

Planning Committee

Wednesday 4 November 2020 at 6.30pm

The meeting will be held remotely via MS Teams with audio access to the public via registered dial-in only.

Members of the Committee

Councillors: M Willingale (Chairman), D Anderson-Bassey (Vice-Chairman), J Broadhead, I Chaudhri, M Cressey, L Gillham, 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 Monday 2 November

2020. In light of the current restrictions imposed to address the Covid-19 outbreak, this meeting will be held remotely. As this meeting is being conducted remotely you should inform the Planning Business Centre if you wish to dial in and address the Committee and also provide a written statement of your speech (no more than 2 sides of A4 which is approximately the equivalent of 5 minutes speaking time normally allowed under Standing Order 39.24 of the Council's Constitution).

If you do not wish to exercise your right to speak by dialling- in, you can submit your representations in writing (no more than 2 sides of A4 which is approximately the equivalent of 5 minutes speaking time normally allowed under Standing Order 39.24 of the Council's Constitution) and this will be read out by the Chairman of the Committee or an Officer to those Councillors participating.

If you wish to speak and/or make a written submission please contact the Planning Business Centre by email publicspeaking@runnymede.gov.uk

- 5) If you wish to hear the debate by audio via MS Teams you must register by 10am on the day of the meeting with the Planning Business Centre by emailing your name and contact number to be used to dial-in to publiclisteningplanning@runnymede.gov.uk
- 6) For meetings held at the Civic Centre, 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.
- 7) **Filming, Audio-Recording, Photography, Tweeting and Blogging of Meetings held at Civic Centre or remotely via MS teams**

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.

For meetings held remotely via MS teams, you may only record the audio of those proceedings. The Council shall not be recording any remote meetings.

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

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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 Ordinance 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 replace contributions under 'Planning Obligations' in the future
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 of permitted development (see 'PD')
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

TERM	EXPLANATION
	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 dedicated website, issued by the Secretary of State detailing national planning practice and guidance within existing legislation. Also known as NPPG <i>National Planning Practice Guidance</i>
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 Area of Conservation under the European Community's Habitats Directive 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 Protection Area under the European Community's Directive on the Conservation of Wild Birds 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

TERM	EXPLANATION
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. **NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP**

2. **MINUTES**

To confirm and sign the Minutes of the meeting of the Committee held on 14 October 2020 as a correct record. (Appendix 'A')

(To resolve)

Background Papers

None

Runnymede Borough CouncilPLANNING COMMITTEE14 October 2020 at 6.30pm via MS Teams

Members of
Committee present

Councillors, J Broadhead, I Chaudhri, M Cressey,
E Gill, C Howorth, R King, M Kusneraitis,
I Mullens, P Snow, J Sohi, S Whyte, M Willingale
and J Wilson

Members of the
Committee absent:

Councillors Anderson-Bassey and M Nuti

Councillors L Gillham and J Olorenshaw also attended the meeting via MS Teams as non-members of the Committee.

MINUTES

The Minutes of the meeting of the Committee held on 23 September, 2020 were confirmed and signed as a correct record.

APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Anderson-Bassey and Nuti.

DECLARATIONS OF INTEREST

Cllr Howorth, declared a non-pecuniary interest in application RU 20/1088 as he knew the owner of the application site. Cllr Howorth withdrew from the debate and returned to the meeting following this item.

Cllr Cressey declared a non-pecuniary interest in the item on Ottershaw Neighbourhood Area and Forum as he is a member of the Forum. Cllr Cressey withdrew from the debate and returned to the meeting following this item.

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. The Addendum had also been published on the Council's website on the day of the meeting and sent to all public speakers. Public speakers addressed the Committee as specified below, except for application RU 20/0448 where the objector had requested the Council's legal representative to read out the speech on his behalf.

RESOLVED that –

the following applications be determined as indicated: -

APP NO**LOCATION, PROPOSAL AND DECISION**

RU 19/1762 Anningsley Park Farm, Brox Road, Ottershaw

Demolition of existing Clubhouse canteen facility at Anningsley Park Farm and construction of a new Clubhouse Canteen facility, and associated landscape design works (revised plans received 28/5/20) (amended site location plan received 27.8.20)

The Committee was supportive of the application which would modernise the site and was reassured by the agent for the applicant that there was no intention to further commercialise the polo facility which would address concerns of residents.

RESOLVED that:

The Corporate Head of Development Management and Building Control be authorised to GRANT permission subject to the conditions and reasons listed on the agenda.

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

RU 20/1088

Savill Court Hotel, Wick Lane, Englefield Green

Application seeking a variation to planning condition 3 (approved drawing numbers) and 12 (hard and soft landscaping) of planning application RU 16/0824 for the redevelopment and refurbishment of the existing hotel, spa and conference facility to allow for the removal of a Wellingtonia Tree.

Some Members commented on the loss of a good specimen category A tree, but the Committee balanced this loss against the cumulative value of the compensatory two replacement trees (including the significant Wellingtonia specimen) and provision of the wider landscape improvements through the agreed landscaping plan which would achieve a net gain in biodiversity. Having balanced these considerations, the Committee-

RESOLVED that:

The Corporate Head of Development Management and Building Control be authorised to GRANT permission subject to the conditions reasons and informatives listed on the agenda.

RU 20/0448

4 Temple Gardens, Staines-upon-Thames

Demolition of existing 4 -bedroom house and erection of replacement 4-bedroom house, with associated works to land (amended information received)

The Committee was supportive of the application as it would be a significant improvement on the current building on the site, represented a sustainable form of development and had included appropriate mitigation measures to address potential flooding considerations. Members noted conditions regarding management of surface water drainage.

RESOLVED that

The Corporate Head of Development Management and Building Control be authorised to GRANT permission subject to the conditions reasons and informatives listed on the agenda.

(At the request of Mr Blackie, an objector, the Council's legal representative read out his statement, and Mr Leigh, agent for the applicant addressed the Committee on the above application),

RU 20/0609 22 Selsdon Road, Addlestone

Proposed single storey front, rear and side extensions. Extension and alteration to roof together with internal alterations to provide habitable accommodation in the roof space (amended plans and description)

The Committee was supportive of the application.

RESOLVED that

The Corporate Head of Development Management and Building Control be authorised to GRANT permission subject to the conditions reasons and informatives listed on the agenda.

RU 20/0862 Tamesis 2, The Glanty, Egham

Two storey office extension with ancillary rooftop plant, extension and reconfiguration of existing decked car park, and replacement of external fire staircase. Associated works, including alterations to the elevations, creation of a new entrance on the western façade and landscaping works.

Some comment was made on removal of trees. The CHDMBC confirmed that the application comprised landscaping at the site including green wall panels on the proposed car parking area, and conditions would be imposed requiring additional landscaping details and tree protection measures and requiring biodiversity enhancements in accordance with Local Plan Policy SD7.

In response to comments on the target in the Travel Plan to reduce people travelling to work in single occupancy vehicles by 5%, it was agreed to amend condition 7 to require submission of a written Travel Plan to be agreed with the Local Planning Authority in order to allow for the CHDMBC to review the Travel Plan and seek a higher target if appropriate.

RESOLVED that

The Corporate Head of Development Management and Building Control be authorised to GRANT permission subject to the conditions (condition 2 amended as per addendum) and amended condition 7 regarding submission of a written Travel Plan, reasons and informatives listed on the agenda.

DRAFT RESPONSE TO GOVERNMENT WHITE PAPER “PLANNING FOR THE FUTURE”

The Committee was informed that the Government had published two significant consultations on planning matters on 6th August. Potentially the most far-reaching was the Planning White Paper ‘Planning for the Future’ which sets out plans to potentially undertake a fundamental reform of the planning system. It contained proposals that could have implications for future planning policy and the Council’s role in planning decision making, and could have an impact on the consideration of planning applications and how development was applied for in the Borough

As responses were required by 29th October, an initial draft response had been prepared for the Committee’s consideration by Officers in the Council’s Development Management, Planning Policy and Housing sections.

The Committee endorsed the responses proposed and in addition asked Officers to consider the following suggestions for incorporation in the response in consultation with the Chairman:

- Question 4-Inclusion of heritage buildings on page 14 on the third bullet point. In addition, amendment to bullet point two to say “Provision of an appropriate number of homes in the right places with adequate parking/amenities”;
- Question 8 (a)-Flood Plain 3 -could be an absolute constraint or capable of negotiation;
- Question 8(b) -emphasise throughout the response the direct issue the borough faces, which is the lack of infrastructure, poor connectivity, that leads to an increase in people, relying on private vehicle use;
- Question 9(b)-inclusion of protected sites in addition to renewal sites in relation to automatic consents;
- Question 9(c)-NSIPs-emphasise importance of local control and confirmation that NSIPs would only be used in exceptional circumstances and not for small/medium sized developments;
- Question 13(a)-Neighbourhood Plan process needs to be strongly supported but with increased resourcing. In addition, greater weight should be given at an earlier stage in decision making to Neighbourhood Plans, so far as the Plans were material to an application;
- Question 13(b)-There were technical issues associated with digitisation of Neighbourhood Plan process and this needed to be acknowledged;
- Question 15-more control required over prior approvals;
- Traveller communities and sites-provision for;
- Question 19-include reference to Design South East; and
- Question 21(when new development happens in your area, what is your priority for what comes with it). More emphasis was required on quality of build and being realistic about the need for amenities such as parking provision, even whilst striving to be greener.

The Committee thanked officers for their work in drafting the response and the Chairman thanked Members for their contribution to the responses. The final response would be circulated to all Members of the Committee and Cllr Gillham.

RESOLVED that:

- i) the Council respond to the MHCLG consultation “Planning for the Future”; and**
- ii) the CHDMBC & CHPPED be authorised to respond to the consultation after agreeing the final content with the Chairman of the Planning Committee.**

DESIGNATION OF OTTERSHAW NEIGHBOURHOOD FORUM AND OTTERSHAW NEIGHBOURHOOD AREA

The Council had received applications for the designation of an Ottershaw Neighbourhood Forum and an Ottershaw Neighbourhood Area under the Localism Act 2011.

The geographic extent of the proposed neighbourhood area submitted with the application and that covered by the prospective Forum was proposed to be bound by Stonehill Road to the north west, the St Peter’s Hospital site and A320 to the north, a range of features including the River Bourne, M25, a number of roads, the edges of established residential development and parts of recognised footpaths to the east/south east, and the Borough boundary to the west. The proposed area was contained entirely within the Ottershaw ward although excluded the area bounded by Spinney Hill, Ongar Hill, Hare Hill and the Ridings, the Scout Hut and Creepers Nursery, which the prospective forum considered to be part of the separate Rowtown community, and the area to the east of the M25, which the prospective forum considered to be part of the Addlestone community.

The applications had been subject to public consultation. Twelve letters of representation had been received and a summary thereof was given. Six of these letters were from local residents and generally raised objections to the extent of the neighbourhood area proposed. Two of these letters also raised concerns about the role and remit of the Neighbourhood Forum.

The Neighbourhood Forum application was considered to fully meet the conditions set out within the relevant Act of parliament and associated regulations. The geographical extent of the proposed Neighbourhood Area was also considered appropriate and compliant with relevant regulations.

Officers responded to a question from a Member on the inclusion of Hare Hill open space within the Neighbourhood Area and associated potential implications for the future Referendum.

The Committee supported the designation of the Neighbourhood Area and Forum as proposed.

Cllrs Gill, Gillham and Harnden were thanked for leading the way on Neighbourhood Plans with their work on the Thorpe Neighbourhood Plan and for assistance given to other areas in the borough on developing their Plans.

RESOLVED that:

- i) the Ottershaw Neighbourhood Area be designated as identified on the plan attached at Appendix D to the Agenda; and**
- ii) the Ottershaw Neighbourhood Forum be designated to cover the area as shown on the plan at Appendix D to the Agenda.**

(The meeting ended at 9.20 pm)

Chairman

3. **APOLOGIES FOR ABSENCE**

4. **DECLARATIONS OF INTEREST**

If Members have an interest in an agenda item please record the interest on the form circulated with this Agenda and email it to the Legal Representative or Democratic Services Officer by 5pm on the day of the meeting. **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 Council as the Council's representative to an outside body and that this should be declared. Membership of an outside body in their private capacity as a director, trustee, committee member or in another position of influence thereon **should be regarded as a disclosable pecuniary interest, as should an appointment to an outside body by the Council as a trustee.**

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 withdraw from the meeting if the interest is a disclosable pecuniary interest or if the interest could reasonably be regarded as so significant as to prejudice the Member's judgement of the public interest.

5. **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 on the applications, please contact Ashley Smith, Corporate Head of Development Management and Building Control by 2 November 2020. 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.

6. **INFRASTRUCTURE DELIVERY AND PRIORITISATION SUPPLEMENTARY PLANNING DOCUMENT (SPD) ADOPTION (PLANNING POLICY-JOHN DEVONSHIRE/RACHEL RAYNAUD)**

Synopsis of report:

To help secure infrastructure improvements across the Borough to support the 2030 Local Plan further guidance is required to outline how the Council will prioritise infrastructure funding, the relationship between different funding mechanisms and the basis for negotiating financial contributions via Section 106. Appropriate guidance has been prepared through a draft Infrastructure Delivery & Prioritisation Supplementary Planning Document (SPD) which has now been the subject of two rounds of public consultation in February to April and July to August 2020

A total of 21 representations were received during the two rounds of consultation and a copy of the Consultation Statement (Appendix 'C') which summarises these representations and how they have been taken into account is set out on the Council's website with the Committee Agenda.

A late representation was received on 1 September on behalf of the applicant for Parklands, Bittams Lane, Chertsey (also known as Bittams D). Despite, this being received after the close of the consultation period, which finished on the 14 August 2020, the LPA has had regard to the contents of the letter and officers do not think that the issues raised materially impact on the officer recommendation nor do they support any additional amendments to those set out below.

The proposed amendments to the draft SPD considered for consultation by the Planning Committee on 15 July were as follows:

- Addition of Blue Infrastructure to the list of infrastructure types;
- Confirmation the Council will not request financial contributions through Section 106 toward infrastructure projects physically provided by a development other than for management/maintenance;
- Placing a cap on the monitoring contribution per Section 106 agreement;
- Clarification of how net dwellings/occupants should be calculated;
- Confirming a formula-based approach to contributions at outline stage where deemed appropriate;
- Signposting that infrastructure for Controlled Parking Zones (CPZs) may be negotiated;
- Referencing the Playing Pitch Strategy for Outdoor Sports Contributions;
- Adding the methodology used to calculate estimated net floorspace from sites contingent on A320 improvements.
- Clarifying the approach to developer contributions towards A320 improvements

In light of representations received during the July-August consultation further minor amendments to the draft are proposed as follows:

- Amend 2030 Local Plan Policy number for Longcross Garden Village in Table 3-4 from SD10 to SD9;
- Clarify that where a developer provides A320 improvements physically, if the costs of this are greater than would be achieved through a financial contribution, to consider whether this warrants a reduction in other contributions to maintain proportionality;
- Clarify that Surrey County Council are the accountable body for HIF recovery and recycling and that recovery of funds may be spent throughout the County;

- Clarify that where development exceeds policy requirements the Council will still seek 100% clawback of HIF;
- Clarify that developer contributions to S106 monitoring will be on a case by case basis and related to the S106 obligation sought;
- Clarification that retrospective education contributions are only sought from a development where it has been necessary to forward-fund education infrastructure due to that development.

All of the amendments proposed do not change the general purpose of the SPD in that it continues to set out a prioritisation hierarchy, the same cost impacts for different infrastructure types and contains an approach to securing Section 106 agreements once a Community Infrastructure Levy (CIL) is in place. Therefore, as the amendments are for clarification, it is considered that no further consultation is required. For information, all proposed amendments following the first consultation are highlighted in red and after the second consultation in blue with deletions struck through.

A Strategic Environmental Assessment (SEA) screening and Habitats Regulations Assessment (HRA) screening determined that a SEA and/or a HRA are not required.

The SPD as recommended for adoption is attached at Appendix B.

Recommendation(s): The Planning Committee is recommended to RESOLVE to:

APPROVE the Draft Infrastructure Delivery & Prioritisation SPD for adoption as shown at Appendix B

1. Context of report

- 1.1 The emerging Runnymede 2030 Local Plan seeks to secure infrastructure improvements across the Borough, in parallel with the new development it proposes. The Council's infrastructure evidence to accompany the Local Plan is set out in the Infrastructure Delivery Plan (IDP). The IDP identifies the new infrastructure needed and its broad prioritisation.
- 1.2 In order to secure physical provision or financial contributions from development toward infrastructure, the Council currently enters into Section 106 agreements or undertakings with developers. However, the Council is also in the process of preparing its first Community Infrastructure Levy (CIL), to help fund future infrastructure provision. The National Planning Policy Guidance Note on CIL sets out that when CIL is implemented, local authorities should be clear to developers about how infrastructure projects/types will be paid for, whether through CIL, Section 106 agreements or both. The draft Infrastructure Delivery & Prioritisation SPD is intended to help provide further clarity on when CIL or S106 will be used to secure new infrastructure or financial contributions towards it. The Infrastructure Delivery & Prioritisation SPD (as amended for adoption) is attached at Appendix B to this report.

2. Report and options considered

- 2.1 The draft Infrastructure Delivery & Prioritisation Supplementary Planning Document (SPD) was considered at the 22 January 2020 and 15 July 2020 Planning Committees and approved for public consultation. A total of 21 representations were received during the two rounds of consultation and a copy of the Consultation Statement which summarises these representations and how they have been taken into account is set out on the Council's website with the Committee Agenda. The

proposed amendments to the draft SPD considered for consultation by the Planning Committee on 15 July 2020 were as follows:

- Addition of Blue Infrastructure to the list of infrastructure types – At the request of the Environment Agency;
- Confirmation the Council will not request financial contributions through Section 106 toward infrastructure projects physically provided by a development other than for management/maintenance – Considered necessary for clarification;
- Placing a cap on the monitoring contribution per Section 106 agreement – Requested by developers and considered to be reasonable;
- Clarification of how net dwellings/occupants should be calculated – considered necessary for clarification;
- Confirming a formula based approach to contributions at outline stage where deemed appropriate – considered necessary for clarification;
- Signposting that infrastructure for Controlled Parking Zones (CPZs) may be negotiated – considered necessary for clarification;
- Referencing the Playing Pitch Strategy for Outdoor Sports Contributions – requested by Sport England and considered necessary for clarification;
- Adding the methodology used to calculate estimated net floorspace from sites contingent on A320 improvements – considered necessary for clarification.
- Clarifying the approach to developer contributions towards A320 improvements

2.2 In light of representations received during the July-August consultation further minor amendments to the draft are proposed as follows:

- Amend 2030 Local Plan Policy number for Longcross Garden Village in Table 3-4 from SD10 to SD9;
- Clarify that where a developer provides A320 improvements physically, if the costs of this are greater than would be achieved through a financial contribution, to consider whether this warrants a reduction in other contributions to maintain proportionality;
- Clarify that Surrey County Council are the accountable body for HIF recovery and recycling and that recovery of funds may be spent throughout the County;
- Clarify that where development exceeds policy requirements the Council will still seek 100% clawback of HIF;
- Clarify that developer contributions to S106 monitoring will be on a case by case basis and related to the S106 obligation sought;
- Clarification that retrospective education contributions are only sought from a development where it has been necessary to forward fund education infrastructure due to that development.

2.3 The July-August Consultation ended on 14 August 2020. Whilst officers considered the representations received, a letter was received on 1 September from Nexus

Planning, on behalf of the applicant for Parklands, Bittams Lane, Chertsey (also known as Bittams D). Despite this being received some weeks after the close of the July-August consultation period, the LPA has considered whether firstly, it would be prejudicial to any other party (other consultees and beyond) to allow consideration out of time of the said letter and secondly, whether the issues raised in this letter required any further amendments to the draft SPD. Noting that representations on behalf of Bittams D had not been received during the first consultation back in March-April 2020, officers concluded that it would not be prejudicial on others to take into account this late representation. Having had regard to the contents of the letter, officers do not think that the issues raised materially impact on the final draft SPD nor the officer recommendation nor do they support any additional amendments to those set out above. The reasons given by officers as to why they felt the late representation should be considered and how those representations have been taken into account is set out in Appendix C to this report the updated Consultation Statement (Pages 63-68, Appendix D of that Statement).

- 2.4 Aside from the modifications proposed in paragraphs 2.1 and 2.2 above, the key elements of the SPD are the same as the first iteration in that it suggests a prioritisation hierarchy, includes cost impacts for different infrastructure types and contains an approach to securing Section 106 agreements once a Community Infrastructure Levy (CIL) is in place. Therefore, as the amendments are simply clarification of the original iteration, it is considered that no material change to the versions consulted upon has been made and therefore no further consultation is required.

3. **Policy framework implications**

- 3.1 Supplementary Planning Documents (SPD) do not form part of the Development Plan for Runnymede but are a material consideration in decision taking.
- 3.2 The introduction of this SPD, when adopted, will support Corporate Business Plan (2016-2020) themes of 'Improving our Economy' and 'Enhancing our Environment' particularly the priorities to review and support delivery of county and regional infrastructure strategies and support projects which improve integration of road and rail to reduce congestion.
- 3.3 Although not part of the Development Plan, the SPD also supports 2030 Local Plan objectives and policies with respect to infrastructure delivery.
- 3.4 Since the second round of consultation on the SPD began, Government has published its consultation White Paper on reforms to the planning system 'Planning for the Future' in August 2020. The consultation paper contains a section on infrastructure and developer contributions including reforms to the Community Infrastructure Levy (CIL) through a mandatory nationally set levy and abolishing developer contributions through Section 106. Whilst these reforms, if enacted in their current form, have the potential to render the Infrastructure SPD obsolete in time, the White Paper is only at the consultation stage and whilst both Section 106 and the CIL continue to operate and there is no notice of their demise, the Infrastructure SPD will therefore be a material consideration in decision taking until such time as changes to Section 106 and/or CIL are enacted.

4. **Resource implications**

- 4.1 Implementation of the SPD does not require any additional resources and is within budget.
- 4.2 The National Planning Policy Guidance on Planning Obligations sets out that local authorities can charge a monitoring fee through Section 106 obligations to cover the cost of monitoring and reporting. This can be a fixed percentage or fixed monetary amount but should only be sought to cover the Council's costs. As such there is the

opportunity for additional resource to cover the Council's costs on a case by case basis and in relation to the obligation sought.

5. Legal implications

5.1 None.

6. Equality implications

6.1 The Council has a Public Sector Duty under the Equalities Act 2020 to have due regard to the need to:

- a) Eliminate unlawful discrimination, harassment or victimisation;
- 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 characteristic and persons who do not share those characteristics;

in relation to the 9 'Protected Characteristics' stated within the Act.

6.2 The draft Infrastructure Delivery & Prioritisation SPD as amended has been screened to establish whether there may be an impact whether positive or negative on any of the nine protected characteristics (namely, age, disability, race/ethnicity, pregnancy and maternity, religion, sexual orientation, sex, gender reassignment and marriage / civil partnership). The conclusion of the screening assessment is that a full equalities impact assessment is not required.

7. Environmental/Sustainability/Biodiversity Implications

7.1 The Infrastructure Delivery & Prioritisation SPD is not part of the Development Plan for Runnymede and as such is not subject to Sustainability Appraisal.

7.2 The Infrastructure SPD has been subject to both Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA) screenings which found no likely significant effects on designated habitats or any other significant environmental effects, with comments from the three statutory bodies (Environment Agency, Historic England and Natural England) concurring with this conclusion.

7.3 The SPD has the potential to prioritise and raise funds towards active & sustainable travel, green infrastructure and flood mitigation/drainage which is also likely to benefit sustainability, the environment and biodiversity in general.

8. Other Implications

8.1 None.

9. Conclusion

9.1 Planning Committee is asked to RESOLVE to:

APPROVE the amended Draft Infrastructure Delivery & Prioritisation SPD for adoption.

(To resolve)

Background papers

Appendix B: Infrastructure Delivery & Prioritisation SPD for adoption

Appendix C: Updated Consultation Document

Letter dated 1 September from Nexus Planning, on behalf of the applicant for Parklands, Bittams Lane, Chertsey (also known as Bittams D).

Infrastructure Delivery & Prioritisation SPD

Runnymede Borough Council

September 2020

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Foreword

This Infrastructure Delivery & Prioritisation SPD sets out guidance on how the Council will prioritise infrastructure funding to support the 2030 Local Plan and how it will operate Section 106 planning agreements and undertakings once a Community Infrastructure Levy (CIL) has been implemented.

This SPD also sets out the cost impact implications of development on various infrastructure types which will act as a starting point for the Council in negotiating financial contributions in lieu of physical infrastructure provision through Section 106 agreements/undertakings.

This SPD was adopted on the 23 September 2020 and replaces the existing Planning Obligations Supplementary Planning Guidance (SPG) dated December 2007.

1. Purpose of this SPD

- 1.1 The Runnymede 2030 Local Plan proposes the delivery of nearly 8,000 new dwellings, around 80,000sqm of employment and nearly 6,000sqm of retail floorspace. In parallel to this development, new supporting infrastructure is required.
- 1.2 This Supplementary Planning Document (SPD) sets out the Council's approach to infrastructure delivery and funding including how developer contributions will help provide infrastructure and the infrastructure projects that are the Council's priority. The SPD is an important material consideration in the Council's planning decision taking, setting the framework for how the Council will prioritise and fund supporting infrastructure through developer contributions.
- 1.3 In addition to the physical provision of infrastructure by developers, financial contributions in lieu of physical provision are a further means by which a developer can mitigate the impact of their development.
- 1.4 Financial contributions can be secured either by negotiation with the developer through the use of planning obligations commonly referred to as Section 106 or when implemented by the Council, through a non-negotiable contribution called a Community Infrastructure Levy (CIL) or by a combination of both. Developers can also enter into S106 planning obligations unilaterally.
- 1.5 This SPD sets out how the Council intends to approach the negotiation of planning obligations in the short term prior to the implementation of a CIL. The SPD also sets out the Council's approach to negotiating planning obligations once CIL has been adopted.
- 1.6 It is not the role of this SPD to set out the charges associated with a CIL. The preparation of a CIL is subject to different legislative procedures and will be set out in a separate CIL Charging Schedule which will be subject to public consultation and independent examination in due course.
- 1.7 The costs of providing supporting infrastructure associated with the levels of growth set out in the Local Plan are identified in the Runnymede Infrastructure Delivery Plan (IDP) and its accompanying schedules. The schedules show an overall infrastructure cost (without the River Thames Scheme) in the region of £289m with a current funding gap of around £100m.
- 1.8 Given the scale of the funding gap, delivering all the infrastructure needed in the area will be challenging and is unlikely to be met through developer contributions alone. The Council, along with other service providers and partners such as Surrey County Council, will continue to explore other forms of available funding to complement developer contributions.
- 1.9 Other sources of funding will include: -
 - Local Enterprise Partnership (LEP) funding;
 - Central government funding which Runnymede Borough is able to bid for itself or with other organisations such as Transport for South East, Surrey County Council etc;
 - Capital funds identified by the Borough and/or County Council; and

- Funding identified by local area committees.

Infrastructure and Funding

- 1.10 Section 216 of the Planning Act 2008 (as amended) sets out the types of infrastructure to which a CIL charge may be applied. The Runnymede 2030 Local Plan also sets out a definition of infrastructure which expands on this list and to which S106 obligations may also apply.
- 1.11 Some infrastructure, such as utility services, will continue to be delivered by the private sector and it is not the role of this SPD to plan its delivery or set out mechanisms to secure funding. Developers may need to contribute directly to the private sector utility companies for connections or reinforcements to the network, but this is not a matter for this SPD or the responsibility of the Borough Council.
- 1.12 There will also be publicly funded infrastructure where the Borough or County Councils are not responsible for delivery. In these circumstances, the Borough Council may agree Section 106 contributions or apply CIL towards these types of infrastructure, but delivery will be the responsibility of other organisations. The Borough Council will enter into governance arrangements with other public bodies in this respect prior to negotiating or committing any developer contributions to ensure transparency in the transfer and use of any developer funding.
- 1.13 Section 216 of the 2008 Act and the CIL Regulations 2010 (as amended) do not define affordable housing as infrastructure. The Council will therefore continue to secure delivery of affordable housing through Section 106 planning obligations in accordance with the requirements of Policy SL20 of the Runnymede 2030 Local Plan. Applicants are advised to refer to further guidance on the Council's approach to affordable housing including how it applies the vacant building credit on the Council's website.
- 1.14 The Strategic Access Management & Monitoring (SAMM) avoidance measure for the Thames Basin Heaths SPA does not constitute infrastructure and the Council will therefore continue to agree contributions towards SAMM through Section 106 planning obligations.

The Runnymede 2030 Local Plan

- 1.15 The Runnymede 2030 Local Plan sets out the vision, objectives and planning policies for the Borough over the Local Plan period as well as the level of housing, employment and retail development to be delivered.
- 1.16 The 2030 Local Plan contains a number of objectives and policies which are relevant to the delivery of infrastructure whether in general or site specific and which set the framework for the delivery of infrastructure and means for funding.
- 1.17 The Local Plan also sets out the spatial strategy for the Borough to 2030. The strategy in Policy SD1 distributes development to the most sustainable locations in the Borough including the strategic allocation of Longcross Garden Village. The distribution of development is set out in Table 1-1 and ultimately drives the requirement and location for infrastructure.

