natural and built environment. The contingency budget for a Local Plan review will also enable compliance with legislation and is a recommendation of the recent planning policy team internal audit.

Limitations

None identified

Resource Requirements

Staffing Appraisal (preferred option):

Outline the expected staffing/resourcing requirements for the preferred option in the table below, think about resources required in your team and others.

Existing Staffing	New Staffing	External Staffing
5 FTE planning officers	2 FTE additional planning policy staff are required. Details of additional staff requirements are set out in a separate business case	Some consultancy support will be required where there is no in-house expertise i.e the retail study, SNCI reviews and peer input to the CA reviews and CIL adoption process. The additional staff resource should prevent the need to employ contract staff as long as recruitment is successful

Add any costs into the financial appraisal table.

Finance Appraisal (preferred option):

Describe the financial and resource implications of this option. See Financial Appraisal below to capture numbers How will it be financed? Is a Supplementary Revenue Estimate required? Can it be resourced via a Virement? Is there other funding available? Has funding been agreed? Demonstrate how the council can receive a return on investment, whether cashable, cost avoidance or quantifying tangible benefits – **Seek advice from your accountant. Business cases will not be considered by the Chief Executive unless a full financial appraisal has been agreed by the Accountancy Team.**

	Yr1 (2020/21)	Yr2 (2021/22)	Yr3 (2022/23)
Revenue items			
Staff salaries (existing/ new)	£		
Consumables	£		
Consultancy/ temp staff	£150,000	230,000	230,000
Other (please describe)	£		
Total revenue costs	£150,000	230,000	230,000
Capital Items			
Equipment/ system etc	£		
Supplies (please describe)	£		
Other (please describe)	£		
Total capital/ one off costs	£0	0	0
Total Expenditure	£150,000	230,000	230,000
Income generation			
List activities	£		
Total Income	£0	0	0
Income - Expenditure	£150,000	230,000	230,000

Business Case/Risks

Outline the risks to the Council for delivering the preferred option.

Risk Description	Mitigation / Help needed
Fee rates increase	Early engagement with Counsel to fix fee rates and obtain quotes where required
Examinations take longer than expected	Ensure adequate and timely preparation to minimise risk
Consultancy rates increase	Work is procured on a fixed fee basis

Impact

There will be an increased need for legal support with the appointment of Counsel and input from the procurement and project management teams. CIL will require a new IT software system for collection.

Option 2 (mandatory; do nothing option)

Description

The current budget for the Local Plan's team is not sufficient to carry out work required to meet the authority's statutory planning duties. A delay or failure to adopt CIL will result in loss of revenue. A lack of budget to review the Local Plan will result in the inability to provide an adequate evidence base to enable a sound

plan. A lack of budget for Neighbourhood Planning will prevent the timely examination of emerging plans.

Option 3 (rejected option)

Description

Where budget is required to appoint consultants consideration was given to producing work in-house or to train staff in area of expertise. Given specialist knowledge required it was not considered that this was a viable option.

Business Case Title	Design work and project management for A320 mitigation works	Bid Type		Project Proposal	
Corporate Head	Rachel Raynaud	Date	20/11/2019	Version	1.0
Service Area	Planning Policy and Economic Development				

Proposal context

Background

The A320 is the only piece of critical highway infrastructure identified as being necessary to support the growth to be delivered through the Runnymede 2030 Local Plan. Indeed, the Local Plan specifically acknowledges that the delivery of seven proposed housing site allocations (or 11 if each of the 5 parcels of land within Chertsey Bittams are treated separately) along the A320 corridor are reliant on the delivery of mitigation proposed for the A320 corridor. Together, these sites will deliver approximately 3,700 homes in total.

As an important step in bringing the improvement works forward, the Highway Authority with the support of Runnymede Borough Council submitted an Expression of Interest (EOI) for central government funding through the Housing Infrastructure Fund - Forward Funding (HIF) in September 2017. The EOI was successful and as such, Surrey County Council and Runnymede Borough Council were invited to develop a second stage bid through the Government's co-development process. The second stage HIF bid was submitted to Government on 21st March 2019. The Council are currently awaiting the outcome of the bid assessment process. The HIF submission estimates the cost of the A320 improvement works to be approximately £44m, including the costs of providing the required mitigation at M25 Junction 11. The bid also suggests a level of clawback could be achieved from developments which the Local Plan identifies as being dependent upon the A320 improvement works being completed, to help fund the cost of the works. The level of clawback suggested in the bid is 25%, or £11m.

The initial Government timetable for decisions to be made on the HIF bid was May 2019, and the project timetable submitted with the bid had a start date in July 2019. Assessment of the bid was delayed by Government and did not commence until late June 2019. A decision was expected in the autumn, however the MHCLG have recently informed SCC that no decision will now be made on the bid until after the election. Given the set timetable for delivery of the mitigation works, in order to ensure that the project can still deliver to time given the delay in the HIF announcement, additional budget has been secured by SCC and RBC to undertake preliminary works including traffic counts and modelling and topographical and utilities searches. This work has commenced. However, given the length of the delay it is necessary to now commence stage 1 and 2 work for the project to advance the design work as detailed below. If HIF is successful it should be possible to reimburse these costs.

Key facts:

The budget request of £500,000 is required to match fund £500,000 each from SCC and the EM3 LEP to procure the stage 1 and 2 work. Approval has been obtained from SCC and discussions have been held with the LEP. A funding proposal will be submitted to the January LEP Board for approval.

Advance Commission for A320 North of Woking

Stage 1

a) Project Management Activities

At this stage the full Project Management office will be formed and the project set-up for delivery. Project management activities will be completed, and Phase 1 design begins. Key activities in this phase include:

The agreement and sign of a strategic brief with project board
 Project setup and formation of the Project or Programme Management Office
 Start of stakeholder engagement and management process and consultation to assess risks and

Proposal context

constraints

Programming and programme management to assure meeting of critical deadlines

Collaboration with HE, Connect Plus and RIS2 team to ensure access for works and booking of construction phase work spaces

Public engagement activities to support client communications team

Risk management, mitigation and control

Project cost assessment, planning and production of Rough Order of Magnitude (ROM) construction price from feasibility designs. Subsequent to this a cash flow forecast would be produced to plan project expenditure around budget limitations

Leading of the Management of Planning application and consents process

Information management, communications, reporting and project control activities

Support the design team on engagement and consultation processes

b) Design Activities

Data and information review of early phase design activities (Enabling works currently under commission)

Collation of current traffic data and preparation of traffic models based on latest development details.

Collation of additional data to inform the design process. This includes:

- Speed and collision data,
- Topographical, ground and environmental surveys
- Asset condition surveys (drainage, lighting, signs, etc.)
- Additional utilities searches

Collation of full land use and land ownership details and consideration against proposed designs

In light of the above conduct a review of feasibility designs based on updated traffic and prepare revised feasibility designs for approval by client

Revise design as appropriate based on engagement process and agree with client team

Prepare Rough Order of Magnitude (ROM) scheme construction cost for cost assessment process

Review of feedback on preferred feasibility design as part of consultation process and implementation of changes

Initiate planning and any CPO processes

Support to pre-planning consideration and engagement process

Production of a report to conclude the Stage 1 design process

Stage 2

a) Project Management Activities:

Lead the preparation for planning application & public consultation process in working with client and stakeholders

Development of outline contract documents and relevant z clauses

Leading the CPO/Land take processes and agreements in working with client and legal advisors

Advise on Section 287/38 Agreements once the full boundaries are known

Support to conclude pre-application process and prepare for outline planning application

Continue programme assessment, assurance and cost planning including the preparation of initial Bill of Quantities

Engagement for Early Contractor Involvement if required to enable a D&B appointment for build of the Junctions

b) Design Activities:

Prepare preliminary design drawings to fix the kerb lines for preferred option

Proposal context

Complete further detailed investigations, including Ground and environmental assessments
Continued liaison with stakeholders on the details of the proposed design
Public consultation support and information to confirm proposed scheme (For junctions and links if required)
Revisions to scheme design following consultation (if required)
Identify any departures from standards and seek agreement
Support the preparation of initial Bill of Quantities
Identify traffic management and control measures during construction and maintenance
Road Safety Audit Stage 1
Value engineering throughout the design process
Applications for C3 utilities enquiries
Design sign-off with the Client and relevant stakeholder reporting

Strategic objectives – relate the project/proposal to Corporate values and priorities

How does the proposal fit with the Councils' strategic priorities?

Choose relevant Corporate values (delete ones that do not apply):

Customer focused – we will put our customers at the heart of what we do and they will be able to interact with us easily in the way they want

Passionate – we will empower our staff to be passionate about all we do

Performance driven – we will strive for excellence in all we do

Delivering excellent value for money – we will deliver cost effective services

Corporate priorities in the [Corporate Business Plan](#) under each Corporate theme:

- Supporting Local People
- Enhancing Our Environment
- Improving Our Economy

This can be achieved by:

- *Improving the safety of our residents*
- *Provide housing and especially affordable housing*
- *Enabling provision of leisure, community and educational facilities*
- *Taking opportunities to make the local environment more sustainable*
- *Supporting the development of the Borough's Enterprise zone and Garden Village*
- *Enabling adoption of the Local Plan and CIL in order to support growth and the infrastructure investment required in the Borough*

In a way that means:

- *Resources are maximised for infrastructure investment without harming development viability.*

So that:

- *Infrastructure investment required to accommodate growth is delivered*

Appraisal of business options (must include evaluation of a 'do nothing' option)

Option 1 (preferred option):

Description

The required funding is provided to enable stage 1 and 2 work to be completed.

Benefits

The A320 delivery timetable is maintained supporting the successful granting of the HIF bid and the timely delivery of the Local Plan and five year housing land supply.

Resource Requirements

Staffing Appraisal (preferred option):

Outline the expected staffing/resourcing requirements for the preferred option in the table below, think about resources required in your team and others.

Existing Staffing	New Staffing	External Staffing
		consultancy support will be required as there is no in-house resource available to deliver a project of this scale within the Local Highways Authority.

Add any costs into the financial appraisal table.

Finance Appraisal (preferred option):

Describe the financial and resource implications of this option. See Financial Appraisal below to capture numbers How will it be financed? Is a Supplementary Revenue Estimate required? Can it be resourced via a Virement? Is there other funding available? Has funding been agreed? Demonstrate how the council can receive a return on investment, whether cashable, cost avoidance or quantifying tangible benefits – **Seek advice from your accountant. Business cases will not be considered by the Chief Executive unless a full financial appraisal has been agreed by the Accountancy Team.**

	Yr1 (2020/21)	Yr2 (2021/22)	Yr3 (2022/23)
Revenue items			
Staff salaries (existing/ new)	£		
Consumables	£		
Consultancy/ temp staff	£400,000		
Other (please describe)	£		
Total revenue costs	£400,000		
Capital Items			
Equipment/ system etc	£		
Supplies (please describe)	£		
Other (please describe)	£		
Total capital/ one off costs	£B		
Total Expenditure	£400,000		
Income generation			
List activities	£		
Total Income	£C		
Income - Expenditure	£400,000		

Business Case/Risks

Outline the risks to the Council for delivering the preferred option. Use the Councils risk management matrix to score your risks consistently.

Risk Description	Mitigation / Help needed
Project Cost Overrun	Robust positive bias in Outline Business Case + insurance options under evaluation
Reputation Risk	Robust project management / clear communication with the community
Failure to obtain HIF funding	Seek funding from MRN fund or other funding sources

Impact

There may be input required from the legal and development management teams.

Option 2 (mandatory; do nothing option)

Description

Failure to undertake the work required in ensure compliance with the project timetable and make up for the delay in the HIF announcement will result in a failure to deliver the project within the required

Government timeframe and failure of the bid. This will have serious repercussions for the delivery of the mitigations works and the Local Plan.

Business Case Title	NSIP consultancy and Counsel support	Bid Type		Project Proposal	
Corporate Head	Rachel Raynaud	Date	20/11/2019	Version	1.0
Service Area	Planning Policy and Economic Development				

Proposal context

Background

The Planning Act 2008 decision making process was introduced to consider National Strategic Infrastructure Projects (NSIPs). From the date of submission of an application for development consent (DCO) to the Planning Inspectorate there follows an intensive six-month examination period with substantial work required pre and post examination. There are currently three NSIPs proposed within or adjacent to the Borough – Heathrow Expansion, Heathrow West and Southampton London Pipeline (SLP). The River Thames Scheme is expected to be subject to a DCO as may any future proposal for southern access to Heathrow. If the Southern Rail extension to Heathrow is approved it may be reasonably expected to impact the Borough. This will comprise a fourth NSIP project impacting Runnymede. The Council's Strategic Projects Manager is primarily responsible for responding to the NSIPs on the Borough's behalf and negotiating mitigation measures where appropriate.

Key facts:

The SLP examination is currently ongoing and both Heathrow examinations are expected to commence in the next financial year.

Counsel support will be required to defend the Council's interest at examination and specialist consultancy support may also be required to provide advice on technical issues especially in regard to air quality and noise issues.

Strategic objectives – relate the project/proposal to Corporate values and priorities

How does the proposal fit with the Councils' strategic priorities?

Choose relevant Corporate values (delete ones that do not apply):

Customer focused - we will put our customers at the heart of what we do and they will be able to interact with us easily in the way they want

Performance driven – we will strive for excellence in all we do

Delivering excellent value for money – we will deliver cost effective services

Corporate priorities in the [Corporate Business Plan](#) under each Corporate theme:

- Supporting Local People
- Enhancing Our Environment
- Improving Our Economy

This can be achieved by:

- Ensuring to the maximum extent possible that residents rights are protected and that they have fair access to adequate and appropriate mitigation and / or compensation
- Ensuring that residents expectations from the NSIP projects are fairly and robustly represented to the maximum extent possible
- Ensuring as far as possible that strategies to enhance the environment by securing opportunities to achieve better public transport, opportunities for active transport, biodiversity offset, and protection of protected environments are achieved
- Ensuring that performance and operational environmental performance targets are met and enforced during the construction and operational phases

Strategic objectives – relate the project/proposal to Corporate values and priorities

So that:

- Negative environmental impacts are mitigated to the maximum extent possible
- Where it is not possible to achieve mitigation – compensation is made available
- Ensure that opportunities for residents and businesses located in Runnymede are realised

Appraisal of business options (must include evaluation of a ‘do nothing’ option)

Option 1 (preferred option):

Description

Funding is requested to enable the activities set out in the proposal context to be undertaken. Without the additional funding it will not be possible to pay Counsel fees for the DCOs and support any required consultancy advice.

Benefits

- Ensuring to the maximum extent possible that residents rights are protected and that they have fair access to adequate and appropriate mitigation and / or compensation
- Ensuring that residents expectations from the NSIP projects are fairly and robustly represented to the maximum extent possible
- Ensuring as far as possible that strategies to enhance the environment by securing opportunities to achieve better public transport, opportunities for active transport, biodiversity offset, and protection of protected environments are achieved
- Ensuring that performance and operational environmental performance targets are met and enforced during the construction and operational phases

Resource Requirements

Staffing Appraisal (preferred option):

Outline the expected staffing/resourcing requirements for the preferred option in the table below, think about resources required in your team and others.

Existing Staffing	New Staffing	External Staffing
Strategic Project Manager with assistance from a planning officer	Not Applicable	<ul style="list-style-type: none"> • Counsel • Specialist Agents • Specialist Technical Consultants

Add any costs into the financial appraisal table.

Finance Appraisal (preferred option):

Describe the financial and resource implications of this option. See Financial Appraisal below to capture numbers How will it be financed? Is a Supplementary Revenue Estimate required? Can it be resourced via a Virement? Is there other funding available? Has funding been agreed? Demonstrate how the council can receive a return on investment, whether cashable, cost avoidance or quantifying tangible benefits – **Seek advice from your accountant. Business cases will not be considered by the Chief Executive unless a full financial appraisal has been agreed by the Accountancy Team.**

	Yr1 (2020/21)	Yr2 (2021/22)	Yr3 (2022/23)
Revenue items			
Staff salaries (existing/ new)	£		
Consumables	£		
Consultancy/ temp staff	£30,000		
Other (please describe)	£		
Total revenue costs	£30,000		
Capital Items			
Equipment/ system etc	£		
Supplies (please describe)	£		
Other (please describe)	£		
Total capital/ one off costs	£0		

Total Expenditure	£30,000		
<i>Income generation</i>			
List activities	£		
Total Income	£0		
Income - Expenditure	£30,000		

Business Case/Risks

Outline the risks to the Council for delivering the preferred option. Use the Councils risk management matrix to score your risks consistently.

Risk Description	Mitigation / Help needed
Key Staff Availability	Planning for redundancy within the Economic Development Team
Exceed Budget Costs due to unforeseen / unknowable circumstances e.g. change in economic climate, increase in project duration and / or complexity	Appropriate monitoring and management of costs against budget and timely action to avoid cost overspend / identify alternative funding
Reputation	Maintain excellent management standards and transparent communication with Council Members and residents
Legal	Appropriate Consultancy on technical and legal advice reputable third parties including technical specialists and Counsel

Impact

Consider the impact of the proposal on the Organisation/ Environment/ Technology /Commercialisation/ Cultural /HR

Option 2 (mandatory; do nothing option)

Description

The current budget for the Local Plan's team is not sufficient to carry out work required to meet the authority's statutory planning duties.

Include the consequence of the do nothing option, such as loss of revenue, additional costs, loss of contract

Failure to:

- achieve mitigation or compensation for residents and businesses against the negative impacts of the NSIP Projects
- achieve the economic benefits for Runnymede
- achieve improvements to infrastructure including better public transport options to contribute to achieving 'modal shift' and climate change objectives
- protect the natural and built environment

Business Case Title	River Thames Scheme Consultancy	Bid Type		Project Proposal	
Corporate Head	Rachel Raynaud	Date	20/11/2019	Version	1.0
Service Area	Planning Policy and Economic Development				

Proposal context

Background:

The River Thames scheme will increase flood resilience for 15,000 homes and 2,400 businesses in Runnymede including Egham, Egham Hythe and Chertsey – the areas worst affected by the 2014 flood events. Road, rail, power and water networks will also be protected. The scheme will create 106 hectares of new public open space and 23km of new pathways, as well as improved biodiversity for wildlife through the creation of 250 hectares of new habitat. This includes significant areas within Runnymede.

The Economic Development Unit will support delivery of this major flood alleviation scheme comprising three discrete flood relief channels between Datchet and Teddington – the longest undefended flood plain in the United Kingdom.

Key facts:

It is expected that the project will be designated as a Nationally Significant Infrastructure Project under the Planning Act 2008 and subject to a Development Consent Order (DCO). DCO application will be made to the Secretary of State by the Environment Agency. RBC is a stakeholder in the project and a Statutory Consultee under the Act.

Project Management during construction and aftercare / management has yet to be decided but the expectation is that RBC will play an active role in both capacities.

Following recent funding announcements, the planning process for the project is expected to start in 2020. However associated deadlines are yet to be determined.

Strategic objectives – relate the project/proposal to Corporate values and priorities

How does the proposal fit with the Councils' strategic priorities?

Choose relevant Corporate values (delete ones that do not apply):

Customer-focussed – we will put our customers at the heart of what we do and they will be able to interact with us easily in the way they want

Performance driven – we will strive for excellence in all we do

Delivering excellent value for money – we will deliver cost effective services

Innovative – we will aim to creatively improve our services

Corporate priorities in the [Corporate Business Plan](#) under each Corporate theme:

- *Supporting Local People*
- *Enhancing Our Environment*
- *Improving Our Economy*

This can be achieved by:

- Improving the safety of our residents and visitors through reducing the risk of flooding
- To support the ambitions of residents and businesses
- To assist in Place Shaping
- To support Surrey's Climate Change Strategy
- To work collaboratively to maximise resources and lobby for Runnymede's economic interests

Strategic objectives – relate the project/proposal to Corporate values and priorities

In a way that means:

- Improving flood resilience
- Providing open space for leisure activities and active transport
- Creating / Improving biodiversity
- Carbon sequestration

So that:

- Homes, businesses and infrastructure are resilient to flood risk
- Residents and workers in the Borough have access to green spaces for leisure and recreation
- Biodiversity habitats are enriched and conserved

Appraisal of business options (must include evaluation of a 'do nothing' option)

Option 1 (preferred option):

Description

Funding is requested for:

- Counsel representation at DCO examination
- Procurement of third party consultancy services to undertake specialist technical work to support the DCO process

Benefits

- Protection of residents, businesses and infrastructure in the Borough
- Create and enhance green / open spaces
- Create and maintain biodiverse habitats / conservation

Resource Requirements

Staffing Appraisal (preferred option):

Outline the expected staffing/resourcing requirements for the preferred option in the table below, think about resources required in your team and others.

Existing Staffing	New Staffing	External Staffing
Strategic Project Manager	A project support Officer is proposed to assist the Strategic Project Manager. This is included in a separate business case.	Technical / Specialist third party consultants

Add any costs into the financial appraisal table.

Finance Appraisal (preferred option):

Describe the financial and resource implications of this option. See Financial Appraisal below to capture numbers
 How will it be financed? Is a Supplementary Revenue Estimate required? Can it be resourced via a Virement?
 Is there other funding available? Has funding been agreed? Demonstrate how the council can receive a return on investment, whether cashable, cost avoidance or quantifying tangible benefits – **Seek advice from your accountant. Business cases will not be considered by the Chief Executive unless a full financial appraisal has been agreed by the Accountancy Team.**

	Yr1 (2020/21)	Yr2 (2021/22)	Yr3 (2022/23)
Revenue items			
Staff salaries (existing/ new)	£		
Consumables	£		
Consultancy/ temp staff	£20,000	20,000	20,000
Other (please describe)	£		
Total revenue costs	£20,000	20,000	20,000

<i>Capital Items</i>			
Equipment/ system etc	£		
Supplies (please describe)	£		
Other (please describe)	£		
Total capital/ one off costs	£0	0	0
Total Expenditure	£20,000	20,000	20,000
<i>Income generation</i>			
List activities	£		
Total Income	£0	0	0
Income - Expenditure	£20,000	20,000	20,000

Business Case/Risks

Outline the risks to the Council for delivering the preferred option. Use the Councils risk management matrix to score your risks consistently.

Risk Description	Mitigation / Help needed
Key Staff Dependency	Creation of a redundancy within the Economic Development Team structure
Project Cost Overrun	Robust positive bias in Outline Business Case + insurance options under evaluation
Reputation Risk	Robust project management / clear communication with the community

Impact

Consider the impact of the proposal on the Organisation/ Environment/ Technology /Commercialisation/ Cultural /HR

There will be an increased need for legal support with the appointment of Counsel and input from the procurement and project management teams.

Option 2 (mandatory; do nothing option)

Description

Include the consequence of the do-nothing option, such as loss of revenue, additional costs, loss of contract

The Council would need to prepare and represent itself at EiP. Given the technical nature of the discussion this would not be advisable. The Council would also be unable to appoint specialist technical consultancy support that may be required to best defend its interests and those of its residents.

Option 3 (rejected option)

Description

Where budget is required to appoint consultants, consideration was given to producing work in-house or to train staff in area of expertise. Given specialist knowledge likely to be required it was not considered that this was a viable option.

10. EXCLUSION OF PRESS AND PUBLIC

If the Committee is minded to consider any of the foregoing reports in private ±

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the press and public be excluded from the meeting during discussion of the appropriate reports under Section 100A(4) of the Local Government Act 1972 on the grounds that the reports in question would be likely to involve disclosure of exempt information of the description specified in appropriate paragraph of Schedule 12A of the Act.

(To resolve)

PART II

Matters involving Exempt or Confidential information in respect of which reports have not been made available for public inspection.

Para

a) Exempt Information

No reports to be considered.

b) Confidential Information

No reports to be considered.