Table 1-1: Runnymede Local Plan 2015-2030 Spatial Distribution of Development

Location	Development Type (Net)			
	Residential ¹	Employment	Retail	Student
Addlestone (including Rowtown)	1,267 units	11,700sqm	4,400sqm	0 beds
Chertsey (including Chertsey South)	2,236 units	0sqm	910sqm	0 beds
Egham	956 units	41,580sqm	630sqm	198 beds
Longcross	1,789 units	42,350sqm ²	TBD	0 beds
Virginia Water	426 units	0sqm	0sqm	0 beds
Woodham & New Haw	123 units	20,000sqm	0sqm	0 beds
Englefield Green	611 units	0sqm	0sqm	3,315 beds
Ottershaw	300 units	0sqm	0sqm	0 beds
Thorpe	89 units	0sqm	0sqm	0 beds

¹ Includes Traveller Pitches & C2 Units

² Includes 35,000sqm for a data centre.

2. Infrastructure Hierarchy & Prioritisation

Infrastructure Requirements of the Spatial Strategy

- 2.1 Delivery of the 2030 Local Plan spatial strategy will add to pressure on existing infrastructure capacity within the Borough and needs to be mitigated or improved so that infrastructure can cope with the additional demands upon it. Infrastructure demands will be greatest in those areas where more significant scale development, especially residential development, is being focussed, such as Addlestone, Chertsey, Egham and the strategic allocation of Longcross Garden Village.
- 2.2 Improvements to local infrastructure will focus on these localities as well as the key infrastructure projects which are critical to delivering the Local Plan spatial strategy, such as the A320 and M25 Junction 11 mitigation works.
- 2.3 The Council's Infrastructure Delivery Plan (IDP) and its accompanying schedules set out the projects required to deliver the spatial strategy. The projects listed are a product of discussions with infrastructure partners taking account of the evidence supporting the Runnymede 2030 Local Plan. The IDP schedules cover the period of the Runnymede 2030 Local Plan but are also 'living' documents that can be updated on a regular basis, ensuring that project information remains up to date and can be monitored effectively. The IDP also ranks infrastructure projects and types into those which are critical, essential, a policy high priority or desirable. A description of each of these categories is set out in Table 2-1 based on the descriptions in the IDP.

Table 2-1: Infrastructure Priority Categories

Prioritisation Level	Description
Critical	Infrastructure which must happen to enable growth. Without critical infrastructure development cannot proceed and the Plan cannot be delivered.
Essential	Infrastructure required to mitigate impacts arising from the operation of development. Lack of delivery is unlikely to prevent development in the short-term but failure to invest could result in delays to development in medium-long term as infrastructure capacity becomes constrained.
Policy high priority	Infrastructure supporting wider strategic or site-specific objectives as set out in Plan Policies but lack of delivery would not prevent development.
Desirable	Infrastructure required for sustainable growth but unlikely to prevent development in short to medium term.

- 2.4 The Borough Council will coordinate and prioritise contributions or physical delivery of infrastructure secured from development through Section 106/**Section 278** and/or CIL in accordance with the hierarchy of prioritisation set out in Table 2-2. This includes Local Plan allocation sites unless the allocation Policy specifically indicates otherwise. **In respect of the A320 road improvement scheme, it should be noted that the A320 corridor and M25 Junction 11 improvements are listed as 'critical' infrastructure in Table 2-2. The improvement scheme is required to enable a**

number of development sites allocated in the Local Plan which are dependent upon the improvements proposed, to come forward. To enable early delivery of the scheme, forward funding has been secured through a Housing Infrastructure Fund (HIF) grant from Government. In accordance with the conditions attached to the grant, all development contingent on A320 improvements included in the HIF bid award will be expected to make a contribution towards repayment of the grant. Such contributions will take account of the need to ensure a fully policy compliant development, including any CIL charge, affordable housing, sustainable design and any other infrastructure required by 2030 Local Plan policies. Further detail on the approach to securing contributions to repay the HIF grant can be found in Section 3 of this SPD.

- 2.5 The **other** exception to the hierarchy is Longcross Garden Village, where the mix of infrastructure types and timing will be agreed as part of a bespoke Section 106 agreement. Given the strategic nature of the site and its delivery in phases, not having a separate approach could prejudice the early and comprehensive delivery of infrastructure which will be fundamental to delivering a new settlement to garden village principles, **although the approach to HIF grant repayment for the garden village will be negotiated as set out in Section 3 of this SPD.**

Table 2-2: Infrastructure Hierarchy: Types of Infrastructure within each Priority Category

Prioritisation Level	Infrastructure Project/Type
1) Critical	Suitable Accessible Natural Greenspace (SANG); Improvements to junctions and links on the A320 Corridor and M25 Junction 11 as identified in the A320 North of Woking bid as awarded and at the St Peter's Hospital Roundabout (junction 8).
2) Essential	Improvements to the Local or Strategic Road Network not identified as A320 Corridor improvements as specified above; Active and sustainable transport improvements and facilities; Early years, primary and secondary education facilities including SEN; Primary, secondary and mental healthcare facilities; Flood defence and drainage projects.
3) Policy High Priority	Green and Blue Infrastructure (GI & BI) including outdoor sports, playspace for children & teenagers, parks & gardens, amenity greenspace, main rivers, water courses, floodplains, river corridors and wetlands; Built community space and facilities;
4) Desirable	Allotments;

	<p>Natural and semi-natural greenspace not designated as SANG;</p> <p>Biodiversity Opportunity Area (BOA) projects and Priority Habitat restoration/enhancement projects;</p> <p>Emergency service infrastructure.</p>
--	--

Justification

- 2.6 A hierarchy is therefore used to ensure the Council determines which infrastructure projects or types should be prioritised for funding. The hierarchy is broadly established by the IDP but also reflects the infrastructure priorities of the Local Plan. As such, there are some infrastructure projects/types which the Borough Council give a higher priority than the IDP, specifically on highway impacts and need for additional built community space. This is set out in Table 2-2.

Neighbourhood Funding 'Top Slice' from CIL Receipts

- 2.7 Whilst not relevant to Section 106 contributions, the CIL Regulations 2010 (as amended) require an element of CIL funds to be top sliced for local neighbourhood projects before any funds can be spent on critical infrastructure. In areas without 'made' neighbourhood plans the amount top-sliced is 15% of the CIL funds raised through development in that area capped to a maximum of £100 per dwelling. For areas with 'Made' neighbourhood plans this 'top slice' rises to 25% and is uncapped.
- 2.8 There are no Parish or Town Councils in Runnymede Borough, however the neighbourhood funding element must still be 'top-sliced' from CIL receipts. In areas without Town or Parish Councils the neighbourhood funding element is retained by the Borough Council and the Council will engage with communities where development has taken place to agree how best to spend the neighbourhood funding element collected.
- 2.9 For areas with neighbourhood forums the Borough Council will engage with the forum to determine infrastructure priorities if these are not set out within a 'made' neighbourhood plan. For areas without neighbourhood forums the Borough Council will determine the size and boundaries of areas that constitute a 'neighbourhood' and engage with the communities in those areas.
- 2.10 The Council's Statement of Community Involvement (SCI) does not set out procedures for engaging with neighbourhoods on the neighbourhood funding element of CIL. In this respect the Council will take account of advice in the Planning Practice Guidance Note on CIL¹ on how to engage with its neighbourhoods.

Infrastructure Delivery Mechanisms

- 2.11 Whether Section 106, Section 278 or CIL, infrastructure can be secured either as the physical provision of infrastructure delivered by the developer or as a financial contribution towards infrastructure delivered by the Council or other infrastructure and service providers.

¹ Planning Practice Guidance: CIL (2019) MHCLG. Available at: <https://www.gov.uk/guidance/community-infrastructure-levy>

- 2.12 Where physical provision of infrastructure is agreed, it will usually be a requirement of a Section 106 planning obligation that developers provide the infrastructure and make a contribution towards its management and/or maintenance. There will also be some physical infrastructure that is not secured through Section 106. This can include physical improvements to the public highway which are secured through Section 278 agreements with the Highways Authority with delivery either by the developer directly or the Highways Authority.
- 2.13 A financial contribution taken in lieu of physical infrastructure provision is normally the cost equivalent to physical provision of infrastructure. The contribution collected is either spent by the Borough Council in the case of infrastructure provided by the Borough or transferred/**payed directly** to the relevant service provider who delivers the infrastructure (e.g. Surrey County Council for local highways infrastructure).
- 2.14 CIL receipts can be spent on any infrastructure project defined under Section 216 of the Planning Act 2008 (as amended)². For contributions collected through Section 106 there are restrictions on when a planning obligation can be agreed which restricts the type of infrastructure on which funds can be spent. The restrictions set out in CIL Regulation 122 and NPPF paragraph 56 are that a planning obligation in a Section 106 agreement must be:
- a) Necessary to make the development acceptable in planning terms;
 - b) Directly related to the development; and
 - c) Fairly and reasonably related in scale and kind to the development.
- 2.15 Once CIL is implemented, the Borough Council will use CIL as the key vehicle to deliver infrastructure improvements in the Borough except for 'critical' infrastructure **(including repayment of the HIF grant for A320 & M25 J11 improvements)** and/or physical provision which will continue to be secured through Section 106 and/or Section 278 agreements in order to ensure that development is acceptable in planning terms. **This approach includes the 2030 allocation sites, with the exception of Longcross Garden Village where delivery will solely be through S106/S278.**
- 2.16 In terms of Suitable Alternative Natural Greenspace (SANG), which is critical infrastructure required to avoid impact to the Thames Basin Heaths Special Protection Area (SPA) both bespoke SANG solutions provided by a developer and financial contributions toward SANG which the Borough Council delivers will be secured through S106 obligations. To ensure that sites of less than 10 units can continue to avoid impact to the SPA, contributions toward SANG from small sites will be made through Unilateral Undertakings.
- 2.17 The A320 and M25 Junction 11 mitigation works ~~will be delivered with the help of~~ **as identified in the A320 North of Woking HIF award have been forward funded by a HIF grant from Homes England which requires recovery. The conditions of HIF require the Council to target recovery of 100% of the monies from developments dependent upon the improvement scheme going ahead, through** financial contributions ~~from developers~~ and/or physical provision, secured through Section 106 and Section 278 agreements. Contributions will be required from those sites identified in the Runnymede 2030 Local Plan as contingent on the A320 and M25 Junction 11 improvements **and further detail is set out in Section 3 of this SPD.** ~~The Borough~~

² Roads and other transport facilities, flood defences, schools and other educational facilities' medical facilities, sporting & recreational facilities and open spaces

~~Council will also apply CIL receipts to the A320 project from sites not contingent on A320 improvements, if required.~~

- 2.18 From December 2020 the Borough Council has to prepare annual Infrastructure Funding Statements. These monitor the infrastructure contributions Runnymede has collected and spent. The statements must also set out the types of infrastructure to which Section 106 and CIL apply.
- 2.19 The Borough Council can choose to use funding from different routes to fund the same infrastructure provided this is indicated in the Infrastructure Funding Statement. This SPD guides the content of the Infrastructure Funding Statement and the Council's approach to this is set out in Table 2-3.

Table 2-3: Section 106 & Application of CIL

<p>Prior to the implementation of a CIL Charge</p> <p>The Borough Council will secure physical infrastructure mitigation or improvements through Section 106 agreements from major development sites³. The Borough Council will also secure financial contributions in lieu of physical infrastructure mitigation or improvements through Section 106 agreements from major development sites.</p> <p>As the Highways Authority, Surrey County Council may also secure improvements to the public highway from development either as a financial contribution or through physical delivery by developers secured by Section 106 or Section 278 Highway Agreements as appropriate.</p>	
<p>On implementation of a CIL Charge</p> <p>The Borough Council will secure the physical provision of infrastructure from development through Section 106 or Section 278 agreements as appropriate, where this is indicated in specific policies of the Runnymede 2030 Local Plan and/or where this is preferable to financial contributions in lieu of physical provision.</p> <p>For 'critical' infrastructure which is not physically provided by a developer, the Borough Council will seek contributions in lieu of provision through Section 106 or Section 278 agreements as appropriate.</p> <p>For other infrastructure priorities or where Runnymede 2030 Local Plan policies indicate a financial contribution in lieu of physical provision, the Borough Council will secure these contributions through the application of the CIL charge.</p> <p>The Council may apply CIL receipts to infrastructure projects or types which have already been part funded by Section 106 obligations, Section 278 agreements or other funding sources.</p> <p>The approach to funding different infrastructure types will be further detailed in Infrastructure Funding Statements guided as below.</p>	
Infrastructure	Infrastructure Delivery Mechanism

³ Sites of 10 or more dwelling units or residential sites 0.5ha or more in area or non-residential development of 1,000sqm or more or 1ha in area or more.

A320 & M25 Junction 11	<p>Physical provision of required improvements to the A320 & M25 Junction 11 improvements by a developer secured through Section 106 & Section 278 agreement from sites contingent on A320 and M25 Junction 11 improvement works as identified in Local Plan Policy SD2 where this is preferable and equivalent to a financial contribution; or</p> <p>Financial contributions in lieu of A320 and M25 Junction 11 improvement works secured through Section 106 & Section 278 agreements from sites contingent on A320 and M25 Junction 11 improvement works as identified in Local Plan Policy SD2; and</p> <p>Financial contributions from CIL for A320 & M25 J11 improvements.</p>
Thames Basin Heaths SPA avoidance measures	<p>Provision of SANG as avoidance for the Thames Basin Heaths SPA and its management & maintenance in perpetuity secured physically or through financial contributions in lieu of provision through Section 106 agreements¹; and</p> <p>Financial contributions towards Strategic Access Management & Monitoring (SAMM) secured through Section 106 agreements¹.</p>
Other Highway Mitigation and/or Improvements (beyond A320 and Junction 11 M25 improvements)	<p>Physical provision or financial contributions in lieu of site-specific mitigation or improvements to the local road network as identified through individual Travel Plans/ Transport Assessments secured through Section 106 and Section 278 agreements (on A320 & M25 J11); and/or</p> <p>Financial contributions from CIL to the local or strategic road network as identified in the IDP Schedules or Runnymede Local Transport Strategy.</p>
Active & Sustainable Travel	<p>Physical provision or financial contributions in lieu of site-specific mitigation or improvements for active & sustainable travel projects as identified through Travel Plans/Transport Assessments secured through Section 106 & Section 278; and/or</p> <p>Financial contributions from CIL for active & sustainable travel projects as identified in the IDP Schedules or Runnymede Local Transport Strategy.</p>
Education	<p>Physical provision of on-site early years and primary education facilities at Longcross Garden Village secured through Section 106. Financial contributions in lieu of secondary education facilities secured through Section 106 from Longcross Garden Village; or</p> <p>From sites other than Longcross Garden Village, financial contributions from CIL in lieu of early years, primary and secondary education facilities.</p>

Health	<p>Physical provision of on-site land and/or facilities for health-related infrastructure required by Local Plan Policies SL12 & IE8 and physical provision of on-site land for health related infrastructure required by Local Plan Policy SL12 secured through Section 106; and or</p> <p>From sites other than Local Plan allocations SL12 & IE8, financial contributions from CIL in lieu of health related infrastructure facilities;</p>
Flood Defence & Drainage	<p>Physical provision of flood defence/mitigation and/or drainage infrastructure and their management & maintenance secured through Section 106; and/or</p> <p>Financial contributions from CIL in lieu of flood defence/mitigation and drainage infrastructure and their management & maintenance;</p>
Green Infrastructure (Children & Teenager Playspace)	<p>Physical provision of on-site equipped and unequipped playing space for children and teenagers and its management & maintenance as required by Local Plan Policies SD10, SL3, SL5 to SL18 and SL26 secured through Section 106; or</p> <p>From sites other than Local Plan allocations SD10, SL3, SL5 to SL18 and SL26 financial contributions from CIL in lieu of equipped and unequipped playing space for children & teenagers and their management & maintenance.</p>
Green Infrastructure (Outdoor Sports)	<p>Physical provision of outdoor sports facilities and/or playing pitches and their management & maintenance as required by Local Plan Policies SD10, SL6, SL11, SL12 & SL26 secured through Section 106; or</p> <p>From sites other than SD10, SL6, SL11, SL12 & SL26, financial contributions from CIL toward outdoor sports/ playing pitches and their management and maintenance.</p>
Green Infrastructure (Parks & Gardens)	<p>Physical provision of a Park & Garden and its management & maintenance as required by Local Plan Policy SL9 secured through Section 106; or</p> <p>For sites other than Local Plan allocation SL9 financial contributions from CIL toward parks & gardens and their management & maintenance.</p>
Green Infrastructure (Allotments)	<p>Physical provision of allotment plots and their management & maintenance as required by Local Plan Policies SD10, SL6, SL11, SL12 & SL26 secured through Section 106; or</p> <p>For sites other than SD10, SL6, SL11, SL12 & SL26 a financial contribution from CIL toward allotment plots and their management & maintenance.</p>

Blue Infrastructure	<p>Physical provision of blue infrastructure projects and their management & maintenance secured through Section 106; or</p> <p>A financial contribution from CIL toward blue infrastructure projects and their management & maintenance.</p>
Built Community Facilities	<p>Physical provision of land for a Community Hub Building required by Local Plan Policy SL14 secured through Section 106; or</p> <p>For sites other than SL14 a financial contribution from CIL toward provision or enhancement of built community facilities.</p>
Biodiversity	<p>Physical provision of biodiversity improvements and priority habitat restoration and their management & Maintenance secured through Section 106 (not SANG); or</p> <p>Financial contributions from CIL toward Green and Blue Infrastructure projects not already set out in this table including biodiversity improvements and priority habitat restoration (not SANG);</p>
Emergency Services	Financial contributions from CIL toward emergency services facilities.

¹Includes Unilateral Undertakings for sites less than 10 units and/or less than 0.5ha in area.

Justification

- 2.20 The SPD also sets out the Council's approach to Section 106 obligations before and after a CIL Charging Schedule has been implemented **and** adopted. The SPD therefore includes guidance to ensure that it is clear what the basis is for requiring Section 106 contributions after CIL is adopted and implemented and how it intends to fund infrastructure projects or types. This helps to ensure that developers have certainty on the financial contributions they will be expected to make and through which funding mechanism.

3. Approach to Section 106 Financial Contributions

- 3.1 The power of a local planning authority to enter into a planning obligation with anyone having an interest in the land to which a development relates is contained within Section 106 of the Town & Country Planning Act 1990 (as amended). Obligations made under Section 106 (S106) can be in the form of a planning obligation or unilateral undertaking (where the Borough Council is not a party to the agreement).
- 3.2 An obligation can only be created by a person with an interest in the land to which a planning application relates. The main features of a planning obligation are set out in the National Planning Practice Guidance Note (PPG) on Planning Obligations⁴
- 3.3 The costs of expected impacts from development are derived on a per person, per dwelling or per sqm basis depending on the infrastructure type. The cost impact from development on infrastructure is evidenced from the Runnymede Infrastructure Needs Assessment (INA)⁵ and Infrastructure Delivery Plan (IDP)⁶ which underpinned the 2030 Local Plan. To enable growth the IDP sets out the future infrastructure needs for the Borough. The projects in the IDP Schedules form the basis for requesting developer contributions as they are evidence of future infrastructure needs required to support Local Plan growth and are necessary to make development acceptable in planning terms.
- 3.4 When seeking Section 106 contributions the Borough Council will use the calculations of cost impact set out later in this SPD as the basis for negotiation. The cost impact calculations are not tariffs to be applied rigidly but are an aid to the Council as a starting point for negotiation. The exception to this is 'critical' infrastructure **for SANG** where the costs are required to guarantee avoidance/mitigation to a standard necessary for development to proceed **without significant effect on protected sites of nature conservation importance**. Contributions will be negotiated on a site by site basis and this will be the approach taken to all residential development (excluding use Class C1) including Local Plan allocations and student accommodation.
- 3.5 **Where physical delivery (either in whole or proportionally) of an infrastructure project has been secured through S106/S278 the Council will not require a financial contribution through S106 for that infrastructure project from the same planning permission, other than for management and/or maintenance over a specified period or for A320 contingent sites where a financial contribution is required on top of physical provision to ensure a proportionate contribution is secured. The Council may however still request a financial contribution through S106 toward an infrastructure type physically delivered through S106/S278 where individual site assessments indicate this is necessary to make a development acceptable in planning terms. An example may be where site access or a localised improvement to a road junction is physically delivered but contributions towards wider highway improvements are required to mitigate development as evidenced in Transport Assessments/Travel Plans.**
- 3.6 The cost impact calculations do not apply to non-residential floorspace. For these types of development, the Borough Council will negotiate contributions on a case by case

⁴ Planning Practice Guidance Note: Planning Obligations (2019) MHCLG. Available at: <https://www.gov.uk/government/collections/planning-practice-guidance>

⁵ Runnymede Infrastructure Needs Assessment (2017) Aecom. Available at: <https://www.runnymede.gov.uk/article/15570/Infrastructure>

⁶ Runnymede Infrastructure Delivery Plan (2017) Aecom. Available at: <https://www.runnymede.gov.uk/article/15570/Infrastructure>

basis. This will also apply to mixed use development although for any element of residential development the starting point for contributions will be the cost impact calculations set out in this SPD.

- 3.7 The Borough Council considers its cost calculations to be viable given the evidence of viability for the Local Plan and CIL. If developers consider that the application of Section 106 financial contributions would render their development unviable, appropriate evidence must be submitted to demonstrate this with an indication of the level of contributions which would be achievable. The cost to the Council of engaging independent viability advice to review viability evidence will be at the expense of the applicant.
- 3.8 In negotiating Section 106 contributions the Council will have regard to the requirements of CIL Regulation 122 and paragraph 56 of the NPPF (2019).
- 3.9 The Borough Council may from time to time require developments to deliver infrastructure via planning conditions rather than planning obligations. This could be for infrastructure such as sustainable drainage systems (SuDS), flood mitigation measures, other green infrastructure improvements and/or public art. In these instances, the Council will consider the need to secure other infrastructure by condition on a case by case basis having regard to infrastructure prioritisation in Table 2-2 of this SPD.

Implementation

- 3.10 Applicants should engage with the Borough Council in pre-application discussions to obtain the local planning authority's view of proposals and also to clarify the likely content of a Planning Obligation or Heads of Terms at the earliest opportunity.
- 3.11 In cases where this SPD indicates a Section 106 agreement or undertaking or Section 278 agreement is required, applications for planning permission for minor schemes should be accompanied by a draft agreement or unilateral undertaking. In other cases, it will be acceptable to provide detailed draft heads of terms.
- 3.12 The **Borough** Council's full legal fees in drafting, preparing and checking a Section 106 agreement or unilateral undertaking will have to be paid by the developers before the agreement or undertaking is executed. The **Borough** Council's full legal fees will also have to be paid in the event of the agreement/undertaking not being completed for whatever reason, or where planning permission is refused or where the developer does not proceed with the development or proposal. The **Borough** Council's legal fees are charged at an hourly rate based on the actual number of hours required to deal with all the reasonable work incurred. **Surrey County Council also seek legal fees in the preparation of legal agreements where a contribution is for infrastructure or services provided by the County Council. Further guidance on County's legal fees can be found in their developer contribution guide¹¹**
- 3.13 The submission of a completed unilateral undertaking does not mean that an application is necessarily acceptable. Its content will still need to be assessed in relation to all other material planning considerations. If following consideration of a planning application the scheme is refused, any sums paid to the Local Authority, excluding legal fees, will be returned following the expiry of the time limit for lodging an appeal or sooner if requested.
- 3.14 Developers will be expected to inform the Borough Council when any development is about to commence. This will trigger the necessary steps to be undertaken to comply

with the terms of the agreement and will be the reference point for any future milestones in the process.

- 3.15 If specific obligations are time limited and cannot be discharged within the agreed time period, arrangements will be made for any unspent financial contributions to be returned where appropriate. This would not normally apply to unilateral undertakings.
- 3.16 Infrastructure Funding Statements (IFS) will be prepared on an annual basis to highlight the various benefits resulting from contributions collected throughout the year and to show how such improvements have contributed, or are yet to contribute, to the infrastructure and essential public services of the area.
- 3.17 The Planning Practice Guidance Note on Planning Obligations⁷ sets out that local authorities can charge a monitoring fee through Section 106 obligations to cover the cost of monitoring and reporting on delivery of that Section 106 obligation. Fees can either be a fixed percentage or fixed monetary amount but must be proportionate and reasonable to reflect the actual cost of monitoring.
- 3.18 In this respect, a **the Borough Council may request contributions towards monitoring of S106 obligations on a case by case basis and related to the obligation sought. Surrey County Council have set out their own guidance on contributions towards monitoring of planning obligations in their Developer Contributions guide¹¹.** ~~charge of 5% of the total value of the Section 106 agreement or undertaking, capped at a maximum of £10,000 will be charged and added to each Section 106 agreement or undertaking with 1% (or £2,000 if capped) of this passed to the County Council to meet their monitoring costs.~~
- 3.19 To maintain the value of any contribution sought, a S106 obligation will be subject to indexation during the period when planning permission was granted to when payment of the contribution is made. This will be based on the appropriate method of indexation for each specific obligation.
- 3.20 The Borough Council will also negotiate any increase or decrease in Section 106 contributions through a deed of variation if planning applications seek to vary the original permission.
- 3.21 The following sections set out the Council's infrastructure cost impact calculations for a range of infrastructure types and projects set out in the INA and IDP.
- 3.22 Where a cost impact calculation is based on occupancy, financial contributions will be negotiated on the standard occupancy ratios based on the Thames Basin Heaths SPA Strategic Access Management & Monitoring (SAMM) strategy, shown in Table 3-1, below.

Table 3-1: Standard C3 Residential Occupancy Rates & Size (sqm)

Dwelling Units Size	Occupancy Rate (no of persons)	Size (sqm)
1 bed	1.4	50
2 bed	1.85	70
3 bed	2.5	95
4 bed	2.85	125
5+ bed	3.7	145

⁷ Planning Practice Guidance: Planning Obligations (Sept 2019) MHCLG. Available at: <https://www.gov.uk/guidance/planning-obligations>

- 3.23 When calculating the number of bedrooms for C3 dwellings, additional habitable rooms capable of realistic conversion to bedrooms will be included. Habitable rooms capable of future conversion into a bedroom will include, for a dwelling house with more than one storey, any room at first floor level and above with an external window (excluding bathrooms and the like), with a floor area greater than 7.5 sqm⁸.
- 3.24 For C2, C4 and student accommodation, the cost impacts will be applied based on an occupancy of 1 person per bedspace, except for SANG/SAMM contributions which will be considered on a case by case basis. If a C2 or student accommodation scheme replaces an existing residential use (C2, C3 or student accommodation) a comparison will be made with the lawful occupancy of the existing residential use so that the net impact of additional occupants can be taken into account.
- 3.25 Where cost impacts are based on a sqm basis, the Borough Council will negotiate contributions based on the net sqm of development and where based on number of dwellings, it will be based on the net number of dwellings. Other than for SANG infrastructure, affordable housing units/floorspace and occupants will not be expected to be included in the calculation of financial contributions. SANG is treated differently because all net dwellings have an impact on the SPA which must be avoided to ensure no likely significant effect. **The Council is currently reviewing the way it charges development for SANG and if changes are made these will be set out in a Thames Basin Heaths SPD.**
- 3.26 **The net number of market dwellings/occupancy will be calculated on the gross market dwellings/occupants proposed minus existing occupants/dwellings to be demolished multiplied by the percentage of market housing proposed. For example, a development proposes 100 market dwellings which is 65% of total housing proposed and existing dwellings to be demolished on site is 10. Net market dwellings will be $100 - (10 \times 0.65) = 93.5$. The same formula can be used for occupants which can be calculated from Table 3-1. Net sqm will be calculated using the formulas in CIL Regulations 40, 50 and Schedule 1.**
- 3.27 For outline planning applications where the housing mix and therefore occupancy/floorspace is unknown, the Council will apply **a formula based approach in the S106 secured at outline stage to ensure that the physical delivery or financial contributions secured reflect the development as implemented where it is deemed by officers appropriate to do so.** ~~cost impact calculations based on a mix of dwellings which would be policy compliant with Policy SL19 of the Runnymede 2030 Local Plan. If at Reserved Matters stage, housing mix and therefore occupancy/floorspace, is different to that calculated at outline stage, the Council will negotiate either an increase or decrease in contributions as appropriate via a deed of variation to the original Section 106 or, will require a supplementary unilateral undertaking.~~
- 3.28 **Section 106 financial contributions for infrastructure or services provided by Surrey County Council will need to be paid directly to the County Council along with any payment for their proportion of monitoring fees and legal fees.**

⁸ Minimum floor area for a 1 bedspace bedroom as given by the Technical Housing Standards Nationally Described Space Standard (2015) CLG. Available at: <https://www.gov.uk/government/publications/technical-housing-standards-nationally-described-space-standard>

Infrastructure Cost Impact Calculations

Critical Infrastructure

A320 Corridor & M25 Junction 11 Improvements

- 3.29 **Forward funding to enable early delivery of the A320 corridor and M25 Junction 11 improvements has been secured through the Housing Infrastructure Fund (HIF). The A320 North of Woking HIF award of £41.8m is slightly lower than the original HIF bid ask, as the improvements required to the St Peter's Hospital roundabout (referred to as Junction 8 in the HIF bid) no longer form part of the successful bid. This junction was removed from the bid as mitigation works (also identified as critical infrastructure) are being funded separately and delivered early.**
- 3.30 **The HIF funding secured from Homes England has conditions attached. One of the conditions is that the Council should target to clawback 100% of the forward fund grant from all new development contingent on the A320 improvements contained in the bid as awarded. The Runnymede 2030 Local Plan identifies the sites that are contingent on improvement works along the A320 corridor, however it is Surrey County Council who is the accountable body for the purposes of HIF recovery and recycling.**
- 3.31 **Whilst the A320 corridor and M25 Junction 11 improvements are As 'critical' infrastructure, the Council must also seek to deliver policy compliant development in accordance with the policies of the 2030 Local Plan, such as affordable housing, sustainable design and infrastructure contributions as well as complying with any Community Infrastructure Levy (CIL) rates once implemented. As such, in targeting 100% clawback of HIF for the junctions and links identified in the award, the Council will expect the allocations contingent on these junction and link improvements to achieve a policy compliant development first, followed by clawback of HIF through S106 and/or S278.**
- 3.32 **The Council is obliged under the terms of HIF to seek to recover 100% clawback toward the junctions and links identified in the award. Where promoted schemes exceed Local Plan policy requirements, the Council will still target 100% clawback in order to achieve sustainable development. In these circumstances, developers will be expected to provide comprehensive evidence to show how they will provide as close to 100% clawback of HIF as is viable.**
- 3.33 **For information, the Council has calculated what it believes to be the level of contributions required on a per sqm basis to achieve 100% clawback based on the cost impact of A320 corridor improvements secured through HIF. will seek to mitigate impacts on the A320 corridor on the basis of the cost impact calculation set out in Table 3-4 below. Contributions through Section 106 (or through physical improvements secured through Section 278) will apply to all Local Plan allocations whose delivery is contingent on A320 and M25 Junction 11 improvements. These allocations are set out in the Local Plan.**
- 3.34 **The A320 cost impact has been calculated on an estimate of net square meterage (sqm) proposed at the allocation sites contingent on A320 improvements specified in the HIF award, with including netting-off affordable housing netted off. The estimate of net additional floorspace from the relevant sites is set out in Table 3-4 with the method for calculation set out in Appendix 1 to this SPD. The estimate of proposed floorspace is based on the housing mix set out in the Council's Strategic**

Housing Market Assessment which is required by Policy SL19 of the Local Plan as well as the target for affordable housing set out in Policy SL20. As such, estimates are based on policy compliant development. The estimates of existing floorspace are based on the Council's GIS, aerial photography and planning history. Affordable housing floorspace has been netted off by using the formula in Regulation 50 of the CIL Regulations 2010 (as amended).

Table 3-4: Estimated Net Floorspace from Local Plan Allocations Subject to A320 and M25 Junction 11 mitigation

Site	Estimated Existing Floorspace	Estimated Proposed Floorspace	Net Floorspace (discounted for affordable and non-residential)
SD9 – LGV South	9,980sqm	132,952 130,254sqm	86,845 85,029sqm
SL3 – Hanworth Lane (2) (158 Units)	0sqm	12,911sqm	9,719sqm
SL3 – Hanworth Lane (3) (52 Units)	0sqm	3,370sqm	2,350sqm
SL6 – Pyrcroft Road	3,470sqm	23,472 23,148 sqm	14,144 14,089 sqm
SL11 – Vet Labs	0sqm	12,938 12,606 sqm	9,654 8,970 sqm
SL12 – Ottershaw E	1,270sqm	17,111 16,735 sqm	11,170 11,141 sqm
SL14 Bittams A	235sqm	14,961 14,670 sqm	10,387 10,384 sqm
SL15 Bittams B	800sqm	10,246 10,062 sqm	6,677 6,659 sqm
SL16 Bittams C	0sqm	867sqm	867sqm
SL17 Bittams D	0sqm	17,111 10,443 sqm	12,065 7,458 sqm
SL18 Bittams E	0sqm	8,991 7,405 sqm	6,335 4,562 sqm
Total	15,755sqm	254,930 226,187 sqm	170,213 149,159 sqm

- 3.35 The amount of estimated net floorspace coming forward is **170,213sqm**~~149,159sqm~~ from those sites contingent on the A320 **and specified in the HIF award**. In order to mitigate the development sites in the Local Plan dependent on the A320, the Borough Council in partnership with Surrey County Council, made a bid to the Housing Infrastructure Fund (HIF) to secure funds to help deliver the A320 and M25 Junction 11 mitigation works. The **cost of the works** in the HIF **award** bid is for **£41.8m**, of which 25% will be clawed back from developer contributions (£11m). Taking account of contributions already agreed through the Section 106 agreements for the Local Plan allocations at Hanworth Lane (Policy SL3) and St Peter's Hospital (Policy SL13) a residual £9.01m of clawback from developer contributions is required. Taking the residual £9.01m and. Dividing **this sum** by **170,213sqm**~~149,159sqm~~ gives the following cost impact per sqm:-

$$\text{£41.8m} / \text{170,213sqm} = \text{£246 per sqm} \quad \text{£9.02m} / \text{149,159sqm} = \text{£61 per sqm}$$

- 3.36 **The Council will therefore seek to negotiate contributions toward HIF repayment based on the cost impact set out above. The 2030 Local Plan was supported by viability assessments of its policies and requirements as well as bespoke viability which considered the A320 contingent sites and ability to repay HIF⁹. As such, the Council's starting point for negotiations is that A320 contingent sites can achieve 100% clawback based on the cost impact set out above.**

⁹ **RBCLP_51: A320 Impact & Longcross Viability Update Study (2019) AGA Ltd. Available at: <https://www.runnymede.gov.uk/article/16273/Runnymede-2030-Local-Plan-Examination->**

- 3.37 **However, whilst the target is 100%, the level of clawback will be negotiated on a site by site basis. The Council will aim to maximise the level of contributions that can be raised toward repayment of HIF, based on development viability. Where developers of sites do not consider that 100% clawback is viable having achieved policy compliant development first, planning applications for sites contingent on A320 improvements will be expected to be accompanied by viability assessment(s) of the proposed development. The Borough Council will work with Surrey County Council to actively engage with developers in order to recover HIF funding so that further new development opportunities can be progressed and align with strategic priorities throughout the county.**
- 3.38 **In this respect, the Council will carefully scrutinise site viability assessments and where necessary this will be through the use of specialist viability consultants at cost to the developer. The Council will scrutinise all assumptions used in site viability assessments including the approach to benchmark land value and whether this reflects achieving policy compliant development in line with the Planning Practice Guidance note on Viability¹⁰. This will also be based on developer profit not exceeding 20% on cost (20% blended on market and affordable).**
- 3.39 On occasions developers of A320 contingent sites may wish to bring forward improvements on the A320 corridor including direct physical improvements through Section 106 and Section 278 agreements with Surrey County Council rather than pay a financial contribution **to repay the HIF grant** in lieu of physical provision. Where this is the case, this will need to be negotiated with and to the satisfaction of Surrey County Council as the Highways Authority **and be consistent with the principles of the A320 north of Woking scheme taking account of the cumulative level of development as required by Policy SD5 of the 2030 Local Plan.**
- 3.40 **Paragraph 3.5 of this SPD confirms that where a development proposes physical improvements to the A320, a financial contribution will also be requested where this is to ensure a proportionate contribution is maintained. Where the opposite is true and the cost of physical provision is greater than a financial contribution in lieu of physical provision based on the cost impact set out in paragraph 3.35 of this SPD, the Council will consider whether this warrants an overall reduction in financial contributions to other infrastructure types/projects on a case by case basis to maintain proportionality.**
- 3.41 As set out earlier, on implementation of CIL, the Borough Council will continue to secure physical provision or financial contributions **as repayment of the HIF loan** for A320 mitigation through Section 106 and/or Section 278 agreements. ~~However, the Council may also spend CIL receipts on A320 & M25 Junction 11 improvements as appropriate.~~

Justification

- 3.42 Runnymede Borough Council has prepared evidence specific to the A320 corridor. The Council's evidence shows that without mitigation the A320 will suffer 'severe' impacts as a result of growth set out in the Local Plan.

Thames Basin Heaths Special Protection Area

- 3.43 As 'critical' infrastructure the Council will continue to secure physical provision or contributions in lieu of physical provision for Suitable Accessible Natural Greenspace

¹⁰ <https://www.gov.uk/guidance/viability>

(SANG) through Section 106 agreements. ~~This will continue to be £2,000 per dwelling~~ **At the current time a contribution of £2,000 per dwelling is required (both the amount of money required and the method of calculation is currently being reviewed as part of the preparation of the Thames Basin Heaths Special Protection Area SPD which will be subject to public consultation in due course)** although the Council in negotiation with Natural England may require more bespoke contributions from sites of 50 or more units with in the 5km-7km zone of the Thames Basin Heaths SPA. This will continue following the implementation of CIL.

- 3.44 Strategic Access Management & Monitoring (SAMM) is not infrastructure to which CIL applies, financial contributions towards SAMM will continue to be secured through S106 obligations. This will continue to be £630 per dwelling for all C3 dwellings. The Council in consultation with Natural England may also negotiate SAMM contributions from other types of development and this will be considered on a case by case basis.

Justification

- 3.45 Following implementation of CIL and to ensure that provision of SANG remains directly related to the development proposed, physical provision or financial contributions in lieu of physical provision of SANG will continue to be secured through Section 106 agreements.

Essential Infrastructure

Other Local Highway, Active & Sustainable Travel & Education

- 3.46 The basis for the education cost impact and financial contribution is set out within Surrey County Council's Developer Contribution Guide¹¹. As such, Surrey County Council will lead in the negotiation of education contributions. **It should be noted that developer contributions may be secured retrospectively from a development, where it has been necessary for Surrey County Council to forward fund education infrastructure projects in advance of anticipated housing growth from that development. Such retrospective contributions will not however be used to mitigate existing infrastructure deficits but only the impact from that development.**
- 3.47 The Developer Contribution Guide also sets out the steps Surrey County Council will take to secure improvements to the local highway and to mitigate impact through the use of Transport Assessments and Travel Plans including through active & sustainable travel improvements. There is no cost impact stated and mitigation is considered on a case-by-case basis. As such, Surrey County Council will lead in the negotiation of local highway and active/sustainable transport provision or contributions.
- 3.48 **Surrey County Council working in partnership with Runnymede Borough Council may also introduce Controlled Parking Zones (CPZ) in locations around the Borough. Where this is the case, contributions towards the infrastructure required to set up CPZ's (or where an existing CPZ is to be extended) may be negotiated from developments within the vicinity of a planned or extended CPZ. Further detail will be set out in the Council's emerging Parking Guidance SPD.**

Justification

¹¹ The Surrey County Council Developer Contribution Guide (2018) SCC. Available at: <https://www.surreycc.gov.uk/land-planning-and-development/planning/transport-development/developer-contributions>

- 3.49 The Borough Council's IDP has identified a number of highway and active/sustainable travel projects which are required to mitigate the cumulative level of development set out in the Local Plan. Surrey County Council are also preparing a Local Transport Strategy (LTS) for the Borough which will contain a number of highway, transport and active/sustainable travel projects which will be included in the IDP in due course.
- 3.50 The Borough Council wishes to see as many of these projects delivered as possible but recognises that sources of funding other than developer contributions will be required to deliver them. The Borough Council will continue to work with Surrey County Council and others to ensure that any financial contributions in lieu of physical provision includes projects identified in the IDP/Transport Strategy, especially where other sources of funding have been secured or can be sought.
- 3.51 In terms of education the government has set out guidance¹² on securing developer contributions towards school places. The guidance states that 'DfE expects local authorities to seek developer contributions towards school places that are created to meet the need arising from housing development' and as such contributions for education infrastructure **are** justified. **The PPG note on Planning Obligations at paragraph 008 also sets out that requirements should include all school phases 0-19 and special educational need.**

¹² Securing Education Contributions from Development (Nov 2019) DfE. Available at: <https://www.gov.uk/government/publications/delivering-schools-to-support-housing-growth>

Primary Healthcare Facilities

- 3.52 The Runnymede Infrastructure Needs Assessment identifies a cost per sqm for additional GP floorspace as £2,500. Adding in compound inflation¹³ since the cost figures were published in 2016 gives a cost of £2,676 per sqm for GP surgery floorspace with the floorspace equivalent per GP at 165sqm.
- 3.53 The cost impact for GP list size and the cost per sqm for new **primary healthcare** floorspace can be converted into a cost per occupant for new residential development. The calculation of the impact is set out in Table 3-5.
- 3.54 The physical provision of Primary Healthcare facilities or land for such facilities **as required by 2030 Local Plan policies SL12 & IE8** will be secured through Section 106 obligations. Prior to the implementation of a CIL charge, the Council will consult with the relevant health provider to determine whether a financial contribution in lieu of physical provision is required and negotiate a contribution on the basis of the cost impact. In this respect, the Council will expect the relevant health provider to provide evidence of the infrastructure to which any financial contribution would be applied to ensure it meets the tests set out in NPPF, paragraph 56 **and CIL Regulation 122**.
- 3.55 Upon implementation of CIL, the physical provision of primary healthcare facilities or land for such facilities will continue to be sought through Section 106 agreements. Financial contributions in lieu of physical provision will be secured through a CIL charge.
- 3.56 The exception to this will be at Longcross Garden Village where any financial contribution in lieu of physical primary healthcare facilities or land will be secured through Section 106.

Table 3-5: Primary Health Calculation

A. GP Standard Patient List Size	1,800
B. GP Surgery Floorspace Requirement per GP	165sqm
C. Cost of GP Surgery Floorspace per sqm	£2,676
D. Total Floorspace Cost per occupant (C x B)/1800	£245

Justification

- 3.56 The Runnymede Infrastructure Needs Assessment (INA) identifies 9 GP surgeries in Runnymede with a total of 37.7 full time equivalent (FTE) GPs. The average patient list size across the Borough is 2,124 which exceeds the GP to patient standard of 1,800 patients per GP. Only 2 of the 9 surgeries located in Runnymede have patient list sizes lower than the 1,800 standard where additional capacity remains, Packers Surgery in Virginia Water and The Bridge Practice in Chertsey. The locations where GP list sizes are exceeded are shown in Table 3-6.

Table 3-6: GP Surgeries in Runnymede List Size

GP Surgery	FTE GPs	Registered Patients	Patients per GP
Ottershaw Surgery	2.5	5,281	2,112

¹³ As calculated using the Bank of England's Compound Inflation Calculator between years 2016 & 2018

Staines & Thameside Medical Centre	1.7	4,200	2,461
The Abbey Practice, Chertsey	5.9	11,340	1,912
The Crouch Oak Family Practice, Addlestone	6.6	16,108	2,444
The Grove Medical Centre, Egham	4.3	13,949	3,221
The Hythe Medical Centre, Egham	2	4,475	2,237
Runnymede Medical Practice, Englefield Green	6.1	12,144	1,980

- 3.57 Since publication of the IDP, The Bridge and Abbey Practices have merged ensuring that patient list sizes in Chertsey are now below the 1,800 patient standard. However, the Staines & Thameside Medical Centre has now closed which is likely to place further pressure on GP facilities in the Borough especially in the Egham area.
- 3.58 The IDP identifies that additional GP facilities will be required to support growth over the Local Plan period. The IDP estimates that an additional 7.7 FTE GPs will be required equivalent to an extra 1,278sqm of GP surgery floorspace.

High Priority Infrastructure

Built Community Facilities

- 3.59 For the purposes of this SPD, built community facilities cover Borough or County facilities such as community, day or youth centres, public halls and museums.
- 3.60 To enable a contribution to be negotiated, Table 3-7 sets out the cost impact from residential development on built community facilities. This is based on a standard of 65sqm per 1,000 population and construction cost including compound inflation of £1,529 per sqm.
- 3.61 Prior to the implementation of a CIL charge, the physical provision of built community facilities or land for such facilities will be secured through Section 106.
- 3.62 Upon implementation of CIL, the physical provision of built community facilities or land for such facilities will continue to be sought through Section 106 agreements. Financial contributions in lieu of physical provision will be secured through a CIL charge.

Table 3-7: Built Community Facilities Calculation

A. Community Facilities Standard per 1,000 population	65sqm
B. Community Facilities Construction Cost per sqm	£1,529
C. Total Cost per occupant (AxB)/1000	£99

Justification

- 3.63 The Runnymede IDP has identified a deficit of built community space over the lifetime of the Local Plan as a result of need arising from additional population. The IDP concludes there is a need for around 905sqm of additional built community space across the Borough.

Children's Playspace & Outdoor Sports

- 3.64 The Runnymede Local Plan sets out requirements for children's playspace and outdoor sports from new development. Policy SL26 of the Local Plan requires that residential development of 20 or more net dwellings will be required to provide new or enhanced children's playspace and outdoor sports provision. Policy SL26 sets out the space standards required for each type based on population as set out below:-
- Children and teen facilities – 0.8ha per 1,000 population
 - Outdoor sports facilities – 1.6ha per 1,000 population
- 3.65 Although Policy SL26 does not differentiate between equipped and unequipped playspace provision, the Fields in Trust (FiT) benchmarks break down playspace to 0.25ha for equipped and 0.55ha for unequipped playspace.
- 3.66 There are three designations of children's playing space, Local Areas of Play (LAP), Local Equipped Areas of Play (LEAP) and Neighbourhood Equipped Areas of Play (NEAP). The Borough Council currently maintains 41 playing spaces across the Borough with a total area of 4.92ha.
- 3.67 LAPs typically consist of small areas of incidental amenity space which form informal play areas for children of years 4-6 and may or may not be equipped (typically 400sqm). LEAPs are more formal areas for children's play and are aimed at children of minimum age 5 and are equipped with children's play equipment. NEAPs are larger areas of equipped play space which can serve more than just a single development and are aimed at children of minimum age 8.
- 3.68 In addition to children's playing space, the Borough Council also makes provision for teen facilities such as multi use game areas (MUGAs).
- 3.69 The Borough Council also maintains a range of outdoor sports facilities and sports pitches at 7 sites across the Borough with 19 publicly accessible outdoor sports facilities. **The Council has published a Playing Pitch Strategy¹⁴ which sets out evidence of quantity, quality, accessibility and availability of the Borough's playing pitches and associated facilities for a number of sports. The Strategy contains a site-specific action plan for each sporting type and for each playing pitch including a number of specific projects.**
- 3.70 **Therefore, contributions towards outdoor sports facilities may be secured through physical provision or where it is more appropriate/feasible to do so, by financial contributions in lieu of physical provision to enhance existing outdoor sports facilities as identified by the Council's Playing Pitch Strategy and action plans.**
- 3.71 The INA identifies a cost for equipped playspace at £348 per sqm which when compound inflation is added since 2016 rises to £373 per sqm. Unequipped playspace

¹⁴ Runnymede Playing Pitch Strategy (2018) Ploszajski Lynch Consulting Ltd. Available at: <https://www.runnymede.gov.uk/article/15803/Playing-Pitch-Strategy>

has a cost after compound inflation since 2016 of £27 per sqm. The cost impact and basis for contributions for playspace can be found in Table 3-8.

- 3.72 The INA also identifies a cost after compound inflation since 2016 of £372,851 per ha for outdoor sports **and the Playing Pitch Strategy sets out project specific costs in its action plans.** The cost impact and basis for contributions for outdoor sports **based on the INA** can be found in Table 3-9 .
- 3.73 Prior to the implementation of a CIL charge, physical provision **and financial contributions in lieu of physical provision for** playspace and outdoor sports will be secured through S106.

Upon implementation of CIL, physical provision of playspace and outdoor sports will continue to be secured through Section 106. Financial contributions in lieu of physical provision will be secured through a CIL charge save for housing allocation sites where financial contributions in lieu of physical provision of playspace or outdoor sports will continue to be requested through S106 where physical delivery is not feasible.

Table 3-8: Playspace Calculation

A. Equipped Playspace Standard per 1,000 population	2,500sqm
B. Informal Playspace Standard per 1,000 population	5,500sqm
C. Equipped Playspace Cost per sqm	£373 ¹
D. Informal Playspace Cost per sqm	£27 ¹
E. Total Cost of Equipped Playspace per occupant (A x C)/1000	£933
F. Total Cost of Informal Playspace per occupant	£149
G. Total Cost of Playspace per occupant	£1,082

Table 3-9: Outdoor Sports Calculation

A. Outdoor Sports Standard per 1,000 population	1.6ha
B. Outdoor Sports Cost per ha	£372,851
C. Total Cost of Outdoor Sports per occupant (A x B)/1,000	£597

Justification

- 3.74 The Runnymede Open Space Study found a deficit of children's and teen playing facilities across the Borough with the IDP identifying a need for a further 11ha to support Local Plan growth. The IDP Schedules also identify a number of playspace projects to be delivered across the Borough. The IDP also identified a need for an additional 22.3ha of outdoor sports facilities to meet Local Plan growth **and the Playing Pitch Strategy identifies a series of action plans for each sport and playing pitch.**
- 3.75 **The Council's CIL Viability Assessment takes account of the costs of the 2030 Local Plan allocation sites physically delivering playspace and/or outdoor sports and this is reflected in the Councils' CIL rates. As such, where a 2030 Local Plan allocation cannot feasibly deliver playspace and/or outdoor sports physically as required by the allocation Policy or Policy SL26, a financial contribution toward off-site provision through S106 is justified given that the costs of off-site provision is not reflected in CIL rates.**

Desirable Infrastructure

Allotments

- 3.76 The Borough Council also manages and maintains a number of allotment sites across the Borough covering some 36ha.
- 3.77 As for children's playspace and outdoor sports, Policy SL26 of the 2030 Local Plan requires allotment provision on sites of 20 or more dwellings to the following standard:
- 20 standard allotment plots (250sqm) per 1,000 households.
- 3.78 The INA identifies a cost for allotments with compound inflation £248,567 per ha. The cost impact and basis for calculation for allotments can be found in Table 3-10.
- 3.79 Prior to the implementation of a CIL charge, physical provision of allotments will be secured through S106 obligations **and based on net number of market dwellings proposed.**
- 3.80 Upon implementation of CIL, physical provision of allotments will continue to be secured through Section 106 **based on net number of market dwellings.** Financial contributions in lieu of physical provision will be secured through a CIL charge. **As for playspace and outdoor sports however, where 2030 Local Plan Policy SL26 applies to housing allocation sites, financial contributions in lieu of physical provision of allotments will continue to be requested through S106 where physical delivery is not feasible.**

Table 3-10: Allotments Calculation

A. Allotments Standard per 1,000 dwellings (ha)	0.5ha
B. Allotments Cost per ha	£248,567 ¹
C. Total Cost of Allotments per dwelling (A x B)/1000	£124

Justification

- 3.81 The IDP identifies that there is already a deficit of allotment provision with a further 3.8ha required to meet Local Plan growth. **As for playspace and outdoor sports, the Council's CIL Viability Assessment takes account of the costs of the 2030 Local Plan allocation sites SL6, SL11 & SL12 physically delivering allotments and this is reflected in the Councils' CIL rates. As such, where allocations SL6, SL11 & SL12 cannot feasibly deliver allotments physically as required by Policy SL26 a financial contribution toward off-site provision through S106 is justified given that the costs of off-site provision is not reflected in CIL rates.**

Appendix 1

Calculation of Net Additional Floorspace for Sites Contingent on the A320

Existing floorspace of sites contingent on A320 improvements north of Woking through the HIF forward fund have been estimated from the site's planning history, Council's GIS and aerial photography. Proposed floorspace is based on a policy compliant mix of housing types including market and affordable and dwelling size in line with space standards as set out in 2030 Local Plan Policy SL19.

Policy SL19 expects development to come forward with a mix which reflects the Strategic Housing Market Assessment (SHMA) as follows:

	1 bed	2 bed	3 bed	4 bed
Market	5%	30%	45%	20%
Affordable	35%	30%	30%	5%

Dwelling size is based on the figures in the table below which are all compliant with the space standards set out in 2030 Local Plan Policy SL19:

	Market	Affordable
1 Bed Flats	50	50
2 Bed Flats	70	65
2 Bed House	79	75
3 Bed House*	95	91
4 Bed House	125	115
5 Bed House	145	N/A

*Average based on standards in Policy SL19

1 bed units are assumed to be flats and 50% of 2 bed units are assumed to be flats and their floorspace already discounts communal areas.

Once gross floorspace has been calculated for market and affordable units, existing floorspace and affordable floorspace is netted using the formulas in CIL Regulations 40 & 50 and Schedule 1.

7. **DRAFT REVISED PARKING GUIDANCE SUPPLEMENTARY PLANNING DOCUMENT (SPD) – (PLANNING POLICY – GEORGINA PACEY)**

Synopsis of report:

The report outlines the proposal for draft revised Parking Guidance to support the implementation of the Runnymede 2030 Local Plan.

Recommendation(s):

The Planning Committee is asked to:

- 1. APPROVE the draft revised Runnymede Borough Parking Guidance Supplementary Planning Document (SPD) for public consultation for a period of six weeks.**

1. Context of Report

- 1.1 The Borough Council's extant parking guidance was adopted 20 years ago in October 2001.
- 1.2 Since adoption of the current guidance much has changed, including national planning guidance, the requirement to deliver sustainable development, the encouragement of more sustainable forms of travel such as walking and cycling and the increased use of electric cars.
- 1.3 In January 2018, Surrey County Council (SCC) also published its own updated Vehicular and Cycle Parking Guidance to provide updated guidance for parking across the county, to help councils develop their own updated standards.

2. Report

- 2.1 This report presents draft revised parking guidance for the Borough and requests approval by the Planning Committee to consult the public on the new guidance for a period of six weeks. A copy of the recommended new Parking Guidance SPD is attached at Appendix D.
- 2.2 The new guidance has been prepared to reflect the latest national planning guidance set out in the NPPF and the updated guidance prepared by Surrey County Council.
- 2.3 Surrey County Council's guidance document¹ recommends 'standards' for vehicle and cycle parking across both residential and non-residential development. It also sets out standards for the provision of electric charging points for both new residential and non-residential development, and offers further guidance in respect of disabled parking, school parking and car clubs.
- 2.4 Officers are of the view that in broad terms, the standards contained in the Surrey County Council guidance provide a sound basis on which to base revised parking guidance for Runnymede and to a significant extent, the draft revised guidance prepared by officers seeks to follow Surrey County Council's recommended approach. Officers have noted that key elements of the Surrey County Council guidance have also been adopted by a number of other Surrey Planning Authorities since its adoption by Surrey in 2018, including Epsom & Ewell, Tandridge, Woking and Elmbridge. There is however one particular area where officers are recommending that additional guidance is included within the draft guidance being brought forward for consideration. This is in respect of the potential for controlled parking zones in the Borough. Additional text on controlled parking zones is contained in section 3 of the Parking Guidance SPD.
- 2.5 Officers have also spoken to officers at Surrey County Council to discuss whether in response to COVID-19 the County Council would be likely to revise its current parking

¹ <https://www.surreycc.gov.uk/roads-and-transport/policies-plans-consultations/transport-plan/surrey-transport-plan-strategies/parking-strategy>

guidance, but officers at County have confirmed their view that the January 2018 Parking Guidance remains an appropriate basis for parking requirements in the County at the present time.

Parking Guidance for new Residential Development

- 2.6 In relation to residential car parking, officers recommend that Runnymede uses the Surrey County Council Guidance as a starting point. However, the parking guidance contained in the Surrey document acknowledges that local circumstances may suggest more bespoke guidance could be developed locally, depending upon the characteristics of the locality.
- 2.7 In terms of residential car parking, the County Council's guidance includes different standards in town centre, edge of centre, suburban and rural locations, however these are not considered to be closely reflective of the characteristics of the settlement pattern for Runnymede. Instead, officers consider that the Borough's revised parking guidance should more appropriately reflect two characteristic areas; town centre locations and suburban/rural locations. The draft revised parking guidance being proposed by officers also suggests different residential parking levels depending upon the size of property within those two types of locality.
- 2.8 The Surrey County Council guidance says little about visitor parking in new residential developments. Officers are of the opinion that some additional steer in this regard would be useful to applicants, officers and members alike and as such, additional guidance is provided at Appendix 2 of the SPD.
- 2.9 In common with the County Council's approach, officers recommend that vehicle parking provision for new residential development should be applied as 'guidance', enabling an element of flexibility when dealing with the specifics of a new residential development and its locality, rather than being applied as a rigid and inflexible standard. During preparation of the draft revised Parking Guidance, members of the Infrastructure and Economic Development Member Working Party debated at some length whether the proposed residential parking guidance should be applied as guidance or as a more rigid standard. The Working Party was divided, but officers remain of the view that flexible guidance is more appropriate and helpful to the Council when coming to a balanced planning judgement about whether the detailed layout and place-making of new residential development is acceptable.
- 2.10 The Infrastructure and Economic Development Member Working Party was also concerned to ensure that the Council's revised guidance for residential parking was clear that parking provision for one bed homes also applied to studio flats/apartments, given that average household sizes and potential car ownership rates were likely to be similar for those types of development. That clarification is now included in the document.
- 2.11 Requirements for new cycle parking associated with new residential development contained within the suggested Borough standards also closely follows Surrey County Council's guidance. In common with the County Council guidance, all cycle parking standards are proposed to be applied as a minimum standard, to help further encourage cycle ownership and use.

Parking Guidance for new Commercial and other Non-Residential Development

- 2.12 The recommended parking guidance for new non-residential development follows very closely the parking guidance adopted by Surrey County Council in its January 2018 document. Where specific vehicle parking standards are stipulated for certain commercial and other non-residential uses, reflecting Surrey County Council's recommended approach, officers also recommend that the new Borough standards are applied as a maximum. This is intended to ensure appropriate levels of provision but ensure against excessive private car parking capacity being provided at 'destinations' (i.e. business premises, leisure centres, town centres, retail parks etc.) where walking, cycling and public transport are convenient means of alternative transport to those destinations.
- 2.13 For many non-residential uses however, the County Council guidance suggests it is more appropriate that an individual, case-by-case assessment of vehicular parking requirements is undertaken by the planning authority as part of its consideration of the development proposal. This is a sensible approach as many non-residential development uses and proposals are unique, or raise particular issues where a bespoke parking solution will generally offer the best response to the development proposed.