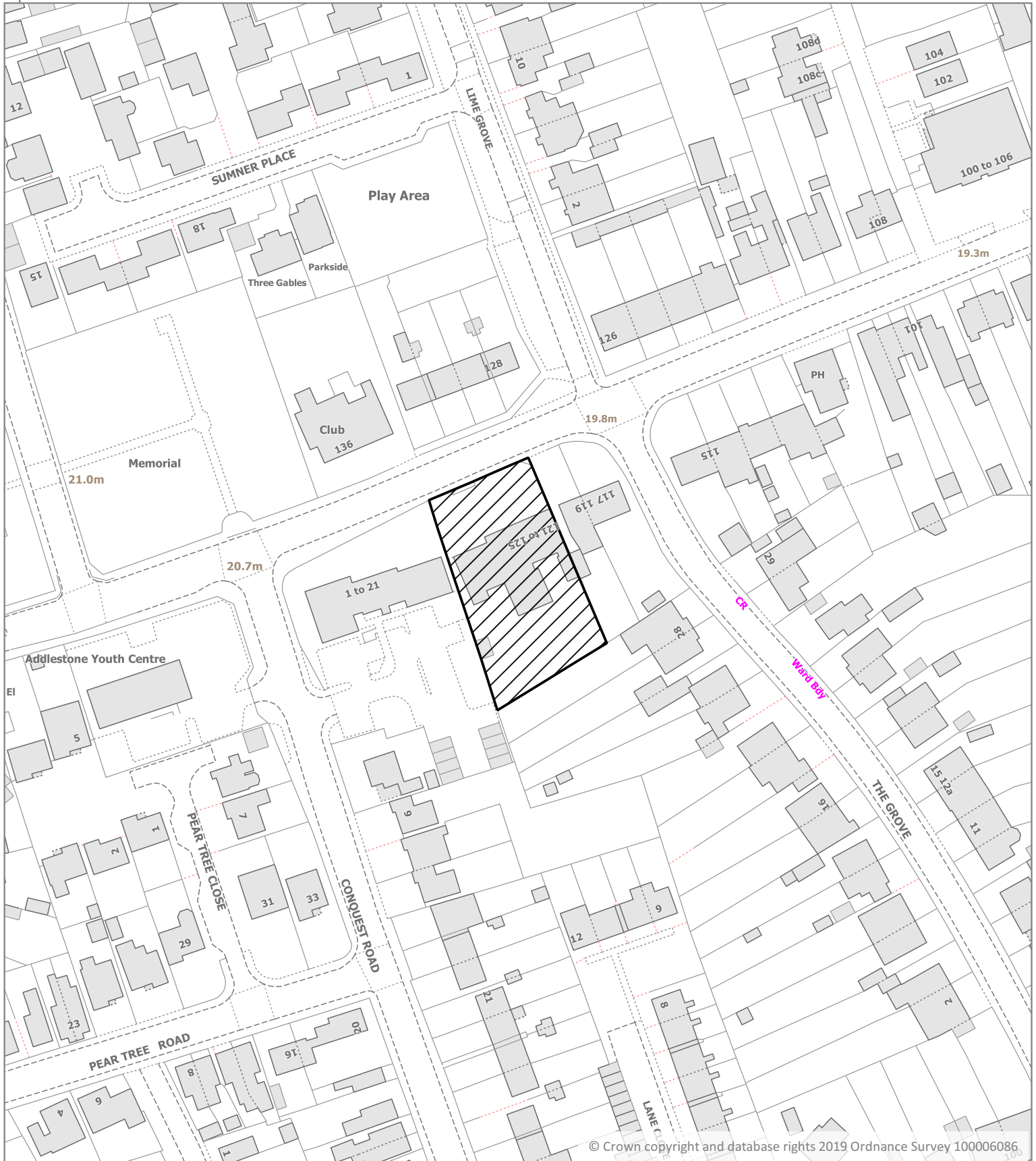


FOR LOCATION PURPOSES ONLY

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

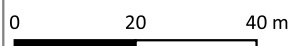
Date: 03/12/2019

Fermoyle House Nursing Home 121-125 Church Road Addlestone



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Scale: 1:1250



RU.19/0539



RU.19/0539	Ward: Ottershaw
LOCATION:	Fermoyle House Nursing Home 121-125 Church Road Addlestone KT15 1SJ
PROPOSAL	Change of Use from Class C2 (residential institutions) to Class C3 (dwellinghouses) and Erection of a 4 Storey block to provide 16No. flats (6x1 bed and 10x2bed) together with associated parking and landscaping. (amended description)
TYPE:	Full Planning Permission
EXP DATE	Extended 31 January 2020

SUMMARY OF RECOMMENDATION: Grant with conditions subject to a S106 Agreement

1. Site

1.1 The application site was formerly occupied by a nursing home which was housed in two linked buildings. The original building and outbuildings have since been demolished and development has commenced on a block of flats which was approved last year. The site area is approx. 0.144ha, with vehicular access from Church Road.

1.2 The surrounding area is predominantly residential with a mix of dwelling types including detached, semi-detached and terraced houses as well as flats. To the west of the site is a three storey block of flats, Wellingtonia House, with a pair of semi-detached houses, Nos 117 & 119 Church Road, to the east. The rear gardens of Nos. 26 and 28 Grove Road lie to the south. To the north, on the opposite side of Church Road, is a terrace of two storey houses.

1.3 The site lies in the Built Up Area and is located within 5km of the Thames Basin Heath Special Protection Area.

2. Relevant Planning history

2.1 RU.18/1433 Construction of a block of 14 flats (6 x1 bed and 8 X 2 bed) to the front of the site together with associated car parking and soft landscaping. Change of use from Class C2 to C3. (as amended). Granted 6 Dec 2018 – This development is now under construction.

2.2 RU.17/1364 Demolition of existing detached nursing home (use class C2) including a 1 bed residential live-work unit for a carer to allow for the construction of a block of 14 flats (6 X1 bed and 8 x 2bed) to the front of the site together with associated car parking and soft landscaping (as amended) – Granted 1 March 2018.

3. Application

3.1 The current application seeks full planning permission for a change of use from Class C2 (residential institutions) to Class C3 and the erection of a 4 storey block to provide 16No. flats (6 x1 bed and 10 x 2bed) together with associated parking and landscaping.

3.2 The Applicant has made the following statement in support of the current application:

Portchester Estates are currently building out the consented scheme for 14 apartments under planning reference RU18/1433 and are due to complete the scheme in January 2020. Originally the idea was to secure the consent for the proposed 16 units before the roof from the above consent had to be started but, for a variety of reasons, this has not been possible and in fact the roof is now complete and would need to be removed if consent was granted. With the uncertainty of the planning process and the commercial pressure of high interest payments (both on the land and the build) Portchester have had no option other than to keep progressing the scheme on a "worst case" basis (including construction of the pitched roof). If planning isn't granted we would have to appeal the decision and this would take several months – Portchester are simply not able to put construction on hold for that period of time. With the agreed contribution of £100,000 it is, on balance, worth adding the extra two units, even after the cost of removing the roof. The 14 unit consent does not require any Affordable housing contribution – If granted the proposed 16 unit scheme would deliver 2no. more much needed units in a sustainable location as well as a £100,000 off site Affordable Housing contribution where there is currently none"

3.3 The building under construction provides for a gap of approximately 2.1 metres narrowing to 1.9 metres to the eastern boundary (119 Church Road) with a minimum gap of approximately 5.1 metres to the western boundary (Wellingtonia House). The new flats on the third floor would be set

in 12.5m from the dwelling at No 119 and 6.2m from the side elevation of Wellingtonia House with an inset of 2.1m from the floor below at the front elevation.

4. Consultations

4.1 33 Neighbouring properties were consulted in addition to being advertised on the Council's website and 69 letters of representation, from sixty one separate addresses, have been received objecting to the proposal on the following summarised grounds:

- Overall height, depth and proximity will completely block out sunlight to the side of our house – a fourth floor will have a further impact on this situation making this overdevelopment even more intimidating and overbearing.
- Loss of sunlight and overlooking to garden
- Drainage
- Overspill parking by visitors
- Rear parking will cause disturbance by way of fumes, noise and car headlights (*Officer comment: there is no change to the parking arrangements in the current application*)
- Building height is not in character in the local area as there are no 4 storey buildings in the immediate area
- Although there are examples of flat roofed two storey buildings in the area there are no flat roofed four storey buildings in the immediate vicinity
- No provision of affordable housing as required by policy (*Officer comment: The Applicant has now offered a financial contribution towards affordable housing*)
- Four storeys is too high and is not in character with the local area
- The photo of Wellingtonia House looks like a flat roofed building when in fact it has a pitched roof
- The application form states 22 parking spaces but 21 spaces are shown on the drawings (*Officer comment: the Applicant has since confirmed that 21 parking spaces would be provided*)
- The application form states the building work has not started (*Officer comment: The Applicant has confirmed that work has started on the previously approved scheme for 14 flats*)
- The approved plans show a pitched roof – the proposed flat roof would be completely out of character with its immediate surroundings
- Depth of the proposed building is too big – it will block morning sunlight to the communal grounds next door
- The flat roof 2 storey houses in School Lane are Art Deco houses, not high rise building and therefore cannot be used as a comparison.

4.2 The Council's Housing and Business Development Manager advises that RBC Housing would accept this financial contribution (£100k) towards the cost of additional affordable housing at an alternative location.

4.3 The Council's Arboricultural Officer – no response

4.4 The Council's Drainage Engineer – no objection

4.5 RBC Safer Runnymede – no comment

4.6 SCC County Highway Authority – no objection subject to conditions

4.7 SCC Education Authority – no education contribution sought

5. Relevant Local Planning Policies

5.1 Saved Policies in the Runnymede Borough Local Plan Second Alteration 2001. BE2, HO1, HO4, HO9, NE14, NE15, NE20, MV4, MV9 and SV2

5.2 The Draft Runnymede 2030 Local Plan was published for consultation on 11 January 2018, republished for consultation in May 2018, and, following consideration of representations, submitted to the Secretary of State on 31 July 2018. A limited number of policies may now be accorded some weight. However, until the outcome of the Examination in Public and final adoption, many of the policies may be accorded little weight. Each application will therefore continue to be considered against the existing Runnymede Borough Local Plan Second Alteration 2001 which is still the development plan applying within the borough, although the new draft plan may be referred to and more weight given to certain policies if relevant to the planning issues

arising from an application.

- 5.3 Council's SPG – Householder Guide (July 2003);
Thames Basin Heaths Special Protection Area
Affordable Housing SPG

6. Planning Considerations

- 6.1 In the determination of this application regard must be had to the Development Plan and National policy within the NPPF. The need to deliver additional housing is a key policy of the NPPF. The application site is located within the urban area where the principle of such development is considered to be acceptable subject to detailed consideration. This must be considered in light of the presumption in favour of sustainable development advocated by the NPPF. Saved policy HO1 is consistent with the NPPF and encourages full and effective use of previously developed land and encourages additional housing. In addition, the Council does not currently have a 5 year housing land supply. Therefore, the principle of additional units on this previously developed site is both acceptable in principle and must weigh in favour of the application. The previous approved scheme as has been constructed is a material consideration. The key planning matters are impacts arising from enlarging the approved scheme to provide an additional storey on the roof to provide two more flats, on the street scene and character of the area, impact on the amenities of adjoining occupiers, affordable housing, highways and parking, impact on Thames Basin Heath SPA.
- 6.2 The application site has the benefit of a consented residential redevelopment for 14 flats approved in January 2018 (RU17/1364) and an amended scheme, again for 14 flats, approved in December 2018 (RU.18/1433). The approved schemes are a material consideration in determining this current proposal. As the scheme approved under RU.18/1433 has been implemented, it is the impacts of the proposed additional development over and above that already approved which form the main focus for the determination of the application. The footprint of the proposed building is the same as that approved under RU.18/1433 which is currently under construction. The ground and first floors each have a gross floor area of 379m², The second floor has an area of 323m² (principally as a result of the setting in of the building away from the adjoining property No 119 Church Road). The proposed third floor area would be further set in, having an overall area of 188m². This is achieved principally by setting this proposed floor further in from the floor below on the eastern side (next to No119) and to a lesser extent on the western and front elevations.
- 6.3 There is no dominant architectural or strong design context in the area. Existing buildings vary considerably in age and style with 1930's 2 storey houses to the west and a 1980's three storey block of flats to the east. The massing and elevational treatment of the current proposal presents a contemporary solution. The flat roof on the proposed scheme is considered an appropriate design solution; the approved scheme had a small pitched roof. The redesigned roof provides acceptable 'proportions' which responds well to the height and massing of neighbouring properties. Officers consider that the current proposal offers a reasonable and fitting solution for the site as well as providing two additional flats.
- 6.4 Neighbours who have commented on the application state there are no examples of four storey buildings locally. While this is true of the immediate area surrounding the application site, there are several existing four storey residential buildings further along Church Road (towards the Town Centre), on the parallel road to the south, Liberty Lane, and in Addlestone Park. The recess of the proposed third floor is set back enough to not be overbearing and is not considered to cause additional harm to neighbouring properties but does provide an improvement in the elevational proportions of the scheme. It is considered that the additional floor breaks up the massing and somewhat heavy appearance of the consented scheme and adds a staged and more nuanced verticality to the scheme which helps to limit the perceived bulk of the additional floor. Overall, it is considered that the proposal would not be detrimental to the streetscene or be out of character in the area and complies with saved Policies BE2 and HO9 in this respect.
- 6.5 In terms of impact on the residential amenities of adjoining occupiers, the adjoining dwelling most directly impacted by the proposed development is No 119 Church Road which lies to the east of the application site. On this side, the building, as constructed, is set away from the boundary on the second floor. Members in considering the previous scheme considered that there was an acceptable balance between achieving new development whilst protecting the amenities of the occupiers of this dwelling. The proposed additional floor would be set in from this neighbouring dwelling by a further 10.5m. It is considered that this positioning would not result in any further harm to the residential amenities of 119 Church Road. The only additional window would be to the

communal lobby area and this would be obscure glazed thereby protecting the privacy of that property. One of the additional flats would have all its windows overlooking the rear amenity area. This would result in an additional household facing the rear garden of the properties in The Grove. To ensure that privacy is maintained, as in the extant planning permission, it is considered necessary to impose a landscaping condition requiring appropriate screening along the boundary to respect the residential amenity of the neighbouring properties. It is considered there are no new impacts on the occupiers of the neighbouring flats to the west Wellingtonia House and no harms to occupiers on the norther side of Church Road. The proposal therefore complies with saved Policy HO9 in terms of impact on neighbours.

- 6.6 In terms of affordable housing, the NPPF/G makes it clear that local planning authorities should boost significantly the supply of housing (including affordable) and to set policies to meet the identified need for affordable housing. Saved policy HO4 seeks to meet the needs for affordable housing by providing a percentage of affordable units within a development site, and the Council has an adopted Supplementary Planning Guidance providing further detail about the threshold for engagement of the policy and related matters such as tenure. The policy states that applicants will need to justify to the Council the proportion of units provided based on market conditions, the site's size, suitability and location. The provision of 16 dwellings triggers a policy requirement for affordable housing to comply with Saved Policy HO4 and the adopted SPG whereas the previously approved scheme did not require any affordable housing. The policy states that applicants will need to justify to the Council the proportion of units provided based on market conditions, the site's size, suitability and location. The SPG states that 40% affordable housing should be provided on qualifying sites. On-site provision is required except when both the Council and developer both consider that a financial or other contribution should be accepted.
- 6.7 The Applicant has submitted a Viability Assessment in support of the application. This has been subject to appraisal and review by the Council's independent viability consultants. The Applicant argues that insufficient value would be generated to make the scheme viable if provision was to be made on site. Initially the Applicant argued that the proposal could be considered policy compliant without the provision of any financial contribution towards affordable housing. Further exchanges have taken place between officers and the Applicant's agents and a revised trial appraisal was run. The Applicant has now agreed to a contribution of £100,000 towards off site affordable housing, to be secured through a s106 Agreement. The Housing Officer is satisfied with the proposed contribution subject to certain assurances to be secured through the s106 Agreement. These include the ability to approve trigger points, that there is no restriction as to the location in the Borough where the commuted sums can be spent and that a minimum period of 10 years is agreed to spend it. Based on this contribution and taking account of the planning history of the site, it is considered that the applicant's current approach satisfactorily deals with the Council's affordable housing policy saved policy HO4 and the Affordable Housing SPG.
- 6.8 The NPPF promotes sustainable transport and states that development should be focused on areas which are sustainable through limiting the need to travel and offering a choice of transport modes. The site is considered to be in a sustainable location with good access to local facilities in Addlestone Town Centre. There are a number of bus stops within 200m and the railway station is 1.2km from the site. The proposal provides for 21 vehicle parking spaces as well as cycle parking to be made available for future residents, consisting of nine spaces in front of the building with a further 12 at the rear, in line with the approved scheme. The parking provision would accord with the Council's adopted maximum parking standards. The access point to the site from Church Road is centrally located and the County Highway Authority has raised no objections to the proposal on highway safety, or capacity grounds. Conditions regarding the setting out of the parking layout and vehicle charging points are recommended to ensure highway safety and to promote sustainable development. The proposal therefore complies with Saved Policies MV4 and MV9.
- 6.9 The application site is within 5km of the Thames Basin Heaths SPA. In accordance with guidance from Natural England, the Habitats Regulations Assessment requirements are that plans or projects which may have a likely significant effect on a European designated site (such as the TBHSPA) can only proceed if the competent authority is convinced they will not have an adverse effect on the integrity of the European site. Recent case law has suggested that likely significant effects cannot be ruled out at this screening stage, and in accordance with the Natural England guidance and national legislation, the application proposal must be made subject to an appropriate assessment. In accordance with the Council's SPG, and without consideration of potential mitigation regarding the TBHSPA, this application is 'screened in' to the need for appropriate assessment as it lies within a zone of influence where recreational disturbance arising from new occupation in proximity to the TBHSPA is likely to have an adverse effect.

- 6.10 The guidance is that Natural England are required to be consulted and the LPA must have regard to its advice. Natural England agreed the framework for relevant development proposals affected by the TBHSPA in 2008 and the Council has been following this framework since then utilising it as standing advice removing the need for individual consultation to Natural England for schemes of this scale. It therefore falls to the Council to undertake the Appropriate Assessment of the application, which includes the consideration of any proposed mitigation, to reach a conclusion as to whether the proposal has any residual adverse effects that lead to a likely significant effect on habitats at the THBSPA. In undertaking this Appropriate Assessment it is considered that there will be permanent effects arising from increasing the number of residential units within 5km of the TBHSPA. The Applicant has agreed to provide mitigation measures which comply with the Council's adopted guidance and has submitted a S106 Agreement which is being considered by the Council's Legal Team in respect of SAMP payment and has confirmed that they will contribute towards SANGS. It is therefore concluded that subject to the submission of an acceptable s106 Agreement and carrying out an appropriate assessment on the basis of an acceptable Agreement, the development has avoided impact on the integrity of the TBHSPA. This is in accordance with Saved Policy NRM6 of the South East Plan 2009, Saved policy NE16 of the adopted Local Plan and guidance in the NPPF.
- 6.11 The Applicant has since complied with the obligations for SANG and SAMP which were required by the earlier approval, which is in accordance with the adopted Supplementary Planning Guidance for the SPA. The Applicant has agreed to enter into a S106 Obligation which, in addition to making a financial contribution towards affordable housing, would provide for SAMP and SANG payments for the additional two units.
- 6.12 The Council's Drainage Engineer raised no objections to previous proposals, subject to conditions regarding surface water drainage. This condition has subsequently been discharged. No further drainage issues are raised by the current proposal. Subject to a condition requiring the SuDS to thereafter be managed and maintained in accordance with the agreed management and maintenance plan, the current proposal is considered to comply with saved policy SV2. A number of conditions attached to RU.18/1433 have now been discharged and do not need to be repeated in granting permission for the current scheme. However other conditions are deemed necessary as appropriate to the current proposal and to ensure previously attached conditions are implemented and retained in future.
7. Conclusion
- 7.1 Consideration has been given to Articles 1 and 8 of the First Protocol of the European Convention on Human Rights. It is not considered that the decision would result in a violation of any person's rights under the Convention.
- Consideration has been given to s149 of the Equality Act 2010 (as amended), which imposes a public sector equality duty that requires a public authority in the exercise of its functions to have due regard to the need to:
- (a) Eliminate discrimination, harassment, victimisation and any other conduct prohibited by the Act
 - (b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
 - (c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
- It is considered that the decision would have regard to this duty.
- 7.2 The development is considered to make full and effective use of land within the urban area by providing two additional dwellings without undue harm to the character of the area whilst maintaining acceptable levels of amenity for neighbouring occupiers. Significant weight must be accorded to the contribution that the site would make to housing supply, albeit in a small way, in the light of the shortfall in housing supply. Further weight must be given to the financial contribution to affordable housing provision in the Borough. The development has been assessed against the following Development Plan policies – saved Policies BE2, HO1, HO4, HO9, NE14, NE15, NE20, MV4, MV9 and SV2 of the Runnymede Borough Local Plan Second Alteration April 2001, the policies of the NPPF, guidance in the PPG, and other material considerations including the Approved Scheme and third party representations. It has been concluded that the development would not result in any harm that would justify refusal in the public interest. The decision has been taken in compliance with the requirement of the NPPF to foster the delivery of sustainable development in a positive and proactive manner.

Officer's Recommendation:

Subject to the completion of a Section 106 legal agreement under the Town and Country Planning Act 1990 (as amended) to secure the following obligations:

- £100,000 towards the provision of affordable housing
- SAMM/SANG payments for two additional units

THE DEVELOPMENT MANAGER BE AUTHORISED TO GRANT PLANNING PERMISSION subject to the following conditions:

- 1 Full application (standard time limit)
The development for which permission is hereby granted must be commenced not later than the expiration of three years beginning with the date of this permission.

Reason: To comply with Section 51 of Part 4 of the Planning and Compulsory Purchase Act 2004.
- 2 List of approved plans

The development hereby permitted shall not be carried out except in complete accordance with the following approved plans :

Location Plan: 18-J2389- LP01 Rev X
Context Plan: 18-J2389- CP01 Rev A
Proposed Site Plan:18-J2389- 200 Rev A
Proposed Floor Plans:18-J2389- 201 Rev A
Proposed Elevations:18-J2389- 202 Rev A
Proposed Street Scene: 18-J2389- 203 Rev A
Proposed Bike and Bins: 18-J2389- 204 Rev x
Proposed Section and Context Comparison: 18-J2389- 205 Rev X

Reason: To ensure an acceptable scheme and to comply with saved Policies BE2, HO9, MV4, MV9 and SV9 of the Runnymede Borough Local Plan Second Alteration 2001.
- 3 Electric Vehicle Charging

The development hereby approved shall not be occupied unless and until each of the proposed dwellings are provided with a fast charge Electric Vehicle socket (current minimum requirements - 7 kw Mode 3 with Type 2 connector - 230v AC 32 Amp single phase dedicated supply) in accordance with a scheme to be submitted and approved in writing by the Local Planning Authority and thereafter retained and maintained to the satisfaction of the Local Planning Authority.

Reason: In order to encourage more sustainable modes of transport to accord with guidance in the NPPF/G
- 4 Refuse & Recycling facilities

Prior to the first occupation of the development hereby approved, further details of the layout and design of the proposed refuse and recycling storage by the Local Planning Authority. The storage area shall be provided prior to first occupation of the development and shall be maintained and retained for the lifetime of the development.

Reason: In the interests of the visual amenities of the area and to comply with saved Policy BE2 of the Runnymede Borough Local Plan Second Alteration 2001 and guidance in the NPPF.
- 5 Boundary screening

Prior to the first occupation of the development, details of additional planting/boundary screening to be provided along the southern boundary of the site shall be submitted to and approved in writing by the local planning authority. The approved screening shall be planted/installed prior to the first occupation of the development and shall be maintained for the lifetime of the development.

Reason: In the interests of the amenities of the neighbouring properties and to comply with saved policy HO9 of the Runnymede Borough Local Plan Second Alteration 2001 and guidance in the NPPF.
- 6 Parking layout

The development hereby approved shall not be occupied unless and until space has been laid out within the site in accordance with the approved plans for vehicles and cycles to be parked and for vehicles to turn so that they may enter and leave the site in forward gear. Thereafter the parking and turning areas so approved shall be retained and maintained for their designated purposes.

Reason: In order that the development should not prejudice highway safety, nor cause inconvenience to other highway users and to comply with saved Policy MV4 of the Runnymede Borough Local Plan Second Alteration 2001 and guidance in the NPPF.