- 2.14 Requirements for new cycle parking associated with new commercial and other non-residential development are also recommended to closely follow Surrey County Council's guidance, and in common with the County guidance, are proposed to be applied as a minimum, to further encourage cycle ownership and use.
- 2.15 The Infrastructure and Economic Development Working Party was broadly content with the non-residential parking guidance put forward by officers, but asked officers to look in further detail at vehicular parking in association with new student accommodation and university development, given ongoing concerns regarding car parking issues associated with the presence of Royal Holloway University of London (RHUL) within the Borough and levels of on-street car parking local to the university in Englefield Green and parts of Egham.

Parking Guidance for Student Accommodation and other University-related Development

- 2.16 In relation to the issue of vehicular parking associated with new student accommodation, officers are suggesting that in order to provide a flexible approach which could take account of varying circumstances such as a site's geographical location, each student accommodation development should be considered through individual assessment, on a 'case-by-case basis', rather than applying a particular 'standard' of provision. This reflects Surrey County Council's recommended approach, but also allows planning judgements to be made about levels of parking provision appropriate to a student development which takes account of and responds to any parking management policies and sustainable travel policy/initiatives at RHUL prevailing at the time. RHUL's current site management policies for example, are targeted to significantly restrict student car parking, in order to discourage student travel to the university by private car, where possible.
- 2.17 Despite those positive management policies however, levels of on-street car parking within Englefield Green and parts of Egham are perceived locally to be significantly heightened by the levels of car parking associated with travel to the university and by some students continuing to prefer car-based travel to more sustainable modes.
- 2.18 In responding to these concerns, officers were therefore asked by members to look at more rigid vehicular parking standards defined for such developments elsewhere (such as in Guildford Borough), to see whether they would be appropriate to Runnymede. Officers also undertook to meet with the Director of Estates at RHUL to discuss members' concerns regarding the levels of on-street parking in and around the university, to see whether RHUL would be keen to partner with the Council to look at mechanisms to help control on-street car parking in the vicinity of the university. Those discussions have now taken place.
- 2.19 The adopted standard for new student accommodation in Guildford – under C2 student hostel- is a maximum of 1 space per 5 students plus 1 space per 3 daily visitors, and 1 car space per member of staff. This standard was adopted in 2006 as an SPD and so predates both the latest national planning policy and guidance, as well as the Surrey County Council Vehicle Parking Guidance adopted in January 2018. Recent permissions for purpose built student accommodation have been centred in and around Guildford town centre. These are 'car free developments' with limited off-street parking provided for servicing and deliveries and for student drop-off and collection. The topic of parking standards is now under consideration by Guildford BC as part of its preparation of a Local Plan Development Management Policies DPD. Under both the 'preferred' and 'alternative' options that were consulted upon in a recent Issues, Options and Preferred Options consultation (2020), planning applications for new student accommodation – both those considered to be C2 residential colleges and also those providing self-contained studios which are considered to be 'sui generis' – would be subject to individual assessment and justification as to the provision of off-street parking; in other words, on a case-by-case basis. Such an approach would be consistent with the recommended approach set out in Surrey County Council's 2018 car parking guidance, and reflects the 'bespoke' approach recommended by officers in respect of Runnymede's draft new guidance.
- 2.20 In recommending that a case-by-case approach be adopted in respect of new student accommodation in the Borough, officers are also mindful that the Runnymede 2030 Local Plan indicates that 3,513 new student bedspaces are proposed for the Borough over the local plan period. Should a rigid standard (such as current standard operating in Guildford) be applied to the delivery of planned student accommodation numbers in Runnymede, the Council would require the provision of over 700 new car parking spaces to serve the student accommodation proposed. Over the period of a 30 week student year that level of new car

parking provision in the locality would potentially encourage over 200,000 new student car journeys to and from the university annually which might otherwise be discouraged. This in itself, could have significant impacts on the local area. Given the Council's aims to respond positively to climate change, and improve local air quality and health and well-being, which are similarly high on the Government's agenda, the adoption of such a standard would appear to be contrary to both Council aims and national planning guidance.

- 2.21 Officers' recommended approach to car parking provision for new student accommodation is therefore that the parking requirements should be individually assessed on a case-by-case basis, in line with Surrey County Council guidance. A flexible, case-by-case assessment is also recommended to deal with other university-related development.
- 2.22 Discussions between the Council and RHUL have also been useful in better understanding the approach and initiatives in place at the university aimed at reducing car journeys to the campus and the clear aim of the university to discourage students from bringing cars with them to university, whilst studying. Inevitably however, some students, including some who live outside of university halls of residence, choose to bring a car with them whilst studying at RHUL. RHUL is aware of this and has policies in place to encourage other forms of travel, however it also recognises that students and other university visitors may also add to current on-street car parking problems in the local area. In that context, officers and the Deputy Leader; Cllr Marisa Heath, along with Surrey County Council officers, have met with RHUL to discuss what initiatives might be considered to reduce the impact of on-street parking locally. As a result of those discussions, it has been agreed that the potential of introducing controlled parking zones (CPZs) or other parking restrictions should be considered as part of an appropriate car parking strategy for the locality affected by university-related development and activity. The recommended parking guidance for the Borough therefore reflects this possibility.

Electric Charging Points

- 2.23 Officers have also looked carefully at Surrey County Council's recommended guidance for the provision of new 'fast charge' electric charging points. Adopted Runnymede 2030 Local Plan policy SD7 states that development proposals will be supported where they are, 'subject to feasibility, incorporate electrical vehicle charging points in accordance with guidance issued by Surrey County Council'. In line with this policy requirement, the draft Parking Guidance SPD reconfirms the current Surrey County Council guidance on electric charging points but cautions that standards set out could be superseded over the lifetime of the Local Plan by revised guidance issued by Surrey County Council.

Other Guidance Included

- 2.24 In line with Surrey County Council parking guidance, officers recommend that the County Council's additional guidance in respect of disabled parking, school parking and car clubs should also be incorporated into the Borough Council's revised parking guidance. The provisions for disabled parking are in full accordance with the Department of Transport advice.

3. Policy framework implications

- 3.1 Supplementary Planning Documents (SPD) do not form part of the Development Plan for Runnymede but are a material consideration in decision taking.
- 3.2 When adopted, this SPD will support the Council's Corporate Business Plan (2016-2020) themes of 'Improving our Economy' and 'Enhancing our Environment' particularly the priorities to review and support delivery of county and regional infrastructure strategies and support projects which improve integration of road and rail to reduce congestion.
- 3.3 Although not part of the Development Plan, the SPD will also support Runnymede 2030 Local Plan objectives and policies in regard to the delivery of high quality, sustainable development.

4. Resource implications (where applicable)

- 4.1 The costs associated with this work are contained within the Council's approved 2019/2020 and 2020/2021 budgets.

5. Legal implications

- 5.1 Officers are not aware of any legal implications as a result of this SPD.

1. Equality implications

- 6.1 The Council has a Public Sector Duty under the Equalities Act 2020 to have due regard to the need to:
- a) Eliminate unlawful discrimination, harassment or victimisation;
 - 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 those characteristics;

in relation to the 9 'Protected Characteristics' stated within the Act.

- 6.2 There are no known equality implications as a result of this draft SPD. The guidance included in the SPD has been produced to be flexible and adaptable to address all needs. The Council has a legal duty to comply with equalities legislation and to assess the likely impact (positive or negative) that a plan, strategy, policy, project or service may have upon protected groups. An Equality Impact Assessment has been undertaken for the Local Plan as a whole and given that this SPD stems from Local Plan Policy (SD4:Highway Design Considerations in particular), it is considered that this provides appropriate Equalities reassurance.
- 6.3 Nevertheless, an Equality Impact Assessment screening has been undertaken to support the production of this SPD which concludes that the SPD will not affect any employees or service users on the basis of a protected characteristic(s) they have. Any effects the SPD has on the wider Borough community, including those groups with protected characteristics is likely to be beneficial through the more careful and detailed consideration applicants will give towards ensuring higher quality development in the future. Overall, it has been concluded that a full Equality Impact Assessment is not required. The draft screening assessment can be viewed at Appendix E.

2. Environmental/Sustainability/Biodiversity implications

- 7.1 A detailed Sustainability Appraisal (SA) was carried out upon the Runnymede 2030 Local Plan. The draft Parking Guidance SPD is supplementary to the new Local Plan and therefore does not require a separate SA.
- 7.2 The SPD has however undergone Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA) screening. That screening has concluded that there will be no likely significant effects on designated habitats or any other significant environmental effects as a result of the guidance included in the SPD. The screening document can be viewed at Appendix F. The screening document has been shared with statutory consultees and at the time of writing, their comments are awaited.
- 7.3 Appropriate parking standards have the potential to help meet the Local Plan's aims to reduce travel by private car and encourage more active & sustainable travel by encouraging less use of vehicle transport and more walking and cycling. The draft revised parking guidance will, when adopted, make a contribution towards the Borough's actions on climate change.

3. Conclusions

- 8.1 The draft revised parking guidance has been prepared to reflect the up to date guidance set out in the NPPF and to support the policies contained in the Runnymede 2030 Local Plan. The guidance has been prepared taking account of national planning guidance and the updated parking guidance published by Surrey County Council in January 2018. The guidance drafted for consultation seeks to provide a degree of certainty for developers and communities in respect of the levels of vehicular and cycle parking that will be required in association with new development but also provides flexibility to assess individual schemes where that may be more appropriate given the nature of development proposed. The draft

revised guidance also seeks to take account of the locational characteristics and the ability to travel by walking, cycling and use of public transport where those modes of travel are convenient options, the need to plan for greater use of electric vehicles in the future and the potential need to control on-street car parking in certain locations through the use of controlled parking zones (CPZs).

- 8.2 Subject to Planning Committee approval, a 6-week period of public consultation will take place to seek the views of local communities and other interested parties on the draft guidance.
- 8.3 Once public consultation feedback has been considered, the SPD will be reported back to the Planning Committee for final consideration, and potential adoption.
- 8.4 Once adopted, the new guidance will then become an important material consideration for planning decisions and will be published on the Council's website. Where in due course the revised parking guidance is a relevant consideration to new development being proposed, applicants and promoters will be advised of the guidance through the pre-application and planning application processes.
- 8.5 The other documents the Council is currently preparing such as the Runnymede Design Guide SPD will be complementary to or complemented by the Parking Guidance SPD.

Background papers

Appendix D – Draft Revised Runnymede Parking Guidance SPD
Appendix E – Equality Impact Assessment Screening
Appendix F – SEA/HRA Screening

Runnymede Borough Parking Guidance

Draft SPD for Consultation

Runnymede Borough Council

November 2020

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Executive Summary

Parking guidance associated with new development is an important element of the Council's strategy to support sustainable development and to help encourage modal shift to more active and sustainable travel options such as walking, cycling and the use of public transport, in line with national planning policy (the NPPF).

In setting new local car parking guidance, the Council has been particularly mindful of advice in the NPPF which states that any guidance should take account of:

- a) "The accessibility of the development;
- b) The type, mix and use of development;
- c) The availability of and opportunities for public transport;
- d) Local car ownership levels; and
- e) The need to ensure an adequate provision of spaces for charging plug-in and other ultra-low emission vehicles"

The NPPF also advises that maximum car parking standards for new development should only be set where there is a clear and compelling justification that they are necessary, either for managing the local road network or to optimise the density of development in city and town centres or other locations that are well served by public transport.

In setting new local and flexible parking guidance, the Council has sought to strike the right balance between providing sufficient parking for the occupiers of new development, whilst also encouraging modal shift when other more sustainable and active travel options are readily available.

The Council has also prepared a new Local Plan for the Borough up to 2030. This new parking guidance is designed to reflect and help deliver against the policies it contains.

The new local parking guidance replaces previous car parking guidance from 2001, reflecting the changes that have taken place in modal and vehicle use since 2001, including increased cycle use and the use of electric vehicles, as well as increasing concerns about air quality and climate change in respect of emissions from combustion powered vehicles.

The new parking guidance draws upon the Surrey County Council's updated Vehicular and Cycle Parking Guidance (adopted in January 2018)¹. The Council has closely followed the Surrey Guidance in preparing its own guidance, whilst incorporating some changes to take account of local character and the settlement pattern of the Borough and the potential for the Council to consider controlled parking zones in future, where high levels of on-street car parking prevail.

¹ <https://www.surreycc.gov.uk/roads-and-transport/policies-plans-consultations/transport-plan/surrey-transport-plan-strategies/parking-strategy>

To complement the Council's new parking guidance, it is crucially important that travel plans are prepared for new development proposals which generate significant traffic movements in order that active and sustainable travel patterns and behaviours are reinforced and dependence on travel by car is reduced as far as possible.

The parking guidance takes account of comments from local residents expressed during the consultation stages of the new Local Plan as well as learning from developments that have taken place in the Borough.

Land-use-specific parking and electric vehicle charging point standards set out in this guidance can be found at Appendices 1 to 3. Further advice specific to the design of parking space is set out in the emerging Design Guide SPD for the Borough.

Once adopted, this parking guidance will have Supplementary Planning Document (SPD) status and will be a material consideration in the determination of planning applications in the Borough.

1. Introduction

1.1 This guidance advises upon the appropriate levels of car parking, cycle parking and electric vehicle charging points for different types of new development in the Borough.

1.2 The following context is considered relevant:

- National Planning Policy Framework (NPPF) 2019, paying particular regard to the need to promote sustainable transport;
- The Surrey Local Transport Plan (April 2018), Surrey Parking Strategy (April 2011), Vehicular and Cycle Parking Guidance (January 2018) and Car Clubs in new developments (March 2019);
- The adopted Runnymede 2030 Local Plan (July 2020);
- The changes that have taken place in modal and vehicle use since 2001, including increased cycle use and the use of electric vehicles and;
- Increasing concerns about air quality and climate change in respect to vehicle usage.

1.3 The parking guidance included in this SPD recognises that town centre locations in the Borough generally offer sustainable travel alternatives to trips by the private car. This means that there are more opportunities within and near the Borough's town centres for active and sustainable travel, and less need to provide equivalent levels of car parking as part of new development within a town centre location. During the preparation of this guidance, travel patterns have also been significantly affected by the COVID-19 pandemic and the introduction of lockdown measures or advice. The extent to which the consequences of the pandemic will change travel patterns and parking requirements in the long term is currently unknown, but the guidance is written to be flexible, in order that some degree of discretion can be exercised when considering the parking implications of development proposals in future.

The Need to Review the Parking Guidance

1.4 The Council's previous parking guidance was adopted in 2001 to support the policies within the Runnymede Borough Local Plan, Second Alteration (2001). Transport strategies have changed significantly since the previous guidance was adopted, with much greater emphasis on travelling sustainably. However, car ownership levels also remain high in the Borough, and many residents remain concerned regarding traffic levels and the need to provide sufficient car parking associated with new development which is proposed in their area.

1.5 The Runnymede 2030 Local Plan is consistent with the presumption in the NPPF in favour of sustainable development. Policy SD3 specifically promotes active and sustainable travel and Policy SD4 refers to guidance for parking, as part of the overall transport strategy of the Plan.

- 1.6 The Local Plan proposes nearly 8,000 new homes in the Borough up to 2030, along with approximately 80,000sqm of additional employment floorspace and about 6,000sqm of new retail floorspace. These quantum of development will place additional pressures on local transport infrastructure including parking.
- 1.7 There has also been a notable increase in electric vehicle ownership and cycle usage since the previous guidance was adopted. The new parking guidance reflects these changes, providing for more cycle parking than the existing 2001 guidance and also reconfirming the Surrey County Council guidance for electric vehicle charging points which Local Plan policy SD7 requires applicants to comply with subject to feasibility. The intention is that the guidance will therefore help to promote healthier lifestyles, but also reflect climate change concerns and Government policy to restrict the future sale of combustion powered vehicles.
- 1.8 The Borough has also seen an increase in student and older populations since the previous guidance was adopted and standards are incorporated into this guidance specific to development proposals for those groups.

2. Planning and Transport Policy Context

National Planning Policy Framework (NPPF) (February 2019)

- 2.1 Paragraph 104 of the NPPF promotes sustainable transport and requires, among other things, that developments should provide opportunities to promote walking, cycling and public transport use:

“d) Provide for high quality walking and cycling networks and supporting facilities such as cycle parking (drawing on Local Cycling and Walking Infrastructure Plans)”

- 2.2 Paragraph 105 of the NPPF provides further guidance on what Local Authorities should consider when setting new local parking guidance as follows:

“If setting local parking standards for residential and non-residential development, policies should take into account:

a) The accessibility of the development;

b) The type, mix and use of development;

c) The availability of and opportunities for public transport;

d) Local car ownership levels; and

e) The need to ensure an adequate provision of spaces for charging plug-in and other ultra-low emission vehicles”

2.3 Paragraph 106 further guides that:

“Maximum parking standards for residential and non-residential development should only be set where there is a clear and compelling justification that they are necessary for managing the local road network or for optimising the density of development in city and town centres and other locations that are well served by public transport”

2.4 In 2014, the Government produced more detailed guidance to help advise local authorities and developers upon the content of transport assessments and statements. This statement now forms part of the Planning Practice Guidance. Reflecting paragraph 106 of the NPPF, it states that:

“Maximum parking standards can lead to poor quality development and congested streets, local planning authorities should seek to ensure parking provision is appropriate to the needs of the development and not reduced below a level that could be considered reasonable.”

National Design Guide (October 2019)

2.5 This new Government publication identifies that patterns of movement for people are integral to well-designed places. It promotes well considered parking, servicing and utilities infrastructure for all uses. The guide also recognises that how parking is arranged has a fundamental effect on the quality of a place or development.

Car Ownership Changes

2.6 Since the 2001 Census, overall vehicle ownership across the UK has marginally increased. In 2001, the average vehicle ownership level was 11 cars per 10 households; this had increased to approximately 12 vehicles per 10 households by 2011.

2.7 In Runnymede Borough, vehicle ownership has also increased slightly from 84.8% of households in 2001 to 85.5% of households in 2011. Equally, the number of households with more than 1 car has also increased from 14,320 in 2001 to 14,590 in 2011.

2.8 The table below gives further detail of the changes in vehicle ownership in Runnymede between the 2001 and 2011 censuses:

Car Ownership Levels Table

	Runnymede				Surrey				National (England and Wales)			
Cars	2001		2011		2001		2011		2001		2011	
	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%
All categories: Car or van availability	31,656	100.0	32,714	100.0	433,176	100	455,791	100	21,660,475	100	23,366,044	100.0
No cars or vans in household	4,813	15.2	4,811	14.7	60,594	14.0	59,865	13.1	5,802,183	26.8	5,989,770	25.6
1 car or van in household	12,523	39.6	13,313	40.7	175,800	40.6	184,249	40.4	9,486,366	43.8	9,861,642	42.2
2 cars or vans in household	10,834	34.2	10,711	32.7	149,976	34.6	155,920	34.2	5,095,959	23.6	5,777,662	24.7
3 cars or vans in household	2,501	7.9	2,755	8.4	34,440	8.0	39,670	8.7	976,438	4.5	1,283,780	5.5
4 or more cars or vans in household	985	3.1	1,124	3.4	12,366	2.9	16,150	3.5	299,529	1.4	453,190	1.9
Sum of all cars or vans in the area	46,061	-	48,063	-	-	-	-	-	23,936,250	-	27,294,656	-

- 2.9 The table helps to illustrate that car ownership levels in Runnymede Borough remain high compared to the national average, though the table also shows that car ownership levels in Runnymede Borough are marginally lower than those found across Surrey.

Electric Vehicle Ownership

- 2.10 Electric vehicle ownership has increased substantially in the past 5 years, with new registrations of plug-in cars in the UK increasing from 3,500 in 2013 to more than 166,000 by August 2018².
- 2.11 In Surrey, the rise in the number of electric vehicles registered in the County has been significant, with about 200 registered vehicles in 2012 and over 2,500 registered vehicles by the end of 2017³. With Government seeking to restrict the sale of any new petrol, diesel or hybrid vehicle registrations after 2035, electric vehicle ownership is likely to increase significantly in the next 10-20 years and it is important that the Council's strategies, this and other guidance and its decisions reflect this.

Surrey Transport Plan (April 2018)

- 2.12 The Surrey Transport Plan comprises several associated strategy documents including those related to air quality, climate change, a local bus strategy, congestion strategy and parking strategy. The Local Transport Plan (LTP3) was updated by the County Council (SCC) in 2014, with further updates in 2016 and 2018. The following SCC documents are considered to be particularly relevant when preparing parking guidance.

Surrey County Council Vehicular and Cycle Parking Guidance (January 2018)

- 2.13 This updated guidance provides helpful advice to local planning authorities in Surrey when preparing their own local parking guidance.
- 2.14 The guidance recognises that the availability of car parking has a major influence on the means of transport people choose for their journeys and suggests there is a need to balance an appropriate level and type of parking with the need to protect highway safety and to promote active and sustainable travel, taking account of the opportunity for alternative modes of travel at a local level.
- 2.15 The guidance also acknowledges the increased popularity of cycling for leisure and commuting; emphasising that high quality cycle parking is important in all new development, and the emergence of electric vehicles and a projected growth in their ownership indicates that electric charging points must also become integral to new development. This SPD reconfirms the current Surrey County Council guidance on the

² <https://www.nextgreencar.com/electric-cars/statistics/>

³ Figure 1: EV registrations from January 2012 to December 2017; Surrey Transport Plan: Electric Vehicle Strategy

standards of electric vehicle charging points required to comply with adopted Local Plan policy SD7 to serve both residential development and a variety of new commercial and other developments. Equally, it provides for improved cycle parking standards and encourages those standards to be applied as minimum provision, to help further encourage cycle ownership and use.

- 2.16 It also recommends the use of ‘maximum’ parking standards for new commercial and other non-residential development, such as employment uses, retailing, hotels, leisure facilities and certain institutional uses such as hospitals, colleges, care homes etc., which are all individually, or in combination with other uses, a ‘destination’ that significant numbers of people travel to and where applying a maximum limit on the availability of car parking may be an important influence upon reducing travel by car.
- 2.17 In terms of new residential development, the Surrey guidance suggests that there is little to be gained by seeking to restrict parking through the use of ‘maximum’ standards, recognising there is no intention or powers available to Surrey County Council to restrict car ownership within the County. Recommended residential car parking ‘standards’ are therefore included in the document as flexible ‘guidelines’ rather than more rigid ‘maximum’ or ‘minimum’ standards. This enables the locational characteristics of new residential development to be taken into account more closely, so that for example, less car parking would generally be required in a town centre location where alternative modes of transport are more readily available, whilst greater provision might be preferred in villages or more rural locations where there are fewer alternatives to using a private car.
- 2.18 The Surrey County Council guidance also recommends the provision of ‘fast charge’ electric vehicle charging points associated with all new residential development and larger scale new commercial development types including; Class E office, B2 general industrial, Class E/F.2 retail and Class E/F.2/sui generis leisure uses over 500sq.m, B8 storage and distribution uses over 1000sq.m and other developments such as new schools/colleges, hotels and health uses.

Planning Policies in Runnymede: The Runnymede 2030 Local Plan

- 2.19 The Runnymede 2030 Local Plan contains several references to parking guidance. Policy SD4 (Highway Design Considerations) makes it clear in policy that *“Relevant design and parking standards for vehicle and cycle parking within development proposals will be assessed against the Council’s current adopted guidance”*. The parking guidance included in this SPD, will be the guidance used by the Council to help assess the parking requirements associated with development proposals, until superseded. On adoption, it will replace the Council’s October 2001 Parking Standards.
- 2.20 Policy SD3 (Active and Sustainable Travel) states that the Council *“will support schemes and development proposals which enhance the accessibility and connectivity between*

people and places by active and sustainable forms of travel". This includes, but is not limited to, securing improvements to or contributions towards improving the capacity of cycle parking at the Borough's railway stations, and requiring development proposals which will generate a significant number of traffic movements to submit and then implement the measures in an approved travel plan.

2.21 Evidence in the Council's Strategic Highway Assessment (SHAR), which underpins the Runnymede 2030 Local Plan, identifies several 'congestion hot spots' including a number of junctions along the A320, and other highway issues in Runnymede,. Policy SD3 aims to achieve modal shift and sets out measures to support and achieve an increase in active and sustainable travel choices. Policy SD4 requires development proposals to fully explore the impact they have on the highway network and identify measures which can be secured to mitigate their impact for all highway users including pedestrians and cyclists. The application of up to date parking guidance is part of these measures.

2.22 The Local Plan also considers sustainable design to be integral to good planning. Policy SD7 describes a range of sustainable design principles including measures for secure storage of cycles and also states that development proposals will be supported where they (amongst other things) subject to feasibility, incorporate electrical vehicle charging points in accordance with guidance issued by Surrey County Council. Longcross Garden Village has a specific policy; SD9, which expects safe routes for all users and a range of sustainable transport choices, including a new bus service linking the Longcross railway station and neighbouring settlements including Woking. Equally important to the strategy in the Runnymede 2030 Local Plan is the inclusion of Policy SL1 which promotes healthy lifestyles. This policy requires new developments to provide opportunities for walking and cycling as well as outdoor recreation and sport. These are all influences on parking requirements in new developments.

Runnymede Design Guide

2.23 The Council has prepared a Design Guide SPD to provide guidance for new development in the Borough. The new Design Guide includes guidance on the design of parking for new development, to complement the Parking Guidance SPD.

3. Parking Guidance for Runnymede

3.1 The parking guidance in this SPD seeks to ensure the provision of appropriate levels of car and cycle parking associated with all new development. The guidance applies to both residential and non-residential development, and sets out provision for car parking, cycle parking, and parking for people with limited mobility. The increased use of car clubs is also considered as is the approach to parking requirements within or associated with controlled parking zones (CPZs).

Car Parking Guidance for Non-Residential development

- 3.2 Many non-residential uses do not require new car parking to be provided, unless the scale of the development is significant, or the nature of the development makes it appropriate to do so. In line with Surrey County Council's approach, the car parking standards for non-residential uses set out in this guidance are expressed as maximums, in order to encourage travel to 'destinations' by means other than the private car and to prevent excessive car parking provision at those destinations. Town centre locations of course, generally offer alternative travel options and public car parking. It is in these locations where densities of development can be higher to help make the most effective use of land in the most sustainable locations and where in particular, private car parking provision can be lower. The new parking guidance for non-residential development in Runnymede is at Appendix 1.
- 3.3 Parking requirements associated with residential institutions such as student accommodation, care homes and extra-care provision are also included in the non-residential guidance as they are essentially commercial entities with specific car parking requirements, that are very different from normal residential use.
- 3.4 In respect of student accommodation and other university associated development specifically, the Council recognises that despite the Royal Holloway University of London's (RHUL) clear policies to encourage students, staff and visitors to travel to the university campus by sustainable transport modes, private car use remains relatively high and local on-street car parking problems are exacerbated in neighbouring communities such as Englefield Green and Egham as a result. Within those communities, the Council is presently working with RHUL and others including Surrey County Council, to consider the introduction of new controlled parking zones (CPZs) or other forms of parking restriction within residential areas most affected by on-street car parking.
- 3.5 Where new student accommodation, other university-related development or new C3 residential development takes place within or immediately adjacent to any areas where significant parking restrictions such as CPZs are considered necessary, the Council will seek contributions from developers towards the set-up and capital renewal costs of those parking restrictions and/or CPZs as part of its strategic approach towards managing car parking issues in the locality and associated with such developments, and will assess the potential impacts of each proposal on levels of on-street car parking in the locality on a case-by-case basis.
- 3.6 Some larger scale non-residential developments may also benefit from a bespoke car parking scheme, appropriate to that use and/or its location, particularly when taking account of other policies and practices in place and which are associated with the operation of the development. In such circumstances, a site-specific parking and travel plan can take detailed account of the location of the development, the ability of people to walk, cycle or travel by public transport to the development and the policy of the

institution to provide or subsidise public transport services, and/or restrict car travel to their site.

3.7 Where it has been indicated that an individual assessment for parking is more appropriate to the nature of development proposed (e.g. student accommodation, hospital expansion, new places of worship etc.), the Council will generally require the following information to be provided by applicants as part of this assessment:

- a parking management plan;
- a travel plan and/or;
- a cycle strategy.

3.8 In accordance with Surrey County Council guidance, parking for disabled drivers needs to be fully considered when planning a development. For non-residential development, an additional 5% of total parking spaces should be allocated for disabled users or a minimum of 1 space per 750m² of gross floor area (whichever is the greater) to meet demand. Such spaces should have dimensions of 3.6m by 5m and be located no further than 50m from an accessible entrance (ideally the main entrance), clearly signed and undercover. All parking for disabled drivers should be designed and provided in accordance with the appropriate government guidance.

Car Parking Guidance for Residential development

3.9 The Surrey County Council Vehicular and Cycle Parking Guidance provides the basis for the residential parking guidance in this SPD, adjusted to take account of the characteristics of the Borough. Parking guidelines for new residential development in Runnymede are set out at Appendix 2.

3.10 In following Surrey County Council's approach, the parking guidance included in this SPD expresses neither a maximum nor minimum standard. This is to enable development proposals to respond fully and flexibly to the characteristics of their location, taking account of the availability of alternative means of travel in the area, car parking issues in the locality and to make the most efficient use of land.

3.11 Residential parking in town centre locations is likely to be reduced due to more convenient access to public transport, the availability of public car parks, convenience of access to local facilities to which it is possible to walk and cycle, the need to make the most efficient use of land, and to ensure the urban fabric is not dominated by private car parking provision.

3.12 The guidance for residential development set out in Appendix 2 only applies to new residential development and not to the conversion or sub-division of existing properties in the Borough. This is because the generation of parking requirements from existing uses are generally considered to be consistent with buildings in the same location.

Cycle Parking

- 3.13 The aim of enabling more people to cycle as an alternative to car trips requires safe cycle routes and convenient and safe cycle parking. The Local Plan encourages a modal shift from reliance on the private car to active and sustainable modes of transport including cycling. The Council is aware of cycle parking needs at Addlestone Station and the need to keep under review the wider requirements for high quality, secure and convenient cycle parking in each of its town, local and village centres. Cycle parking needs to include external storage space that is secure, covered and lit, or space within a garage large enough to accommodate cycles as well as park a car.
- 3.14 Cycle parking will be required in all new residential and many non-residential developments. The provision of safe and secure cycle parking associated with new development in town centres is particularly important, where car parking associated with new development will be reduced and there is the ability to further encourage cycling as an active form of travel. Cycle parking provision set out in this SPD is expressed as minimum guidance to further encourage cycle ownership and more cycling trips to be undertaken.

Electric Vehicle Charging Points

- 3.15 Appendix 3 of this SPD sets out the current Surrey County Council guidance for the provision of 'fast charge' electric vehicle charging points as set out in their January 2018 Vehicular and Cycle Parking Guidance document. At the time of producing this SPD, this was the most up to date guidance produced by Surrey County Council on this matter. In line with adopted policy SD7 from the Runnymede 2030 Local Plan which requires compliance with Surrey County Council guidance on electric vehicle charging points, notwithstanding the content of appendix 3 of this document, should any updated guidance be adopted by the County Council on electric vehicle charging standards following the publication of this SPD, it is this updated guidance that should be relied upon for Development Management decision making.

Travel Plans

- 3.16 Surrey County Council Vehicular and Cycle Parking Guidance (January 2018), promotes schools to develop, update and monitor School Travel Plans. There is a similar expectation with other institutions, large scale commercial and residential schemes. The County Council has separate guidance on Travel Plans available on their website. Runnymede Borough Council fully supports and will implement the County Council's guidance in respect to travel planning.

Car Clubs

- 3.17 Surrey County Council guidance was published in March 2019. Car clubs offer clear benefits for individuals, with cost savings and access to a range of low carbon, well

maintained, flexible use vehicles. Car clubs also support policies to cut congestion, reduce emissions, improve air quality, reduce parking pressure and increase take up of sustainable travel modes. There are opportunities for car clubs to be incorporated within new developments in Runnymede and therefore the Borough Council will continue to fully support and implement the County Council's guidance in respect to car clubs.

Coach/Bus

- 3.18 In accordance with the guidance set out by Surrey County Council in its Vehicular and Cycle Parking Guidance (January 2018), on all new school sites where it is likely that pupils will travel to and from school in coaches, sufficient space should be reserved to allow coaches to enter the site, drop off and pick up pupils. Where appropriate, bus stops, bays, raised kerbs, seating and shelters shall be provided on the highway by the applicant.

Equality Act

- 3.19 The Equality Act 2010 requires that all members and sections of the community are taken into consideration when preparing planning policies and guidance. People with protected characteristics may have difficulty in accessing facilities and services, as well as experiencing restrictions in choices about where to live and work and spend free time. It is therefore important that new development ensures that all residents, visitors and employees within the Borough are not disadvantaged through guidance which further restricts accessibility and choice. Therefore, this guidance has been produced to be fully flexible and adaptable to address all needs. It has also been subject to an Equalities Impact Assessment (EqIA) screening.

Appendix 1 – Non-Residential Vehicle and Cycle Parking Guidance, by Use Class as expressed in the Town and country Planning (Use Classes) Order 1987 as amended

Use Class	Vehicle Parking Guidance (Maximum per m ² GFA)	Cycle Parking (Minimum)
Shops (Class E/F.2)		
Food or non-food retail e.g.: small parades of shops serving the local community (up to 500m ²)	1 car space per 30m ²	1 space per 125m ² (town/local centre), 1 space per 350m ² (out of centre)
Food retail (500 m ² to 1000m ²)	1 car space per 25m ²	1 space per 125m ² (town/local centre), 1 space per 350m ² (out of centre)
Food retail (above 1000m ²)	1 car space per 14m ²	1 space per 125m ² (town/local centre), 1 space per 350m ² (out of centre)
Garden Centres	1 car space per 25 m ²	1 space per 300m ² (min 2 spaces)
Non-food retail (500m ² or more)	1 car space per 25m ²	1 space per 1500m ² (out of centre) with minimum 4 spaces; 1 space per 300m ² (town/local centre)
Financial and professional services (Class E)		
Banks, building societies, estate agents and other agencies, betting shops	1 car space per 30m ²	Individual Assessment
Food and drink (mainly on the premises) (Class E)		
Restaurants, snack bars and cafés. For sale & consumption on the premises	1 car space per 6m ² / No parking in Town Centre	1 space per 20 seats (minimum 2 spaces), town centre parking not necessarily required
Public House, wine bar, drinking establishment (sui generis)		
Public houses, wine bars or other drinking establishments but not nightclubs	Individual Assessment/ Justification/ No Parking in Town Centres	1 space per 100m ² (minimum 2 spaces), town centre parking not necessarily required
Hot Food Takeaways (sui generis)		

For sale & consumption of hot food off the premises	1 car space per 6m²/ No Parking in Town Centres	1 space per 50 m² (minimum 2 spaces), town centre parking not necessarily required
Business (office, research and development and light industrial premises) (Class E)		
Office, research & development, light industry appropriate in a residential area-threshold of 2,500m²	1 car space per 30m² to 1 car space per 100m² depending on location	1 space per 125m² (minimum 2 spaces) for office premises 1 space per 250m² (min 2 spaces) for research and development and light industrial premises
B2 General Industrial		
General industrial use	1 car space per 30m²	1 space per 500m² (minimum 2 spaces)
B8 Storage/distribution (including open air storage)		
Warehouse (storage)	1 car space per 100m² 1 lorry space per 200m²	1 space per 500m² (minimum 2 spaces)
Warehouse (Distribution) or Cash and Carry	1 car space per 70m² 1 lorry space per 200m²	
C1 Hotels		
Hotels, boarding and guest houses where no significant care is provided	1.5 car spaces per bedroom plus 1 coach space per 100 bedrooms OR individual assessment/justification	Individual Assessment
C2 Residential Institutions		
Extra Care	1 car space per 1 or 2 bed self-contained unit OR 0.5 per communal unit OR Individual assessment/justification	Individual Assessment
Hospital	1 car space per 4 staff plus 1 car space per 3 daily visitors OR Individual assessment/justification	Individual Assessment
Student Halls of Residence/Residential colleges	Case-by-case assessment, linked to transport assessment/travel plan	Case-by-case assessment, linked to transport assessment/travel plan

Care Home/Nursing Home	1 car space per 2 residents OR individual assessment/justification	Individual assessment
Training centres	1 car space per 2 staff OR Individual assessment/justification	Individual Assessment
C3 Dwelling houses		
Family houses, up to 6 residents living as a single household, including households where care is provided	See separate table in Appendix 2	Flats/houses without garages or gardens: 1 and 2 bedroom unit: 1 space 3 or more bedroom unit: 2 spaces
Sheltered/ Extra Care	1 car space per 1 or 2 bed self contained unit OR 0.5 per communal unit OR Individual assessment/justification	Individual Assessment
Non-residential institutions (Class E/F.1/F.2)		
Day Nurseries/Crèche (Class E)	0.75 car spaces per member of staff plus 0.2 spaces per child	1 space per 5 staff plus minimum 2 spaces
Doctor's practices (Class E)	1 car space per consulting room. Remaining spaces determined by individual assessment	1 space per 2 consulting rooms (minimum 2 spaces)
Dentist's practices (Class E)	1 car space per consulting room. Remaining spaces determined by individual assessment	1 space per 2 consulting rooms (minimum 2 spaces)
Veterinary practices (Class E)	1 car space per consulting room. Remaining spaces determined by individual assessment	1 space per 2 consulting rooms (minimum 2 spaces)
Libraries, museums and art galleries (Class F.1)	1 car space per 30m ² OR individual assessment/justification	Individual Assessment
Public halls licensed for entertainment, unlicensed youth and community centres and Scout huts etc (Class F.2)	1 car space per 3 persons OR per 3 seats or per 20m ² OR individual assessment/justification	Individual Assessment
Places of worship (Class F.1)	1 car space per 10 seats OR Individual assessment/justification	Individual Assessment

Schools/colleges/children's centres (Class F.1)	Case-by-case assessment, linked to transport assessment/travel plan	School Travel Plan required, to incorporate a site-specific cycle strategy
Assembly and leisure and Other Uses (Class E/F.2/sui generis) will be subject to an Individual Assessment for both car and cycle parking		

PLEASE NOTE that in addition to the above standards, parking spaces parking for disabled drivers needs to be fully considered when planning a development. For non-residential development, an additional 5% of total parking spaces should be allocated for disabled users or a minimum of 1 space per 750m² of gross floor area (whichever is the greater) to meet demand. More information about the required size and design of disabled car parking spaces can be viewed in paragraph 3.8 of this document.

Appendix 2 – Parking Guidance for new residential development within use Class C3

Locational Characteristics	Town Centre (Spaces per dwelling)	Suburban/ Village/Rural (Spaces per dwelling)	Visitor Parking (Minimum spaces per dwelling)	Cycle Parking Guidance (Minimum per dwelling)
Studio Apartment*/1 Bed Home	1 space	1 space	0 spaces OR individual assessment/justification	1 space
2 Bed Home	1 space	1 space	0.5 spaces	2 spaces
3 Bed Home	1 space	2 spaces	0.5 spaces	3 spaces
4 Bed Home	1 space	3 spaces	0 spaces OR individual assessment/justification	4 spaces

**A one-bedroom apartment/home and studio apartment are terms which are often used interchangeably, however there is a critical difference between the two. A studio apartment is a self-contained unit and houses everything in the single room space with exception of a bathroom. One-bedroom apartments feature separate spaces for the bedroom area, living room area and the kitchen area. Irrespective of the internal layout difference between these homes, parking standards applied for a 1 bed home will equally apply to a studio apartment.*

Appendix 3 – Electric Vehicle Charging Points Guidance (reproduced from the Surrey County Council Vehicular and Cycle Parking Guidance (January 2018))

Residential Development	EV Charging Requirement	Charge Point Specification	Power Requirement
Houses	1 fast charge socket per house	7kw Mode 3 with Type 2 Connector	230v AC 32 Amp Single Phase dedicated supply
Flats/Apartments	20% of available spaces to be fitted with a fast charge socket		
C2 Care/Nursing Home	A further 20% of available spaces to be provided with power supply to provide additional fast charge socket	Feeder pillar or equivalent permitting future connection.	230v AC 32 Amp Single Phase dedicated supply
C3 Elderly (Sheltered)			
Commercial Development (Offices / Employment Retail / Leisure Uses)	EV Charging Requirement	Charge Point Specification	Power Requirement
E Offices, light Industry 500m ² >; B2 General Industrial 500m ² >; B8 Storage & Distribution 1000m ² >; E Doctors/Dentists practices; F.1 Schools/Colleges; E Retail 500m ² >; C1 Hotels; E/F.2/sui generis Sports Clubs, Health Clubs, Leisure Centres, Theatres, Cinemas, Conference Centres, 500m ² >	10% of available spaces to be fitted with a fast charge socket	7kw Mode 3 with Type 2 Connector	230v AC 32 Amp Single Phase dedicated supply
	A further 10% of available spaces to be provided with power supply to provide additional fast charge socket	Feeder pillar or equivalent permitting future connection.	230v AC 32 Amp Single Phase dedicated supply

Sui Generis Uses	EV Charging Requirement	Charge Point Specification	Power Requirement
(Including all other uses not mentioned above)	Individual assessment/justification	Individual assessment/justification	To be determined by charge point specification
High demand, short stay land uses	EV Charging Requirement	Charge Point Specification	Power Requirement
(Development with high demand and short stay characteristics in strategic locations (e.g. motorway service stations, large petrol filling stations) Large or major development and regeneration projects	20% of available spaces to be fitted with a fast charge socket	7kw Mode 3 with Type 2 Connector	230vAC 32 Amp Single Phase dedicated supply
	A further 10% of available spaces to be provided with power supply to provide additional fast charge socket	Feeder pillar or equivalent permitting future connection	230vAC 32 Amp Single Phase dedicated supply
	1 or more rapid charge sockets	50kw Mode 4 (DC) Multi-standard charge point	400v AC 100Amp Triple Phase dedicated supply

Note: Please refer to BEAMA Guide to Electric Vehicle Infrastructure (April 2015)⁴ for guidance and further information on charging modes and connector types.

⁴ <https://www.beama.org.uk/resourceLibrary/beama-guide-to-electric-vehicle-infrastructure.html>

EQUALITY SCREENING

Equality Impact Assessment guidance should be considered when completing this form.

POLICY/FUNCTION/ACTIVITY	LEAD OFFICER
Runnymede Borough Parking Guidance (SPD)	Georgina Pacey

A. What is the aim of this policy, function or activity? Why is it needed? What is it hoped to achieve and how will it be ensured it works as intended? Does it affect service users, employees or the wider community?

The aim of the new Runnymede Borough Parking Guidance SPD is to set out the Council's expectations in respect of parking requirements associated with new development and help ensure that development proposals make satisfactory car and cycle parking provision which is appropriate to their locality and the nature of development proposed.

The new Parking Guidance SPD builds upon the policies set out in the Runnymede 2030 Local Plan to encourage active and sustainable travel, to ensure the safe and efficient operation of the highway network and deliver new development which responds appropriately to its context (notably, Policies SD3: Active & Sustainable Travel; SD4: Highway Design Considerations; SD7: Sustainable Design and EE1: Townscape and Landscape Quality) and as such, it is a fundamental part of the planning policy 'toolkit'.

In setting new local and flexible parking guidance, the Council has sought to strike the right balance between providing sufficient parking for the occupiers of new development, whilst encouraging modal shift when other more sustainable and active travel options are readily available.

The new parking guidance, once adopted, will replace previous car parking guidance from 2001. The new guidance reflects the changes that have taken place in modal and vehicle use since 2001, including increased cycle use and the introduction of electric vehicles, as well as increasing concerns about air quality and climate change in respect to emissions from combustion powered vehicles.

The guidance also draws upon Surrey County Council's updated Vehicular and Cycle Parking Guidance (adopted in January 2018).

The Parking Guidance SPD which has been drafted for public consultation sets out in detail the parking requirements associated with new residential development, and non-residential development including new employment, commercial, leisure and other uses.

The Parking Guidance SPD advises upon the level of car and cycle parking to be considered when preparing proposals for new development. The SPD also sets out detailed guidance upon the provision of new electric charging points, the use of travel plans, car clubs and the potential circumstances where developments may need to contribute towards the set up or expansion of controlled parking zones.

When finalised, the document will be adopted as a supplementary planning document (SPD) and will be an important material consideration during the determination of planning applications.

The Parking Guidance SPD will not affect any employees or service users on the basis of a protected characteristic(s) they have. Any effects it has on the wider Borough community, including those groups with protected characteristics is likely to be beneficial through the more careful and detailed consideration applicants will give towards ensuring higher quality development in the future.

B. Is this policy, function or activity relevant to equality? Does the policy, function or activity relate to an area in which there are known inequalities, or where different groups have different needs or experience? Remember, it may be relevant because there are opportunities to promote equality and greater access, not just potential based on adverse impacts or unlawful discrimination.

The Protected Characteristics are; Sex, Age, Disability, Race, Religion and Beliefs, Sexual Orientation, Marriage and Civil Partnership, Gender Reassignment, Pregnancy and Maternity.

There are not assessed to be any potential negative impacts on any protected characteristics if the Parking Guidance SPD were to be adopted. It is anticipated that there will be positive impacts for all parts of the community as a result of appropriate levels of parking provision being made associated with new development, aligned to updated planning policy set out in the Runnymede 2030 Local Plan and guidance contained in Surrey County Council's updated Vehicular and Cycle Parking Guidance (adopted in January 2018).

In accordance with adopted Surrey County Council parking guidance, the guidance set out in the new Parking Guidance SPD confirms that parking for disabled drivers needs to be fully considered when planning a new development. The SPD also specifically adopts the parking standards set out in updated Surrey guidance in relation to the provision of parking spaces for disabled users. The guidance set out in the new SPD suggests that:

- for non-residential development, an additional 5% of total parking spaces should be allocated for disabled users or a minimum of 1 space per 750m² (whichever is the greater) to meet demand;
- such spaces should have dimensions of 3.6m by 5m and be located no further than 50m from an accessible entrance, (ideally the main entrance), clearly signed and undercover and;
- all parking for disabled drivers should be designed and provided in accordance with the appropriate government guidance.

It is anticipated that the Parking Guidance SPD, through the inclusion of these standards, will provide a positive impact for people with the protected characteristic of disability. A review of the comments received following the public consultation will be undertaken and any

implications in terms of equalities will be discussed with the Council's Equalities Group. Continued monitoring of the Parking Guidance SPD will take place after it is adopted which may reveal any positive or negative impacts that exist and will assist officers in providing measures that seek to mitigate any negative impacts on any of the protected characteristics.

If the policy, function or activity is relevant to equality then a full Equality Impact Assessment may need to be carried out. If the policy function or activity does not engage any protected characteristics, then you should complete Part C below. Where Protected Characteristics are engaged, but Full Impact Assessment is not required because measures are in place or are proposed to be implemented that would mitigate the impact on those affected or would provide an opportunity to promote equalities please complete Part C.

C. If the policy, function or activity is not considered to be relevant to equality, what are the reasons for this conclusion? Alternatively, if it is considered that there is an impact on any Protected Characteristics but measures are in place or are proposed to be implemented please state those measures and how it/they are expected to have the desired result. What evidence has been used to make this decision? A simple statement of 'no relevance' or 'no data' is not sufficient.

A six-week public consultation on the Parking Guidance SPD will provide the opportunity for local communities and other interested parties to provide comments which will be considered in relation to any protected characteristics. Equality implications will also be discussed with the Council's Equalities Group to ensure that the Parking Guidance SPD is fully compliant with the Equality Act.

Once adopted, the Parking Guidance SPD will be of equal benefit to all members of the community who live, visit and/or work in the Borough.

The Runnymede Borough Parking Guidance SPD sets out the Council's expectations in respect of parking requirements associated with new development. It is fully consistent and complementary to the Runnymede 2030 Local Plan, which has had a detailed EqIA undertaken at each stage of Plan preparation. The Parking Guidance SPD provides detailed guidance to help implement the requirements of Policies SD3, SD4, SD7 and EE1 of the Runnymede Local Plan which have already been assessed under EqIA to have either positive or neutral impacts on protected characteristics of the population.

Continued monitoring of the Parking Guidance SPD will take place after it is adopted which may reveal any positive or negative impacts that exist and will assist officers in providing measures that seek to mitigate any negative impacts on any of the protected characteristics.

It is not considered therefore that a full EqIA is required.

Date completed: 09/10/2020 by Georgina Pacey

Sign-off by senior manager: Rachel Raynaud

Runnymede Borough Council

**Runnymede Borough Parking Guidance
Supplementary Planning Document (SPD)**

Strategic Environmental Assessment (SEA)

Screening Statement - Determination under Regulation 9 of the SEA Regulations 2004

Habitats Regulations Assessment (HRA)

Screening Statement – Determination under Regulation 105 of the Conservation of Habitats
and Species Regulations 2017

October 2020

Introduction

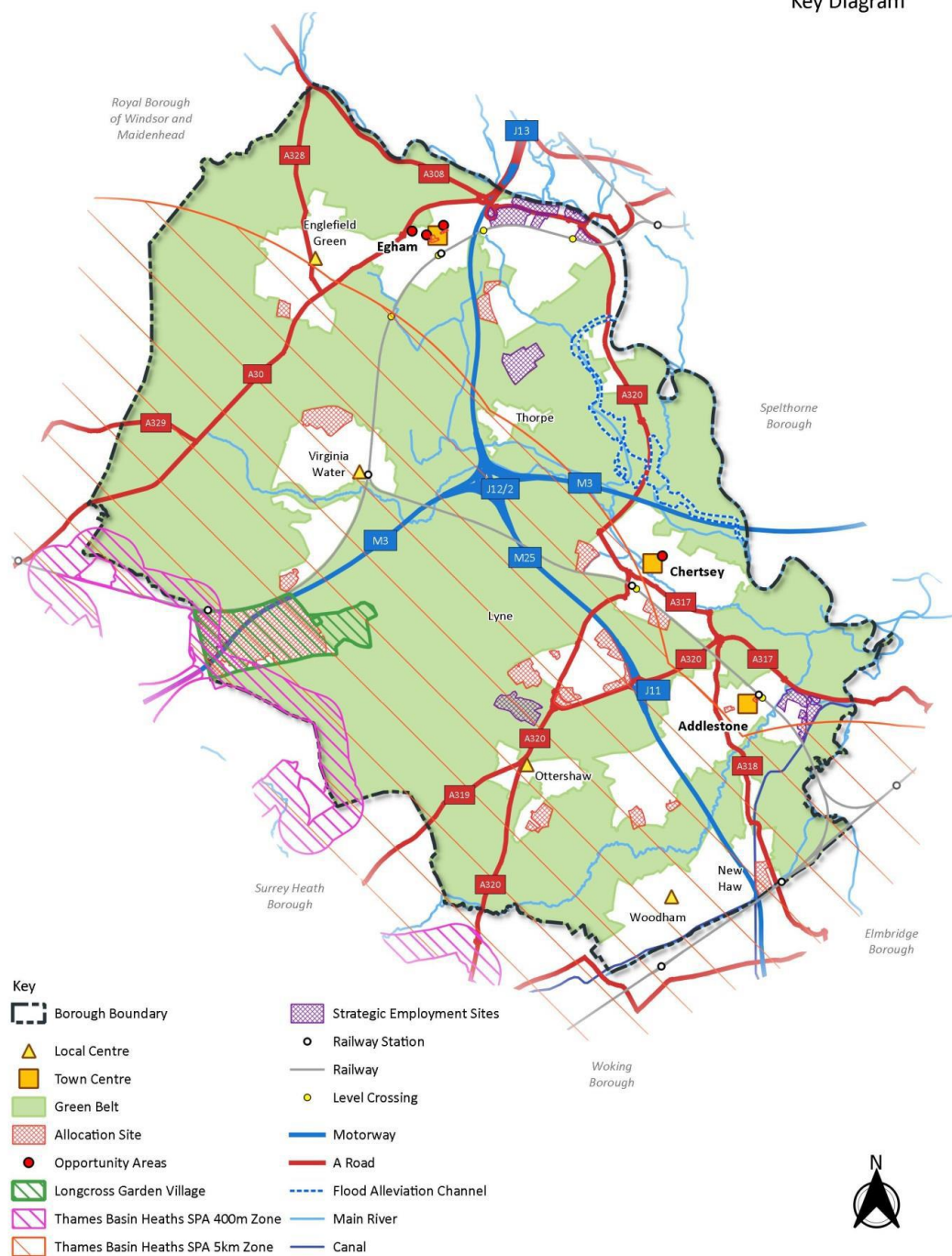
- 1.1. This Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA) screening determination has been undertaken by Runnymede Borough Council in their duty to determine whether the Runnymede Borough Parking Guidance Supplementary Planning Document (SPD) requires SEA or HRA. This screening assessment is based on the draft SPD dated October 2020.
- 1.2. Regulation 9 (1) of the Environmental Assessment of Plans and Programmes Regulations 2004 requires authorities to determine whether or not a Strategic Environmental Assessment is required for certain plans, policies or programmes. This statement also sets out the Borough Council's determination as to whether Appropriate Assessment is required under Regulation 105 of the Conservation of Habitats & Species Regulations 2017.
- 1.3. Under the requirements of the European Union Directive 2001/42/EC (Strategic Environmental Assessment (SEA) Directive)) and Environmental Assessment of Plans and Programmes Regulations (2004), specific types of plans that set the framework for the future development consent of projects or which require Appropriate Assessment must be subject to an environmental assessment.
- 1.4. There are exceptions to this requirement for plans that determine the use of a small area at a local level and for minor modifications if it has been determined that the plan is unlikely to have significant environmental effects.
- 1.5. In accordance with the provisions of the SEA Directive and the Environmental Assessment of Plans and Programmes Regulations (2004) (Regulation 9 (1)), the Borough Council must determine if a plan requires an environmental assessment. In accordance with Article 6 of the Habitats Directive (92/43/EEC) and Regulation 105 of the Conservation of Habitats & Species Regulations 2017, the Borough Council is the competent authority for determining if a plan requires Appropriate Assessment.

Background to the Runnymede Borough Parking Guidance SPD

- 1.6. The Planning & Compulsory Purchase Act 2004 (as amended) makes provision for local authorities to prepare and adopt Local Development Documents which can include SPD's. However, an SPD does not form part of the Development Plan for an area as set out in Section 38 of the Planning & Compulsory Purchase Act 2004 (as amended) but it is a material consideration in taking planning decisions.
- 1.7. An SPD is required to be consulted on and adopted by the Borough Council and once implemented sets out additional planning guidance that supports and/or expands upon the Policies of a Local Plan.
- 1.8. The proposed Runnymede Borough Parking Guidance SPD covers all of the area within the jurisdiction of Runnymede Borough Council and contains the urban areas of Addlestone, Chertsey, Englefield Green, Egham, Ottershaw, Woodham & New Haw and Virginia Water. Interspersed between the urban areas is designated Green Belt holding numerous wooded copses, golf courses and businesses as well as small pockets of development, agriculture and equestrian uses. The M25 and M3 motorways bisect the Borough north-south and east-west respectively and effectively cut the Borough into four quarters. There are six rail stations in Runnymede Borough offering direct services to London Waterloo, Reading & Woking. A plan of the designated area is shown in Plan 1-1.

Plan 1-1: Map of Runnymede Borough

Runnymede Borough
Key Diagram



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- 1.9. There are numerous areas of woodland/copses designated as ancient/semi-natural or ancient replanted woodland which are also identified as priority habitat as well as swathes of woodpasture and parkland which is a national Biodiversity Action Plan (BAP) designation. Priority habitat designations also include areas of lowland meadows, lowland heathland, and lowland fens. There are five SSSIs located in the

Borough area, Basingstoke Canal, Langham Pond, Thorpe Haymeadow, Thorpe no.1 Gravel Pit and Windsor Forest.

- 1.10. Unit 2 of the Basingstoke Canal SSSI lies to the south of the Borough and is in an unfavourable, no change status which does not meet the PSA target of 95% in favourable or unfavourable recovering status. Status reasons are extent of habitat, lack of plant diversity and poor water quality.
- 1.11. Langham Pond SSSI is formed of 3 units. 100% of the SSSI is in a favourable or unfavourable recovering status, meeting the PSA target. The Thorpe Haymeadow SSSI is formed of one unit in a favourable condition, which also meets the PSA Target.
- 1.12. The Thorpe no.1 Gravel Pit SSSI is formed of one unit and is in a favourable condition status meeting the PSA target. The SSSI also forms part of the wider South West London Water Bodies Special Protection Area (SPA) and Ramsar, an internationally designated site for nature conservation importance.
- 1.13. The Windsor Forest SSSI is formed of 22 units with units 10, 11 and 16 within or partly within Runnymede. The SSSI is in 100% favourable condition status and meets the PSA target of 95%. The SSSI also forms part of the Windsor Forest & Great Park Special Area of Conservation (SAC) another internationally designated site for nature conservation importance.
- 1.14. Other internationally designated sites, whilst not within the Borough but within 5km include, the Thames Basin Heaths Special Protection Area and Thursley, Ash, Pirbright & Chobham SAC.
- 1.15. The Borough also lies within 12km of the Mole Gap to Reigate Escarpment SAC, 12.2km from Burnham Beeches SAC, 13km of the Richmond Park and Wimbledon Common SACs, 20km from the Chiltern Beechwoods SAC, 23km from the Wealden Heaths Phase I SPA and its component parts (including Thursley, Hankley & Frensham Commons SPA and Thursley & Ockley Bog Ramsar) and 30km from the Wealden Heaths Phase II SPA.
- 1.16. There are also over 30 Sites of Nature Conservation Importance (SNCIs) in the Borough as well as two Local Nature Reserves at Chertsey Meads and Riverside Walk in Virginia Water. The Borough lies within the River Wey and Tributaries catchment and there are large areas of the Borough, including within its urban areas which lie within flood risk zones 2 and 3 including functional floodplain.
- 1.17. From a heritage perspective, the Borough contains numerous statutorily listed or locally listed buildings and structures most notably the Grade I Royal Holloway College building in Englefield Green. There are 6 Conservation Areas in the borough as well as 6 scheduled ancient monuments, 48 areas of high archaeological potential and four historic parks and gardens.
- 1.18. The Runnymede Borough Parking Guidance SPD does not form part of the Development Plan for the area and does not allocate any sites for development or propose policies for the use of land but is a material consideration in decision making. The 2030 Local Plan which is the document which allocates sites and contains policies concerning land use has been the subject of Sustainability Appraisal (including the requirements for Strategic Environmental Assessment) as well as Habitats Regulations Assessment (HRA).
- 1.19. The Parking Guidance SPD advises upon the level of car and cycle parking to be considered when preparing proposals for new development. The SPD also sets out detailed guidance upon the provision of new electric charging points, the use of travel

plans, car clubs and the potential circumstances where developments may need to contribute towards the set up or expansion of controlled parking zones.