- 7 The development shall be carried out in accordance with the Construction Transport Management Plan, Rev.4 (received 31-07-19) and subsequent information as detailed in the Decision Notice dated 23 august 2019

Reason: In order that the development should not prejudice highway safety, nor cause inconvenience to other highway users and to comply with saved Policy MV4 of the Runnymede Borough Local Plan Second Alteration 2001 and guidance in the NPPF.

- 8 Surface Water Drainage

Prior to the occupation of the buildings hereby approved the surface water drainage works shall be carried out in accordance with the Drainage Strategy Report, Rev.1.0, dated January 2019 (received 13-02-19) and the sustainable urban drainage system shall thereafter be managed and maintained in accordance with the agreed management and maintenance plan.

Reason: To ensure that surface water does not discharge into the surface water sewer and to provide a sustainable development.

- 9 Hard & soft landscaping

The landscaping details set out in the Marked-up Site Landscape Plan (received 01-08-19) shall be carried out as approved prior to the first occupation of the development. Any trees or plants, which within a period of five years of the commencement of any works in pursuance of the development die, are removed, or become seriously damaged or defective, shall be replaced as soon as practicable with others of similar size and species, following consultation with the Local Planning Authority, unless the Local Planning Authority gives written consent to any variation.

Reason: To preserve and enhance the character and appearance of the surrounding area and to comply with saved Policies NE15 and BE2 of the Runnymede Borough Local Plan Second Alteration 2001 and guidance in the NPPF.

- 10 Tree protection

The tree protection measures set out in the agreed Construction Transport Management Plan, Rev.4 (received 31-07-19) and Photographic Evidence of In-Situ Tree Protection (received 24-06-19) shall remain in place until all works are complete and all machinery and materials have finally left site. Nothing shall be stored or placed in any area fenced in accordance with this condition nor shall any fires be started, no tipping, refuelling, disposal of solvents or cement mixing carried out and ground levels within those areas shall not be altered, nor shall any excavation or vehicular access, other than that detailed within the approved plans, be made without the written consent of the LPA.

There shall be no burning within six metres of the canopy of any retained tree(s). Where the approved protective measures and methods are not employed or are inadequately employed or any other requirements of this condition are not adhered to, remediation measures, to a specification agreed in writing by the LPA, shall take place prior to first occupation of the development, unless the LPA gives written consent to any variation.

Reason: To protect the trees to be retained, enhance the appearance of the surrounding area and to comply with saved policies NE14 and NE15 of the Runnymede Borough Local Plan Second Alteration 2001 and guidance in the NPPF.

- 11 Trees to be retained

No tree to be retained in accordance with the approved plans (hereafter known as retained trees and including offsite trees) shall be cut down, uprooted or destroyed and no works to the above or below ground parts of the trees in excess of that which is hereby approved shall be carried out without the written approval of the Local Planning Authority until the expiration of five years from the date of completion of the development. If, within this time, a retained tree is pruned not in accordance with BS3998, removed, uprooted, damaged in any way, destroyed or dies, replacement trees shall be planted at the same place, sufficient to replace the lost value of the tree as calculated using an amenity tree valuation system, unless otherwise agreed in writing by the Local Planning Authority. The number, size, species, location and timing of the replacement planting shall be as specified by the Local Planning Authority.

Reason: To protect the trees to be retained, ensure that the value of the trees is replaced and preserve and enhance the appearance of the surrounding area and to comply with saved Policies NE14 and NE15 of the Runnymede Borough Local Plan Second Alteration 2001.

Informatives:

- 1 Summary of Reasons to Grant Consent
The decision has been taken in compliance with the requirement in the NPPF to foster the delivery of sustainable development in a positive and proactive manner.
- 2 New Vehicle Crossovers and Dropped Kerbs

The permission hereby granted shall not be construed as authority to carry out any works on the highway. The applicant is advised that prior approval must be obtained from the Highway Authority before any works are carried out on any footway, footpath, carriageway, or verge to form a vehicle crossover or to install dropped kerbs.

Please see: www.surreycc.gov.uk/roads-and-transport/road-permits-and-licences/vehicle-crossovers-ordropped-kerbs.

- 3 Other Works to the Highway

The permission hereby granted shall not be construed as authority to carry out any works on the highway or any works that may affect a drainage channel/culvert or water course. The applicant is advised that a permit and, potentially, a Section 278 agreement must be obtained from the Highway Authority before any works are carried out on any footway, footpath, carriageway, verge or other land forming part of the highway. All works on the highway will require a permit and an application will need to be submitted to the County Council's Street Works Team up to 3 months in advance of the intended start date, depending on the scale of the works proposed and the classification of the road.

Please see: <http://www.surreycc.gov.uk/roads-and-transport/roadpermits-and-licences/the-traffic-management-permit-scheme>. The applicant is also advised that consent may be required under Section 23 of the Land Drainage Act 1991. Please see www.surreycc.gov.uk/people-and-community/emergency-planning-and-community-safety/floodingadvice.

- 4 Obstructing the Highway

The permission hereby granted shall not be construed as authority to obstruct the public highway by the erection of scaffolding, hoarding or any other device or apparatus for which a licence must be sought from the Highway Authority Local Highways Service.

- 5 Dirt or Damage on Highway

The developer is reminded that it is an offence to allow materials to be carried from the site and deposited on or damage the highway from uncleaned wheels or badly loaded vehicles. The Highway Authority will seek, wherever possible, to recover any expenses incurred in clearing, cleaning or repairing highway surfaces and prosecutes persistent offenders. (Highways Act 1980 Sections 131, 148, 149).

- 6 Highway Damage

Section 59 of the Highways Act permits the Highway Authority to charge developers for damage caused by excessive weight and movements of vehicles to and from a site. The Highway Authority will pass on the cost of any excess repairs compared to normal maintenance costs to the applicant/organisation responsible for the damage.

7 Hours of construction

The applicant is advised that under the Control of Pollution Act 1974, construction work which will be audible at the site boundary will be restricted to the following hours:-

8.00am - 6.00pm Monday to Friday

8.00am - 1.00pm Saturday

and not at all on Sundays and Bank Holidays.



FOR LOCATION PURPOSES ONLY

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

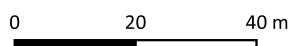
Date: 03/12/2019

9 Band Lane



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Scale: 1:1250



RU.19/0835



RU.19/0835	Ward:
LOCATION:	9 Band Lane Egham TW20 9LN
PROPOSAL	Single storey rear extension and conversion of existing two-bedroom dwelling to form two no. 1 bedroom dwellings, together with rooflights to the rear.
TYPE:	Full Planning Permission
EXP DATE	29 July 2019

SUMMARY OF RECOMMENDATION: Grant with conditions

1. Site

1.1 The application relates to an end-of-terraced bungalow located on the southern side of Band Lane within a small terrace that were originally built in 1840 as five alms-houses but are now amalgamated into three dwellings. The surrounding area comprises a mix of two storey dwellings, large office buildings and community halls of varying architectural styles. The application premises has not undergone extensive alteration although it was combined into a single dwelling where previously according to historical maps it formed two premises. The applicant states that the property is currently in a poor state of repair both internally and externally.

1.2 There are rear extensions to neighbouring properties Nos. 11 and 13 and the street and wider surroundings comprise a mix of modern two storey dwellings, large office buildings and a community hall, each of varying architectural styles and sizes.

1.3 Given their age and appearance, and contribution to the character and distinctiveness of the street scene, and relatively rarity, and following the comprehensive review of the Council's Local List in 2019, *The Alms Houses* have been placed on the Local List of non-statutory heritage assets. They, including the application property have however, been extensively altered and modernised overtime and whilst they retain a degree of local historical interest, are significantly degraded architecturally. The application site is located in the Urban Area and within the Town Centre Strategies area for Egham Town Centre. Whilst the application site lies within Flood Zone 1 the length of Band Lane lies within Flood Zone 2 (medium risk).

2. Planning history

2.1 No relevant planning history

3. Application

3.1 This application is seeking planning permission to erect a single storey rear extension and to subdivide the application premises into two 1-bed flats. This proposal has been amended to increase the depth of the proposed rear extension that would now measure 3 metres in depth for the end-dwelling east-side flat, and approximately 3.88 metre for the mid-terrace dwelling west-side flat. The proposed extension would comprise a flat roof that would measure 2.6 metres in height to match the eaves height of the host dwelling. In addition, the subdivision of the dwelling is achieved by extending an existing internal wall through the centre of the property to create two flats that would measure approximately 38.74 square metres for the west-side flat and 36.77 square metres for the east side flat. External amenity space is reduced as a result of the extension and measures 6.5 metres in depth for the end flat east, and 5.7 metres in depth for the mid terrace west. The application was further amended to remove roof lights in the front of the main roof and to retain the existing chimney stack within the north elevation. Both of the neighbouring terraces have existing single storey rear extensions approximately 3 metres in depth and the application proposal includes the retention of a gap of approximately 0.6 metres to the common boundary with the neighbouring property No. 11 Band Lane. No parking spaces are provided for either dwelling. The application is supported by a Flood Risk Assessment and the application has provided Supplementary Statement incorporating a Heritage Statement.

4. Consultations

4.1 13 Neighbouring properties were consulted in addition to being advertised on the Council's website and 8 letters of representation have been received, 7 letters of objection from 5 properties, and 1 letter of support; the objections are summarised as follows:

- The proposed extension is excessive and will damage special historical character
- The roof and chimneys should remained untouched
- The block of terraces should be Nationally Listed.
- Loss of privacy

- No parking space is provided and congestion would prevent access for emergency vehicles
- Loss of visual amenity
- Noise and disturbance of the proposal
- Big cherry tree and large shrub will be in the way of the extension

1 letter received in support:-

- Welcomes reinstatement to 2 x 1-bed dwellings, as there is no net increase in the maximum number of people that could live in the space
- Demand for small dwelling near the town centre suitable for older residents.

4.2 The Environment Agency raises no comment due to the minor scale of the development.

4.3 RBC Deputy Direct Services Manager – no comment received

4.4 RBC Drainage Engineer – No objection subject to condition.

4.5 SCC County Highway Authority – No objection, comment that there is no material impact on the adjoining public highway

4.6 RBC Contaminated Land Officer – No objection and advises that a watching brief should be kept for any visual or olfactory evidence of contamination during groundworks – an informative is recommended.

5. Relevant Local Planning Policies

5.1 Saved Policies in the Runnymede Borough Local Plan Second Alteration 2001 HO9, TC1, BE2, BE13 MV4.

5.2 The Draft Runnymede 2030 Local Plan was published for consultation on 11 January 2018, republished for consultation in May 2018, and, following consideration of representations, submitted to the Secretary of State on 31 July 2018. A limited number of policies may now be accorded some weight. However, until the outcome of the Examination in Public and final adoption, many of the policies may be accorded little weight. Each application will therefore continue to be considered against the existing Runnymede Borough Local Plan Second Alteration 2001 which is still the development plan applying within the borough, although the new draft plan may be referred to and more weight given to certain policies if relevant to the planning issues arising from an application.

5.3 *Council's SPG – Householder Guide (July 2003)*

6. Planning Considerations

6.1 In the determination of this application regard must be had to the Development Plan and National policy within the NPPF. The application site is located within the urban area where the principle of such development is considered to be acceptable subject to detailed consideration. This must be considered in light of the presumption in favour of sustainable development advocated by the NPPF. The key planning matters are the effect of the proposal upon the character and appearance of the host dwelling giving special regard to the protection of the heritage asset, the impact of the proposal on the character of the area and the visual amenities within the street scene, the residential amenities of the occupiers of the proposed dwellings and adjacent neighbouring properties and the wider Egham Town Centre context, highway safety and flood risk. Saved Policy HO1 is consistent with the NPPF which encourages the increase in housing supply and the effective use of land. The Council is currently not able to demonstrate a 5 year housing supply, therefore the proposal which provides one additional dwelling weighs heavily in favour of the application.

6.2 Paragraph 177 of the NPPF states that decisions should promote the effective use of land in meeting the need for homes and other uses, while safeguarding and improving the environment and ensuring safe and healthy living conditions. Saved Policy HO1 is consistent with the NPPF requiring schemes to make effective use of land within existing urban areas to increase housing supply. The site is located within Egham and has good access to a range of transport links and facilities and services in close proximity, the principle of development is therefore acceptable. The NPPF attaches great importance to the design of the built environment, therefore new development should respond to local character, be of a high standard of design and seek to improve the character of the area. Paragraph 130 states that permission should be refused for

development of poor design that fails to take the opportunities available for improving the character and quality of an area and the way it functions - principles reflected within saved policies BE2 and HO9. As the proposal would increase the housing supply in the area by the subdivision of the existing property, there would be compliance with saved Policy HO1.

- 6.3 With respect to design the height of the proposed extension would match the eaves height of the main roof, and given the modest scale of the original dwelling a flat ensures that massing and form are acceptable, and that the proposed extension appears as a subservient addition to the main building. The depth of the proposed extension ensures internal living space for the two flats meets with the internal space standards in the emerging new local plan policy SL19 – albeit that the flats themselves are small in size (37sq.m and 38sq.m) and perhaps suitable accommodation for a single person living alone. The external amenity space is also very limited in depth and well below the 10.6 depth usually recommended for new residential accommodation in saved Policy HO9. These factors weigh against the scheme. However, Policy TC1(5) encourages all forms of residential provision within the town centre and the supporting text to the policy acknowledges that since residential development within the town centre will often be at a higher density than the rest of the borough “it may not always be possible to meet criteria and objectives of policy HO9”. Furthermore, given the town centre location, the amount of external area proposed compares well with other residential dwellings nearby including the adjoining neighbouring terraces, each of which consists of single rear extensions. It is a material consideration that planning permission was recently granted for a single storey extension to the adjoining neighbour no.11 Band Lane to replace an existing conservatory under application reference RU.18/0546. This would also reduce the garden area for that property. The applicant has confirmed that the extension will have external brickwork which will be in London Stock Bricks, sourced locally in Egham. The use of the matched brick type and brick bond, and natural slate for the roof is considered to maintain the historic character of the almshouses. It is therefore considered that the proposed extension and the subdivision would not harm the character or appearance of the area. With regard to the residential amenity of future occupants, the application proposal will deliver a two small dwellings that would provide an acceptable level of internal and external space, not uncommon in a town centre location. There would also be space for each flat to have a bin store and cycle point located within small fenced enclosures in front of each dwelling. It is therefore considered that the proposal complies with saved Policies BE2 and HO9 in respect of the character of the area and also the layout and amenities within the site.
- 6.4 With regard to neighbouring amenity, there is an existing conservatory rear extension to No. 11 Band Lane to the south west, containing secondary windows within the east facing elevation directed towards the application site, and primary windows directed south facing are unaffected by this development. The proposed extension will be set away from the common boundary and would not breach the 60 degree line taken from the central point from the nearest neighbouring window. It is not considered that the proposed extension would result in harm to the amenities of this neighbour by way of overshadowing, outlook, or privacy. The application site abuts the boundaries with Nos 1-7 Band Lane to the north east, and No. 68 Station Road to the south east. It is considered that there would be sufficient separation distance from these neighbours such that their amenities would also be maintained. Therefore, with regard to impact on neighbouring amenity it is considered that the proposed development and would comply with saved policy HO9.
- 6.5 The applicant has submitted a Heritage Statement as required under paragraph 189 of the NPPF in determining applications, to describe the significance of any heritage assets affected. paragraph 197 requires the effect of an application on the significance of a non-designated heritage asset (locally listed building) to be taken into account in the determination of the application. Saved Policy BE13 seeks to preserve and enhance locally listed buildings and their settings. The terrace of almshouses, known as ‘Stewart’s Almshouses’, were considered by Historic England for listing in response to a request from a member of the public, but concluded that criteria for listing were not fulfilled. The Almshouses, including the application property, were also reviewed by the heritage consultants engaged by the Council to review the properties on the Local List, in 2019. The Planning Committee approved an updated local list at the meeting on 11 September 2019 which included the Stewart’s Almshouses. The consultants commented that Mr Stewart built five almshouses in 1840, which have been amalgamated into three properties. The reason the consultants recommended inclusion on the local list was that they are a relatively rare survival of almshouses which were once commonplace.
- 6.6 The Council’s Conservation and Heritage advisor has viewed the application property as part of the English Heritage consultation on the proposed statutory listing. He noted that windows and doors have been replaced and internal décor modernised with no surviving historical fixtures and fittings.

He concluded that whilst the property retains a degree of local historical interest it is significantly degraded architecturally. Therefore, on its own, it is considered that the non-designated heritage asset has low significance. The application premises contributes to the appearance of the group of almshouses in the street scene, contributing to the character and quality of the area. The application proposes the restoration and improvement of the front elevation including reuse of the historical door arch and window openings. Furthermore, the scheme has been amended in order to retain the existing chimney stack and remove roof lights within the front roof slope as were originally proposed. The proposed extension would affect the rear of the property and is not visible from within the street, and the applicant has agreed to using heritage roof lights within the rear roof slope as these will appear flush within the roof plane and would be consistent with the heritage value of the building. The street appearance of the dwelling is largely unaffected except to reinstate a second door opening to service a subdivision of the current dwelling, which will be partially concealed behind a front porch. It is therefore, considered that application proposal would have a little or no direct affects on the locally listed building, and therefore the proposal complies with paragraph 197 of the NPPF. The application proposes to bring back into use a non-designated heritage asset and as such the application complies with saved Policy BE13.

6.7 Whilst no provision is made for parking vehicles the town centre is a highly sustainable location with access to shops, services and public transport and public car parking in the vicinity. It is therefore considered that the absence of parking for the new residential flats is considered to be acceptable in this location and there are no highway capacity or safety issues concluded by the County Highway Authority. The proposal would therefore comply with saved Policies MV4 and Policy MV9.

6.8 The access to the site falls within Flood zone 2 although the dwelling itself is outside this zone. The applicant has submitted a Flood Risk Assessment. The Council's Drainage Engineer originally raised concerns regarding the capacity of the site to accommodate sustainable drainage due to ground water being less than 3 metres below the surface. He has recommended alternative approaches to the applicant and has agreed that further details of surface water drainage can be dealt with by a pre-commencement condition in respect of SUDs, and the applicant has agreed. The FRA also considers general flood risk and has referred to the proposed River Thames Scheme, however as this has not come through the planning system yet, no weight can be attributed to this yet. The FRA comments that the proposal is to convert a two bedroom bungalow to two single bedroom bungalows, and therefore the number of people at risk in the development will remain unchanged. It recommends that the developer could install 300mm demountable flood barriers to provide betterment in comparison to the existing situation, but they consider that there is no requirement to raise floor levels in the rear extension. The FRA also considers safe means of escape in the event of a flood which they have identified as to the United church in the High Street. There is also a shorter route to the south. It is therefore considered that these should be the subject of a Flood Risk Management Plan which the developer should provide to future occupiers and this can be secured by condition. Subject to this, it is considered the proposal complies with saved Policy SV2 and the NPPF.

7. Conclusion

7.1 Consideration has been given to Articles 1 and 8 of the First Protocol of the European Convention on Human Rights. It is not considered that the decision would result in a violation of any person's rights under the Convention.

Consideration has been given to s149 of the Equality Act 2010 (as amended), which has imposed a public sector equality duty that requires a public authority in the exercise of its functions to have due regard to the need to:

- (a) Eliminate discrimination, harassment, victimisation and any other conduct prohibited by the Act
- (b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- (c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

It is considered that the decision would have regard to this duty.

7.2 The scheme will provide small homes with less than generous private amenity space which weighs against the proposal. However, it is considered that there would be no harm to the heritage assets of Stewart's Almshouses and no harms to residential amenity. The new homes would also be safe from flooding and the proposal would not increase flood risk. It is a material consideration to which substantial weight has to be given is the presumption in favour of development and the absence of

a five year housing supply in the borough. In such circumstances, Paragraph 11 d) of the NPPF requires planning permission should be granted for development. Balancing these material considerations, officers consider the development will provide sufficient amenities for future occupiers and would be small accommodation that could be expected within a town centre location, that will contribute to the council's housing supply. The development has been assessed against the following Development Plan policies – saved Policies HO9, BE2 BE13, SV2, MV4, MV9 and TC1 of the Runnymede Borough Local Plan Second Alteration April 2001, the policies of the NPPF, guidance in the PPG, and other material considerations including third party representations. It has been concluded that the development would not result in any harm that would justify refusal in the public interest. The decision has been taken in compliance with the requirement of the NPPF to foster the delivery of sustainable development in a positive and proactive manner.

Officer's Recommendation: Grant subject to the following conditions

- 1 Full application (standard time limit)
The development for which permission is hereby granted must be commenced not later than the expiration of three years beginning with the date of this permission.

Reason: To comply with Section 51 of Part 4 of the Planning and Compulsory Purchase Act 2004.

- 2 List of approved plans

The development hereby permitted shall not be carried out except in complete accordance with the following approved plans

Location Plan 297/01 received 23rd September 2019
Block Plan 297/02 received 23rd September 2019
Proposed Floor Plan 297/05 received 23rd September 2019
Proposed Elevations 297/06 received 23rd September 2019
Section Drawings 297/07 received 23rd September 2019

Reason: To ensure an acceptable scheme and to comply with saved Policy BE2 of the Runnymede Borough Local Plan Second Alteration 2001.

- 3 External material (materials to match)

The development hereby permitted shall be completed with external materials of a similar appearance to those used in the construction of the exterior of the existing building to which it is attached in accordance with the details given in the Supporting Information received on 19 November 2019, and to include the use of conservation rooflights as shown on the approved plans.

Reason: To ensure that the proposed works harmonise with that existing in the interests of visual amenity and to comply with saved Policy BE13 of the Runnymede Borough Local Plan Second Alteration April 2001 and guidance within the NPPF.

- 4 Flood risk management and evacuation plan

Prior to the commencement of the above ground construction of the development hereby permitted, a Flood Risk Management Plan (FRMP) shall be submitted to and approved in writing by the Local Planning Authority. The FRMP shall provide a householder pack which shall include details of how this pack will be made available to the first and subsequent occupiers, and include details of a safe escape route and the place that people can be evacuated to.

Reason: To maintain control in the interests of public safety and to comply with saved policy SV2 of the Runnymede Borough Local Plan Second Alteration 2001 and guidance within the NPPF.

- 5 SuDS (scheme for approval - pre-construction)

Prior to the commencement of construction of the development hereby approved, details of surface water drainage works shall be submitted to and approved in writing by the Local Planning Authority (LPA). Before these details are submitted an assessment shall be carried out of the potential for disposing of surface water by means of a sustainable drainage system and the results of the assessment provided to the LPA. Where a sustainable drainage scheme is to be provided the submitted details shall:

- a. provide information about the design storm period and intensity, the method employed to delay and control the surface water discharged from the site and the measures taken to prevent pollution of the receiving groundwater and/or surface waters;
- b. include a timetable for its implementation; and
- c. provide a management and maintenance plan for the lifetime of the development which shall include the arrangements for adoption by any public authority or statutory undertaker and any other arrangements to secure the operation of the scheme throughout its lifetime.

Prior to the occupation of the buildings hereby approved the surface water drainage works shall be carried out and the sustainable urban drainage system shall thereafter be managed and maintained in accordance with the agreed management and maintenance plan.

Reason: To ensure that surface water does not discharge into the surface water sewer and to provide a sustainable development.

6 Restricted Permitted Development Rights

Notwithstanding the provisions of Classes A to E of Schedule 2, Part 1 and of the Town and Country Planning (General Permitted Development) Order 2015 (as amended), or any orders amending or re-enacting that Order with or without modification, no development following within the descriptions of Classes A to E shall be constructed or carried out, without the prior written permission of the Local Planning Authority.

Reason: To ensure that a satisfactory form of development takes place and to protect the amenities of occupiers of adjoining properties and the surrounding area and the non-designated heritage asset and to comply with saved Policies BE2, BE13 and HO9 of the Runnymede Borough Local Plan Second Alteration 2001 and guidance within the NPPF.