- 1.20. The aim of the new Runnymede Borough Parking Guidance SPD is to be clear in the Council's expectations in respect of parking requirements associated with new development and help ensure that development proposals make satisfactory car and cycle parking which is appropriate to their locality and the nature of development proposed.
- 1.21. The new Parking Guidance SPD builds upon the policies set out in the Runnymede 2030 Local Plan to encourage active and sustainable travel, to ensure the safe and efficient operation of the highway network and deliver new development which responds appropriately to its context (notably, Policies SD3: Active & Sustainable Travel; SD4: High Design Considerations; SD7: Sustainable Design and EE1: Townscape and Landscape Quality) and as such, it is a fundamental part of the planning policy 'toolkit'.
- 1.22. In setting new local and flexible parking guidance, the Council has sought to strike the right balance between providing sufficient parking for the occupiers of new development, whilst encouraging modal shift when other more sustainable and active travel options are readily available.
- 1.23. The new parking guidance will replace previous car parking guidance from 2001, reflecting the changes that have taken place in modal and vehicle use since 2001, including increased cycle use and the introduction and increasing use of electric vehicles, as well as increasing concerns about air quality and climate change in respect to emissions from combustion powered vehicles.
- 1.24. The guidance also draws upon the Surrey County Council's updated Vehicular and Cycle Parking Guidance (adopted in January 2018).
- 1.25. The Parking Guidance SPD which has been drafted for public consultation sets out in detail the parking requirements associated with new residential development, and non-residential development including new employment, commercial, leisure and other uses.

Sustainability Appraisal

- 1.26 The Planning and Compulsory Purchase Act 2004 and associated Regulations (as amended), requires a local authority to carry out a Sustainability Appraisal (SA) for their Local Plan documents. This considers the social and economic impacts of a plan as well as the environmental impacts. SPDs are not Local Plan documents and therefore a Sustainability Appraisal is not required.

Habitats Regulations Assessment (HRA) – Screening

- 1.27 The need to undertake an Appropriate Assessment as part of an HRA is set out within the EC Habitats Directive 92/43/EEC and transposed into British Law by Regulation 105 of the Conservation of Habitats and Species Regulations 2017. The Appropriate Assessment stage of HRA is only required should the preliminary screening assessment not be able to rule out likely significant effects.
- 1.28 The European Habitats Directive requires that any plan or project likely to have a significant effect on a European site must be subject to an Appropriate Assessment. The Habitats Directive states that any plan or project not connected to or necessary for a site's management, but likely to have significant effects thereon shall be subject

to appropriate assessment. There are four distinct stages in HRA namely: -

Step 1: Screening – Identification of likely impacts on a European site either alone or in combination with other plans/projects and consideration of whether these are significant. Following the decision of the ECJ in the *People Over Wind & Sweetman v. Coillite Teoranta* (C-323/17) case, avoidance and/or mitigation measures cannot be taken into account at the screening stage and it is purely an exercise to determine if possible pathways for effect exist and whether these can be ruled out taking account of the precautionary principle. It is the opinion of this HRA screening assessment and in light of the Planning Practice Guidance Note on Appropriate Assessment that adopted policies of the current development plan cannot be taken into account at this stage of HRA where they are proposing mitigation for European Sites. Similarly, any HRA undertaken for other development plan documents which have not been through Examination in Public (EiP) and found sound should only be given limited weight. However, it is considered that greater weight can be attributed to screening undertaken in HRAs which support development plan documents found sound at examination. In this respect, this screening assessment takes account of the Runnymede 2030 Local Plan HRA where it indicates that effects can be screened out in the absence of avoidance/mitigation.

Step 2: Appropriate Assessment – consideration of the impact on the integrity of the European Site whether alone or in combination with other plans or projects with respect to the sites structure, function and conservation objectives. Where there are significant effects, step 2 should consider potential avoidance and/or mitigation measures.

Step 3: Assessment of Alternative Solutions – Assessing alternative ways of achieving the objectives of the plan/project which avoids impact, if after Step 2 significant effect cannot be ruled out even with avoidance or mitigation measures; and

Step 4: Assessment of Compensatory Measures – Identification of compensatory measures should impact not be avoided and no alternative solutions exist and an assessment of imperative reasons of overriding public interest (IROPI) deems that a project should proceed.

- 1.29 Should step 1 reveal that significant effects are likely, or effect cannot be discounted because of uncertainty, then it is necessary to move onto step 2: Appropriate Assessment. If step 2 cannot rule out significant effect even with avoidance and/or mitigation, then the process moves onto step 3 and finally step 4 if no alternative solutions arise.

Step 1 - Screening

- 1.30 There are four stages to consider in a screening exercise: -

Stage 1: Determining whether the plan/project is directly connected with or necessary to the management of the site;

Stage 2: Describing the plan/project and description of other plan/projects that have the potential for in-combination impacts;

Stage 3: Identifying potential effects on the European site(s); and

Stage 4: Assessing the significance of any effects.

Stage 1

- 1.31 It can be determined that the Runnymede Borough Parking Guidance SPD is not directly connected with or necessary to the management of a European site.

Stage 2

- 1.32 Information about the Runnymede Borough Parking Guidance SPD can be found in paragraphs 1.6 to 1.25 of this screening assessment. Table 1-1 lists those other plans and projects, which may have in-combination impacts.

Table 1-1: Other Key Plans/Projects

<p>Plan/ Project</p>	<p>National Planning Policy Framework (2019): High level national planning policy covering topics such as housing, economy, employment, retail as well as biodiversity, flood risk and heritage.</p> <p>South East Plan 2009: Saved Policy NRM6 sets out protection for the Thames Basin Heaths SPA.</p> <p>London Plan 2016: Contains planning policies for the development of land across the wider London area including housing and employment allocations with a target of 42,000 new homes per annum.</p> <p>Runnymede 2030 Local Plan: Sets policies for the consideration of development and the spatial strategy for the Borough including provision of 7,920 dwellings over the Plan period and allocations for residential, employment and retail development.</p> <p>Runnymede Local Plan Second Alteration (2001): The current adopted Local Plan setting out policies for the use of land in the Runnymede area. All policies in the 2001 Plan will be replaced on adoption of the 2030 Local Plan.</p> <p>Other Local Authority Local Plans within 10km or adjoining sites identified in paras 1.8 to 1.12: Housing target for areas around European sites set out in Table 1-2.</p> <p>Large Scale Projects within 10km or adjoining European Sites: Large scale projects within 10km are subsumed in the consideration of 'Other Local Authority Local Plans' above.</p> <p>Thames Basin Heaths Joint Delivery Framework 2009: Sets out the agreed Framework regarding the approach and standards for avoiding significant effects on the Thames Basin Heaths SPA.</p> <p>Environment Agency, Thames River Basin District Management Plan (2015): Sets out actions to improve water quality. Future aims for the River Wey include implementing Lower Wey Oxbow Restoration Project to enhance and restore the main Wey river channel and Wey Diffuse Advice Project throughout the catchment.</p> <p>Environment Agency, Thames Catchment Flood Management Plan (2009): Aim is to promote more sustainable approaches to managing flood risk. Will be delivered through a combination of different approaches.</p> <p>Environment Agency, River Wey Catchment Abstraction Management Strategy (2019): identifies the Wey having restricted 'Water available for licensing'.</p> <p>Environment Agency, Water Resources Strategy: Regional Action Plan for Thames Region (2009): Key priorities for Thames region include ensuring sufficient water resources are available, making water available in over-abstracted catchments and reducing demand.</p>
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Table 1-2: List of Local Authority Housing Targets within 10km of European Sites

Site	Local Plan Area	Housing Target
Thames Basin Heaths SPA*		
	Waverley Borough	11,210
	Guildford Borough	10,678
	Woking Borough	4,964
	Surrey Heath Borough	3,240
	Runnymede Borough	7,920
	Elmbridge Borough	3,375
	Bracknell Forest Borough	11,139
	Windsor & Maidenhead	14,260
	Wokingham Borough	13,230
	Rushmoor Borough	8,884
	Hart District	7,614
Total		96,514
Windsor Forest & Great Park SAC		
	Runnymede Borough	7,920
	Woking Borough	4,964
	Surrey Heath Borough	3,240
	Spelthorne Borough	3,320
	Elmbridge Borough	3,375
	Windsor & Maidenhead Borough	14,260
	Bracknell Forest Borough	11,139
	Slough Borough	6,250
	South Bucks District	2,800
	LB Hillingdon	6,375
	LB Hounslow	13,040
Total		76,683
South West London Water Bodies SPA & Ramsar		
	Runnymede Borough	7,920
	Elmbridge Borough	3,375
	Spelthorne Borough	3,320
	Epsom & Ewell Borough	3,620
	Mole Valley District	3,760
	Windsor & Maidenhead Borough	14,260
	Slough Borough	6,250
	Bracknell Forest Borough	11,139
	South Bucks District	2,800
	LB Hillingdon	6,375
	LB Hounslow	13,040
	LB Ealing	14,000
	LB Kingston	5,625
	LB Richmond	3,150
Total		98,634

* Also includes the Thursley, Ash, Pirbright & Chobham SAC

Stage 3

- 1.33 Information regarding the European site(s) screened and the likely effects that may arise due to implementation of the Runnymede Borough Parking Guidance SPD can be found in Tables 1-3 to 1-6 and 1-7. All other European Sites were screened out of

this assessment at an early stage as it was considered that their distance from the Borough area meant that there is no pathway or mechanism which would give rise to significant effect either alone or in combination. In this respect regard has been had to the 2030 Local Plan HRA specifically paragraphs 2.1-2.2 and Table 1 of the HRA of Main Modifications (December 2019).

Table 1-3: Details of Thames Basin Heaths SPA and Potential Effects Thereon

European site:	Thames Basin Heaths Special Protection Area (SPA).
Site description:	The Thames Basin Heaths SPA was proposed in October 2000, and full SPA status was approved on 9 March 2005. It covers an area of some 8,274 ha, consisting of 13 Sites of Special Scientific Interest (SSSI) scattered from Surrey, to Berkshire in the north, through to Hampshire in the west. The habitat consists of both dry and wet heathland, mire, oak, birch acid woodland, gorse scrub and acid grassland with areas of rotational conifer plantation.
Relevant international nature conservation features:	Thames Basin Heaths SPA qualifies under Article 4.1 of the Birds Directive (79/409/EEC) by supporting populations of European importance of the following species listed on Annex I of the Directive: During the breeding season: <ul style="list-style-type: none"> - Nightjar <i>Caprimulgus europaeus</i>: 7.8% of the breeding population in Great Britain (count mean, 1998-1999); - Woodlark <i>Lullula arborea</i>: 9.9% of the breeding population in Great Britain (count as at 1997); - Dartford warbler <i>Sylvia undata</i>: 27.8% of the breeding population in Great Britain (count as at 1999).
Environmental conditions which support the site	<ul style="list-style-type: none"> • Appropriate management • Management of disturbance during breeding season (March to July) • Minimal air pollution • Absence or control of urbanisation effects, such as fires and introduction of invasive non-native species • Maintenance of appropriate water levels • Maintenance of water quality
Potential Effects arising from the Runnymede Borough Parking Guidance SPD	<ul style="list-style-type: none"> • None (see Table 1-7)

Table 1-4: Details of Thursley, Ash, Pirbright & Chobham SAC and Potential Effects Thereon

International site:	Thursley, Ash, Pirbright & Chobham Special Area of Conservation (SAC)
Site description:	The Thursley, Ash, Pirbright & Chobham SAC covers an area of some 5,154 ha with areas of wet and dry heathland, valley bogs, broad-leaved and coniferous woodland, permanent grassland and open water.
Relevant international nature conservation features:	The Thursley, Ash, Pirbright and Chobham Special Area of Conservation is designated for three Annex I habitats. The qualifying Annex 1 habitats are: <ul style="list-style-type: none"> - Wet heathland with cross-leaved heath - Dry heaths - Depressions on peat substrates
Environmental Conditions which Support the Site	<ul style="list-style-type: none"> • Appropriate management; • Managed recreational pressure; • Minimal air pollution; • Absence or control of urbanisation effects such as fires and introduction of invasive non-native species; • Maintenance of appropriate water levels; • Maintenance of water quality.
Potential Effects arising from the Runnymede Borough Parking Guidance SPD	<ul style="list-style-type: none"> • None (see Table 1-7)

Table 1-5: Details of Windsor Forest & Great Park SAC and Potential Effects Thereon

International site:	Windsor Forest & Great Park SAC
Site description:	The Windsor Forest & Great Park SAC covers an area of some 1,680 ha with Atlantic acidophilus beech forests with Ilex and sometimes Taxus. It is one of four outstanding locations in the UK for oak woods on sandy plains and is one of only three areas in the UK for Limoniscus violaceus (violet click beetle).
Relevant international nature conservation features:	Annex I habitat of oak woods on sandy plain which is the primary reason for designation with Atlantic beech forests.
Environmental Conditions	<ul style="list-style-type: none"> • Loss of trees through forestry management • Urbanisation • Managed recreational pressure

which Support the Site	<ul style="list-style-type: none"> • Air Quality
Potential Effects arising from the Runnymede Borough Parking Guidance SPD	<ul style="list-style-type: none"> • None (see Table 1-7)

Table 1-6: Details of South West London Water Bodies SPA & Ramsar and Potential Effects Thereon

International site:	South West London Water Bodies SPA & Ramsar
Site description:	The South West London Water Bodies SPA & Ramsar covers an area of some 825 ha and is formed from 7 former gravel pits and reservoirs which support overwintering populations of protected bird species.
Relevant international nature conservation features:	Supports overwintering populations of:- Gadwall Shoveler
Environmental Conditions which Support the Site	<ul style="list-style-type: none"> • Managed recreational pressure • Water quality • Water abstraction
Potential Effects arising from the Runnymede Borough Parking Guidance SPD	<ul style="list-style-type: none"> • None (see Table 1-7)

Stage 4

1.34 The consideration of potential effects is set out in Table 1-7.

Table 1-7: Assessment of Potential Effects

Indirect effect from recreational disturbance and urbanisation.	The likely effects of recreational disturbance have been summarised in the Underhill-Day study for Natural England and RSPB (2005); this provides a review of the urban effects on lowland heaths and their wildlife. The main issues relating to the conservation objectives and the integrity of the SPAs and SAC's effected by recreational disturbance and urbanisation as a whole are: fragmentation, disturbance, fires, cats, dogs (as a
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	<p>result of nest disturbance and enrichment), prevention of management, off-roading, vandalism and trampling.</p> <p>Natural England has advised that recreational pressure, as a result of increased residential development within 5km of the Thames Basin Heaths SPA & Thursley, Ash, Pirbright & Chobham SAC (or sites of 50 or more dwellings within 7km), is having a significant adverse impact on the Annex I bird species. Woodlark and Nightjar are ground nesting and Dartford Warblers nest close to the ground. They are therefore sensitive to disturbance, particularly from dogs, but also from walkers, and cyclists etc. They are, in addition, vulnerable to other effects of urbanisation, in particular predation by cats.</p> <p>Joint work involving Natural England and the authorities affected by the SPA/SAC have agreed a mechanism to avoid impacts to the SPA/SAC from recreational activities in the form of Suitable Alternative Natural Greenspace (SANG) and Strategic Access Management & Monitoring (SAMM) and from the impacts of urbanisation by not allowing any net additional dwellings within 400m of the SPA.</p> <p>In terms of the Windsor Forest & Great Park SAC the Runnymede 2030 Local Plan HRA states that forestry management and recreational impacts has the potential for loss of trees and damage to trees from burning (arson).</p> <p>For the South West London Water Bodies SPA & Ramsar threats arise through unmanaged recreational activities such as use of motorboats and fishing.</p> <p>The Runnymede Borough Parking Guidance SPD advises upon the level of car and cycle parking to be considered when preparing proposals for new development. The SPD also sets out detailed guidance upon the provision of new electric charging points, the use of travel plans, car clubs and the potential circumstances where developments may need to contribute towards the set up or expansion of controlled parking zones. However, the SPD does not in itself, allocate or safeguard any land for development that could give rise to increased recreation or urbanisation impacts.</p> <p>As such, there are no pathways for effect for impacts either alone or in-combination with other plans and projects and it is considered that the Runnymede Borough Parking Guidance SPD would not give rise to likely significant effects on any of the European Sites in terms of recreation or urbanisation, such that an Appropriate Assessment is required.</p>
Atmospheric Pollution	<p>The Runnymede 2030 Local Plan HRA concludes no likely significant effect as a result of atmospheric pollution in combination with other plans and projects on the Thames Basin</p>

	<p>Heaths SPA, Thursley, Ash, Pirbright & Chobham SAC or the Windsor Forest & Great Park SAC, given the findings of the Council's air quality evidence.</p> <p>The Runnymede Borough Parking Guidance SPD advises upon the level of car and cycle parking to be considered when preparing proposals for new development. The SPD also sets out detailed guidance upon the provision of new electric charging points, the use of travel plans, car clubs and the potential circumstances where developments may need to contribute towards the set up or expansion of controlled parking zones. However, the SPD does not in itself, allocate or safeguard land for development.</p> <p>The additional provision of electric vehicle charging points guided by the SPD may help accelerate local transition towards greater use of electric vehicles and over time, could help deliver a consequential improvement/positive impact on local air quality.</p> <p>Overall, the SPD by itself or in-combination with other plans and projects is unlikely to give rise to significant effects on any of the European Sites in terms of air quality, such that an Appropriate Assessment is required.</p>
Water Quality & Resource	<p>The Runnymede 2030 Local Plan HRA concludes no likely significant effects to European sites as a result of water quality or abstraction.</p> <p>The Runnymede Borough Parking Guidance SPD advises upon the level of car and cycle parking to be considered when preparing proposals for new development. The SPD also sets out detailed guidance upon the provision of new electric charging points, the use of travel plans, car clubs and the potential circumstances where developments may need to contribute towards the set up or expansion of controlled parking zones. However, the SPD does not in itself, allocate or safeguard land for development.</p> <p>The SPD, either by itself or in-combination with other plans and projects is unlikely to give rise to significant effects on any of the European Sites in terms of water quality, such that an Appropriate Assessment is required.</p>

- 1.35 It is the conclusion of this updated HRA that following a screening assessment it can be ascertained, in light of the information available at the time of assessment and even in the absence of avoidance and mitigation measures that the Runnymede Borough Parking Guidance SPD **will not** give rise to significant effects on European Sites either alone or in-combination with other plans and/or projects. Given the findings of the screening assessment it is considered that a full appropriate assessment is not required.

The SEA Screening Process

- 1.36 The process for determining whether or not an SEA is required is called 'screening'. For some types of plan or programme SEA is mandatory and includes the following:
- Plans which are prepared for town and country planning or land use and which set the framework for future development consent of projects listed in the Environmental Impact Assessment (EIA) Directive; or
 - Plans which have been determined to require an assessment under the Habitats Directive (this has already been screened out as set out in paragraphs 1.26 to 1.35 of this screening assessment).
- 1.37 However, the main determining factor when considering whether a plan or programme requires SEA is whether it will have significant environmental effects.
- 1.38 Within 28 days of making its determination, the determining authority must publish a statement, such as this one, setting out its decision. If it is determined that an SEA is not required, the statement must include the reasons for this.
- 1.39 This Screening Report sets out the Council's determination under Regulation 9(1) of the Environmental Assessment of Plans and Programmes Regulations 2004 on whether or not SEA is required for the Runnymede Borough Parking Guidance SPD. The Borough Council must consult with the three statutory bodies (Environment Agency, Historic England, Natural England) and take their views into account before issuing a final determination. The responses received from the three statutory bodies and how the Council has taken these into account in this screening determination are set out in Table 1.8.

Table 1-8: Comments from Statutory Bodies to draft Screening Assessment

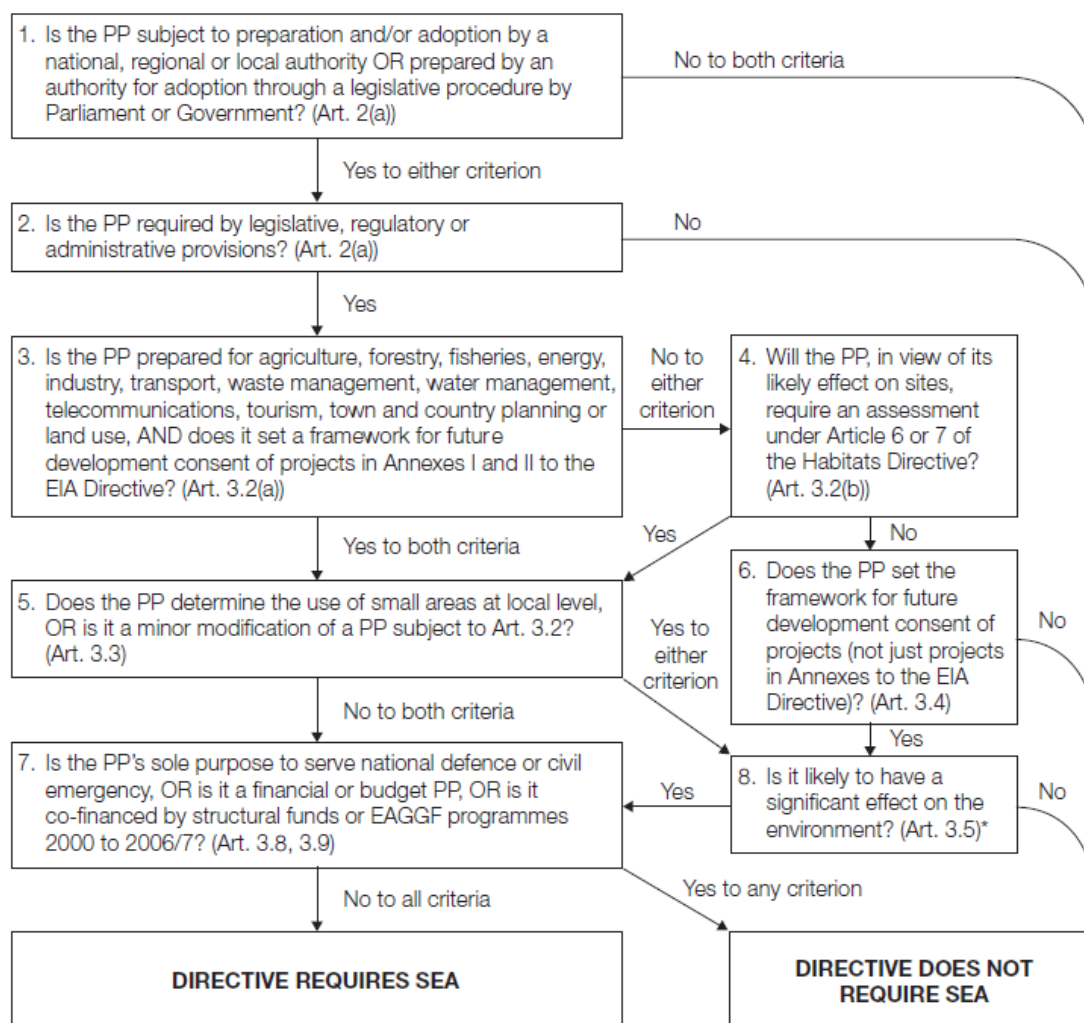
Statutory Body	Response	Comment & Action
Environment Agency		
Historic England		
Natural England		

- 1.40 The determination is based on a two-step approach, the first of which is to assess the plan against the flowchart as set out in government guidance *A Practical Guide to the Strategic Environmental Assessment Directive*¹. The flow chart is shown in Figure 1.

¹ A Practical Guide to the Strategic Environmental Process (2005) ODPM. Available at: <https://www.gov.uk/government/publications/strategic-environmental-assessment-directive-guidance>

Figure 1:

This diagram is intended as a guide to the criteria for application of the Directive to plans and programmes (PPs). It has no legal status.



*The Directive requires Member States to determine whether plans or programmes in this category are likely to have significant environmental effects. These determinations may be made on a case by case basis and/or by specifying types of plan or programme.

- 1.41 The second step is to consider whether the Runnymede Borough Parking Guidance SPD will have significant environmental effects when considered against the criteria set out in Annex II of the Directive and Schedule I of the Regulations. The findings of step 1 and step 2 are shown in Tables 1-9 and 1-10.

Table 1-9: SEA Screening Step 1

Stage in Flowchart	Y/N	Reason
1. Is the plan/programme subject to preparation and/or adoption by a national, regional or local authority or prepared by an authority for adoption through a legislative procedure by parliament or Government? (Article 2(a))	Y	The provision to prepare and adopt a Local Development Document is given by the Planning & Compulsory Purchase Act 2004 (as amended). The Runnymede Borough Planning Guidance SPD will be prepared and adopted by Runnymede Borough Council. The preparation and adoption procedure is set out in the Town & Country Planning (Local Development)(England) Regulations 2012. Whilst not forming part of the Development Plan the SPD will be a material consideration in planning decisions. Move to Stage 2
2. Is the plan/programme required by legislative, regulatory or administrative provisions? (Article 2(a))	N	There is no mandatory requirement to prepare or adopt Supplementary Planning Documents and if adopted it will not form part of the Development Plan for Runnymede. As answer is No, flowchart identifies end to screening process, but move to Stage 3 for completeness.
3. Is the plan/programme prepared for agriculture, forestry, fisheries, energy, industry, transport, waste management, water management, telecommunications, tourism, town and country planning or land use, AND does it set a framework for future development consent of projects in Annexes I and II to the EIA Directive? (Article 3.2(a))	N	Whilst the plan is prepared for town & country planning, the SPD does not set the framework for future development consents for projects in Annex I or II to the EIA Directive. Move to Stage 4.
4. Will the plan/programme, in view of its likely effect on sites, require an assessment under	N	The HRA screening undertaken in paragraphs 1.26 to 1.35 of this assessment has determined that

Stage in Flowchart	Y/N	Reason
Article 6 or 7 of the Habitats Directive? (Article 3.2(b))		Appropriate Assessment is not required. Move to Stage 6.
5. Does the plan/programme determine the use of small areas at local level, OR is it a minor modification of a PP subject to Art. 3.2? (Article 3.3)	N/A	<p>The SPD will not form part of the Runnymede Development Plan and does not therefore determine the use of small areas at a local (or any) level.</p> <p>The plan is not a minor modification of an existing plan.</p> <p>Move to Stage 6</p>
6. Does the plan/programme set the framework for future development consent of projects (not just projects in Annexes to the EIA Directive)? (Article 3.4)	N	<p>The SPD does not allocate any land or sites for development or set a framework for future development consents.</p> <p>As answer is No, flowchart identifies end to screening process, but move to Stage 8 for completeness.</p>
7. Is the plan/programme's sole purpose to serve national defence or civil emergency, OR is it a financial or budget PP, OR is it co-financed by structural funds or EAGGF programmes 2000 to 2006/7? (Article 3.8, 3.9)	N	<p>The sole purpose of the SPD is not to serve national defence or civil emergency. It is also not a budget plan or programme.</p>
8. Is it likely to have a significant effect on the environment? (Article 3.5)	N	<p>Effects on the environment and whether these are significant are considered in Table 1-10.</p> <p>No Significant Effects identified in Table 1-10, so determine that SEA is not required.</p>

Table 1-10: SEA Screening Step 2

Criteria (from Annex II of SEA Directive and Schedule I of the Regulations)		Response
Characteristics of the plan or programme		Significant Effect?
(a) The degree to which the plan or programme sets a framework for projects and other activities, either with regard to the location, nature, size and operating conditions or by allocating resources.	<p>The Runnymede Borough Parking Guidance SPD does not set out policies against which development proposals in the Runnymede area will be considered, although it will be a material consideration in decision making.</p> <p>The Runnymede Borough Parking Guidance SPD advises upon the level of car and cycle parking to be considered when preparing proposals for new development. The SPD also sets out detailed guidance upon the provision of new electric charging points, the use of travel plans, car clubs and the potential circumstances where developments may need to contribute towards the set up or expansion of controlled parking zones.</p> <p>The SPD will be applied as guidance rather than policy and as such it does not set a distinct framework for projects or other activities.</p>	N
(b) The degree to which the plan or programme influences other plans and programmes including those in a hierarchy.	The Runnymede Borough Parking Guidance SPD does not influence other plans or programmes but is itself influenced by other plans (i.e. the Runnymede Local Plan and the NPPF). It does not influence any plans in a hierarchy.	N
(c) The relevance of the plan or programme for the integration of environmental considerations, in particular with a view to promoting sustainable development.	<p>The Runnymede Borough Parking Guidance SPD advises upon the level of car and cycle parking to be considered when preparing proposals for new development. The SPD also sets out detailed guidance upon the provision of new electric charging points, the use of travel plans, car clubs and the potential circumstances where developments may need to contribute towards the set up or expansion of controlled parking zones.</p> <p>The levels of car parking to be provided in association with new commercial development are suggested as maximums</p>	N

Criteria (from Annex II of SEA Directive and Schedule I of the Regulations)	Response	
	<p>recognising that many commercial destinations offer alternative means of travel other than the private car. Residential car parking levels suggested for town centres are also proposed to be lower, for the same reason. The new cycle parking standards are also heightened from those currently operating. In this context, the new standards will make an important contribution towards delivering sustainable development, in accordance with the strategy set out in the Runnymede Local Plan.</p> <p>However, as the SPD does not allocate any land for development its impact to the integration of environmental considerations could not in itself, be regarded as significant.</p>	
(d) Environmental problems relevant to the plan or programme.	<p>Environmental problems include potential recreational or urbanising impacts, atmospheric pollution and water resources to European sites. Paragraphs 1.26 to 1.35 of this assessment set out the effects of the SPD on European sites and has determined no significant effects, whilst noting that the additional provision of electric vehicle charging points may help accelerate local transition towards greater use of electric vehicles and over time, could help deliver a consequential improvement/positive impact on local air quality.</p>	N
(e) The relevance of the plan or programme for the implementation of Community (EU) legislation on the environment (for example, plans and programmes linked to waste management or water protection).	<p>The Runnymede Borough Parking Guidance SPD is considered to have limited relevance to the implementation of Community legislation on the environment.</p>	N
Characteristics of the effects and of the area likely to be affected		
(a) The probability, duration, frequency and	<p>The Runnymede Borough Parking Guidance SPD advises upon the level of car and cycle parking to be considered when preparing</p>	N

Criteria (from Annex II of SEA Directive and Schedule I of the Regulations)	Response	
reversibility of the effects.	<p>proposals for new development. The SPD also sets out detailed guidance upon the provision of new electric charging points, the use of travel plans, car clubs and the potential circumstances where developments may need to contribute towards the set up or expansion of controlled parking zones. It does not however allocate any land or sites for development or go beyond the requirements of the 2030 Local Plan. Therefore the probability of any effect is low. Duration of any effects would likely be long term (beyond 2030) given the expected lifespans of developments constructed. Effects are expected to be generally positive but could be reversible depending on the next iteration of the Local Plan and its priorities. On the whole, effects are not considered to be significant.</p>	
(b) The cumulative nature of the effects	<p>The Runnymede Borough Parking Guidance SPD advises upon the level of car and cycle parking to be considered when preparing proposals for new development. The SPD also sets out detailed guidance upon the provision of new electric charging points, the use of travel plans, car clubs and the potential circumstances where developments may need to contribute towards the set up or expansion of controlled parking zones. The SPD does not allocate or safeguard any land for development.</p> <p>In combination with the assessed impacts of the Runnymede 2030 Local Plan and the mitigation measures set out therein, it is considered that the cumulative effects of the SPD remain low and not significant.</p>	N
(c) The transboundary nature of the effects	Given the scope of the SPD it is considered that no transboundary effects will arise.	N
(d) The risks to human health or the environment (for example, due to accidents)	None.	N

Criteria (from Annex II of SEA Directive and Schedule I of the Regulations)	Response
(e) The magnitude and spatial extent of the effects (geographical area and size of the population likely to be affected)	<p>The Runnymede Borough Parking Guidance SPD will cover the whole of the geographic area of Runnymede in Surrey. The area covered is 78km² with a population of around 83,448. Given the nature of the SPD it is considered that effects will not be significant.</p> <p>N</p>
<p>(f) The value and vulnerability of the area likely to be affected due to:</p> <ul style="list-style-type: none"> i) Special natural characteristics or cultural heritage; ii) Exceeded environmental quality standards or limit values; iii) Intensive land-use. 	<p>Given the nature of the Runnymede Borough Parking Guidance SPD:</p> <p>i) The area covered by the SPD contains 5 SSSIs with the majority in a favourable condition status which meets the PSA target of 95% in favourable or unfavourable recovering condition status. The Basingstoke Canal SSSI is in an unfavourable no change status which does not meet the PSA target. The Runnymede area contains numerous statutorily or locally listed buildings and structures as well as conservation areas, scheduled ancient monuments and areas of high archaeological potential. The area is a mixture of urban and Green Belt and contains features such as green spaces, wooded copses and golf courses. However, the SPD does not in itself allocate any land for development and therefore significant effects on natural characteristics and cultural heritage are unlikely.</p> <p>ii) There are two Air Quality Management Areas (AQMAs) in the Runnymede area, along the entire length of the M25 which runs through the Borough and the other in Addlestone at the High Street and Station Road junction. Air quality standards are exceeded at 5 air quality monitoring sites in the Runnymede area². The Environment Agency has identified the Wey catchment as having restricted water available for licensing.</p> <p>The additional provision of electric vehicle charging points guided by the SPD may help accelerate local transition towards greater use of electric vehicles and over time, help</p> <p>N</p>

² Runnymede 2017 Air Quality Annual Status Report (2017) RBC, Available at: <https://www.runnymede.gov.uk/airquality>

Criteria (from Annex II of SEA Directive and Schedule I of the Regulations)	Response	
	<p>to deliver a consequential improvement/positive impact on local air quality.</p> <p>However, the SPD does not in itself allocate any land for development and therefore significant effects on air quality and water availability/quality are unlikely.</p> <p>iii) Intensive land use occurs in the urban areas (built development), but the SPD does not in itself, allocate any land development. As such significant effects are unlikely.</p>	
(g) The effects on areas or landscapes which have recognised national, community or international protection status.	<p>The effects on European Sites for Nature Conservation are dealt with in (d) above. There are no landscapes which have recognised national, community or international protection status in the Runnymede area.</p>	N
Conclusion	<p>The Runnymede Borough Parking Guidance SPD is unlikely to give rise to significant environmental effects and as such an SEA is not required.</p>	

1.42 On the basis of the Screening process it is determined that the Runnymede Borough Parking Guidance SPD does not require a SEA under the SEA Directive and Environmental Assessment of Plans and Programmes Regulations (2004). This is because: -

- The SPD is unlikely to give rise to significant environmental effects given that it does not allocate sites for development; and
- The content of the SPD when taken as a whole and in combination with policies in the emerging 2030 Local Plan will not give rise to significant effects.

1.43 This assessment was made on the 14th October 2020.

8. **RECOMMENDATIONS FROM OVERVIEW AND SCRUTINY SELECT COMMITTEE –
REVIEW OF THE PLANNING SERVICE (LAW & GOVERNANCE - PIERO IONTA)**

Synopsis of report:

This report contains the recommendations of the Overview and Scrutiny Select Committee in respect of the scrutiny review of the Council's Planning Service.

Recommendations:

- 1. To note the recommendations of the Overview and Scrutiny Select Committee as set out in paragraphs 1.6 and 1.7 of this report; and**
- 2. To receive a report at a future meeting from Officers within the Development Management and Policy and Economic Development Teams containing guidance on how best to progress compliance with the recommendations and outcomes of the scrutiny review.**

1. Report

- 1.1 At its meeting on 6 February 2020, the Overview and Scrutiny Select Committee considered and accepted recommendations from the Member Advisory Panel that it set up to undertake tasks to progress the scrutiny review of the Council's Planning Service.
- 1.2 The Overview and Scrutiny Select Committee considered 23 recommendations from the Planning Advisory Service made following PAS's Peer Challenge Review in which a PAS Panel spent three days at the Council's offices from 12 to 14 September 2018. In February 2019 the Council had received PAS' report which was positive about the Planning Service and its officers. The 23 PAS recommendations are set out in the column entitled "PAS Recommendations" in Appendix 'G'.
- 1.3 The Overview and Scrutiny Select Committee also considered 9 recommendations drafted following written and verbal representations made by local residents in respect of the Planning Services interaction and communication with Members and customers at the Panel meeting held on 12 March 2019. These 9 recommendations are set out in the column entitled "Local Resident Recommendations" in Appendix 'G'.
- 1.4 The Overview and Scrutiny Select Committee noted that the Panel had sought comments from the Planning Service regarding both the recommendations of PAS and those that flowed from its 12 March 2019 meeting with residents. Having duly reviewed those comments, the Panel had recently finalised its recommendations. The Panel's recommendations are set out in the column "Panel Recommendation" in Appendix 'G'.
- 1.5 For each of its recommendations, the Panel provided an indicative deadline for completion of the action. These deadlines are set out in the column entitled "Deadline For Compliance" in Appendix 'G'.
- 1.6 The Overview and Scrutiny Select Committee adopted all of the Panel recommendations set out in Appendix 'G'. It recommended that the Planning Committee accept and adopt all of these Panel recommendations. However, the Overview and Scrutiny Select Committee noted that some of the recommendations had already been implemented, some required additional resources that were not within the current budget or within the gift of the Planning Service and that the

Planning Committee might decide that not all of the recommendations were still relevant. For some of the Panel recommendations, Committee Members made comments and these are set out in Appendix 'H' for the Planning Committee's consideration.

- 1.7 The Overview and Scrutiny Select Committee also agreed at its February 2020 meeting to recommend that it should receive a report from the Planning Committee providing an update on progress on any action agreed by the Planning Committee arising from the Panel recommendations at its meeting on 1 October 2020.
- 1.8 This report was due to be presented to Planning Committee back on 25 March 2020, which was cancelled due to the national lockdown that came into place on 23 March 2020. Clearly these deadlines (both the Deadlines for Compliance in Appendix 'G' and the recommendation to report back to Overview and Scrutiny Select Committee at its meeting on 1 October 2020) were all set prior to the COVID pandemic and due to the need to support the Council's response efforts, work toward these deadlines were paused. Further to discussion between the Chairmen of both Planning Committee and Overview and Scrutiny Select Committee, it was agreed that now would be an appropriate time for this report to come before this Committee and for it to receive an update from its senior Planning Officers regarding the efforts made to date in response to these recommendations in addition to any advice as to the continued relevance of the recommendations noting that the Council has recently adopted its 2030 Local Plan.
- 1.9 Having concluded its scrutiny review, these recommendations adopted by the Overview and Scrutiny Select Committee are now passed to this Committee for noting and a review process. Officers within the Development Management and Policy and Economic Development Teams received these recommendations, the following sets out their guidance to this Committee as to how best to progress the recommendations in compliance with the outcome of the said scrutiny review.
- 1.10 **Recommendations of CHDMBC & CHPPED for progression**
- 1.11 The PAS report was received some time ago and contains a number of useful recommendations. Due to the work of officers and the passage of time a number of recommendations have been in place for some time and some are currently progressing. Others may need adapting in light of Coronavirus, or are affected by loss of budgetary growth.
- 1.12 Examples of matters that are well under way include development of robust service plans. Particular projects well underway include: delivery of the Local Plan and more recently a revision of the Statement of Community Involvement (SCI) which was approved recently by Planning Committee for consultation and which is currently out to consultation. Briefing sessions for all Councillors on the new Local Plan have also been held. The Planning Policy team have recently recruited a new Senior Planner who will provide a dedicated resource in the team to review and improve communication on planning policy development. This officer will be responsible for developing a communications strategy and to re-establish the Community Planning Panel (CPP), as well as finalising the SCI. This officer will also look at options for developing a Neighbourhood Planning Fora. Further discussion with Members regarding training needs will be carried out.
- 1.13 Examples of the work Development Management have been progressing include work in relation to the implementation of CIL including procurement of Exacom. Work has progressed on collaborative working for the delivery of major sites such as Longcross Garden Village including a steering group with member involvement. Staff have been recruited to key positions to help with service delivery and customer experience.

- 1.14 Members are invited to provide any additional thoughts having reviewed the attached documents, having considered the above advice along with any further guidance that officers may be able to offer at the meeting.
- 1.15 Following this it is recommended that the Corporate Heads return to committee at a future date with a report detailing how each of the recommendations have been implemented so far, progress on other recommendations which are not completed (including a revised potential timeline for delivery) or detailing ones that potentially cannot be progressed fully in the recommended form.

(To resolve)

Background papers

Appendices G and H

PAS report dated 8 February 2019

Note of meeting with local residents that took place on 12 March 2019

	PAS RECOMMENDATIONS	PANEL RECOMMENDATION (XX.1.20)	DEADLINE FOR COMPLIANCE
1	Refresh the corporate plan after the next elections to set out a clear corporate vision and priorities, including a clear narrative on growth and planning	That the Corporate Head of Planning Policy and Economic Development provide an update to Planning Committee when they consider these recommendations noting how the new Plan from 2020 will meet PAS' recommendations.	Before end of this municipal year - on or before May 2020
2	Allocate a strong councillor champion for the local plan and the delivery agenda to work within the Council, with external partners and across the region.	Further to assurances by officers of the role of the Chair of Planning Committee & Chair of the External Relations & Infrastructure Member Working Group that address PAS' concerns, no recommendations are made.	Ongoing
3	Focus and align key management responsibilities to corporate priorities including the plan examination and planning performance, including the housing delivery test.	That the Corporate Head of Planning Policy and Economic Development provide an update to Planning Committee when they consider these recommendations noting how the new Plan from 2020 will meet PAS' recommendations	Before end of this municipal year - on or before May 2020

4	<p>Ensure all councillors are effectively engaged and aware of the ongoing challenges of planning, housing and infrastructure delivery and are able to give a consistent “council” message on these key issue, supporting them to communicate the Council’s strategy and local plan and help the public to engage in the planning process as community leaders, representatives and conduits of information.</p>	<p>1. That the Chair of Planning Committee and Corporate Head of Planning seek sufficient funding to be secured via Corporate Management Committee to ensure that a yearly programme of suitable training (at least 4 sessions per municipal year) be established and continue until further notice.</p> <p>2. That bite sized briefings on forthcoming issues/applications continue to be offered/arranged further to discussion between Chair of Planning Committee and Heads of Service in Planning on an ongoing basis.</p> <p>3. That the Corporate Heads of Planning ensure Intranet access to all members (not just planning members) for all training notes to refer to throughout municipal year, and</p> <p>4. That the Chair of Planning Committee meet with both Corporate Heads of Planning and the Head of Communications to ensure that all Members are effectively engaged to give a consistent council message to local residents with help of both the Planning and Comms Departments.</p>	<p>Before end of this municipal year - on or before May 2020</p>
5	<p>Consider the Council’s corporate priorities and define the Council’s role in external projects and partnerships.</p>	<p>That the Corporate Head of Planning Policy and Economic Development provide an update to Planning Committee when they consider these recommendations noting how the new Plan from 2020 will meet PAS' recommendations</p>	<p>Before end of this municipal year - on or before May 2020</p>

6	Communicate the local plan examination process to communities to facilitate constructive participation.	Further to implementing the recommendations set out below (7), that both Corporate Heads ensure that the next meeting of the CPP (when discussion as to changes to it and how to incorporate Neighbourhood Forums into or with CPP will be considered) raises PAS' recommendation with local residents and seeks their views as to whether the CPP or newsletters would be the best way of communicating the local plan examination process in future.	On or before December 2020
7	Engage communities to help them understand government policy and agree communication methods in the future.	<p>1. That the Corporate Heads of Development Management and Planning Policy & Economic Development meet with the Head of Communications to review the current Statement of Community Involvement and identify potential improvements to the way that national planning policy and the Council's emerging Local Plan can be communicated to local residents.</p> <p>2. That a report be brought to the Local Plan Member Working Group identifying the outcome of those discussions and any changes identified by officers (to include the Chair and Deputy Chair of Planning Committee).</p> <p>3. That the Local Plan Member Working Group forward its recommendations to the Planning Committee at their earliest opportunity in the new municipal year and that Planning Committee approve any proposed changes (and if necessary seeking budgetary support from Corporate Management Committee)</p>	On or before December 2020

8	Try to work proactively with established key residents groups and others going forward and aid their development through offers of training to help keep them informed.	<p>1. That the composition of the Community Planning Panel be reviewed and made as open to local residents groups to join as practicable.</p> <p>2. That the Corporate Head of Planning Policy review with the Head of Communications how to ensure that local residents are aware of the existing of the CPP, its works and composition throughout the municipal year.</p> <p>3. That the Local Plan Member Working Group consider the current plans for review (noted above) and how new Neighbourhood Forums could be part of any new group.</p> <p>4. That the Local Plan Member Working Group make any recommendations to improve the CPP to Planning Committee at its earliest opportunity in the new municipal year.</p>	On or before December 2020
9	Work with developers to engage with communities at early and ongoing stages.	Noting good work with Design South East, seek ways of working with them (or adopting their positive approach to engage with both developers and communities) moving forward via the CPP.	On or before December 2020
10	Move forward with the production of the Council's CIL, in parallel to Section 106s process, to maximize the positives from growth and aid community buy in.	Further to assurances by officers of the report to be considered by Planning Committee as to the Council's draft Infrastructure Delivery & Prioritisation SPD that address PAS' concerns, no recommendations are made.	Completed

11	Have clear service priorities with the new delivery agenda and challenges – including a review of the service to scope areas for efficiency (time) savings and possibly deprioritising of other tasks.	That the Corporate Heads of Development Management & Planning Policy and Economic Development provide an update to Planning Committee when they consider these recommendations noting how the new Corporate Plan from 2020 will meet PAS' recommendations and whether any department Plan is a requirement to implement PAS's recommendation.	Before end of this municipal year - on or before May 2020
12	Change the layout of the planning committee: public facing, clearly signed, clear introductions of the key people and the process, introduce webcasting.	Further to assurances by officers of the changes already implemented, both Corporate Heads liaise with Democratic Services and the Chair and Vice-Chair of Planning Committee to consider using name plates to be placed behind members of Planning Committee that display each members name, photograph and their electoral ward.	Ongoing

13	Review application delegation requirements – particularly if volume of major applications increase and ensure a maximum 2 hours sitting for the Planning Committee	<p>1. That a report to the Constitutional Member Working Group be brought by the Corporate Heads of Development Management and Planning Policy setting out the findings of officer's comparison across neighbouring Surrey local planning authorities and any recommended changes, outlining the pros and cons to these changes.</p> <p>2. Further to consideration of that report, that the Constitutional Member Working Group set out their recommendations to Planning Committee to consider prior to any proposed changes being considered by Corporate Management Committee in the new municipal year.</p>	On or before December 2020
14	Develop a more supportive working relationship between councillors and planning officers	That the Corporate Heads of Development Management and Planning Policy & Economic Development meet with the Chair and Deputy Chair of Planning & Chairs of the Local Plan and External Relations & Infrastructure Member Working Groups to identify and review potential improvements to the way that all members engage with Planning officers and whether the Member Working Groups can be used to build that improved relationship moving forward.	Before end of this municipal year - on or before May 2020

15	Scope with members “bite size” briefings on issues members request using local practical examples and discussions to build collective understanding and positive engagement	This is covered by Recommendation (4) above	Before end of this municipal year - on or before May 2020
16	Work with the political groups to make sure that committee members and substitutes are clearly aware of their role as a planning committee member; representing the organisation and whole council area, rather than a ward councillor.	A note to all Party leaders from the Chair of O&SSC & Chief Executive will be sent following publication of O&SSC report reminding each political group of this particular recommendation and what is expected of them to implement it.	As soon as practicable after the final O&SSC report is published and to be sent again at the beginning of the new municipal year in May 2020.
17	Give strong and consistent corporate leadership on major projects, working collaboratively with partners to shape and deliver across the sub-region, building relationships on both managerial and political levels	That the Corporate Head of Planning Policy and Economic Development provide an update to Planning Committee that then leads to a paper for consideration by Corporate Management Committee when they consider these recommendations noting how the new Corporate Plan from 2020 will meet PAS' recommendations	Before end of this municipal year - on or before May 2020
18	Recognise and work effectively and actively to support critical partners that are facing resourcing challenges	That the Corporate Head of Planning Policy and Economic Development provide an update to Planning Committee that then leads to a paper for consideration by Corporate Management Committee when they consider these recommendations noting how the new Corporate Plan from 2020 will meet PAS' recommendations	Before end of this municipal year - on or before May 2020

19	Improve constructive working relationship with key infrastructure providers.	Recommendation (18) above addresses this.	Before end of this municipal year - on or before May 2020
20	Plan how the authority will manage the delivery challenge; building on RBC's present housing delivery and report housing delivery as a new performance measure.	Further to assurances by officers of the changes already implemented, no recommendations are made.	Ongoing
21	Maintain the present housing delivery data and work with key developers to collect data to predict any on-going delivery challenges in the future.	Further to assurances by officers of the steps taken to ensure PAS' recommendation is met, no recommendations are made.	Ongoing
22	Recognise the specific skills required to support the management of delivery that working with developers will require, building on your present development management approach and local plan engagement	Further to assurances by officers of the steps taken to ensure PAS' recommendation is met, no recommendations are made.	Ongoing

23	Work closely and collaboratively with external key partners around the delivery of the major projects such as the garden village of Longcross.	Further to assurances by officers of the steps taken to ensure PAS' recommendation is met, no recommendations are made.	Ongoing
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	LOCAL RESIDENT RECOMMENDATIONS	PANEL RECOMMENDATION (XX.1.20)	DEADLINE FOR COMPLIANCE
1	<p>Ways of Improving residents understanding of the national planning context and role of RBC in implementing planning policy at local level;</p> <p>* Such as providing an executive style briefing for residents before the next Local Plan is produced as well as finding better ways to engage with residents so that they understand how the Local Plan process works</p>	<p>1. That the Corporate Heads of Development Management and Planning Policy & Economic Development meet with the Head of Communications to review the current Statement of Community Involvement and identify potential improvements to the way that national planning policy and the Council's emerging Local Plan can be communicated to local residents.</p> <p>2. That a report be brought to the Local Plan Member Working Group identifying the outcome of those discussions and any changes identified by officers (to include the Chair and Deputy Chair of Planning Committee).</p> <p>3. That the Local Plan Member Working Group forward its recommendations to the Planning Committee at their earliest opportunity in the new municipal year and that Planning Committee approve any proposed changes (and if necessary seeking budgetary support from Corporate Management Committee)</p>	On or before December 2020
2	<p>Ways of securing more effective engagement/communication/responsiveness of all Councillors with local residents on planning issues</p>	<p>1. That the Corporate Heads of Development Management and Planning Policy & Economic Development agree a list of suitable questions with the Chair/Deputy Chair of Planning Committee to be sent to all current Members by way of a survey to see if they are happy with the current ways of engagement and communication with the Planning Department.</p> <p>2. Further to the responses received, that the Local Plan Member Working Group be invited to identify any deliverable changes and seek officer guidance as to any resourcing issues posed by such changes.</p> <p>3. That the Local Plan Member Working Group make such recommendations to Planning Committee, so that the Committee may decide what to implement and how to resource any proposed changes (and if necessary seeking budgetary support from Corporate Management Committee).</p>	On or before December 2020
3	<p>Ways of improving RBC communication on planning matters to residents:</p> <p>* particularly using hard copy methods, such as the newly instituted 'Talks' magazine, in addition to web- based methods, and</p> <p>* Assisting residents to understand how to set up alerts via the Planning Portal for progress on specific planning applications,</p> <p>* Provide a forum for updating residents on key legislative changes to ensure that they understand changes that may affect new developments that may have been previously unlawful, to ensure comprehensive engagement</p>	<p>Steps outlined above at Point 1 address these issues.</p>	On or before December 2020

4	Provision of large Planning related documents in a more accessible user- friendly format and style (e.g. Executive Summaries)	<p>1. That the Corporate Heads of Development Management and Planning Policy & Economic Development review if any other local planning authorities seek executive summaries from developers of larger schemes.</p> <p>2. That a report be brought to the Local Plan Member Working Group identifying the outcome of those enquiries along with any officer recommendations as to how to improve the accessibility of voluminous or complex planning applications.</p> <p>3. That the Local Plan Member Working Group forward its recommendations to the Planning Committee at their earliest opportunity in the new municipal year and that Planning Committee approve any proposed changes (and if necessary seeking budgetary support from Corporate Management Committee)</p>	On or before December 2020
5	Ways of informing complainants of progress on enforcement cases and managing expectations (e.g. enforcement progress schedule on website or monthly update reports, such as those provided to local ward Members)	<p>1. That the Corporate Heads of Development Management and Planning Policy & Economic Development review how neighbouring local planning authorities seek to keep complainants updated as to the progress of ongoing investigations.</p> <p>2. Further to that review, that both Corporate Heads report back to the Chair and Deputy Chair of Planning Committee with their findings and any recommendations to change the current approach.</p> <p>3. That this issue and any proposed recommendations be discussed at the earliest CPP held after steps 1&2 above are resolved in the new municipal year so that local residents may offer further comments on their concerns and if any proposed changes address them.</p> <p>4. Further to any agreement reached at CPP, that recommendations be brought before the Planning Committee for review and approval as soon as practicable in the new municipal year.</p>	On or before December 2020
6	Review composition of Community Planning Panel to reflect new boundary wards and permit greater attendance than currently permitted	<p>1. That the composition of the Community Planning Panel be reviewed and made as open to local residents groups to join as practicable.</p> <p>2. That the Corporate Head of Planning Policy review with the Head of Communications how to ensure that local residents are aware of the existing of the CPP, its works and composition throughout the municipal year.</p> <p>3. That the Local Plan Member Working Group consider the current plans for review (noted above) and how new Neighbourhood Forums could be part of any new group.</p> <p>4. That the Local Plan Member Working Group make any recommendations to improve the CPP to Planning Committee at its earliest opportunity in the new municipal year.</p>	On or before December 2020

7	<p>Review of Delegation arrangements to ensure:</p> <p>*proportionate amount of time is allowed for consideration of major planning applications, whilst still allowing time for consideration of some of the smaller developments which generate public interest, and</p> <p>* Consider reviewing what would be a reasonable trigger for residents to invite Planning Committee to consider an application rather than officers where there is sufficient public interest;</p>	<p>1. That a report to the Constitutional Member Working Group be brought by the Corporate Heads of Development Management and Planning Policy setting out the findings of officer's comparison across neighbouring Surrey local planning authorities and any recommended changes, outlining the pros and cons to these changes.</p> <p>2. Further to consideration of that report, that the Constitutional Member Working Group set out their recommendations to Planning Committee to consider prior to any proposed changes being considered by Corporate Management Committee in the new municipal year.</p>	On or before December 2020
8	<p>Review RBC Policy on publicising names and addresses of objectors to planning applications to encourage community engagement free from fear of being subject to harassment and/or threatening behaviour by applicants;</p>	<p>Further to assurances by officers of a suitable change to the Council's policy that address residents' concerns, no recommendations are made.</p>	On or before December 2020
9	<p>Ways of explaining to residents the reasoning/justification for making a planning decision which they disagree with.</p>	<p>1. That the Corporate Heads of Development Management and Planning Policy & Economic Development review the current way officer reports are written and consider if there are ways of explaining the reasons given for or against any particular planning application in more accessible ways.</p> <p>2. That this be discussed at CPP with consideration of any changes that might help.</p> <p>3. That the outcome of CPP's review of this issue be reported to the earliest Planning Committee in the new municipal year for their review and any necessary decisions required to implement any proposed changes.</p>	On or before December 2020

PAS Recommendation 2 –

This PAS recommendation related to allocating a strong Councillor champion for the Local Plan and the delivery agenda to work within the Council, with external partners and across the region. The Panel had not made any recommendations, further to assurances by officers of the role of the Chairman of the Planning Committee and the External Relations and Infrastructure Member Working Group.

2 Members of the Committee considered that the Councillor champion should be the Chairman of the Planning Committee.

PAS Recommendation 4 –

The Panel had made a number of recommendations in response to PAS' recommendation on engagement of Councillors, to enable Councillors to give a consistent Council message and to help the public to engage in the planning process.

The Committee considered that the third Panel recommendation on ensuring intranet access to training notes for all Members was the most important of the Panel recommendations made in response to PAS Recommendation 4.

PAS Recommendation 5 –

The Panel had recommended that the Corporate Head of Planning Policy and Economic Development provide an update to the Planning Committee in response to PAS' recommendation that the Council's corporate priorities be considered and that the Council's role in external projects and partnerships be defined.

The Committee noted that all Members would receive this update report electronically.

PAS Recommendation 8 –

This PAS recommendation related to trying to work proactively with established key residents' groups and others going forward and aiding their development through offers of training to keep them informed. In response, the Panel had made four recommendations.

2 Members of the Committee considered that particular priority should be given to these four Panel recommendations which all related to the improvement of the Community Planning Panel (CPP). In particular, the fourth Panel recommendation on the Local Plan Member Working Group making recommendations to the Planning Committee as early as possible in the new Municipal Year on improving the CPP was considered especially important by a Member as they anticipated that number of planning applications would increase once the Local Plan was finalised.

PAS Recommendation 9 –

In response to PAS' recommendation on working with developers to engage with communities at early and ongoing stages, the Panel had recommended that noting good work with Design South East, ways be sought of working with Design South

East (or adopting Design South East's positive approach to engage with both developers and communities) moving forward via the CPP.

The Committee discussed the role of Design South East in engaging with communities on development proposals. Although the Committee agreed to adopt the Panel's recommendation, it was suggested that this recommendation might not be workable, and it was agreed that the workability of the recommendation might be discussed further by the Planning Committee.

PAS Recommendation 11 –

This PAS recommendation concerned establishing clear service priorities including reviewing the service to scope areas for efficiency (time) savings and possibly deprioritising of other tasks. The Panel had recommended that officers provide an update to the Planning Committee on this subject.

The Committee agreed that, as part of considering efficiency savings, the Planning Committee should consider whether the number of objectors required for a planning application to be submitted to the Planning Committee (rather than being decided by Officer delegation) should be increased. The Committee understood that at present 3 or 4 objectors were needed for a report to be submitted to the Planning Committee. This was a low number compared to, for example, Croydon, where it was understood that 12 objectors would result in an application being considered by that local authority's Planning Committee. A Committee Member considered that particular priority should be given to the question of the number of objectors required for a planning application Committee report.

PAS Recommendation 12 –

The Panel had recommended that officers liaise with Democratic Services and the Chairman and Vice-Chairman of the Planning Committee to consider various proposed changes to arrangements at the Planning Committee, further to PAS' recommendation 12 on changing the layout of the Planning Committee. The Panel had noted that some changes (e.g. particular seats allocated to particular Members) had already been made.