Informative

- 1 **Summary of Reasons to Grant Consent**
The decision has been taken in compliance with the requirement in the NPPF to foster the delivery of sustainable development in a positive and proactive manner.
- 2 **Surface Water Drainage**
The applicant can find further advice on what information is required to enable the approval of conditions in relation to surface water drainage on the Runnymede Borough Council's website www.runnymede.gov.uk Search for "surface water drainage" in the search function.
- 3 **Land Ownership**
The applicant is advised that this planning permission does not convey the right to enter onto or build on land not within his ownership.
- 4 **Party Wall Act 1996**
The applicant's attention is drawn to the Party Wall Act 1996 which sets out requirements for notice to be given to relevant adjoining owners of intended works on a shared wall, on a boundary or if excavations are to be carried out near a neighbouring building.
- 5 **A watching brief should be kept for any visual or olfactory evidence of contamination during groundworks**

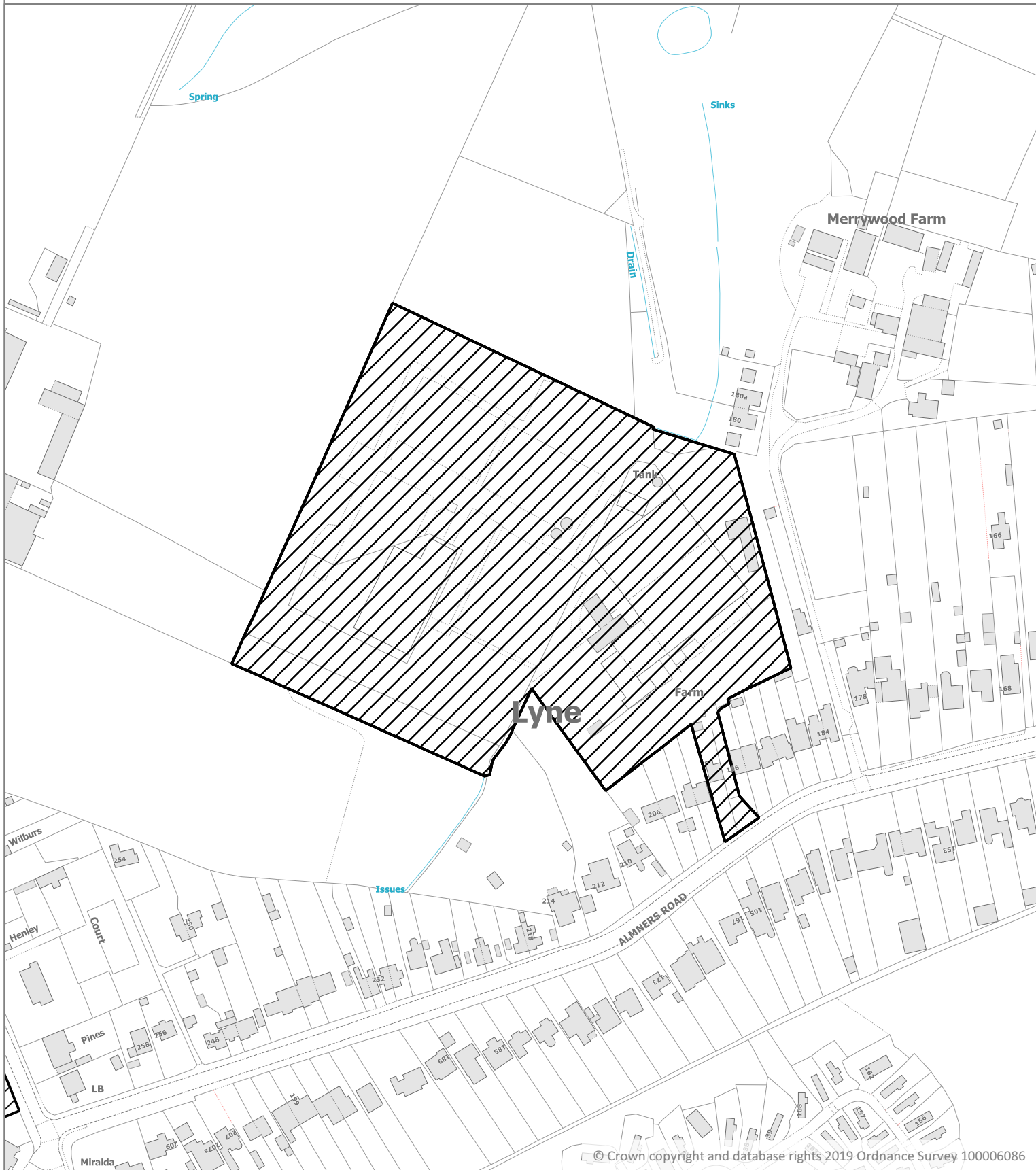


FOR LOCATION PURPOSES ONLY

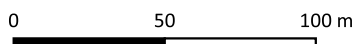
Runnymede Borough Council
Runnymede Civic Centre
Station Road
Addlestone
Surrey KT15 2AH

Date: 03/12/2019

Former Pantiles Garden Centre & 198 Almnors Road, Lyne, Chertsey



Scale: 1:2500



RU.19/0843



RU.19/0843	Ward: Longcross, Lyne & Chertsey South
LOCATION:	Former Pantiles Garden Centre and 198 Almnors Road, Lyne
PROPOSAL	Demolition of 198 Almnors Road and former garden centre buildings and erection of 60 residential dwellings with parking, widening of existing access road from Almnors Road ,creation of new pedestrian and cycle connections to Lyne Village Green and creation of habitat corridor through the site.
TYPE:	Full Planning Permission
EXP DATE	06 December 2019

SUMMARY OF RECOMMENDATION: Subject to the referral to the Secretary of State, Grant subject to the prior completion of a S106 legal agreement and planning conditions

1. Site

1.1 The application site Pantiles is located to the rear of residential properties fronting Almnors Road, accessed by an existing road between two houses. The site comprises an area of 3.9ha and is occupied by existing vacant commercial buildings previously occupied in relation to the Pantiles Garden Centre (A1 retail use) and an existing building with an independent office use. A substantial part of the site is covered by hardsurfacing including a large parking area towards the front (south) of the site. Lyne Recreation Ground is immediately adjacent to the site on the south western side, within which there is a wooded area of trees covered by a Tree Preservation Order (TPO 239.) Within the site adjacent to the recreation ground is a large bund along the boundary. There is open land to the north and north west of the site. Merrywood Farm lies to the north and east of the site. The site is located within the Green Belt and falls within 5km of the Thames Basin Heaths Special Protection Area. The site is within a 'Landscape Problem Area', a 'Mineral Safeguarding Area', and within land identified as 'Priority Habitat'. The site has localised drainage channel but is outside Flood zones 2 and 3.

2 Planning history

2.1. The application site has an extensive planning history. The most relevant is outlined below which includes an application in 2007 for a Certificate of Existing Lawful Development which established the use of the whole site for retail A1 use. The existing commercial uses within the site have now closed and the whole of the application site is now vacant.

2.2 RU.18/1296 Demolition of existing house at 198 Almnors Road and the existing buildings on the southern part of site, erection of replacement house, widening of existing access and erection of 24 new houses, gardens and construction of new access road. Withdrawn. This application only related to the smaller front section of the site.

2.3 RU.18/0564 Town and Country Planning (Environmental Impact Assessment) Regulations 2017 - request for screening opinion under Regulation 6. Not EIA Development.

2.4 RU.17/1619 Town and Country Planning (Environmental Impact Assessment) Regulations 2011 (as amended) - request for screening opinion under Regulation 5 (1). Not EIA Development.

2.5 RU.16/1204 Retrospective change of use of offices ancillary to the existing nursery use to a separate B1 office use for a three year period. Granted.

2.6 RU.07/0803 Certificate of Existing Lawful Development for the use of the site for retail. Granted.

3. Application

3.1 The applicant seeks Full Planning Permission for the proposed redevelopment of the whole of the 'Pantiles Site' to include the erection of 60 residential dwellings with associated parking and the widening of the existing access road from Almnors Road. The proposal will include the demolition of 198 Almnors Road to allow for the widening of the existing vehicular access onto Almnors Road, All of the existing buildings within the application site will be demolished as part of the proposals. Existing hardsurfacing within the site and an existing bund to the west of the site would also be removed as part of the development proposals.

3.2 The scheme will provide for two storey development comprising a mix of 2 bedroom, 3 bedroom and 4 bedroom houses. The dwellings would comprise a mix of detached, semi-detached and terraced properties. The applicant seeks to provide 50% affordable housing units on site, comprising 20 units for affordable rent, 2 units for social rent and 8 units for shared ownership. All

of the dwellings would have access to their own parking and private garden space, along with extensive areas of communal space within the wider application site. The development would also provide secure cycle parking. And bin stores. In addition some of the units have a detached 'garden studio' provided within their gardens. The application seeks to create new pedestrian and cycle connections to Lyne Village Green (neighbouring the application site) and Alnmers Road. In addition extensive new public 'communal areas' would be provided within the site including a public circular walk, play areas and a new habitat corridor would be created through the site. The application also seeks to undertake extensive drainage works and drainage improvements across the site to seek to address identified drainage issues both on and off site in the local area.

3.3 Prior to the submission of this planning application, the applicant engaged with Design South East to seek their comments on the proposed redevelopment of the site. In addition public engagement events were held on the 23rd of March 2018 and 29th March 2019.

3.4 The applicant has submitted the following documents in support of the application; Design & Access Statement, Planning Statement, Health Impact Assessment, Landscape Masterplan, Landscape and Visual Impact Assessment, Arboricultural Impact Assessment, Phase 1 Habitat Survey, Protected Species Mitigation Strategy, Bat Survey, Reptile Survey, Transport Statement (including a Construction Management Statement), Phase 1 Environmental Report, Air Quality Report, Flood Risk Assessment (including Surface Water Strategy), Surface Water Modelling and Flood Mitigation Strategy, Archaeology Desktop Report, Energy Statement, Sustainability Statement, Minerals Safeguarding Assessment, Utilities Assessment and a Statement of Community Involvement.

4. Consultations

4.1 84 Neighbouring properties were consulted in relation to the planning application. In addition site notices were displayed near the application site and the application was advertised in the local paper. In response to the above consultation 9 letters of objection have been received raising the following concerns:

- 1 -60 new homes on Green belt land is far too many. In the 'call for sites' report it is suggested that a maximum of 20-24 should be acceptable. Local residents have had small ground floor extensions refused on the basis of the councils 30% policy.
- Local people have moved to the area as Lyne was a quaint and peaceful community which will be drastically changed by this development.
- The developers have not stuck with their original plans which formed the public consultation exercise.
- The access to the Lyne Recreation Ground requires major consultation with the village as this may negatively change the dynamics of the park.
- If this development is passed, it will open up the floodgates for other developers to build in Lyne. This will place an unsupportable burden on the village.
- This is a small village and the current make up strongly indicates that any development is more suitable if focused on larger properties on larger plots as originally planned.
- The increased population is far too much to be easily absorbed into the current infrastructure which is already insufficient.
- There is an insufficient mix of housing types with a large number of 2 bedroom properties. The percentage of social housing is too high.
- A single school, no doctors surgery and no shop (other than the farm shop indicates that this development is ill thought through.
- No mention of the percentage of social housing which should be minimal given the lack of public transport and public footpaths to train stations at Virginia Water and Chertsey and local shops.
- The Transport Statement is flawed and the development would result in significant volumes of increased traffic. This would be particularly dangerous during pick up and drop off time at the local school.
- Increased traffic and the detrimental impacts upon local residents.
- Residents will be forced into their cars which will further add to the severe local traffic issues. A 25% increase in the volume of traffic would be crippling and unworkable.
- What plans do the council have to introduce a proper bus service to the area? There is no public transport in Lyne.
- There are too few visitor parking spaces for the development which will result in pressure on local roads.
- The design of the housing is brutally modern and poor quality. It would not be in character

with other properties in the village.

- The development has the appearance of an estate rather than a village.
- The house layouts are too small.
- The 2 additional accesses to the village recreation ground will make it a thoroughfare rather than a shared amenity.
- The new pathways have not been approved by the village and they had originally promised a new pavilion, which has not been included.
- The development will spoil the community spirit.
- Residents have been forced to cooperate with the developer in an effort to combat other illegal development in Lyne.
- There is support for the re-use of the garden centre but planning officers should think again.
- The impacts of the approved developments at St Peters and others planned nearby also need to be considered.
- Concerns regarding noise, pollution and increased site traffic.
- There are issues with speeding in the area which will only worsen.
- Concerns raised that a resident was unable to attend the second public exhibition.
- The design minimises the amount of green space available.
- Further consideration should be given to drainage and broadband. The existing drainage cannot support heavy rainfall and the internet service is slow.

- 4.2 2 letters of support has also been received highlighting the benefits of the proposals including: increased housing stock to help improve supply and affordability; improved broadband, new electricity substation; reduced water run -off from the site to neighbouring properties; new open spaces and play space (accessible to all); new trees and mixed species of native hedgerows, a pedestrian link to the Lyne Recreation Ground from Almnors Road and the development has been designed to not cause substantial harm to the Green Belt and will be beneficial in the long term. The letter highlights the need for a local shop or two which would have also been supported as part of the development proposals.
- 4.3 No comments have been received from Affinity Water.
- 4.4 No comments have been received from the Air Ambulance Unit.
- 4.5 Airside Operations Manager raises no safeguarding objections to the proposed development.
- 4.6 The Civil Aviation Authority raises no objections and provides further guidance regarding the operation of cranes.
- 4.7 The Environment Agency raises no objections subject to conditions.
- 4.8 Fair Oaks Airport has no objection to the development.
- 4.9 No comments have been received from the Lyne Village Hall Management Committee.
- 4.10 No comments have been received from the National Police Air Service (NAPS).
- 4.11 Natural England raises no objection to the proposals provided the development complies with Runnymede's Avoidance and Mitigation Strategy for the Thames Basin Heaths SPA. Standing advice is also provided for protected species and ancient woodland and veteran trees.
- 4.12 The Councils Housing Section raise no objections to the proposals but recommends the applicant involves the Housing team in negotiations with potential registered providers.
- 4.13 The Councils Arboricultural Officer raises no objections subject to conditions.
- 4.14 The Councils Contaminated Land Officer raises no objections subject to conditions.
- 4.15 No comments have been received from the Councils Deputy Direct Services Manager.
- 4.16 The Councils Drainage Engineer raises no objections subject to conditions.
- 4.17 The Councils Principal Environmental Health Officer raises no objections subject to conditions.

- 4.18 No comments have been received from Safer Runnymede
- 4.19 Surrey County Archaeology raise no objections subject to conditions.
- 4.20 The County Education Authority raise no objections subject to securing financial contributions towards education infrastructure.
- 4.21 The Lead Flood Authority raise no objections subject to conditions.
- 4.22 The County Highway Authority raise no objections subject to conditions and securing £3000 towards signage improvements at the Almnors Road/Hardwick Lane junction.
- 4.23 Surrey County Minerals and Waste raise no objections.
- 4.24 The Surrey Bat Group raise no objections subject to conditions.
- 4.25 Surrey Crime Prevention Design raises no objection and recommends that the applicant secures a 'Secured by Design Gold Award'.
- 4.26 The Surrey Wildlife Trust raise no objections to the development subject to conditions and the applicant securing a 'European Protected License'.
- 4.27 Thames Water raises no objection regarding the waste water network and waste water process infrastructure capacity. Further advice is given regarding surface water drainage, waste and ground water.

5. Relevant Local Planning Policies

- 5.1 Saved Policies in the Runnymede Borough Local Plan Second Alteration 2001:GB1, GB6, H03, H04, H08, H09, MV3, MV4, MV5, MV9, NE10, NE12, NE13, NE14, NE15, NE16, NE20, R3, and BE17.
- 5.2 The Draft Runnymede 2030 Local Plan was published for consultation on 11 January 2018, republished for consultation in May 2018, and, following consideration of representations, submitted to the Secretary of State on 31 July 2018. A limited number of policies may now be accorded some weight. However, until the outcome of the Examination in Public and final adoption, many of the policies may be accorded little weight. Each application will therefore continue to be considered against the existing Runnymede Borough Local Plan Second Alteration 2001 which is still the development plan applying within the borough, although the new draft plan may be referred to and more weight given to certain policies if relevant to the planning issues arising from an application.

6. Planning Considerations

- 6.1 In the determination of this application regard must be had to the Development Plan and National policy within the NPPF. This must be considered in light of the presumption in favour of sustainable development advocated by the NPPF. The key planning matters are considered to be the principle of the development within the Green Belt and the impact of the development upon the Green Belt, affordable housing, the scale, positioning and design of the proposals and the impact upon the character of the area, the impact upon residential amenities, the impact upon archaeology, the impact upon highway safety and parking, noise and air quality impacts, flooding and sustainable drainage, the impact upon trees and new landscaping, the impacts on protected species (including the Thames Basin Heaths SPA), land contamination, impacts upon the 'Mineral Safeguarding Area' and the planning infrastructure tariff.
- 6.2 The application site falls within the Green Belt. The National Planning Policy Framework 2019 (NPPF) confirms that the Government attaches great importance to Green Belts. The fundamental aim of Green Belt policy is to prevent urban sprawl by keeping land permanently open; the essential characteristics of Green Belts are their openness and their permanence. The NPPF advises that a local planning authority should regard the construction of new buildings as inappropriate development within the Green Belt unless the development falls within the exceptions outlined within Paragraph 145 of the guidance. This includes paragraph 145 section (g) as outlined below:

Limited infilling or the partial or complete redevelopment of previously developed land, whether redundant or in continuing use (excluding temporary buildings)' which would:

*-not have a greater impact on the openness of the Green Belt than the existing development; or
-not cause substantial harm to the openness of the Green Belt, where the development would re-use previously developed land and contribute to meeting an identified housing need within the area of the local planning authority.*

- 6.3 The application site has a Lawful Development Certificate' under planning application RU.07/0803 which establishes the use of the whole site for retail A1 use. The NPPF defines 'previously developed land' as land which is or was occupied by a permanent structure, including the curtilage of the developed land (although it should not be assumed that the whole of the curtilage should be developed) and any associated fixed surface infrastructure. This excludes land that is or was last occupied by agriculture or forestry buildings, land developed for mineral extraction or waste disposal, land in built up areas such as residential gardens, parks recreation grounds and allotments and land that was previously developed but where the remains of the permanent structure or fixed surface structure have blended into the landscape.
- 6.4 On this basis of the above definition, it is considered that the application site would fall within the definition of 'previously developed land' for the purposes of the Green Belt assessment under paragraph 145 section (g) of the NPPF. Although it is noted within the glossary of the NPPF that it should not be assumed that the whole of the curtilage should be developed.
- 6.5 The applicant is of the opinion that the development proposals would be an appropriate development within the Green Belt on the basis that the development would comply with paragraph 145 section (g) of the NPPF, comprising the complete redevelopment of previously developed land which would not cause substantial harm to the openness of the Green Belt and contribute to meeting an identified housing need within the area of the local planning authority. The applicant has provided supporting information within both the 'Planning Statement' and 'Design and Access Statement' to support this approach. The applicant has also submitted a 'Landscape and Visual Impact Assessment' (LVIA) in support of their proposals which concludes that there will be a change in the openness of the Green Belt arising from the proposed development, concluding that the loss of openness resulting from the development proposals will be less than substantial.
- 6.6 The Councils Affordable Housing Supplementary Planning Guidance advises that 40% on site affordable housing provision will be sought on all sites which are 0.5 hectare or larger and/or have a net gain of 15 or more residential units. Emerging Policy SL20 within the Draft Runnymede 2030 Local Plan states that development proposals of 11 or more (net) additional dwellings will be expected to provide 35% of dwellings as affordable units with a tenure split of 80% Affordable/Social Rent and 20% as other forms of affordable housing. While there have been some concerns raised in the consultations regarding the emerging policy prior to this submission they are not considered to go to the heart of soundness of the policy and consequently weight can be given to this new policy requirement. Based upon the 35% emerging policy, the development would require the provision of 21 units. It is acknowledged however that Government seeks to encourage the re-use of vacant buildings and on this basis the 'vacant building credit' (VBC) needs to be applied when calculating the affordable housing requirement. On sites the amount of vacant floor space can be used as a 'credit'. Taking on board the VBC the applicant would only be required to provide 5 units as part of these development proposals.
- 6.7 The application seeks to provide 50% on site affordable housing (30 houses) which includes the following 20 units for affordable rent (14 x 2 bed and 6 x 3 bed), 2 units for social rent (all 3 bed units) and 8 shared ownership units (5 x 2 bed, 2 x 3 bed and 1 x 4 bed). The applicant is therefore providing 25 extra affordable units in excess of the Council's policy on affordable housing. On this basis it is recognised that the development would clearly meet an identified housing need within the area of the local planning authority for affordable housing. Careful consideration therefore needs to be given to the impacts of the development upon the openness of the Green Belt as outlined within paragraph 145 section (g) of the NPPF and whether the development would cause less than 'substantial harm'.
- 6.8 In assessing layout, the proposed development will result in a significant spread of buildings across the site when compared to the existing buildings. This is particularly evident towards the rear half of the application site. The existing buildings within the application site are located predominantly towards the front half of the site (including the retail and office buildings) with a single 'significantly smaller block' of detached glasshouses positioned towards the rear half of the site. The proposed layout and spread of built development across the site (in closer proximity to existing site boundaries) is considered to have substantial detrimental impacts upon the openness of the Green

Belt. This weighs heavily against the proposals which would have a substantial harmful impact upon the openness of the Green Belt. In respect of floor area, the proposals result in an increase in floor area from 6079 square metres to 6232 square metres. The development also results in an increase in building heights across the site when compared with the existing building heights. The ridge height of the existing buildings within the site range from 4 to 5 metres for the lower display buildings to 6 metres for the taller entrance building and the two storey office building. The existing glasshouses (located towards the rear half of the site) extend to just over 7 metres. The proposed dwellings have varying ridge heights ranging from some 7.2 metres to 8.4 metres. This proposed increase in floor area coupled with the increased height of the buildings (when compared with the existing buildings) is considered to have substantial harmful impacts upon the openness of the Green Belt. This weighs heavily against the proposal.

- 6.9 The increased floor area, height and spread of built development across the site, when compared with the existing development would have a substantially greater detrimental impact upon the openness of the Green Belt than the existing development. On this basis the proposal would fail to comply with paragraph 145 of the NPPF and the development would be an inappropriate and harmful development within the Green Belt by definition, and would by reason of the increased floor area, height and spread of built development across the site would have substantial detrimental impacts upon the openness of the Green Belt and would conflict with the purposes of the Green Belt. In conclusion there is clearly harm in these respects which substantially weights against the proposal and which will need to be taken into account when considering whether any 'very special circumstances' exist which would clearly outweigh the substantial harm to the Green Belt arising from the inappropriate development and the additional harm to the openness of the Green Belt and the conflict with the purposes of the Green Belt. It is therefore necessary to consider whether any other harm would arise from the proposed development.
- 6.10 In relation to design, paragraph 127 of the NPPF advises that developments should function well and add to the overall character of the area, be sympathetic to the surrounding built environment (local character and history) and should be visually attractive as a result of good architecture, layout and landscaping. This planning application follows a review of the development by Design South East and is accompanied by a detailed Design & Access Statement in support of the proposals. The Design & Access Statement advises that the development has been designed to comprise a variety of terraced, semi-detached and detached dwellings with a variety of gabled and hipped roof designs at a two storey height (ranging from heights of 7.2 metres, 7.7 metres and 8.58 metres) to reflect the scale and character of existing development within the local area. The development towards the rear half of the application site has been designed to reduce the scale of the development adjacent to site boundaries (reducing to 7.2 metres and 7.7 metres). The only exception to this includes units 57-60 (backing onto the Lyne Recreation Ground) which are designed with a height to ridge of some 8.58 metres. The layout of the proposals towards the rear part of the site also creates a buffer to the boundaries of the application site to allow for the retention of existing trees and for the provision of greater space around the development and enhanced landscaping. The layout of the development is considered to result in the dispersal of the dwellings creating a less regimented 'rural' informal layout across the site. This design approach will ensure that the development integrates with the existing village character of Lyne and does not result in a form or scale of development which would be harmful or alien to the existing village character. External materials will be utilised to harmonise with existing local character and it is considered that a condition be imposed to ensure that the development comprises a range of brick and tile colours so as create greater variety across the development.
- 6.11 The development has been designed to create a strong sense of place with a strong landscape setting including the provision of new 'hedging' to proposed new property boundaries. The development has been driven by the requirement to improve landscaping and ecology within the site and to provide significant improvements for the local community by the creation of new communal areas across the site (including a new circular walk, play areas, cycle routes and a wildlife corridor). In addition there will be new pedestrian and cycle connections to Lyne Recreation Ground and Almnors Road. The scheme is also considered to present opportunities to enhance the character of the area through the redevelopment of an existing commercial site with significantly enhanced landscape features. The demolition of 198 Almnors Road and the improvements to the existing vehicular access also provide opportunities for the 'greening' of the front section of the site and the provision of additional planting to improve the character of the area when viewed from Almnors Road. The proposed development is considered to provide sufficient private amenity space for the proposed new dwellings with the proposals complying with saved policy H09 of the Local Plan in relation to the Council's 10.6 metre rear garden depth. It is acknowledged that a small number of the units would fall just below the Council's 10.6 metre rear garden depth. However in

considering these individual units, it is considered that these units have wider plots which are considered to provide a sufficient level of amenity for future occupants. This coupled with the provision of extensive areas of landscaped communal areas across the application site is considered to provide a development with high quality private and community amenity space. The development is therefore considered to function well and add to the overall character of the area, be sympathetic to the surrounding built environment (local character and history) and visually attractive as a result of good architecture, layout and landscaping and will comply with saved policy H09 of the Local Plan and design policy within the NPPF.

- 6.12 It is noted that the proposal does not provide the full range of housing mix as required by the new emerging policy SL19 in the Runnymede 2030 Local Plan, which seeks to generally provide a housing mix on all major housing sites, that reflects the housing size mix described in the Councils SHMA. Following discussions with the applicant, they have advised that following discussions with the Councils Housing Department, they were advised that there was a need for 2 bedroom affordable units within the borough. In addition following initial discussions with registered providers it was also concluded that this location was not appropriate for one bedroom units and two bedroom units would be the preferred option. On this basis, the scheme has been designed with a higher concentration of two bedroom units. For the market units the applicant has advised that they have taken advice from local estate agents whom have advised that there is a greater need for three bedroom units to meet local demand. This emerging policy recognises that schemes may exceptionally depart from the required mix where it would not be feasible to achieve. The requirements of the Housing Department for affordable 2 bed units is recognised and it is noted that the applicant is providing affordable housing units far in excess of what would be required for this site (taking into account the VBC). On this basis it is not considered that there is acceptable justification for the proposed mix of dwelling types. The applicant has confirmed that the internal space standards of the individual dwellings have been designed to comply with the emerging policy SL19.
- 6.13 Good design is also set out by Government in the recently published 'National Design Guide' which is defined by 10 characteristics, including context, identity, built form, movement, nature, public spaces, uses, homes and buildings, resources and lifespan. Government guidance also makes reference to the importance of 'Design Review Panels'. It is noted that prior to the submission of this planning application, the applicant engaged with Design South East to undertake 2 'Design Reviews' to seek their comments on the proposed redevelopment of the site. The comments from these 'Design Reviews' have been used to inform the design and layout of these current proposals. Following an assessment of the 10 characteristics, it is considered that the proposals have been designed to follow the guidance contained with the National Design Guide.
- 6.14 In respect of policy SD9 'Renewable and Low Carbon Energy' the applicant has submitted an 'Energy Statement' which confirms that photovoltaics (PV) will be utilised across the development which will provide 10% of the developments energy needs from renewable technologies. The Energy Statement advises that the PV technologies are anticipated to supply 21.3 % of the sites energy needs. Whilst limited weight can be given to this emerging policy, it is considered that the applicant has considered renewable and low carbon energy as part of their development proposals.
- 6.15 The development has been designed to ensure that the development seeks to protect the amenities of existing dwellings surrounding the application site. The development has been designed with gardens facing existing dwellings neighbouring the application site so as to provide sufficient spacing to these existing dwellings and their rear garden areas. This layout of development in combination with the positioning of existing dwellings surrounding the application site is not considered to result in any detrimental impacts, including overlooking or loss of privacy. The proposed demolition of 198 Almnors Road will provide greater space within the site for improvements to the existing vehicular access. This will allow for a significantly improved buffer between the flanks of existing neighbouring dwellings and the proposed new vehicular access which will be a significant improvement when compared to the existing situation. The design of the new vehicular access has resulted in the carriageway being positioned some 6.2 metres and 3.5 metres to existing neighbouring dwellings. It is noted that currently the carriageway of the existing vehicular access into the nursery site physically abuts the flank boundaries of the neighbouring dwellings. This revised layout is therefore considered to be a significant improvement over the current situation.
- 6.16 The existing site also has planning permission for an unrestricted retail use. There are some 6079 square metres of buildings with some 90 car parking spaces. On this basis the current existing use has the potential to have significant impacts upon the existing neighbouring properties. In order to

compare existing and proposed traffic movements, the applicant has submitted a Transport Statement. A comparison of traffic flows advises that the residential development will generate around 13 additional traffic movements during the morning peak time period (0800-0900) and 12 additional traffic movements during the afternoon peak time period (1700-1800) but overall there will be a reduction in traffic movements during the hours of 0700-1900 by around 600 vehicles. On the basis of the above assessment, it is considered that the planning application will result in benefits in traffic related noise and disturbance to existing neighbouring dwellings. The development is therefore considered to comply with saved policy H09 of the local plan and policy within the NPPF.

- 6.17 Following an assessment of the design and layout of the new dwellings, it is considered that the proposal has been designed to protect the amenities of future occupants of the development. It is noted that plots 1-6 (inclusive) have been designed with two storey projections abutting the northern flank boundaries of the individual plots. This design and layout of development will result in some impacts upon the proposed neighbouring properties and their garden areas. It is considered however that these impacts will be minimised given the positioning of first floor rear windows on the neighbouring properties and the proposed rear garden depth extending to some 25 metres. On this basis this harm is considered to be very limited and not enough to prejudice any future occupiers' enjoyment of their dwelling house.
- 6.18 The applicants have provided an archaeological assessment as part of the application. The report concludes that the site would appear to have low archaeological potential but does acknowledge that there may be some potential for archaeological remains to be present. Following consultation with the County Archaeological Section, they advise that a planning condition should be imposed on any permission to secure the implementation of a programme of archaeological work. On this basis it is considered that the development would comply with saved policy BE17 of the local plan and heritage policy within the NPPF.
- 6.19 In respect of highway safety and parking, the County Highway Authority (CHA) raise no objections to the development on highway safety or capacity grounds subject to planning conditions. The applicant has submitted a 'Transport Statement' which confirms that the new development would not have a severe impact on the local highway network. The submitted Transport Statement gives predictions of likely trip rates based on the industry standard TRICS database to determine existing trip rates at the site. The figures generated using this data indicates that there would be an overall reduction in in trip rates associated with the proposed development. The Transport Assessment also provides assessment data for the modelling carried out for the three local junctions most likely to be impacted by the proposal, comprising Almnors Road/Hardwick Lane, Almnors Road/Lyne Lane and the site access itself. The modelling demonstrates that all of these will operate within capacity. The CHA is satisfied with the contents of the Transport Assessment and recommends that an appropriate agreement be sought to secure £3000 towards signage improvements at the Hardwick Lane/Almnors Road junction. This is required due to the anticipated additional impact at this junction and the current 'road traffic incident' record associated with it. It is considered that signage improvements at this junction would reduce the highway safety risks for future users of the site and this junction. It is considered that this financial contribution towards signage improvements could be secured through a S106 legal agreement. The proposed development provides for two parking spaces for each of the individual dwellings, the majority of which will be provided within the curtilage of the individual dwellings. A total of 10 properties will have off-site parking allocated in nearby parking courts along with visitor parking for the wider site. On the basis of the above, the application is considered to comply with saved policies MV4 and MV9 of the local plan and policies contained within the NPPF.
- 6.20 It is acknowledged that the application site is located within a relatively unsustainable location and that new residents will be more likely to access the site by private car as opposed to other modes of sustainable transport. The development is however located on the edge of an existing village with existing local amenities including a school, nursery, village hall and public house. There is an existing bus service which stops along Almnors Road. However this is very infrequent and only runs a restricted service on Wednesdays and Fridays. The Chertsey and Virginia Water train stations are located approximately 3.5 km away and provide 2 services per hour to Waterloo and Reading. It is also recognised that the application site has planning permission for an unrestricted retail use. There are some 6079 square metres of buildings with some 90 car parking spaces. On this basis the current existing use has the potential for a new unrestricted retail use which would have significantly greater impacts in terms of traffic and environmental impacts. The County Highway Authority also recommend planning conditions to secure 'the provision of 'electric vehicle charging' for each of the dwellings and the submission of a 'Travel Plan' to encourage the use of

more sustainable modes of transport. However, The development has also been designed to provide on site cycle storage and the development has also been designed to provide future opportunities for a 'walking bus' to the nearby local school. On the basis of the above assessment it is considered that the location of the site for new residential development would be acceptable in sustainability terms subject to the above recommended planning conditions relating to a 'Travel Plan' and 'Electric Vehicle Charging Points'.

- 6.21 In respect of air quality, the applicant has submitted a detailed 'Air Quality Report' in support of their proposals which considers the dust effects during the construction phase and the air quality impacts during the operation of the development. The report concludes that the effects of the development upon air quality overall are considered to be 'not significant'. The report advises that there will be some dust effects during the construction phase but this will be short term. The report recommends mitigation measures which are considered to reduce the level of residual dust so that the impacts upon 'air quality' will be 'not significant'. It is recommended that a planning condition be imposed to ensure that these proposed mitigation measures are secured during the construction phase of the development. In terms of the impacts on air quality during the operational phase of the development, the report concludes that the impact on existing residents will be 'negligible' and for the future occupants of the site, air quality will fall well within the relevant health based air quality objectives. The Councils Principal Environmental Health Officer raises no objections to the impacts of the development on air quality subject to the proposed mitigation measures (as contained within section 7 of the Air Quality Report) being undertaken during the construction phase of the development. It is considered that this can be imposed as a planning condition on any permission granted. On this basis the proposal is not considered to have any detrimental impacts on air quality and the development will comply with relevant policy within the NPPF and NPPG.
- 6.22 In relation to noise impacts, the applicant has provided an outline plan for a 'Construction Management Plan' with some general principles suggested. The Councils Principal Environmental Health Officer has advised that a detailed Demolition and Construction Site Management Plan be submitted for the approval of the local planning authority and this will be imposed as a planning condition in any permission granted. The Councils Principal Environmental Health Officer has advised that Management Plans will ensure that the hours of noisy works on site be curtailed to the normal hours of operation for construction sites and that other considerations are put in place to ensure that there is sufficient space on site for contractors parking and delivery vehicles so as to minimise noise and disturbance to existing neighbouring dwellings. The Councils Principal Environmental Health Officer also recommends the use of an 'acoustic fence' to protect existing neighbouring properties either side of the new access road. This has been carefully considered by Officers. However it is considered that the development proposals will result in significant benefits to the existing neighbouring properties by an overall reduction in vehicular movements (when compared with the current unrestricted A1 retail use). The Transport Statement concludes that there will be a reduction in traffic movements during the hours of 0700-1900 by around 600 vehicles. In addition the revisions to the design of the vehicular access will provide a buffer of some 6.2 metres and 3.5 metres to both existing neighbouring dwellings when currently the carriageway of the existing vehicular access physically abuts the flank boundaries of neighbouring dwellings. Concerns are raised over the design of an acoustic fence along the flank boundaries of the new vehicular access which would be of a solid design and at a significant height and detrimental to the character of the area and the Green Belt. The front section of the site has been designed to provide significant visual improvements to this section of Alnmers Road. On the basis of the above assessment it is not considered that an acoustic fence would be required and the development will result in improvements to noise levels upon existing neighbouring properties. On the basis of the above assessment it is considered that subject to a planning condition requiring the submission of Demolition and Construction Management Plans the development will not result in any unacceptable noise issues and the development is considered to comply with policy within the NPPF and NPPG.
- 6.23 The application site falls within Flood Zone 1. On this basis the development of the site for new residential development is considered to be acceptable in flooding terms as it is introducing new residents to an area with the lowest risk of flooding within the borough. The councils Drainage Section and Lead Flood Authority fully support the proposals. The application site is currently highly impermeable and the application secures drainage improvements both on and off site. The proposed development is therefore considered to be acceptable in flooding and drainage terms and complies with policy within the NPPF and NPPG. A condition is necessary to ensure sustainable drainage for the new dwellings is provided in accordance with saved Policy SV2 and the NPPF. Paragraph 6.39 below considers further aspects of the drainage in the area and the improvements that this development could achieve which supports the proposal.

- 6.24 In respect of trees, the existing trees within the application site are located along the site boundaries. The submitted 'Arboricultural Report' confirms that the development proposals have been designed with the layout of the existing trees as a primary consideration to ensure that key trees are retained and protected as part of the development proposals. The positioning of the new development has also been carefully considered to ensure that the existing trees can be retained in the long term with no future pressure for removal by future occupants. The Arboricultural Report carefully considers the impact of the development upon existing trees, including impacts upon existing trees during demolition, the removal of hard surfacing and the removal of an existing earth bund within the site. The Councils Arboricultural Officer fully supports the proposals subject to conditions. On this basis the development is considered to result in an acceptable form of development which has been designed to retain the higher quality trees within the site. There are also not considered to be any detrimental impacts upon the existing trees subject to TPO 239.
- 6.25 The proposal includes the planting of a large number of new trees and hedgerows across the site. These will be of high quality and have been carefully located in positions where they will be able to grow to maturity. As well as new tree and hedgerow planting, it is proposed that the existing rooting areas of trees are improved by replacing impermeable materials such as tarmac with areas of soft landscaping. These works will have a positive impact on the health of these trees. The proposal to plant extensive new areas of trees will have a positive impact on the landscape and surrounding local area and the visual appearance of the site will be significantly enhanced. The Councils Arboricultural Officer advises that a planning condition would be required to secure the submission of a fully detailed landscape plan with plotted plants/trees, quantities, and sizes at time of planting. In addition a management plan will also be required to be submitted to ensure the future long term maintenance of the site. On the basis of the above, it is considered that the proposal will comply with saved policies NE12, NE14 and NE15 of the Local Plan and relevant policies within the NPPF and will provide a high quality development with respect to landscaping.
- 6.26 The application is supported by extensive ecological surveys including a Phase 1 Habitat Survey, Ecological Mitigation and enhancement plan, Bat Scoping Report and Bat Emergence and Re-entry Survey and Reptile Surveys. The bat report has found evidence of bat roosts within the site, which will need to be removed. Although the proposed development requires the removal of bat roosts, the development will introduce a number of ecological enhancements within the site, many of which will benefit bats. This includes the reopening of an existing culverted waterway across the site as a new 'wildlife corridor' with proposals for 'low-level wildlife-friendly lighting' and planting of new vegetation such as reeds. The opening of the waterway will provide a major enhancement to commuting and foraging bats in the local area, including a diversity of invertebrates as food. The bat report recommends the provision of bat roost boxes within the site, including a design to provide 'in-built' roosting facilities within the proposed new bridges within the site crossing the new 'wildlife watercourse corridor'. There are also proposals to ensure that the demolition of existing buildings within the site are both time restricted and supervised in order to protect bats. The Ecological Mitigation and Enhancement Plan provides further recommendations with respect to bats which will need to be secured. It is considered that these can be secured through planning conditions.
- 6.27 Slow worms have also been identified in the site and the submitted reports and surveys recommend proposed mitigation methods prior to the commencement of development and the management of vegetation and spoil piles to prevent colonisation by reptiles prior to site clearance. The reports also confirm that Japanese knotweed has been found and eradicated from the south west edge of the site and is being monitored. The reports also provide recommendations for future landscaping and planting within the site to provide grassland, wild flowers and scattered scrub to provide links with an existing habitat corridor to the west. The Ecological Mitigation and Enhancement Plan also recommends that prior to works commencing on site, a precautionary badger walkover survey be undertaken. It is considered that this be required as a planning condition. The Ecological Mitigation and Enhancement also provides details of biodiversity enhancements within the site and it is recommended that a planning condition be imposed to secure further details of these enhancements.
- 6.28 The Surrey Wildlife Trust have confirmed that a European Protected Species Licence will be required to be submitted to Natural England following the approval of any planning application. The Surrey Wildlife Trust also recommend conditions in respect of protected species, which also includes the requirement for additional surveys. The Surrey Wildlife Trust also advise that Deciduous Woodland is located immediately adjacent to the application site to the south. As identified by Natural England, Deciduous Woodland is a Habitat of Principal Importance for the purpose of conserving biodiversity in England. The Surrey Wildlife Trust therefore advise that temporary fencing be erected during construction works to ensure that damage does not occur during development. This will be imposed

as a planning condition on any permission granted. It is considered that the applicant has fully addressed protected species in accordance with saved Policy NE20.

- 6.29 The site lies within 5 km of the Thames Basin Heaths Special Protection Area. In accordance with guidance from Natural England, the Habitats Regulations Assessment requirements are that plans or projects which may have a likely significant effect on a European designated site (such as the TBHSPA) can only proceed if the competent authority is convinced they will not have an adverse effect on the integrity of the European site. Recent case law has suggested that likely significant effects cannot be ruled out at this screening stage, and in accordance with the Natural England guidance and national legislation, the application proposal must be made subject to an appropriate assessment. In accordance with the Council's SPG, and without consideration of potential mitigation regarding the TBHSPA this application is 'screened in' to the need for appropriate assessment as it lies within a zone of influence where recreational disturbance arising from new occupation in proximity to the TBHSPA is likely to have an adverse effect.
- 6.30 The guidance is that Natural England is required to be consulted and the LPA must have regard to its advice. Natural England agreed the framework for relevant development proposals affected by the TBHSPA in 2008 and the Council has been following this framework since then utilising it as standing advice removing the need for individual consultation to Natural England for schemes of this scale. It therefore falls to the Council to undertake the Appropriate Assessment of the application, which includes the consideration of any proposed mitigation, to reach a conclusion as to whether the proposal has any residual adverse effects that lead to a likely significant effect on habitats at the TBHSPA. The applicant has agreed to provide mitigation measures which comply with the Council's adopted guidance comprising £2000 per net additional dwelling towards the Council's Suitable Alternative Natural Greenspace (SANG) and £630 per net additional dwelling in respect of the Strategic Access Management and Monitoring (SAMM) secured through a S106 legal agreement. On the basis of the above considerations, the development is considered to comply with saved policies NE16, NE18 and NE20 of the Local Plan and policy within the NPPF.
- 6.31 Following consultation with the Council's Land Contamination Officer no objections are raised to the proposals subject to a planning condition securing the submission of a further assessment to consider the nature and extent of contamination present on the site and if necessary details of remediation measures to bring the site to a condition suitable for the intended residential use by removing unacceptable risks to human health, buildings, property and the natural environment. On this basis it is considered that land contamination (if found) can be adequately dealt with through the imposition of a planning condition.
- 6.32 The application site falls within a 'Mineral Safeguarding Area' where careful consideration has to be given to securing the long term mineral resource within the borough (concreting aggregate) for future generations. Mineral working makes an important contribution by supplying materials for the building and construction industry. The applicant has submitted a Mineral Resource Assessment in support of their proposals. Following consultation with the Minerals Planning Authority (Surrey County Council), they raise no objections to the redevelopment of the application site on the basis that the prior working of the site would not be appropriate given its close positioning to sensitive land uses in the immediate vicinity of the site. The Minerals Planning Authority however advise that wherever possible, the development should ensure the incidental use of any of the underlying mineral in the construction process and the maximum recycling of demolition materials on site. It is considered that this be included as a planning informative on any permission granted.
- 6.33 In respect of impacts on local infrastructure arising from new residential development at the site, It is considered that contributions towards education would be required to be provided. Surrey County Council have advised that an overall contribution of £449,601 (including £39,710 for early years education at White Lodge Nursery to expand its current provision, £198,507 for primary education at Meadowcroft Infant School to accommodate additional children from the development and £211,401 for secondary education at Jubilee High School to accommodate additional children from the development) It is considered that a scheme of this scale and with the type of units proposed that there would be an impact on education provision and the contributions will meet the tests of the CIL Regulations. It is considered that these contributions would be secured by a S106 legal agreement. Letters of objection have also raised concerns that the development is not providing or contributing to other infrastructure such as a GP surgery. However, there is no proposal for a GP surgery in Lyne in the Council's Infrastructure Delivery Plan December 2017 which forms part of the evidence base for the new Runnymede Local Plan 2030.
- 6.34 It is therefore necessary to consider whether any very special circumstances exist which outweigh the harm to the Green Belt and any other identified harm. As outlined earlier in the report, the

development would be an inappropriate and harmful development within the Green Belt by definition, and would by reason of the increased floor area, height and spread of built development across the site have detrimental impacts upon the openness of the Green Belt and would conflict with the purposes of the Green Belt. In conclusion there is clearly 'substantial' harm in these respects which substantially weights against the proposal. In addition to this 'substantial harm' there is also the other 'very limited' harm which has been identified to the future occupiers of plots 1-6 (inclusive) as contained within paragraph 6.16 of this report.. As contained within Paragraph 143 of the NPPF, inappropriate development is by definition harmful to the Green Belt and should not be approved except in very special circumstances. Very special circumstances will not exist unless the potential harm to the Green Belt by reason of inappropriateness and any other harm, is clearly outweighed by other considerations. The relevant material considerations have been carefully assessed by Officers to consider whether very special circumstances exist in this particular case.

- 6.35 Saved Policy HO1 and the NPPF encourage new residential development. It is acknowledged that currently the Council is unable to demonstrate a five year housing land supply and the contribution this proposal would make to housing supply is therefore acknowledged. However it is considered that the Council should be in a position to demonstrate a five year housing land supply upon adoption of the new local plan. In any event, PPG guidance within 'Housing and Economic Land Availability Assessment' makes it clear that within decision taking, unmet need for housing is unlikely to outweigh the harm to the Green Belt and other harm to constitute the 'very special circumstances' justifying inappropriate development on a site within the Green Belt. It is considered that 'some weight' can be given to this at this stage and once the plan has been adopted, it is considered that this consideration should be given 'very little weight'.
- 6.36 The applicant seeks to provide 50% affordable housing as part of the development proposals. It is clearly acknowledged within paragraph 6.6 of this report that in order to be policy compliant, the applicant is only required to provide 5 affordable housing units on site. The applicant is proposing to provide 30 affordable housing units (50% on site affordable housing). Following discussions with the Council's Housing Section, they have confirmed that there is a current need within the borough for 2 bedroom rented units. The application provides for 20 units for affordable rent (14 x 2 bed and 6 x 3 bed), 2 units for social rent (all 3 bed units) and 8 shared ownership units (5 x 2 bed, 2 x 3 bed and 1 x 4 bed). The applicant is therefore providing 25 extra affordable units in excess of the Council's policy on affordable housing. On this basis it is recognised that the development would clearly meet an identified housing need within the borough for affordable housing and it is considered that these benefits should be given 'substantial weight' . It is recommended that the affordable housing provision be secured through a s106 legal agreement. The s106 should also ensure that the affordable housing is not subjected to on-going maintenance costs for the maintenance of the open 'communal' land and other similar costs as these additional costs will detrimentally impact upon the affordability of these homes. The S106 however should ensure that the affordable housing units have full access to the communal 'public' areas of the site.
- 6.37 The proposed development is also considered to result in benefits to existing neighbouring residential dwellings through the removal of an authorised site for retail purposes (Use Class A1). The existing site also has planning permission for an unrestricted retail use. There are some 6079 square metres of buildings with some 90 car parking spaces. On this basis the current existing use has the potential to have significant impacts upon existing neighbours. The Transport Statement concludes that overall there will be a reduction in traffic movements during the hours of 0700-1900 by around 600 vehicles as a result of the development proposals. On the basis of the above, it is considered that the planning application will result in significant benefits in traffic related noise and disturbance to existing neighbouring dwellings. The development proposals also propose improvements to the existing vehicular access by providing significantly greater space to the flanks of neighbouring dwellings. It is considered that these benefits should be given 'significant weight'.
- 6.38 The application site is currently highly impermeable and the application secures significant drainage improvements across the site including the re-opening of a culverted watercourse across the site to provide on-site attenuation for surface water and a new wildlife corridor. The Lead Flood Authority have confirmed that there is currently a high surface water flood risk downstream of the site in the local area and the proposed drainage mitigation scheme achieves significant improvements by reducing the flows exiting the site and the risk of flooding downstream of the site. The Lead Flood Authority have confirmed that the improvements to flooding off-site would not normally be required as part of their policy requirements and on this basis the drainage design for the site has gone 'over and above' what would normally be expected as part of this planning application. It is considered that these off site drainage improvements should be given 'significant weight'.

- 6.39 The proposals are considered to result in significant visual improvements across the site by the removal of large areas of hard surfacing. The Design & Access Statement advises that the development will result in a 47% decrease in hard surfacing across the site when compared to the existing situation. This will also be coupled with a 22% decrease in the footprint of existing buildings across the site (when compared with the new footprint of residential dwellings) and the introduction of large areas of new soft landscaping. The Design & Access Statement advises that the proposal will result in a 1064% increase in soft landscaping across the site and a 272% increase in trees across the site. The proposals have also been designed to provide major ecological improvements across the site including the opening of an existing watercourse (which is currently culverted) to create a new wildlife corridor which will connect to existing off-site habitats and a new woodland buffer to the northern boundary of the application site. It is considered that these improvements should be given 'considerable weight'.
- 6.40 Lyne currently has no public footpaths within the vicinity of the application site. The applicant has advised that it is their intention to allow for 50% of the site to be made publicly accessible and this includes new areas for cycling, a 'circular walk' and new play areas. The development also seeks to provide pedestrian and cycle links to the existing 'Lyne Recreation Ground' to allow current users of the recreation ground to utilise the application site for wider recreational public use. It is considered that these improvements should also be given 'considerable weight'.
- 6.41 The applicant advises that the development will include community improvements by the creation of a new broadband supply for the development proposal and a new electricity substation which will prevent current problems with power outages. The supporting information advises that the improvements to the electricity supply and broadband would also bring benefits to the existing residents of Lyne. It is not considered that sufficient information has been submitted to support these arguments and it is not clear whether the applicant's proposals would be 'over and above' what would normally be required by a development of this scale. On this basis it is considered that 'limited weight' should be given to these considerations.
- 6.42 Any very special circumstances are required to be assessed against the specific circumstances of the application site in question and the specific development proposals under consideration. These must be fully balanced against any harm identified. It is concluded that these material considerations in combination would amount to 'very special circumstances which would justify the development and outweigh the 'substantial harm' which has been identified to the Green Belt and the 'very limited' harm which has been identified to the future occupiers of plots 1-6 (inclusive) as contained within paragraph 6.16 of this report.

7. Conclusion

- 7.1 It is considered that by reason of the proposed scale of the proposals (60 dwellings) and the proposed increase in floor area, height and resultant spread of built development within the site (when compared with the existing) the proposals would have a substantially greater impact upon the openness of the Green Belt and the purpose of including land within it than the existing development. On this basis the proposal would fail to comply with paragraph 145 of the NPPF and the proposed development would be an inappropriate and harmful development within the Green Belt by definition, would have a detrimental impact upon the openness of the Green Belt and would conflict with the purposes of the Green Belt.
- 7.2 It is considered however that material considerations exist in this particular case which would cumulatively amount to 'very special circumstances' which would justify the development proposals and would clearly outweigh the 'substantial' harm identified to the Green Belt and the 'very limited' harm which has been identified to the future occupiers of plots 1-6 (inclusive) as contained within paragraph 6.16 of this report.
- 7.3 Consideration has been given to Articles 1 and 8 of the First Protocol of the European Convention on Human Rights. It is not considered that the decision would result in a violation of any person's rights under the Convention.

Consideration has been given to s149 of the Equality Act 2010 (as amended), which imposes a public sector equality duty that requires a public authority in the exercise of its functions to have due regard to the need to:

- (a) Eliminate discrimination, harassment, victimisation and any other conduct prohibited by the Act
- (b) Advance equality of opportunity between persons who share a relevant protected

- characteristic and persons who do not share it
- (c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

It is considered that the decision would have regard to this duty.

7.4 The development would enhance the character and appearance of the surrounding area and residential amenities will be protected. There will be no harmful effects upon archaeology and the proposal is not considered to detrimentally impact upon highway safety. There are not considered to be any detrimental impacts on air quality or noise. The proposal will result in significant landscape improvements within the application site and will both protect and enhance biodiversity and protected species. The development will result in substantial drainage improvements both within and surrounding the site and no objections are raised from the Minerals Planning Authority regarding the Minerals Safeguarding Area. Infrastructure contributions can be secured by a S106 regarding educational contributions and highway signage improvements. The development has been assessed against the following Development Plan policies – saved policies GB1, GB6, H03, H04, H08, H09, MV3, MV4, MV5, MV9, NE10, NE12, NE13, NE14, NE15, NE16, NE20, R3 and BE17 of the Runnymede Borough Local Plan Second Alteration April 2001, the policies of the NPPF, guidance in the PPG, and other material considerations including third party representations. It has been concluded that the development would not result in any harm that would justify refusal in the public interest. The decision has been taken in compliance with the requirement of the NPPF to foster the delivery of sustainable development in a positive and proactive manner.

7.5 Under 'The Town and Country Planning (Consultation) (England) Direction 2009 the local planning authority is required to consult the Secretary of State in respect of developments comprising new floor areas of 1,000 square metres or more of building within the Green Belt or any other development which, by reason of its scale or nature or location, would have a significant impact on the openness of the Green Belt. Therefore, subject to a resolution by the Committee to grant planning permission, the application will need to be referred to the Secretary of State to determine whether he wishes to call-in the application and make the decision himself. If he decides not to call-in the application, the permission can be issued by the Council.

SUMMARY OF RECOMMENDATION: Subject to the referral to the Secretary of State, the Development Manager be authorised to Grant subject to the completion of a S106 legal agreement to secure

- Financial contribution of £449,601 for local education improvements: (including £39,710 for early years education at White Lodge Nursery, £198,507 for primary education at Meadowcroft Infant School and £211,401 for secondary education at Jubilee High School,
- Financial contribution for SAMM and SANGs in respect of the Thames Basin Heaths Special Protection Area (£2630 per net additional dwelling),
- the provision of on-site affordable housing at a minimum of 50% of the total number of dwellings and
- Financial contribution of £3000 towards highway signage improvements at the Hardwick Lane/Almners Road junction.
- Confirmation of management fees across the development which shall exclude the occupiers of the affordable housing and that the occupiers of the affordable homes shall have access to all the communal areas

And subject to the following conditions:

1 Full application (standard time limit)

The development for which permission is hereby granted must be commenced not later than the expiration of three years beginning with the date of this permission.

Reason: To comply with Section 51 of Part 4 of the Planning and Compulsory Purchase Act 2004.

2 List of approved plans

The development hereby permitted shall not be carried out except in complete accordance with the following approved plans:

1813_211, 1813_104, 1813_103, 1813_304_Rev A, 1813_102, 1813_208_Rev A, 1813_207_Rev

A, 1813_110_Rev A, 1813_303_Rev A, 1813_305_Rev A, 1813_302_Rev A, 1813_206_Rev A, 1813_114, 1813_301_Rev A, 1813_202_Rev A, 1813_300_Rev A, 1813_112_Rev A, 1813_200_Rev A, 1813_111_Rev A, 1813_107, 1813_106, 1813_105, 1813_209, 1813_113, 1813_204, 1813_203, 1813_181, 1813_210, 1813_205, 1813_180, 8292-PL-GA-100, 1813-250, 1813-100, 8292-PL-GA--100, 1813-101, 1813-201

Design & Access Statement , Air Quality Assessment, Minerals Resource Assessment, Statement of Community Involvement, Planning Application Summary Document, Habitat Regulations Assessment, Phase 1 Preliminary Risk Assessment, Reptile Survey, Arboricultural Report, Landscape and Visual Impact Assessment and Green Belt Assessment, Surface Water Flood Risk Modelling Report, Energy Statement, Health Impact Assessment, Drainage Strategy, Planning Statement, Landscape Report, Sustainability Statement, Ecological Report – Ecological Mitigation and Enhancement Plan, Transport Assessment, Flood Risk Assessment, Utility Assessment, Archaeological Desk Based Assessment, Extended Phase 1 habitat Assessment and Bat Scoping Report, Bat Emergence/Re-entry Surveys,

Reason: To ensure an acceptable scheme and to comply with saved Policies GB1, GB6, H03, H04, H08, H09, MV3, MV4, MV5, MV9, NE10, NE12, NE13, NE14, NE15, NE16, NE20, R3 and BE17 of the Runnymede Borough Local Plan Second Alteration 2001.

3 External materials

Prior to the commencement of the above ground construction of the first dwelling, further details and samples of the external materials to be used in the external elevations of the buildings shall be submitted to and approved in writing by the Local Planning Authority and no variations in such materials when approved shall be made without the prior approval, in writing, of the Local Planning Authority. Development shall be carried out in accordance with the approved details.

Reason: In order that the development improves the character and quality of the area in the interests of visual amenity and to comply with saved policies GB1, H09 and NE10 of the Runnymede Borough Local Plan Second Alteration April 2001 and guidance within the National Planning Policy Framework.

4 External lighting and floodlighting

Before any external lighting, including floodlighting, is installed at the site, details shall be submitted to and approved in writing by the Local Planning Authority. Such details shall include measures to ensure that no direct light is projected into the atmosphere above the lighting installation. Development shall be carried out in accordance with the approved details and be retained as such thereafter.

Reason: To protect the residential amenities of the neighbouring properties and to protect wildlife and the Green belt to comply with saved Policies HO9, GB1 and NE20 of the Runnymede Borough Local Plan Second Alteration 2001, guidance within the NPPF, and Policy EE2 of the Runnymede 2030 Draft Local Plan.

5 Land Affected by Potential Contamination

Unless otherwise agreed by the Local Planning Authority, development other than that required to be carried out as part of an approved scheme of remediation must not commence until Conditions (i) to (iv) or otherwise agreed remedial measures have been complied with. If unexpected contamination is found after development has begun, development must be halted on that part of the site affected by the unexpected contamination to the extent specified by the local planning authority in writing until Condition (iv) has been complied with in relation to that contamination.

(i) Site Characterisation

No development must take place until an assessment of the nature and extent of contamination on the site has been submitted to and approved in writing by the Local Planning Authority. The investigation and risk assessment must be undertaken by competent persons and shall assess any contamination on the site whether or not it originates on the site. The report of the findings must include:

(a) a survey of the extent, scale and nature of contamination;

(b) an assessment of the potential risks to:

- human health
- property (existing or proposed) including buildings, crops, livestock, pets, woodland and service lines and pipes
- adjoining land
- ground waters and surface waters
- ecological systems
- archaeological sites and ancient monuments

(ii) Submission of Remediation Scheme

If found to be required no development shall take place until a detailed remediation scheme to bring the site to a condition suitable for the intended use by removing unacceptable risks to human health, buildings and other property and the natural and historical environment has been submitted to and approved in writing by the local planning authority. The scheme must include all works to be undertaken, proposed remediation objectives and remediation criteria, an appraisal and remedial options, proposal of the preferred option(s), a timetable of works and site management procedures. The scheme must ensure that the site will not qualify as contaminated land under Part 2A of the Environmental Protection Act 1990 in relation to the intended use of the land after remediation.

(iii) Implementation of Approved Remediation Scheme

If found to be required, the remediation scheme shall be implemented in accordance with the approved timetable of works.

Upon completion of measures identified in the approved remediation scheme, a verification report (validation report) that demonstrates the effectiveness of the remediation carried out must be submitted to the local planning authority.

(iv) Reporting of Unexpected Contamination

In the event that contamination is found at any time when carrying out the approved development that was not previously identified, it must be reported in writing immediately to the local planning authority and once the Local Planning Authority has identified the part of the site affected by the unexpected contamination, development must be halted on that part of the site. An assessment must be undertaken in accordance with the requirements of Condition (i) or otherwise agreed and where remediation is necessary, a remediation scheme, together with a timetable for its implementation must be submitted to and approved in writing by the Local Planning Authority in accordance with the requirements of Condition (ii) in the form of a Remediation Strategy which follows DEFRA CLR11 approaches. The measures in the approved remediation scheme must then be implemented in accordance with the approved timetable. Following completion of measures identified in the approved remediation scheme, a validation (verification) plan and report must be submitted to and approved in writing by the Local Planning Authority in accordance with Condition (iii)

Reason: To ensure that risks from land contamination to the future users of the land and neighbouring land are minimised, together with those to controlled waters, property and ecological systems and to ensure that the development can be carried out safely without unacceptable risks to workers, neighbours and other off-site receptors in accordance with guidance in the NPPF.

6 Tree Protection

Prior to the commencement of any works hereby approved, including demolition and before any equipment, machinery or materials are brought on to the site, tree protective measures shall be installed in accordance with the approved Arboricultural Report. The works shall be carried out in accordance with the approved protection plan and method statement and the tree protective measures shall remain in place until all works are complete and all machinery and materials have finally left the site. Nothing shall be stored or placed in any area fenced in accordance with this condition nor shall any fires be started, no tipping, refuelling, disposal of solvents or cement mixing carried out and ground levels within those areas shall not be altered, nor shall any excavation or vehicular access, other than that detailed within the approved plans, be made without the written consent of the Local Planning Authority.

Reason: To protect the existing trees to be retained in order to protect and enhance the character and appearance of the surrounding area to comply with saved policies NE14 and NE15 of the Runnymede Borough Local Plan Second Alteration 2001 and guidance in the NPPF.

7 Biodiversity enhancements

Prior to the commencement of the development hereby permitted, a detailed biodiversity mitigation strategy and biodiversity enhancement plan (including the long term management of biodiversity) shall be submitted to and approved in writing by the Local Planning Authority. The approved details shall be incorporated into the development prior to the first occupation of any part of the development hereby granted, and permanently maintained thereafter.

Reason: In accordance with the terms of the application and to ensure the provision of suitable biodiversity enhancements in accordance with saved policies NE17 and NE20 of the Runnymede Borough Local Plan Second Alteration 2001 and guidance in the NPPF.

8 Hard and soft landscaping

Prior to above ground development, further details of the proposed design of the hard landscaping including surfacing materials and proposed soft landscaping (including tree planting) within the application site shall be submitted to and approved in writing by the Local Planning authority. This shall include hard and soft landscaping proposals for the new public areas, the wildlife corridor (including the design of any new bridges) the circular walkway and the proposed cycle routes. When approved the development shall be undertaken in complete accordance with the approved plans unless a variation is agreed in writing by the Local Planning Authority.

The proposed soft landscaping details shall include species, size and height at time of planting and the proposed time of planting. All tree planting shall be carried out in accordance with the approved details and by the approved times unless a variation is approved in writing by the local planning authority. Any new planting, which within a period of five years of the commencement of any works in pursuance of the development die, are removed, or become seriously damaged or defective, shall be replaced as soon as practicable with others of suitable size and species, following consultation with the Local Planning Authority, unless the Local Planning Authority gives written consent to any variation.

Reason: To ensure that the development proposals seek to provide a high quality landscaping scheme in order to enhance the appearance of the area to comply with saved Policies BE5 and NE15 of the Runnymede Borough Local Plan Second Alteration 2001 and guidance in the NPPF.

9 Tree felling works

Prior to the felling of any existing trees within the site (other than those proposed to be removed in the Arboricultural Report) further details of the trees to be removed shall be submitted to and approved in writing by the LPA. No additional trees shall be removed unless permission is given in writing by the Local Planning Authority.

Reason . To protect the existing trees to be retained in order to protect and enhance the character and appearance of the surrounding area to comply with saved policies NE14, NE15 and NE20 of the Runnymede Borough Local Plan Second Alteration 2001 and guidance in the NPPF.

10 Tree pruning works

Prior to any pruning and tree works to existing trees (including reductions and crown lifting) further details shall be submitted to and approved in writing by the local planning authority. When approved the development shall be undertaken in complete accordance with the approved details unless a variation is agreed in writing by the Local Planning Authority.

Reason . To protect the existing trees to be retained in order to protect and enhance the character and appearance of the surrounding area to comply with saved policies NE14 and NE15 of the Runnymede Borough Local Plan Second Alteration 2001 and guidance in the NPPF

11 Written scheme setting out measures for public access to the site

Prior to the commencement of the above ground development hereby approved a written scheme shall be submitted to and approved by the local planning authority setting out measures to facilitate public access to the site. Such a scheme shall include (inter alia) the following details :

1. Measures to facilitate and actively encourage general public access to the communal areas of the application site including the proposed circular walk, play areas and cycle routes, in particular enabling access through the site to the Lyne Recreation Ground
2. Details to confirm public access to the site in perpetuity

Once the scheme is approved by the Local Planning Authority, it shall be implemented prior to the occupation of 75% of the residential units hereby permitted and thereafter retained.

Reason: To secure the provision of public access to the site which is put forward as a very special circumstance that is required (in part) to outweigh the harm to the Green Belt, and to comply with saved policy GB1 of the Runnymede Borough Local Plan Second Alteration 2001 and policy within the NPPF.

12 Existing and proposed finished levels

Prior to the commencement of the above ground development hereby approved, details of the existing and proposed levels of the application site (and finished floor levels of the new development) shall be submitted to and approved in writing by the Local Planning Authority. The development shall thereafter be carried out in complete accordance with the approved details.

Reason: In order to obtain a satisfactory form and scale of development in the interests of the visual and residential amenities of the locality and to comply with saved Policies H01, GB6 and GB1 of the Runnymede Borough Local Plan Second Alteration 2001 and guidance in the NPPF.

13 Landscape Management Plan

Prior to the occupation of the development hereby approved, a landscape management plan, (including long term design objectives, management responsibilities and maintenance schedules for all landscape areas including all communal areas and play areas shall be submitted to and approved in writing by the Local Planning Authority. The landscape areas shall be managed and maintained thereafter in accordance with the agreed Landscape Management Plan unless a variation is approved in writing by the Local Planning Authority.

Reason: To ensure a high quality landscaping scheme across the site in order to protect and enhance the appearance of the surrounding area to comply with saved Policies NE14, and NE15 of the Runnymede Borough Local Plan Second Alteration 2001 and guidance in the NPPF and in order to secure high quality landscape and visual improvements within the site which are put forward as very special circumstances that are required (in part) to outweigh harm to the Green Belt, in accordance with saved Local plan policy GB1 and guidance in the NPPF.

14 Access to the site

No part of the development shall be first occupied unless and until the proposed vehicular access to Almnors Road and the proposed pedestrian and cycle access to Lyne Recreation Ground has been constructed and provided with visibility zones in accordance with the approved plans and thereafter the visibility zones shall be kept permanently clear of any obstruction over 1.05m high.

Reason: In order that the development should not prejudice highway safety, cause inconvenience to other highway users and to promote sustainable modes of transport to comply with saved policy MV4 of the Runnymede Borough Local Plan Second Alteration April 2001 and guidance within the NPPF.

15 Parking provision

The development hereby approved shall not be first occupied unless and until space has been laid out within the site in accordance with the approved plans for vehicles and cycles to be parked. All cycle parking shall be covered, secure and lit. Thereafter the parking areas shall be retained and maintained for their designated purposes.

Reason: In order that the development should not prejudice highway safety nor cause

inconvenience to other highway users and to comply with saved policies MV4 and MV9 of the Runnymede Borough Local Plan Second Alteration April 2001 and guidance within the NPPF.

16 Construction Transport Management Plan

No development shall commence until a Construction Transport Management Plan, to include details of:

- (a) parking for vehicles of site personnel, operatives and visitors
- (b) loading and unloading of plant and materials
- (c) storage of plant and materials
- (d) programme of works (including measures for traffic management)
- (e) provision of boundary hoarding behind any visibility zones
- (f) HGV deliveries and hours of operation
- (g) vehicle routing
- (h) measures to prevent the deposit of materials on the highway
- (i) before and after construction condition surveys of the highway and a commitment to fund the repair of any damage caused
- (j) on-site turning for construction vehicles

has been submitted to and approved in writing by the Local Planning Authority. Only the approved details shall be implemented during the construction of the development.

Reason: In order that the development should not prejudice highway safety nor cause inconvenience to other highway users and to comply with saved policies MV4 and MV9 of the Runnymede Borough Local Plan Second Alteration April 2001 and guidance within the NPPF.

17 Travel Plan

Prior to the occupation of the development a Travel Plan shall be submitted for the written approval of the Local Planning Authority in accordance with the sustainable development aims and objectives of the National Planning Policy Framework, Surrey County Council's "Travel Plans Good Practice Guide", and in general accordance with the 'Appendix M - Travel Statement - May 2019' document. The plan shall identify sustainable transport options for future occupiers and also to establish how future occupiers will be made aware of these options.

Reason In order to promote sustainable modes of transport in compliance with policy within the NPPF.

18 Electric Vehicle Charging Points

The development hereby approved shall not be occupied unless and until each of the proposed dwellings are provided with a fast charge socket (current minimum requirements - 7 kw Mode 3 with Type 2 connector - 230v AC 32 Amp single phase dedicated supply) in accordance with a scheme to be submitted and approved in writing by the Local Planning Authority and thereafter retained and maintained to the satisfaction of the Local Planning Authority.

Reason In order to promote sustainable modes of transport in compliance with policy within the NPPF.

19 Demolition and Construction Environmental Management Plan.

Prior to commencement of demolition, a Demolition and Construction Environmental Management Plan shall be submitted to and approved in writing by the Local Planning Authority. This shall

include a Dust management Plan (DMP) as referred to in the submitted Air Quality Report and measures to mitigate noise and air quality impacts. The demolition works and construction shall take place fully in accordance with the approved details.

Reason: To protect the environment in the vicinity of the site and to comply with Policy EE2 of the Runnymede 2030 Draft Local Plan and guidance within the NPPF.

20 Surface Water Drainage

The development hereby permitted shall not commence until details of the design of a surface water drainage scheme have been submitted to and approved in writing by the planning authority. The design must satisfy the SuDS Hierarchy and be compliant with the national Non- Statutory Technical Standards for SuDS, NPPF and Ministerial Statement on SuDS. The required drainage details shall include:

- a) Evidence that the proposed final solution will effectively manage the 1 in 30 & 1 in 100 (+40% allowance for climate change) storm events and 10% allowance for urban creep, during all stages of the development (Pre, Post and during), associated discharge rates and storage volumes shall be provided using a maximum discharge rate of 4.2 l/s.
- b) Detailed drainage design drawings and calculations to include: a finalised drainage layout detailing the location of drainage elements, pipe diameters, levels, and long and cross sections of each element including details of any flow restrictions and maintenance/risk reducing features (silt traps, inspection chambers etc.).
- c) Detailed design drawings for the proposed surface water flood route corridor and ordinary watercourse, including demonstration that the proposed access road is unaffected by flood waters at the crossing points. Details should be provided of the check dams and low flow channel, including the road crossing points and abandoning of the existing culvert.
- d) A plan showing exceedance flows (i.e. during rainfall greater than design events or during blockage) and how property on and off site will be protected.
- e) Details of drainage management responsibilities and maintenance regimes for the drainage system, surface water flood corridor and ordinary watercourse.
- f) Details of how the drainage system will be protected during construction and how runoff (including any pollutants) from the development site will be managed before the drainage system is operational.

Reason: To ensure the design meets the national Non-Statutory Technical Standards for SuDS and the final drainage design does not increase flood risk on or off site.

21 Verification Report

Prior to the first occupation of the development, a verification report carried out by a qualified drainage engineer must be submitted to and approved by the Local Planning Authority. This must demonstrate that the drainage system has been constructed as per the agreed scheme (or detail any minor variations), provide the details of any management company and state the national grid reference of any key drainage elements (surface water attenuation devices/areas, flow restriction devices and outfalls).

Reason: To ensure the Drainage System is constructed to the National Non-Statutory Technical Standards for SuDS.

22 Programme of archaeological work

No works below current ground levels shall take place until the applicant, or their agents or

successors in title, has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted by the applicant and approved in writing by the Local Planning Authority.

Reason: To allow archaeological information to be recorded and to comply with saved Policy BE15 of the Runnymede Borough Local Plan Second Alteration 2001 and guidance within the NPPF.

23 Ecological Report Bat Emergence /Re-entry Surveys

The development hereby permitted shall be undertaken in complete accordance with the approved mitigation contained within the Ecological Report Bat Emergence/Re-entry Survey unless a variation is agreed in writing by the Local Planning Authority.

Reason: In order to ensure the protection of legally protected species in accordance with saved Policy NE20 of the Runnymede Borough Local Plan Second Alteration 2001 and guidance in the NPPF.

24 Emergence & Re-Entry Survey for Bats

Prior to the commencement of the development hereby permitted (including demolition and site clearance) two emergence/re-entry survey for bats shall be undertaken with respect to Tree 84 (as described in the Arboricultural Report) and submitted to and approved in writing by the local planning authority (including any recommended mitigation). When approved the development shall be undertaken in complete accordance with the approved plans unless a variation is agreed in writing by the Local Planning Authority.

Reason: In order to ensure the protection of legally protected species in accordance with saved Policy NE20 of the Runnymede Borough Local Plan Second Alteration 2001 and guidance in the NPPF.

25 Additional Reptile Survey

Prior to the commencement of the development hereby permitted (including demolition and site clearance) further reptile surveys (as detailed in the Ecological Report Ecological Mitigation and Enhancement Plan) shall be submitted to and approved in writing by the Local Planning Authority (including any recommended mitigation). When approved the development shall be undertaken in complete accordance with the approved plans unless a variation is agreed in writing by the Local Planning Authority.

Reason: In order to ensure the protection of legally protected species in accordance with saved Policy NE20 of the Runnymede Borough Local Plan Second Alteration 2001 and guidance in the NPPF

26 Vegetation and bird survey

No scrub, hedgerow and tree clearance shall be undertaken outside the bird nesting season (March to August inclusive) unless the applicant has first carried out a survey of such vegetation which shows that there are no nesting species within the application site and any such survey results have been submitted to and approved by the Local Planning Authority (LPA). Bird nest boxes shall be incorporated into the new development in accordance with details to be submitted to and approved by the LPA prior to the first occupation of any part of the development.

Reason: To prevent birds being injured or killed during site clearance works and to comply with saved Policy NE20 of the Runnymede Borough Local Plan Second Alteration 2001 and guidance within the NPPF.

27 Ecological Mitigation and Enhancement.

The development hereby permitted shall be undertaken in complete accordance with the Report Ecological Mitigation and Enhancement Plan unless a variation is agreed in writing by the Local Planning Authority.

Reason: In order to ensure the protection of legally protected species in accordance with saved Policy NE20 of the Runnymede Borough Local Plan Second Alteration 2001 and guidance in the

NPPF

28 Protective tree fencing for deciduous woodland

Prior to the commencement of the development hereby permitted further details of the design and positioning of protective fencing to protect existing deciduous woodland to the south of the application site shall be submitted to and approved in writing by the Local Planning Authority. When approved the development shall be undertaken in complete accordance with the approved plans and the protective fencing shall be erected prior to the commencement of any works hereby approved, including demolition and before any equipment, machinery or materials are brought on to the site. The tree protective measures shall remain in place until all works are complete and all machinery and materials have finally left the site. Nothing shall be stored or placed in any area fenced in accordance with this condition nor shall any fires be started, no tipping, refuelling, disposal of solvents or cement mixing carried out and ground levels within those areas shall not be altered, nor shall any excavation or vehicular access be made without the written consent of the Local Planning Authority.

Reason: In order to ensure the protection of legally protected habitats in accordance with saved Policy NE20 of the Runnymede Borough Local Plan Second Alteration 2001 and guidance in the NPPF.

29 Further badger survey

No development shall take place (including site clearance or demolition) and no trees shall be felled until further badger surveys have been conducted on the whole site (including the buildings) and the findings of the survey, and any recommended mitigation, submitted to and agreed in writing by the Local Planning Authority. The development shall not commence until all the measures approved in accordance with this condition have been agreed, and those measures shall be implemented in accordance with a timescale to be agreed thereafter.

Reason: To protect the habitat of badgers and ensure that appropriate mitigation is provided on the site, and to comply with saved Policy NE20 of the Runnymede Borough Local Plan Second Alteration 2001 and guidance in the NPPF.

30 Restricted Permitted Development Rights

Notwithstanding the provisions of Classes A to E of Schedule 2, Part 1 and of the Town and Country Planning (General Permitted Development) Order 2015 (as amended), or any orders amending or re-enacting that Order with or without modification, no further extensions or enlargements to the dwelling houses and no further development within the curtilage shall be constructed or carried out in respect of the development without the prior written permission of the Local Planning Authority.

Reason: To ensure that a satisfactory form of development takes place and in order to preserve the openness of the Green Belt and to protect the character of the area and neighbouring amenities in order to comply with saved Policies GB1 and H09 of the Runnymede Borough Local Plan Second Alteration 2001 and guidance within the NPPF.

31 Boundary treatment

No above ground development shall take place until details of all screen and boundary walls, fences, hedges and any other means of enclosure have been submitted to and approved in writing by the Local Planning Authority (LPA); such approved means of enclosure to be erected, including hedges and new planting shall be undertaken in accordance with the approved details before the buildings hereby approved are occupied, unless the LPA otherwise first agrees to an amended timetable in writing. Any hedges and/or enclosure and boundary planting included in the scheme shall be maintained for a period of 5 years, from the time of planting, including the replacement of any plant which may die.

Reason: To ensure that the development enhances the appearance of the surrounding area and seeks to protect the Green Belt and the amenities of neighbouring residential dwellings in accordance with saved policies H09 and GB1 of the Runnymede Borough Local Plan Second Alteration 2001 and guidance within the NPPF.

32 Design of PV panels

No above ground development shall take place until details of the design of the PV panels (including the projection from the roof of the dwellings) have been submitted to and approved in writing by the Local Planning Authority. When approved the development shall be undertaken in complete accordance with the approved plans.

Reason: To ensure that the development enhances the appearance of the surrounding area in accordance with saved Policy H09 of the Runnymede Borough Local Plan Second Alteration 2001 and guidance within the NPPF.

33 Design of the detached garages

No above ground development shall take place until details of the design of the proposed detached garages for plot 1 and plot 19 have been submitted to and approved in writing by the local planning authority. When approved the development shall be undertaken in complete accordance with the approved plans.

Reason: To ensure that the development enhances the appearance of the surrounding area and protects the Green Belt in accordance with saved policies H09 and GB1 of the Runnymede Borough Local Plan Second Alteration 2001 and guidance within the NPPF.

34 Details of the flank elevations of proposed dwellings

No above ground development shall take place until further details of the elevational details of plots 2-6 (inclusive) 11, 19, 25, 35, 48, 49, 53 and 60 have been submitted to the Local Planning Authority which shall include design details in the flank elevations. When approved the development shall be undertaken in complete accordance with the approved plans.

Reason: To ensure that the development provides 'active' flank elevations within the street scene in order to enhance the appearance of the development within the surrounding area in accordance with saved policy H09 of the Runnymede Borough Local Plan Second Alteration 2001 and guidance within the NPPF.

35 No above ground development shall take place until further details of the design of the children's play areas have been submitted to and approved in writing by the Local Planning Authority. When approved the development shall be undertaken in complete accordance with the approved details and thereafter retained unless a variation is approved in writing by the Local Planning Authority. No dwelling shall be occupied until the children's play area and the public walkway have been provided

Reason: To accord with the terms of the application, to ensure that a satisfactory form of development takes place and to comply with saved Local plan policy R3 and to ensure that a play area is provided as part of the development proposals which is put forward as a very special circumstances that is required (in part) to outweigh harm to the Green Belt, and to comply with saved Local plan policy GB1 and policy within the NPPF.

36 No above ground development shall take place until further details of the design and location of the electricity substation has been submitted to and approved in writing by the Local Planning Authority. When approved the development shall be undertaken in complete accordance with the approved details unless a variation is approved in writing by the Local Planning Authority.

To ensure that the development enhances the appearance of the surrounding area and protects the Green Belt in accordance with saved policies H09 and GB1 of the Runnymede Borough Local Plan Second Alteration 2001 and guidance within the NPPF.

Informatives

1 The applicant is advised of the comments received from the Surrey Wildlife Trust contained within their letter dated 14.08.2019 which confirms of the requirement to obtain a European Protected Species (EPS) licence from Natural England following the receipt of planning permission and prior to the commencement of any works within the site.

2 The proposed development site is located within 100m of Ancient Woodland, as identified by Natural England. This is also a local wildlife site (Fangrove SNCI). The applicant is advised that as part of the planning condition requiring further details of 'surface water drainage', these details

ensure that the introduction of the proposed swale and changes to hydrology does not affect the hydrology of the Ancient Woodland to ensure no deterioration of irreplaceable habitats.

- 3 The Highway Authority has no objection to the proposed development, subject to the above conditions but, if it is the applicant's intention to offer any of the roadworks included in the application for adoption as maintainable highways, permission under the Town and Country Planning Act should not be construed as approval to the highway engineering details necessary for inclusion in an Agreement under Section 38 of the Highways Act 1980. Further details about the post-planning adoption of roads may be obtained from the Transportation Development Planning Division of Surrey County Council.
- 4 Notwithstanding any permission granted under the Planning Acts, no signs, devices or other apparatus may be erected within the limits of the highway without the express approval of the Highway Authority. It is not the policy of the Highway Authority to approve the erection of signs or other devices of a non-statutory nature within the limits of the highway.
- 5 The permission hereby granted shall not be construed as authority to carry out any works on the highway or any works that may affect a drainage channel/culvert or water course. The applicant is advised that a permit and, potentially, a Section 278 agreement must be obtained from the Highway Authority before any works are carried out on any footway, footpath, carriageway, verge or other land forming part of the highway. All works on the highway will require a permit and an application will need to be submitted to the County Council's Street Works Team up to 3 months in advance of the intended start date, depending on the scale of the works proposed and the classification of the road. Please see <http://www.surreycc.gov.uk/roads-and-transport/road-permits-and-licences/the-traffic-management-permit-scheme>. The applicant is also advised that Consent may be required under Section 23 of the Land Drainage Act 1991. Please see www.surreycc.gov.uk/people-and-community/emergency-planning-and-community-safety/flooding-advice.
- 6 The developer is advised that as part of the detailed design of the highway works required by the above condition(s), the County Highway Authority may require necessary accommodation works to street lights, road signs, road markings, highway drainage, surface covers, street trees, highway verges, highway surfaces, surface edge restraints and any other street furniture/equipment.
- 7 Section 59 of the Highways Act permits the Highway Authority to charge developers for damage caused by excessive weight and movements of vehicles to and from a site. The Highway Authority will pass on the cost of any excess repairs compared to normal maintenance costs to the applicant/organisation responsible for the damage.
- 8 In respect of electric vehicle charging, it is the responsibility of the developer to ensure that the electricity supply is sufficient to meet future demands and that any power balancing technology is in place if required. Please refer to: <http://www.beama.org.uk/resourceLibrary/beama-guide-to-electric-vehicle-infrastructure.html> for guidance and further information on charging modes and connector types.
- 9 As proposed site works affect an Ordinary Watercourse, Surrey County Council as the Lead Local Flood Authority should be contacted to obtain prior written Consent. More details are available on our website.
- 10 If proposed works result in infiltration of surface water to ground within a Source Protection Zone the Environment Agency will require proof of surface water treatment to achieve water quality standards.
- 11 If there are any further queries please contact the Flood Risk Asset, Planning, and Programming team via SUDS@surreycc.gov.uk. Please use our reference number in any future correspondence.
- 12 The applicant is advised that the tree species list in the report is very limited and more native and non-native species of trees will be required to be included in the proposed new landscaping scheme to be submitted for the further consideration of the local planning authority. It is recommended that Swamp Cypress be planted within and around swales and Elm New Horizon, which are great for

any type of soil as a street or open space tree. These species are also a fast grower, Dutch elm disease free and support the extremely rare native hairstreak butterfly, whose habitat was decimated by Dutch elm disease. Liquidambar would also be a great addition. It is also recommended to avoid planting Oak around heavily populated areas where the public may picnic or play, due to Oak processionary moth.

- 13 Where there are trees within hard standing, I would suggest look at root confinement systems to help support trees and their anticipated rooting environment. This will also help prevent damage to paved surfaces and can be used as a useful solution to storm water management. As we have a sort of “blank canvas” of a site, it would be beneficial to use such systems. Examples can be found here: <https://www.deeproot.com/products/silva-cell.html> The applicant is advised that further details of this should be provided within the proposed landscaping scheme under planning condition..
- 14 The applicant is advised that the Councils Principal Environmental Health Officer has recommended that the hours of work relating to site clearance, demolition and construction are carried out between the hours of 8am to 6pm Mondays to Fridays, 8am - 1pm Saturdays and no working on Sundays and bank holidays.
- 15 The applicant is advised of the comments received from the Minerals Planning Authority within their letter received 18.07.2019 whom advise that wherever possible, the development should ensure the incidental use of any of the underlying mineral in the construction process and the maximum recycling of demolition materials on site.
- 16 The applicant is advised of the comments received from the Airspace Regulator in their e-mail dated 2.7.2019.
- 17 The applicant is advised of the comments received from the North Division Crime Prevention Design Advisor of the Surrey Police and their recommendation that following the approval of the application, the applicant should enter into discussions with their Crime Prevention Design Advisor to ensure that the development achieves a full Secured by Design (SbD) award.
- 18 The applicant is advised of the comments received from the Councils Housing Section regarding the requirement to involve the Housing team in negotiations with potential Registered Providers (RP's) and require the choice of RP to be approved by the Head of Housing.
- 19 The applicant is advised of the comments received from Thames Water in their e-mail dated 13.06.2019.
- 20 **Summary of Reasons to Grant Consent**
The decision has been taken in compliance with the requirement in the NPPF to foster the delivery of sustainable development in a positive and proactive manner.

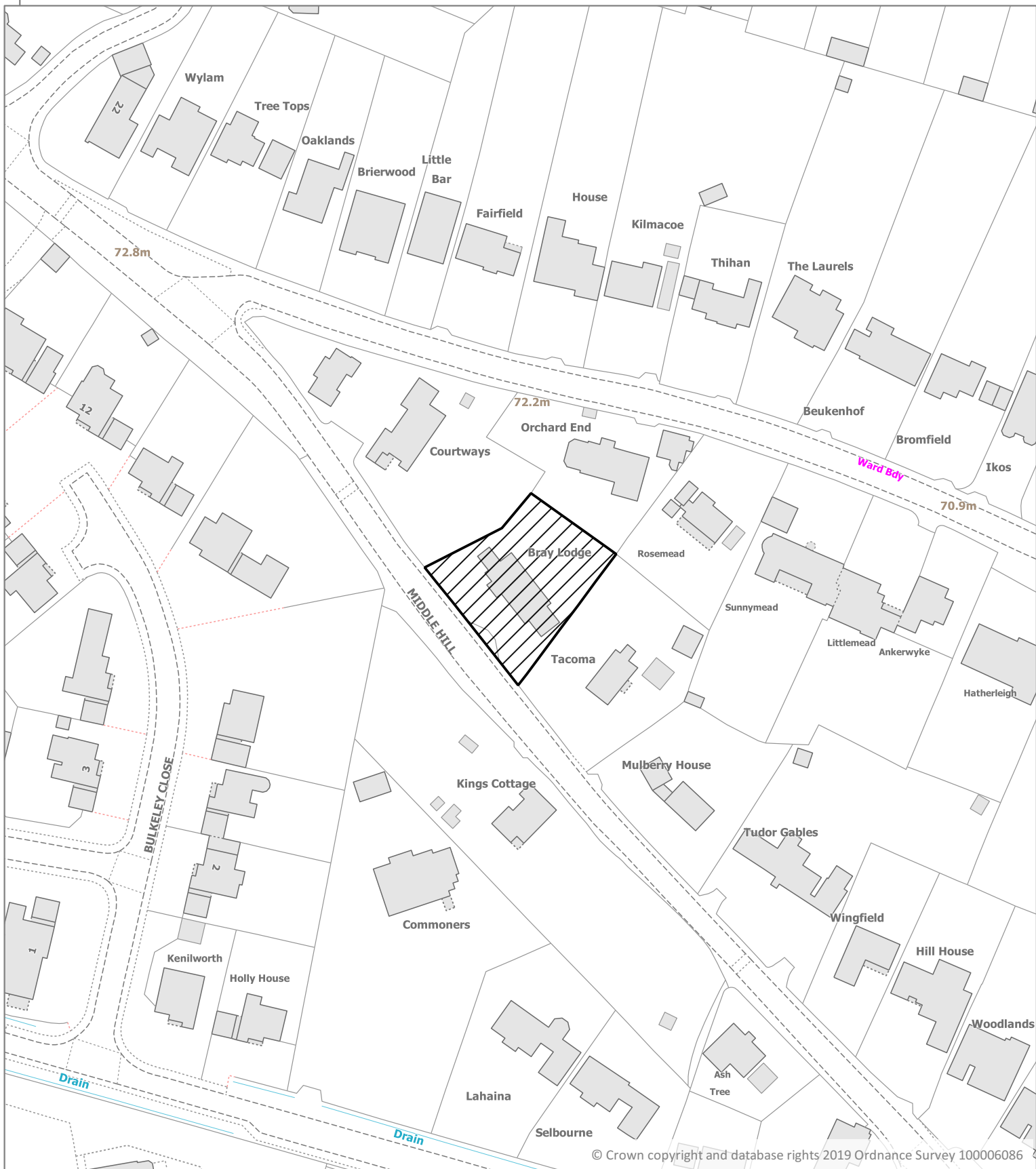


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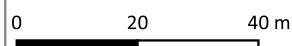
Date: 03/12/2019

Bray Lodge Middle Hill Englefield Green



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Scale: 1:1250



RU.19/1374



RU.19/1374	Ward:
LOCATION:	Bray Lodge Middle Hill Englefield Green TW20 0JR
PROPOSAL	Demolish existing dwelling and erect a 5 bedroom house.
TYPE:	Full Planning Permission
EXP DATE	31 October 2019

SUMMARY OF RECOMMENDATION: Grant with conditions

1. Site

1.1 The application site is a rectangular-shaped plot on the southern side of Middle Hill and comprises a detached two storey dwelling with single storey garage attached to the south-eastern elevation and single storey extension to the north-west. The dwelling is traditional in design and is located centrally within the width of the site, but is setback from the highway frontage with forecourt parking bounded by an existing brick wall and gated entrance. The site maintains a large lawned garden to the rear and adjoins existing gardens of neighbouring residential dwellings on three sides all of which are densely screened with existing trees and high hedgerows (4m). There is a single mature Oak Tree within the front forecourt area that is protected via TPO 108. There are other individual trees and groups that are protected within the wider area and that characterise the street scene. The ground level is relatively flat across the whole of the plot with little change in level. The surrounding area comprises large detached 2 and 2½ storey dwellings in spacious, landscaped plots. The site is located within the urban area.

2. Planning history

2.1 RU.01/0474 Erection of first floor side extension and pitched roofs over both existing single storey side extensions. Approve 2001.

2.2 RU.80/0386 Extension to form double garage following conversion of existing garage to playroom. Approve 1980.

3. Application

3.1 This application is seeking full planning permission for the erection of a two storey detached dwelling with accommodation in the roof space including dormer windows in the rear elevation following the demolition of the existing dwelling. The proposed dwelling would be sited approximately within the footprint of the existing and comprises a two-storey main aspect with single storey wings attached to the northern and southern flanks. The replacement dwelling would be contemporary in design and consist of a hipped roof to the two-storey aspect of the house which conceals a central flat roof. The height of the dwelling to the eaves would measure 5.3 metres, and the overall roof height would measure approximately 8.6 metres. The replacement dwelling consists of two central gable-front projections to the front and rear elevations that contain the front door opening and floor to ceiling glazing within the upper floors servicing the stairwell at the front of the dwelling, and to the rear of the house, a door opening at ground floor level and balcony above between the cheeks of the projection that is accessed from the master bedroom; and further glazing above servicing the roof accommodation. The existing trees and planting on the boundaries of the site would be retained and the existing access onto Middle Hill unchanged. Materials of construction are to be agreed. The plans have been amended during the course of the application, primarily on the rear elevation.

4. Consultations

4.1 8 Neighbouring properties were consulted in addition to being advertised on the Council's website and 5 letters of representation have been received that object to application proposal on the following grounds:

- Height of the new dwelling is out of character with dwelling nearby
- Loss of privacy
- Massing too heavy due to second storey
- Maintenance of access to common services/infrastructure
- Retention and maintenance of hedging would be compromised
- Overlooking from the side of the balconies and any windows directed towards neighbouring properties
- The boundary line shown by front of garage does not represent our actual boundary fence

line

- Potential harm to established boundary hedge.
- Condition to protect Laurel hedge and root system during construction is necessary
- Height and massing to great
- Overbearing impact on neighbouring properties
- Significant change in outlook
- Three storey and out of keeping with surrounding two storey properties
- Street scene – Middle Hill – the proposed development with balconies is not in-keeping with existing properties
- Preservation of mature tree to the front of the proposed development on Middle Hill should be protected.
- Loss of sun-light to existing properties and gardens due to increase in height of the property.

4.2 RBC Arboriculture Officer – no comments received

4.3 RBC Contaminated Land Officer – no comments received

4.4 SCC County Highway Authority – no objection received

5. Relevant Local Planning Policies

5.1 Saved Policies in the Runnymede Borough Local Plan Second Alteration 2001 - HO1, HO9,MV4 ,MV9 and BE2

5.2 The Draft Runnymede 2030 Local Plan was published for consultation on 11 January 2018, republished for consultation in May 2018, and, following consideration of representations, submitted to the Secretary of State on 31 July 2018. A limited number of policies may now be accorded some weight. However, until the outcome of the Examination in Public and final adoption, many of the policies may be accorded little weight. Each application will therefore continue to be considered against the existing Runnymede Borough Local Plan Second Alteration 2001 which is still the development plan applying within the borough, although the new draft plan may be referred to and more weight given to certain policies if relevant to the planning issues arising from an application.

5.3 *Council's SPG – Householder Guide (July 2003)*

6. Planning Considerations

6.1 In the determination of this application regard must be had to the Development Plan and National policy within the NPPF. The application site is located within the urban area where the principle of such development is considered to be acceptable subject to detailed consideration. This must be considered in light of the presumption in favour of sustainable development advocated by the NPPF. The key planning matters are the impact of the development upon the character of the area and established street scene; and on the residential amenities of the occupiers of the neighbouring properties. Saved Policies BE2 and HO9 are consistent with the NPPF and also require high quality design and respect of neighbouring amenities.

6.2 The application proposal is located on an established street scene Middle Hill, containing a variety of properties in terms of age and architectural style. The proposed dwelling would occupy a similar footprint to the existing dwelling and is of a similar width and depth. The form of the replacement dwelling is also similar to the existing in that it would consist of a central two-storey main aspect with single storey wings to the flank elevations. The appearance of the proposed dwelling is more contemporary in design given the proportions and fenestration and in that it would comprise the central projections. There is a generally consistent styles and size of fenestration throughout the house. However, gable-fronted central sections is made a feature of the new dwelling because the fenestration height and proportions are increased and consists of floor-to-ceiling windows, and the construction of this central portion appears different to the rest of the dwelling with the use of stone blocks. However, there is no prevailing architectural style within the street scene and given that residential dwellings within the street are generally set back within generous plots and screened behind mature boundary treatment, it is not considered that application dwelling, with respect to its design character and appearance, would be out of keeping or harmful to the character and appearance of the street and wider area.

- 6.3 The application proposal contains a balcony at first floor rear. However, the sides of the central extension section are designed to screen lateral views, and the height of the existing boundary planting will also limit long views across neighbouring properties. The proposed dormers within the roof accommodation are modest in scale, size and proportions, and as such are considered to form an appropriate addition to the replacement dwelling. They are acceptable in design and appearance and would not detract from the appearance of the roof form. Overall design, proportions heights and fenestration are considered acceptable and would preserve the character and appearance of the street scene, and since the design of the replacement dwelling will and strengthen the visual presence of the site, it is considered that the proposed development would provide a visual uplift to the street. It is therefore, considered that the proposed replacement dwelling would comply with saved Policies BE2, HO9 and the NPPF.
- 6.4 In regard to the impact of the proposed development on the residential amenities of the occupiers of the neighbouring residential properties, it is considered that the occupiers of Orchards End and Rosemead to the rear of the application premises are the most likely to be affected by the proposal. The majority of the bulk and mass of the replacement dwelling would be screened from the surrounding dwellings by the existing 4 metre high dense Laurel / Leylandi hedging. However, the roof and dormer windows will be visible from the first floor habitable room windows of the neighbours. The height and form of the roof of the proposed replacement dwelling will differ significantly from the existing dwelling. There is an increase in height of 1 metre and the introduction of two dormer windows and further glazing within the gable of the central section, and also roof-lights with the side slope of the main roof. However, a balcony previously proposed within the roof is now removed and the glazing reduced to a more modest amount. There is a significant separation distance of approximately 28 metres to the nearest neighbouring property Orchard End and 41 metres to Rosemead. Such considerable separation distances are significant as ordinarily a separation distance of 21 metres would be the accepted norm. Therefore, given the modest size of the dormer windows and that separation distances are substantial, it is not considered that the proposed habitable room windows within the roof space would result in harm to neighbouring amenity by virtue of a loss of privacy or overlooking.
- 6.5 With regard to the impact on Courtways to the north west, a separation of 28 metres would be maintained and with respect to Tacoma to the south east a separation distance of 14 metres. The replacement property is not directed toward either of these two neighbouring properties but is oriented side-on and set behind substantial screening belonging to the neighbouring properties. Representations have been received from occupants of both properties seek assurance that the hedge will be retained and maintained to preserve privacy. Furthermore, there are no first floor side windows proposed within the side elevation besides a small roof-light and since the roof light would not be a primary source of light to the habitable room serviced, it is reasonable and necessary in the interest of preserving the privacy of neighbouring properties to attach a condition requiring the roof light to be obscure glazed and to be non-opening. Therefore, having regard to the size and siting of the proposed development, it is considered that there would be a very limited impact upon the neighbouring amenity and that the proposed development would not result in significant harm by way of loss of light, loss of privacy or impact adversely the outlook from neighbouring properties, or have an overbearing relationship with neighbouring properties. Planning permission has been granted for the redevelopment of land to the south west of the site at Kings Cottage but it is considered that there would be sufficient separation to avoid harm to the new dwellings. It is considered therefore, that the proposed development would comply with saved HO9 of the Runnymede Borough Local Plan Second Alteration April 2001 and the NPPF.
- 6.6 The proposed development has been considered by the County Highways Authority who having assessed the application on safety, capacity and policy grounds, raises no objection to the development scheme recommends conditions be imposed ensuring parking space indicated within submitted details are made available prior to occupation, and electric charge point be included in the final scheme design. There would be no alteration to the existing access and the proposed gates would be sited on the front boundary of the site but due to the depth of the 'verge' in front of the property, there would be no highway safety issues. Therefore the proposal complies with saved Policy MV4 and MV9.
- 6.7 A tree survey was not been submitted with the application to explain how existing trees and boundary hedge and single oak within the forecourt area would retained and protected during construction and setting out the necessary future maintenance. The site has trees which contribute to the landscape quality and the ecological quality of the site, and it is considered that there are opportunities for biodiversity enhancements, which can be secured by condition, so that the proposal will comply with the NPPF. There is no evidence that bats are present but due to the

trees it is considered that there is potential for bats to be present and therefore there are opportunities to enhance the site for bats, and a condition is recommended to secure this. The proposal complies with saved Policy NE14 and NE20. In addition, full details of the surface water drainage measures will be required by condition, and the proposal complies with saved Policy SV2.

7. Conclusion

7.1 Consideration has been given to Articles 1 and 8 of the First Protocol of the European Convention on Human Rights It is not considered that the decision would result in a violation of any person's rights under the Convention.

Consideration has been given to s149 of the Equality Act 2010 (as amended), which has imposes a public sector equality duty that requires a public authority in the exercise of its functions to have due regard to the need to:

- (a) Eliminate discrimination, harassment, victimisation and any other conduct prohibited by the Act
- (b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- (c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

It is considered that the decision would have regard to this duty.

7.2 The development is considered to result in no materially adverse harm to the visual amenities of the street scene and character of the area, or the amenity of adjoining residents. The development has been assessed against the following Development Plan policies – saved Policies HO1, HO9, MV4, MV9 NE14 and BE2 of the Runnymede Borough Local Plan Second Alteration April 2001, the policies of the NPPF, guidance in the PPG, and other material considerations including third party representations. It has been concluded that the development would not result in any harm that would justify refusal in the public interest. The decision has been taken in compliance with the requirement of the NPPF to foster the delivery of sustainable development in a positive and proactive manner.

Officer's Recommendation: Grant subject to the following conditions:

1 Full application (standard time limit)

The development for which permission is hereby granted must be commenced not later than the expiration of three years beginning with the date of this permission.

Reason: To comply with Section 51 of Part 4 of the Planning and Compulsory Purchase Act 2004.

2 List of approved plans

The development hereby permitted shall not be carried out except in complete accordance with the following approved plans

Proposed Floor Plan - 9198/202 Rev C dated 14.11.19

Site, Block and Location Plan - 9198/200 Rev D dated 14.11.19

Proposed Elevation - 9198/203 Rev C dated 14.11.19

Reason: To ensure an acceptable scheme and to comply with saved Policy BE2 of the Runnymede Borough Local Plan Second Alteration 2001.

3 External materials (samples required)

Before the above ground construction of the development hereby permitted is commenced, samples of the materials to be used in the external elevations shall be submitted to and approved by the Local Planning Authority and no variations in such materials when approved shall be made without the prior approval, in writing, of the Local Planning Authority. Development shall be carried out in accordance with the approved details.

Reason: In order that the development harmonises with the surroundings in the interests of visual amenity and to comply with saved Policy BE2 of the Runnymede Borough Local Plan Second Alteration April 2001 and guidance within the NPPF.

4 Construction Transport Management Plan

No development shall commence until a Construction Transport Management Plan, to include

details of:

- (a) parking for vehicles of site personnel, operatives and visitors
- (b) loading and unloading of plant and materials
- (c) storage of plant and materials
- (d) programme of works (including measures for traffic management)
- (e) measures to prevent the deposit of materials on the highway
- (f) before and after construction condition surveys of the highway and a commitment to fund the repair of any damage caused
- (g) on-site turning for construction vehicles or equivalent traffic management measures has been submitted to and approved in writing by the Local Planning Authority. Only the approved details shall be implemented during the construction of the development.

Reason: In order that the development should not prejudice highway safety nor cause inconvenience to other highway users and to comply with saved Policy MV4 of the Runnymede Borough Local Plan Second Alteration 2001 and guidance within the NPPF.

5 SuDS (scheme for approval - pre-construction)

Prior to the commencement of construction of the development hereby approved, details of surface water drainage works shall be submitted to and approved in writing by the Local Planning Authority (LPA). Before these details are submitted an assessment shall be carried out of the potential for disposing of surface water by means of a sustainable drainage system and the results of the assessment provided to the LPA. Where a sustainable drainage scheme is to be provided the submitted details shall:

- a. provide information about the design storm period and intensity, the method employed to delay and control the surface water discharged from the site and the measures taken to prevent pollution of the receiving groundwater and/or surface waters;
- b. include a timetable for its implementation; and
- c. provide a management and maintenance plan for the lifetime of the development which shall include the arrangements for adoption by any public authority or statutory undertaker and any other arrangements to secure the operation of the scheme throughout its lifetime.

Prior to the occupation of the buildings hereby approved the surface water drainage works shall be carried out and the sustainable urban drainage system shall thereafter be managed and maintained in accordance with the agreed management and maintenance plan.

Reason: To ensure that surface water does not discharge into the surface water sewer and to provide a sustainable development.

6 Obscure glazing

Before the first occupation of the building hereby permitted, the roof-lights located in the North-western and South-eastern plane of the roof shall be fitted with obscured glazing (at Pilkington Glass Level 4 or equivalent) and shall be non-opening and fixed shut. The roof-lights shall be permanently retained in that condition thereafter.

Reason: To avoid overlooking into the adjoining property and to comply with saved Policy HO9 of the Runnymede Borough Local Plan Second Alteration April 2001 and guidance within the NPPF.

7 Biodiversity enhancements

No above ground development shall take place until details of biodiversity enhancement measures for the site have been submitted to and agreed in writing by the Local Planning Authority. The development shall be carried out full in accordance with the agreed measures which shall be retained for the lifetime of the development.

Reason: To enhance the ecological value of the site and to comply with saved Policy NE20 of the Runnymede Borough Local Plan Second Alteration 2001 and guidance within the NPPF.

8 Bat boxes and bricks

Prior to the first occupation of the development, details (including the number, design and positions) of proposed bat boxes and bat bricks to be incorporated within the site shall be submitted to and approved by the Local Planning Authority. Such details as may be approved shall be incorporated into the development prior to the first occupation of any part of the development hereby granted and permanently maintained thereafter.

Reason: In accordance with the terms of the application and to ensure the provision of suitable mitigation in accordance with saved Policy NE20 of the Runnymede Borough Local Plan Second Alteration 2001 and guidance within the NPPF.

9 Tree protection

Prior to the commencement of any works hereby approved, including demolition, and before any equipment, machinery or materials are brought on to the site, a Tree Protection Plan shall be submitted to the Local Planning Authority for approval and then subsequently approved tree protective measures shall be installed in accordance with the approved Tree Protection Plan. Once in place, photographic evidence of the protective measures shall be submitted to the Local Planning Authority (LPA) for approval.

The works shall be carried out in accordance with the approved protection plan and method statement. The protective measures shall remain in place until all works are complete and all machinery and materials have finally left site. Nothing shall be stored or placed in any area fenced in accordance with this condition, nor shall any fires be started, no tipping, refuelling, disposal of solvents or cement mixing carried out and ground levels within those areas shall not be altered, nor shall any excavation or vehicular access, other than that detailed within the approved plans, be made without the written consent of the LPA.

There shall be no burning within six metres of the canopy of any retained tree(s). Where the approved protective measures and methods are not employed or are inadequately employed or any other requirements of this condition are not adhered to, remediation measures, to a specification agreed in writing by the LPA, shall take place prior to first occupation of the development, unless the LPA gives written consent to any variation.

Reason: To protect the trees to be retained, enhance the appearance of the surrounding area and to comply with saved policies NE14 and NE15 of the Runnymede Borough Local Plan Second Alteration 2001 and guidance within the NPPF.

10 Landscaping

a. No above ground development shall take place until full details of both hard and soft landscaping works have been submitted to and approved in writing by the Local Planning Authority (LPA) and these works shall be carried out as approved prior to the first occupation of the development. This scheme shall include indications of all changes to levels, hard surfaces, walls, fences, access features, minor structures, the existing trees and hedges to be retained, together with the new planting to be carried out and details of the measures to be taken to protect existing features during the construction of the development.

b. All hard and soft landscaping works shall be carried out in accordance with the approved details. Arboricultural work to existing trees shall be carried out prior to the commencement of any other development; otherwise all remaining landscaping work and new planting shall be carried out prior to the occupation of any part of the development or in accordance to the timetable agreed with the LPA. Any trees or plants, which within a period of five years of the commencement of any works in pursuance of the development die, are removed, or become seriously damaged or defective, shall be replaced as soon as practicable with others of similar size and species, following consultation with the LPA, unless the LPA gives written consent to any variation.

Reason: To preserve and enhance the character and appearance of the surrounding area and to comply with saved Policies NE14, NE15 and BE2 of the Runnymede Borough Local Plan Second Alteration 2001 and guidance within the NPPF.

11 Electric vehicle charging

The development hereby approved shall not be occupied unless and until at least one of the available parking spaces is provided with a fast charge socket (current minimum requirement: 7k Mode 3 with Type 2 connector - 230 v AC 32 amp single phase dedicated supply) in accordance with a scheme to be submitted to and approved in writing by the Local Planning Authority

Informatives:

- 1 SCC Informative - Dirt or Damage on Highway
The developer is reminded that it is an offence to allow materials to be carried from the site and deposited on or damage the highway from uncleaned wheels or badly loaded vehicles. The Highway Authority will seek, wherever possible, to recover any expenses incurred in clearing, cleaning or repairing highway surfaces and prosecutes persistent offenders. (Highways Act 1980 Sections 131, 148, 149).

- 2 Discharging of Planning Conditions
The applicant/developer is advised that there is a standard national form to be submitted to the Local Planning Authority when discharging the conditions specified in this decision notice.

- 3 Mud onto Highway
The developer is reminded that it is an offence to allow materials to be carried from the site and deposited on or damage the highway from uncleaned wheels or badly loaded vehicles. The Highway Authority will seek, wherever possible, to recover any expenses incurred in clearing, cleaning or repairing highway surfaces and prosecutes persistent offenders. (Highways Act 1980 Sections 131, 148 and 149).

- 4 Summary of Reasons to Grant Consent
The decision has been taken in compliance with the requirement in the NPPF to foster the delivery of sustainable development in a positive and proactive manner.

- 5 Damage to the Highway
Section 59 of the Highways Act permits the Highway Authority to charge developers for damage caused by excessive weight and movements of vehicles to and from a site. The Highway Authority will pass on the cost of any excess repairs compared to normal maintenance costs to the applicant/organisation responsible for the damage.

- 6 Works on the Highway
The permission hereby granted shall not be construed as authority to carry out any works on the highway or any works that may affect a drainage channel/culvert or water course. The applicant is advised that a permit and, potentially, a Section 278 agreement must be obtained from the Highway Authority before any works are carried out on any footway, footpath, carriageway, verge or other land forming part of the highway. All works on the highway will require a permit and an application will need to be submitted to the County Council's Street Works Team up to 3 months in advance of the intended start date, depending on the scale of the works proposed and the classification of the road. Please see <http://www.surreycc.gov.uk/roads-and-transport/road-permits-and-licences/the-traffic-management-permit-scheme>. The applicant is also advised that Consent may be required under Section 23 of the Land Drainage Act 1991. Please see www.surreycc.gov.uk/people-and-community/emergency-planning-and-community-safety/floodingadvice.



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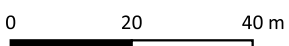
Date: 03/12/2019

Stepgates Community School Stepgates Chertsey



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Scale: 1:1250



RU.19/1471



RU.19/1471	Ward:
LOCATION:	Stepgates Community School Stepgates Chertsey KT16 8HT
PROPOSAL	Installation of school and community outdoor swimming pool and pump, filtration and heating equipment
TYPE:	Full Planning Permission
EXP DATE	11 December 2019

SUMMARY OF RECOMMENDATION: Grant with conditions

1. Site
 - 1.1 Stepgates Community school is a primary school with approximately 200 pupils. It is situated on the south side of the road, mid-way along its length, and is on a site of some 0.9ha. The school buildings comprise a mix of one and two storey buildings on the western side of the site, with a car park on its eastern side. The submitted plans show 2 long narrow single storey buildings on the southern boundary of the site, one of which (now demolished) used to house an indoor pool and classroom.
 - 1.2 The site is adjoined on its eastern side by a health centre, but the remainder of the street is residential. Many of the properties do not have off-street parking, and so there is fairly heavy on-street parking, particularly during at the start and end of the school day. The school is understood to have parking for 40 cars in their staff car park on site, and the playground can be used for overflow parking if necessary. Part of the site is in the medium risk flood zone (zone 2), and in an indicative area with foul sewer flooding.
2. Planning history
 - 2.1 RU.16/0792 – Proposed outbuilding for community swimming pool and associated facilities. Granted July 2016 (NB- this has a five year period for implementation of the application which expires in July 2021 and is therefore extant).
3. Application
 - 3.1 The applicant has applied for Full Planning permission for the creation of an outdoor swimming pool. This would be sited in the south east corner of the school campus at the rear of 25-35 Fairway which are residential dwellings along the southern boundary of the site. The siting of the pool would be in a similar location as the previous approved pool building and would be enclosed on the sides by two metre high fencing. The pumps and equipment would be housed in an existing wooden shed. The pool would be approximately 16 metres long and 5 metres wide.
 - 3.2 The submitted Flood Risk Assessment details a flood risk management plan and that there would be negligible impact on flood water displacement as a result of the proposal as the existing site is covered by tarmac.
 - 3.3 Additional letters of support of the application has been received detailing that the previous pool was demolished in August 2015 and many swimming clubs hired the premises during the day and or at weekends. School children used the facilities during school hours on a day to day basis. The staff car park at the site has space for 40 cars and there is an overflow area in the playground should the occasion arise. The applicant has also confirmed that the playground area for the site would be moved off the boundary with the neighbouring properties in Fairway.
4. Consultations
 - 4.1 41 Neighbouring properties were consulted in addition to being advertised on the Council's website and five letters of representation have been received 3 objecting and two supporting the application. These are summarised below:

Objection

 - The swimming pool would generate a lot of noise to the amenities of the properties to the rear of the site.
 - The proposed pool would result in traffic chaos in the area as it may be open outside of school hours
 - The pool should be indoor so that they can use it all year round and contain the noise
 - The pool may generate issues of parking and litter
 - If the pool is open longer than school hours and during the school holidays who will

manage the pool?

Support

- Very pleased that the school is finally getting their pool.
- The pool will be an invaluable resource for a school with a COIN class.
- The children using the pool with communication difficulties will benefit hugely from hydrotherapy
- The pool being available to the public will enable the school to raise much-needed funds.

4.2 The County Highways Authority raise no objection to the application

5. Relevant Local Planning Policies

5.1 Saved Policies in the Runnymede Borough Local Plan Second Alteration 2001 – GEN2, MV4, MV9, NE14, SV2 and SV2A

5.2 The Draft Runnymede 2030 Local Plan was published for consultation on 11 January 2018, republished for consultation in May 2018, and, following consideration of representations, submitted to the Secretary of State on 31 July 2018. A limited number of policies may now be accorded some weight. However, until the outcome of the Examination in Public and final adoption, many of the policies may be accorded little weight. Each application will therefore continue to be considered against the existing Runnymede Borough Local Plan Second Alteration 2001 which is still the development plan applying within the borough, although the new draft plan may be referred to and more weight given to certain policies if relevant to the planning issues arising from an application.

6. Planning Considerations

6.1 In the determination of this application regard must be had to the Development Plan and National policy within the NPPF. The application site is located within the urban area where the principle of such development is considered to be acceptable subject to detailed consideration. This must be considered in light of the presumption in favour of sustainable development advocated by the NPPF. The key planning matters are the impact the proposed pool and its enclosure would have on the visual amenities of the area, the residential amenities of the occupiers of neighbouring properties, impact on the highway and flood risk.

6.2 The proposal is a replacement external (open air) pool following the closure of a previous pool at the site in 2015. This pool had been used by the school and local community groups. In 2016 planning permission was granted for a new enclosed building, however this has not been built because of lack of funding. Therefore there is currently no operational pool at the school. The current proposal would enable the school to re-start swimming activities.

6.3 The proposed pool would be open, not within a building as was the previous approval, and be enclosed by two metre high wooden fence. No other structures are proposed for the application with the pumps and filters being housed in an existing wooden outbuilding which would be acoustically treated to avoid any significant noise disturbance to occupiers of neighbouring properties. The pool would be located at the rear of the school site and adjacent to the health centre, away from the street scene. It is therefore considered that the pool and its enclosure would not materially harm the visual amenities of the area.

6.4 The pool would be approximately 2 metres from the rear boundary of Nos. 25-35 Fairway which have long gardens backing onto the school site, of approximately 20 metres in depth. In terms of impacts from users of the pool, it would be located on part of the existing playground. The applicant has advised that the pool would be used during school hours and occasionally for after school clubs/activities. This would be the same as the previous activities at the site when the former pool was in operation. It is considered that this would not materially affect the amenities of the occupiers of the adjacent neighbouring properties in terms of noise and disturbance. It is considered the plant building would be acoustically dealt with as referred to above and a condition is imposed to require further details of the sound proofing. Also the enclosing fence would not be obtrusive, given the separation distances. It is therefore considered that the amenities of the neighbouring residential occupiers would be maintained.

6.5 The site is located within the medium risk flood zone where National Guidance states that more vulnerable development (educational establishments) are appropriate within the flood plain. The applicant has submitted a Flood Risk Assessment which includes a flood risk evacuation plan and a safe means of escape from the site. It is considered that as there would be no new buildings the

proposed pool would not materially impede the flow of flood water, nor would it reduce the capacity of the flood plain or increase the number of people at risk from flooding. The proposal would comply with Saved Policy SV2.

- 6.6 The applicant has advised that parking would be provided on site for users of the pool and that there is an overspill area in the playground for users if required. The School have advised that they currently have space for 40 cars in the staff car park and space in the playground to accommodate additional parking should that be required. Due to the facility being outdoors, the School expects only to be able to hire it out to the local community during the warmer spring/summer months. The County Highways Authority are satisfied that the proposal would not have a material impact on the safety and operation of the adjoining public highway. The proposal would therefore comply with Saved Policies MV4 and MV9 of the Runnymede Local Plan.

7. Conclusion

- 7.1 Consideration has been given to Articles 1 and 8 of the First Protocol of the European Convention on Human Rights It is not considered that the decision would result in a violation of any person's rights under the Convention.

Consideration has been given to s149 of the Equality Act 2010 (as amended), which has imposes a public sector equality duty that requires a public authority in the exercise of its functions to have due regard to the need to:

- (a) Eliminate discrimination, harassment, victimisation and any other conduct prohibited by the Act
- (b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- (c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

It is considered that the decision would have regard to this duty.

- 7.2 The development is considered would not impact on the visual amenities of the area, nor would it unduly affect the residential amenities of the occupiers of the adjacent neighbouring properties, highway safety or impact on flood safety. It is considered that the provision of a swimming pool would positively contribute to the health and well being of the school children and the local community, and would contribute to healthy lifestyles, as promoted and encouraged by the NPPF and the new emerging Runnymede 2030 Local Plan. The development has been assessed against the following Development Plan policies – saved Policies SV2, BE2, MV4 and MV9 of the Runnymede Borough Local Plan Second Alteration April 2001, the policies of the NPPF, guidance in the PPG, and other material considerations including third party representations. It has been concluded that the development would not result in any harm that would justify refusal in the public interest. The decision has been taken in compliance with the requirement of the NPPF to foster the delivery of sustainable development in a positive and proactive manner.

Officer's Recommendation: Grant subject to the following conditions

- 1 Full application (standard time limit)
The development for which permission is hereby granted must be commenced not later than the expiration of three years beginning with the date of this permission.

Reason: To comply with Section 51 of Part 4 of the Planning and Compulsory Purchase Act 2004.

- 2 List of approved plans
The development hereby permitted shall not be carried out except in complete accordance with the following approved plans; letter advising pump roof information received 22 October 2019, letter confirming size and position of proposed wooden fence enclosure dated 16 September 2019, Flood Risk Assessment received 11 October 2019, letter about car parking at the site dated 11 July 2019, background letter for the scheme dated 16 July 2019, location plan of pool, fence and existing wooden outbuilding, red line location plan, construction plans for the pool, car parking plan for the site received 17 July 2019 and photograph of proposed fence panels to enclose the swimming pool area received 11 October 2019.

Reason: To ensure an acceptable scheme and to comply with saved Policy BE2 of the Runnymede Borough Local Plan Second Alteration 2001.

3 Acoustic details

Prior to the commencement of the use of the pool hereby approved, details of the acoustic treatment of the building housing the plant and equipment to serve the pool shall be submitted to and approved in writing by the Local Planning Authority. Such details as shall be approved shall be installed prior to first use of the pool and retained for the lifetime of the development.

Reason: In order to protect the residential amenities of the occupiers of the adjoining neighbouring properties and to accord with guidance in the NPPF.

Informatives:

- 1 Summary of Reasons to Grant Consent
The decision has been taken in compliance with the requirement in the NPPF to foster the delivery of sustainable development in a positive and proactive manner.
- 2 SCC Informative - Dirt or Damage on Highway
The developer is reminded that it is an offence to allow materials to be carried from the site and deposited on or damage the highway from uncleaned wheels or badly loaded vehicles. The Highway Authority will seek, wherever possible, to recover any expenses incurred in clearing, cleaning or repairing highway surfaces and prosecutes persistent offenders. (Highways Act 1980 Sections 131, 148, 149).
- 3 Section 59 of the Highways Act permits the Highway Authority to charge developers for damage caused by excessive weight and movements of vehicles to and from a site. The Highway Authority will pass on the cost of any excess repairs compared to normal maintenance costs to the applicant/organisation responsible for the damage.