Committee Members commented that the new Planning Committee Member seating arrangements were cramped and that it was difficult to see television screens in the Chamber in certain seats. While subject to the provisions of the Council's Standing Orders, members of the public and applicants for planning permission could speak on particular applications at the Planning Committee, there was no verbal interaction between members of the public or applicants attending Planning Committee meetings and the Planning Committee Members. Therefore Overview and Scrutiny Select Committee Members considered that Planning Committee Members should not be required to face the public and stated that the Chairman of the Planning Committee did announce the names of Members speaking so that the public knew which Member was speaking during the course of a debate. One of the elements of this PAS recommendation was a proposal to introduce webcasting. The Committee agreed that if webcasting was introduced it should apply across all Council Committees, not just the Planning Committee.

PAS Recommendation 13 –

The Panel had recommended that a report be made to the Constitution and Legislation Member Working Group and that the Group's findings be reported to the

Planning Committee, further to PAS' recommendation that application delegation requirements be reviewed and that the duration of Planning Committee meetings should not exceed two hours.

A Committee Member reiterated their view that application delegation requirements should be given particular priority (see the Committee's comments in relation to PAS Recommendation 11 above)

PAS Recommendations 18 and 19 –

PAS recommendations 18 and 19 were that the Council should recognise and work effectively with critical partners that were facing resourcing challenges and improve the constructive working relationship with key infrastructure providers. In response, the Panel had recommended that an update report be submitted to the Planning Committee which would then lead to a report for the Corporate Management Committee.

The Committee noted that, as critical partners were facing resourcing challenges, the Council had been receiving delayed responses to statutory consultations from organisations such as the Environment Agency and Highways England.

Local Resident Recommendation 5 –

This local resident recommendation related to ways of informing complainants of progress on enforcement cases and managing expectations. The Panel had made four recommendations in response.

2 Members of the Committee emphasised the need for communication with complainants to be written in clear English.

9. **EXCLUSION OF PRESS AND PUBLIC**

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

OFFICERS' RECOMMENDATION that -

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.

a) **Para**
Exempt Information

No reports to be considered.

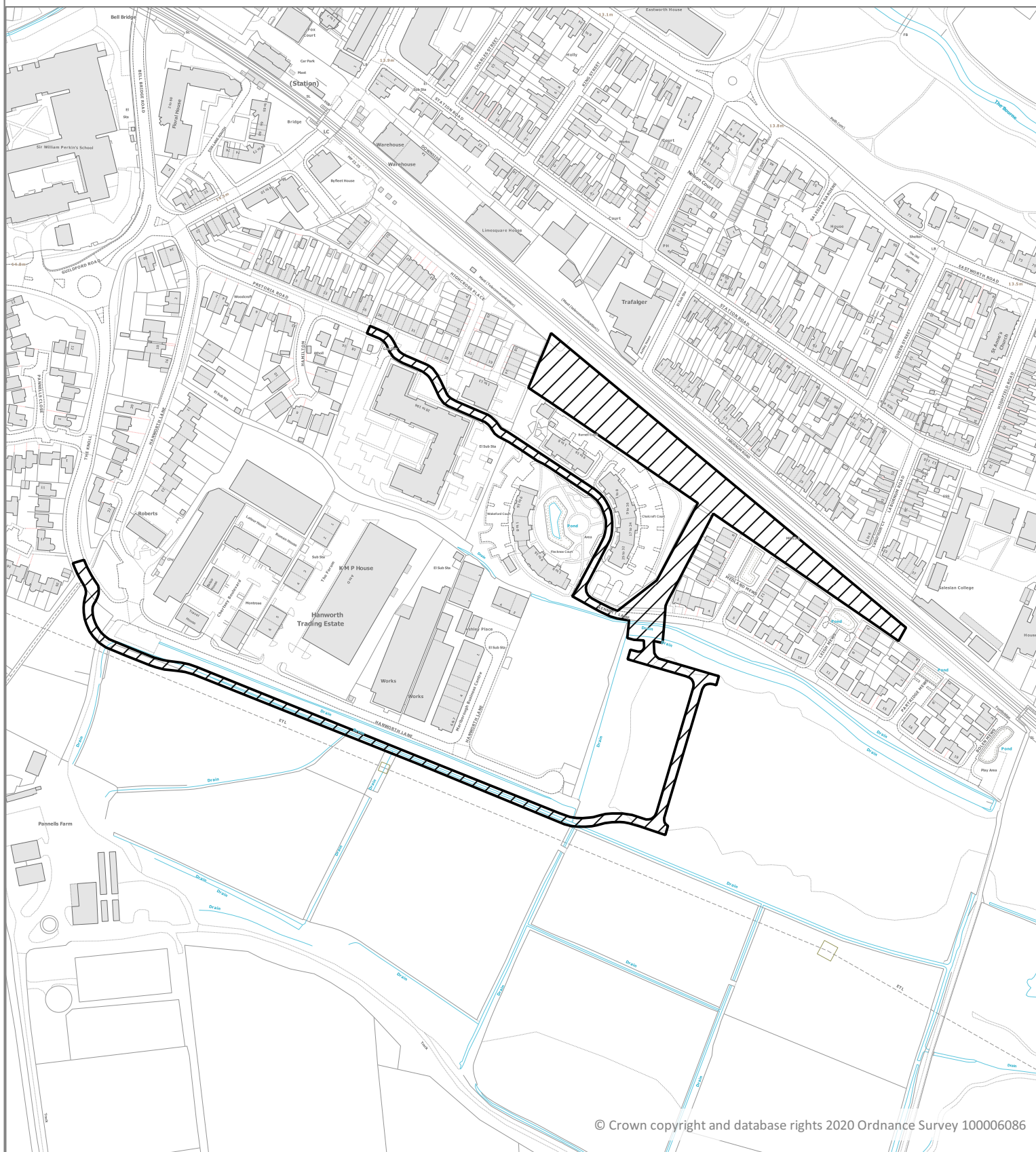
b) **Confidential Information**

No reports to be considered



Date: 04/11/2020

Land East of Highcross Place



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Scale: 1:3,500

0 70 140 m

RU.18/0443

RU.18/0443	Ward: Chertsey Meads
LOCATION:	Land East of Highcross Place Chertsey Surrey
PROPOSAL	Outline planning application for the erection of up to 48 dwellings (was previously 52 dwellings) (including affordable housing), vehicular access via Pretoria Road and Hanworth Lane, with open space, landscaping including Sustainable Drainage System and all necessary ground works. All matters reserved except for means of access, layout and scale.' (revised plans received amending design and detailing of the units and further amended plans received 3 August 2020 reducing the number of flats and including 3 bed flats)
TYPE:	Outline Application
EXP DATE	11 June 2018

SUMMARY OF RECOMMENDATION: Authorise the CHDMBC to grant planning permission subject to the completion of a s106 legal agreement and conditions

Without prejudice to their final decision, this application was deferred by Members of the Planning Committee on the 15 July 2020 to request that the scheme be amended to ensure compliance with Policy SL19 of the Runnymede 2030 Local Plan.

1. Site
 - 1.1 The red line application site has an area of some 1.1ha. The majority of the site is a wedge of land varying in width from some 40m at it widest (adjacent Highcross Place) to 10.7m opposite the end of Laburnum Road (at its eastern end). The red line also includes a boot of land through the new Bellway development (RU.15.0855 and RU.15/1198) which is now largely occupied and is sited to the south of the application site and either side of the access road. Access to the site is along Kennett Lane, onto Highcross Place to the end of Pretoria Road (where the road is adopted) and through to the site to the South of Hanworth Lane which is under construction (RU.18/1280). The Applicants are Pretoria Road Property Ltd, and statutory notices have been served on Network Rail & Bellway Homes & Explore living, and a notice published in the paper in respect of the unregistered land between Kennett lane, and the site on the south side of Hanworth Lane. The railway (unfenced) runs along the northern boundary of the main 'wedge' part of the site, with the Laburnum Road properties on the other side of the line - which are predominantly 2 storey terraced properties with narrow frontages (set some 1m below the railway line). The southern boundary of the wedge is formed by the Bellway scheme, with 4 storey flats on the western side & 2/2.5 storey houses to the eastern end. The 'boot' part of the site passes between units on the Bellway site (4 storey flats on the western side in Chalcraft Court & 2/2.5 storey houses on the eastern side -1 Kennett lane & 1-8 Medland Mews), and then follows the Bellway access road through towards Highcross Place to the end of Pretoria Road.
 - 1.2 The wedge part of the site (on which it is proposed to erect the buildings) is currently overgrown scrub land adjacent to the railway. There are isolated areas where materials (concrete etc) have been dumped on the land. Some of these areas have become overgrown and appear as raised areas. Generally, however, the site falls from north to south (though by only some 0.5m), and it is roughly level with the railway. Land to the south (on which the 4 storey flats are built) was raised (in order to provide SUDS), and so that site is higher than the application site (by approx.0.8-1m in the vicinity of the flats). There are a few mature trees at the western end of the wedge, close to the rear of the Highcross Place properties, and some towards the western end, but the site is generally scrub.
 - 1.3 The boot part of the site (access road) has been surfaced with loose aggregates and is roughly level. The area of land on the opposite side of the road (which is to link with the access road in the residential development granted under ref RU.18/1280) comprises an area of mature trees that separate the site to the south . A ditch also runs across this area (running through the middle of the tree belt). The site to the south is currently under construction.
 - 1.4 The site is part of the Hanworth Lane reserve housing site (in the 2001 Local Plan & in the Emerging Runnymede 2030 Local Plan (Policy SL3), and part is within 5km of the Thames Basins Heath Special Protection Area (TBHSPA) – the remainder being in the 5-7km zone. The site is in a ground water source protection zone and part is at the edge of an indicative area for foul sewer flooding. There is a Tree Preservation Order (TPO 417) on a belt of trees at the southern

edge of the boot. Pannells Farm Site of Nature Conservation Importance lies to the southern side of Hanworth lane (SNCI - wet grassland, pond).

2. Planning history

- 2.1 Some of the western area of the site appears to have been part of the former industrial site historically (now Highcross Place), but it does not appear to have been built upon. Some of the northern part has been operational railway land (in the 1960's/70's, the railway lines were more extensive).
- 2.2 The Hanworth Lane site was designated a reserve housing site in the 1993 Local Plan but reserved to meet long term needs in the period beyond 2001 if needed for housing. It was envisaged in the 1993 Local Plan that a new access would be provided from Guildford Road across The Knoll site to the reserve housing site. The new access was identified as a proposal under policy EV39, though its precise route was not identified. Since this time, a new road has been built (The Knoll), but the land to the west of it used for housing (Knoll Park Road & Crown Rise) as oppose to a DIY store as envisaged under policy SH07. The new road has achieved the removal of commercial traffic from the original residential properties on the north/south arm of Hanworth lane (vehicular access not now being possible between the 2 arms of Hanworth Lane). The new road then meets the end of the west/east arm of Hanworth lane, and provides access to the commercial units on the industrial estate. The reserve housing site was carried forward in the 2001 Local Plan, but no details were included in the Plan about access.
- 2.3 An application was submitted in 1999 (ref RU.99/1136) for the creation of a roundabout and access road to serve the Local Plan Housing Allocation site off Hanworth Lane with landscaping and ancillary works. The application proposed a new mini roundabout at the junction of The Knoll and Hanworth Lane, with a new road running parallel to and south of Hanworth Lane across the northern edge of Pannells Farm and through the Salesian playing fields. However, the application was withdrawn prior to determination.
- 2.4 Also, of relevance are the applications for the development of adjoining sites as follows:
- Fusion flats (89no. in 2/3/4storey building) were built under ref RU.08/0273 on the site of the former gas holder.
 - The Highcross Place development comprises 57no. houses and flats (2/3/4s) granted under ref RU.14/0338 on the site of the former Tamchester works
 - A planning application for the erection of 2 new industrial buildings to provide B1c, B2 and B8 uses for the former Metrode site at the end of Hanworth lane (adjacent to the playing fields/Barratt residential site is currently under construction) - RU.18/1279
 - There have been a number of prior approval applications for the use of some of the commercial buildings on Hanworth Trading estate to be use for residential (RU.16/1810, RU.16/0549, ru.14/0279). Some of these residential units are now occupied (approx 45no. units); and planning permission has been refused for new residential development within the Chertsey Boulevard (ref RU.17/0659 & RU.16/0549 – the earlier application having been dismissed on appeal).
 - Applications for residential units in the Site allocation as detailed in Policy SL3 of the Emerging Runnymede 2030 Local Plan are as follows.
 - Bellway have completed a development of 130 flats (4 storeys) & houses (2/3 storey) beyond the end of Highcross Place (which discharges onto the end of Pretoria Road) under refs RU.15/0855 & RU.16/1198. Many of the units are now occupied. The road through this development is called Kennett lane.
 - Planning permission has been granted on land on the southern part of the reserve housing site for the erection of 158 dwellings, with a new access road to the south of Hanworth Lane under ref RU.18/1280. The development of this site is linked to the re-provisioning of the playing fields opposite the Salesian School on Guildford Road, Works have commenced on this permission.
- 2.5 The current application site is included in the current SLAA (2018), as part of larger site ID 48. The emerging Runnymede 2030 Local Plan carries forward the larger site as a housing allocation (Policy SL3). Policy SL3 identifies that between 2017 and 2025, the land will deliver 340 units. 130 units have been completed, which is the to the south of the site along Kennet Lane and further 158 homes have been approved on land to the south of Kennet Lane (RU.18/1280). This current application site is the last remaining parcel within the Policy SL3 allocation. The policy SL3 also provides a description of some of the key infrastructure contributions expected, including education, TBH SPA and A320 works as well as other infrastructure and links through the site.

3. Application

3.1 Following deferral of the Planning Committee in July 2020, the applicant has revised the plans to increase the size of the flats to comply with Policy SL19 whilst ensuring the buildings remain the same overall size, which has resulted in reducing the total number of flats within the development from 52 to 48. The reduction in the total number of flats has resulted in the number of affordable housing flats reduced from 13 to 12. Residents and consultees have been renotified of these changes to the scheme.

3.2 The current application as amended is still in outline, with access, layout and scale to be considered at this stage, and with appearance and landscaping reserved for subsequent approval. It proposes the erection of 48 flats 20no. x 1 bed flats, 22no. x 2 bed flats and 6no. 3 bed flats. The 12 affordable units would be 4no. x 2 bed flats and 8no. x 1 bed flats. The application (as revised) includes proposed layout plans with mainly linked buildings running parallel with the railway (and off-set from the northern site boundary of approx. 3m). The proposed buildings are 2, 3 and 3.5 storey in height with gaps at first floor. 52 car parking spaces are proposed. Vehicular access is proposed from the end of Pretoria Road, through Highcross Place and the new Kennett Lane which would then branch westwards and eastwards in front of the proposed flats. Access is also proposed through the site under construction to the south which has planning permission for a new road south of Hanworth Lane linking with The Knoll. On the northern side of the proposed buildings, the 2 storey links have been inset slightly to allow for some planting to be provided on the railway side of the buildings, and spaces provided between parking spaces to allow for some greenery to break up the parking. Indicative planting is also shown along the access road. Amenity area is proposed to the north west of the site adjacent Highcross Place and south east behind the properties in Kennet Lane.

3.3 Several sections have also been provided across the proposed site to show the heights and relationship with adjoining development:

Section AA and Section BB shows the units to the north west of the site. Block 6. This is two buildings joined at ground floor with a bi storage area. The most western building would be two storey with a height of 9 metres with the eastern part being 3/12 storey at a height of approximately 13.6 metres. There would separation distances of approximately 30 metres to the residential properties in Laburnum Road, Approximately 36 metres to the flats to the South which have a height of approximately 15 metres. The block would be set off the boundary to the railway land by 3 metres and approximately 14 metres to the rear boundary of the properties at Highcross Place at first floor level. No windows are proposed to be installed on the side elevation facing Highcross Place.

Section CC shows the units central in the site. These are three storey and have a height of approximately 12 metres with separation distances to Laburnum Road of approximately 30 metres and 32 metres to the existing flats to the South which have a height of 15 metres.

Section DD shows the units to the south eastern part of the site. This would be two storey and have a pitched roof with a maximum height of 9 metres. There would be separation distances of approximately 10 metres to the neighbouring properties at south west in Medland Mews off Kennet Lane and 30 metres to the properties in Laburnum road.

The proposed units would have individual private amenity areas on the South western elevation and shared bin and bike storage areas. Windows are proposed in the rear elevations facing Laburnum Road, but these would serve predominantly communal areas including stairwells and internal landing areas leading to the flats. Some windows are proposed for the flats to bedrooms and internal storage areas.

3.4 Various reports and documents have been provided with the application:

- A topographical survey has been provided for the main part of the wedge
- A Flood Risk Assessment & Surface Water Drainage Summary Statement
- Planning Statement
- Air Quality Assessment. Mitigation is proposed to limit the impact of dust during construction (see table 17)
- Arboricultural Impact Assessment: 4 category C trees and 2 groups are to be removed; a number pruned, and trees identified where there is root protection disturbance & a specific methodology is proposed in order to protect them during construction
- Phase 1 Environmental Risk Assessment which identifies that further work will be required regarding contamination should permission be granted

- A Waste Management Plan
- Environmental Noise & Vibration Assessment
- Transport Statement: which points to the sustainable location of the site in reference to Chertsey town centre, local amenities and the train station. They use census data to demonstrate that the estimated car ownership levels are relatively low (at 446 cars, which is only 8 cars more than the Surrey average for 300 dwellings). Using TRICS, they estimate that only an additional 15 two-way vehicle trips would be generated in the AM peak & 19 in the PM peak, which is equivalent to less than 1 vehicle movement every 3 minutes. On this basis, they consider that there are no highway or transport reasons why the proposed development should not be granted permission since there would be no severe residual transport impact.
- Travel Plan Statement
- Design & Access Statement It states that the elevational design (not to be considered at this stage) will be consistent with the adjoining Bellway development.
- Archaeological Statement
- Preliminary Ecological Assessment which assesses the suitability of the site for protected species and considers the impact of the development. It identifies that the site provides potential reptile habitat and recommends a that a full survey be carried out. It also identifies that a contribution would be required towards SANGS due to the site's location relative to the TBHSPA
- Reptile Mitigation Statement which suggests that the reptiles from the application site could be relocated to a receptor site at close to Fairoaks airport, Chobham. It suggests that the long-term management potential of the potential receptor site be secured via an appropriate agreement to ensure that it was free from future development & that the site was managed in the long term for reptiles.
- Utilities Report which identifies a medium pressure gas main located along the boundary between the Bellway site & the current application site
- A Draft S106 agreement was submitted February 2018 covering affordable housing, SAMM & education & playspace contributions (amounts unspecified)
- Viability Report (up-dated April 2019 and updated Assessment tool September 2020), which proposes 25% affordable housing. They comment that this would result in a deficit but are willing to provide it in order to reach an agreement with the Council. The Viability Report assumes contributions of £30,000 towards recreation facilities at Chertsey Recreation Ground; £300,000 towards education; £34,190 towards SANGS & SAMM; £303,066 towards improvements to the A320. They also factor in amounts to gain access to the site via Highcross Place, Kennett Lane, and across the adjoining land to the south (& including insurance for crossing the unregistered land), which would add a further £817,600 to the cost of the development.
- The updated tool factors in education contributions, highways and TBH SPA and infrastructure. With a total amount of contributions of £582,066.93.

4. Consultations

4.1 267 Neighbouring properties were initially consulted in addition to being advertised on the Council's website, in a local newspaper and by site notice. In response to the original application, a significant number of objections have been received which are published on the Council's website. The concerns raised are summarised as follows:

Emergency access:

- Emergency access from Hanworth Lane would result in adjacent properties loss of privacy and security
- Proposed emergency services access route is too narrow/too dangerous for large emergency vehicles
- Existing issues with large vehicles traversing Hanworth Lane/local roads, rendering emergency access inoperable
- A ransom strip could be purchased for alternative emergency access
- Suggests that proposed emergency entrance from Hanworth Lane is converted to permanent access
- Proposed emergency access route would be used by general traffic
- Rights of easement in place over proposed emergency access route
- Questions how the proposed emergency access route will be maintained and who will pay for it (Officer Comment – The emergency access route is no longer proposed with a new access through the site to the south now proposed).

General access:

- The main vehicular access route should be via The Knoll/Hanworth Lane Industrial Estate
- An alternative or additional access point other than Pretoria Road is required
- Under the terms of the Surrey Design Guide (Technical Appendix), a 5.5M wide road (Pretoria Road) should serve a maximum of 300 dwellings, proposed development would increase the number of properties served to 372
- Proposed access contravenes planning regulations
- A new access road, skirting the existing housing, should be considered
- Single road access is unsuitable, according to Manual for Streets 2 (Officer comment – the proposal includes two vehicle access points and two pedestrian access points.)

Traffic & Transport:

- Additional cars from proposed development will increase congestion/cause gridlock
- Capacity of A320 inadequate
- Pretoria Road is already a congested narrow road with parking along both sides and unsuitable for an extra 52+ vehicles: Parking along the narrow access roads of Pretoria Road and Highcross Place effectively reduces the roads to a single lane and pedestrian traffic is severely hampered & due to the access configuration, the vehicular entrance to the apartment complexes is also effectively a single lane. Proposed access route is unsuitable for additional traffic
- Additional traffic will cause accidents/reduce safety
- Traffic along Pretoria Road is already at or above capacity
- Reduced visibility is already presenting danger to drivers and pedestrians
- Pedestrians at risk from lack of traversable pavement, especially during peak hours
- The Hanworth Lane/Guildford Road/Pretoria Road junction is already busy, with accidents and near misses
- Current speeding of cars along Pretoria Road will increase with development
- Construction traffic from the current development is causing congestion, near misses/damage in communal areas
- Blind corners by the Pretoria apartments and Pretoria Road entrance are increasing risk of accidents
- Concerns regarding the evidence base for the Transport Statement
- Considers the traffic assessment for Pretoria Road to be inadequate
- Accidents are already occurring at the Hamilton Close / Pretoria Road junction
- Concerns that proposals for a shared surface - including a section without a footway - will result in a health and safety hazard
- Existing issues with dangerously parked vehicles restricting access
- No traffic calming or speed limits exist along Pretoria Road
- Impact of further development in the area not considered e.g. land to the south of the current planning application
- Station Road already suffers from parking on both sides of highway, reducing road width
- Concern that highway safety issues at the newly altered Guildford Road/Hanworth lane junction will be exacerbated. Lack of road safety marking and signage
- It would be dangerous for pedestrians walking through car parking areas where people are swinging cars in and out of car parking areas
- Entrance to the estate is at its capacity
- Highcross Place is a private road and residents pay for its maintenance.
- The Pedestrian access to Highcross Place should be fully maintained by the Council
- No electric vehicle charging points are shown on the plans.
- The 2nd access would not reduce pressure on Pretoria Road

Parking:

- Parking is already under pressure / restricted and will only increase if development is granted
- Parking provision for proposed development is inadequate
- Current encroachment of pavements is forcing pedestrians to walk in the road, risking accidents
- Parking is already taking place on double-yellow lines, with allocated spaces being stolen; residents are segregating off or unable to access driveways/parking spaces
- Parking issues have been added to by construction worker parking
- Existing parking restrictions are rarely enforced, particularly at the junctions of Pretoria Road / Hamilton Close and Pretoria Road / Hanworth Lane

- Pretoria Road apartment occupants and construction workers are currently parking along Highcross Place (private road)
- Highcross Place should become an adopted road due to non-residents' parking
- Queries whether a permit holder scheme, or other method of controlling parking, is proposed
- Pretoria Road parking dangers have been reported to RBC and the Police
- No visitor parking is proposed.
- The proposal would result in a loss of a disabled car parking space in Burrell Court. (Officer comment – the existing boundary delineation between the site and the adjacent site is unchanged)

Built Environment/Impact on residential amenity

- Development proposals will cause overlooking / loss of privacy
- Overshadowing / loss of light will be caused by the proposed 4-storey apartment blocks
- Blocks are out of character with existing dwellings and will erode the local area
- The massing is out of scale and overbearing
- The design is of negative visual impact / an eyesore
- The planned density is too high
- Existing residents' quality of life / standard of living will be reduced
- Loss of existing views
- Considers proposals to be overdevelopment
- The original plans did not include blocks of flats
- Development proposals will have a negative impact on mental health and wellbeing
- Inappropriate to build so close to the railway line, in view of proposals for new Heathrow service; would result in very poor quality of life for future occupants
- Proposed development will have an adverse effect on current residential amenity
- Queries why housing is required as currently 100s of properties on the market in and around Chertsey
- Questions whether the apartments will be affordable / proposed 15% is insufficient
- Concerns regarding the impact of works on property stability (cracks noted since current development began)
- Current street lighting along Pretoria Road considered to be inadequate
- Quality of build questioned
- Issues noted with Bellway Homes and their treatment of local residents and potential buyers
- Believes that further development will have a negative impact on security. An increase in antisocial behaviour in the area is noted, with gangs of youths congregating during the evening
- Surrey Police have already voiced concerns over a potential increase in crime should the development go ahead
- The proposal would result in overlooking
- The area is already over-developed and there is no need for any additional development
- The buildings would be prison like in their appearance
- The proposal would affect the enjoyment of the front of the properties in Laburnum Road
- Out of keeping with properties in Laburnum Road
- The proposed footpath through to Highcross Place would encourage residents in the proposed development to park their vehicles in Highcross Place
- The proposal is too large for the plot
- The proposed bin stores would be too small

Environmental Health issues:

- Existing issues with noise pollution since the current development began
- Noise and disturbance during construction
- Dust pollution from current construction works
- The current development has increased light pollution & proposed development will exacerbate this
- Existing levels of air / vehicle pollution will increase
- Increased traffic along Pretoria Road has raised noise levels, which the development will exacerbate
- Issues with vibration from current construction works
- Acrid smells from existing construction works
- Displaced foxes are already posing a threat to young children, pets and general hygiene

- Current noise levels from antisocial behaviour during the evenings will increase
- Proposed emergency access route will generate noise and disruption at all hours
- Wildlife killed off

Infrastructure:

- Local amenities are already stretched, and this will increase with an higher population
- Schools are already stretched beyond capacity
- Drainage / water supplies will be placed under further strain / unable to cope
- Health providers are already overstretched in the area (incl. GP surgeries, health centres, dentists and hospital services)
- Local doctors and dentists already have long waiting times and appointment lists
- Essential local shops currently have daily queues
- Believes that gas pipework fractures within the area are due to vibrations from the high volume of traffic
- Significant amount of standing water in area would get worse if land paved over.
- The drains in the area are already at capacity additional development would overwhelm the current system

Natural Environment

- Current and proposed loss of habitat will further displace wildlife (noted: fox den, wild rabbit warren, birds and hedgehogs)
- Loss of greenspace / destruction of the last section of undeveloped land within the area
- Reduced privacy from previous felling of trees (noted that not included within Arboricultural Impact Assessment)
- Queries whether current development includes plans to reinstate felled trees
- Concerns raised regarding 2no. juvenile oak trees: impact on root systems, crowns and future growth (trees referenced within submitted plans)
- New buildings will not get the required proportionate amount of outdoor space required under current building regulations / little space allowed for landscaping
- Proposed emergency access from Hanworth Lane would cause the removal of trees currently acting as a visual barrier between residential and commercial areas
- Notes that proposed emergency services access route is an area of special habitat where frogs, newts and other small wildlife flourish
- Notes that wildlife has declined since trees felled, particularly birds
- Inadequate landscaping
- Idea of relocating wildlife is ridiculous

Miscellaneous:

- Requests that for the benefit of new occupants, the decision is delayed until after Chertsey Halt is completed
- Believes that the developer is submitting separate applications to prevent a considered review of proposals
- Claims that old or inaccurate plans were submitted for current development
- SCC Transport Statement referenced but not published
- Considers that the development is a direct contravention of planning Policy, references Protocol 1, Articles 1 and 8 of the Human Rights Act
- Negative impact on property prices
- Queries why not notified
- The proposal would result in an increase in anti-social behaviour
- There are empty properties in Addlestone – No need for new housing in the area to be built
- Footpath through Highcross Place would lead to more anti-social behaviour in the estate
- The proposal would lead to more people parking and more litter
- The proposal is adding to the stress of residents at this time.

Following the deferral of the application by the Planning Committee the applicant revised the scheme and 26 letters of objection have been received (from 20 individual addresses) and the comments are summarised below:

- The schools in the area already have high waiting lists
- Building homes on this parcel of land will result in a poor quality of living for future residents and those surrounding the site.

- The proposal would result in overlooking
- The proposal would result in light pollution,
- The proximity of the building to the railway does not allow for any suitable landscaping
- The proposal would be out of character
- No electricity charging points are to be provided.
- The proposed number of affordable units does not comply with the minimum percentage of Runnymede 2030 Local Plan.
- The room sizes still do not comply with the minimum sizes as required by the 2030 Local Plan
- Nothing has really changed with the plans.
- The three storey block will stick out and should be two storey
- There will be construction noise and disturbance to residents
- The proposed revisions would not reduce the number of cars.
- The revisions have not changed the size of the buildings, only increased the size of the flats
- With over 300 letters of objection, a much better use of the land should be found rather than residential
- The proposal would not be high quality development as required by the Local Plan.
- The land was previously promised as landscaped area and should be kept as such
- The fence at the back of Burnell Court should be retained.
- There are already unoccupied new builds in Addlestone, there is no need or demand for additional housing.
- The proposed access to the site will result in disturbance to occupiers of adjacent neighbouring properties.
- The pedestrian access through Highcross place is not dedicated and through a parking area. This is unsafe for residents and users.
- The revisions are poor and will not provide much change to an amended design. The previous concerns still stand
- There are not material changes between the previous plans and proposed.
- The parking area is totally not sufficient
- The land should be landscaping and not housing.
- Who would want to buy the properties when we are in recession
- Wildlife has bloomed during lockdown and this will be killed off
- The proposal will result in an increase in water run off – increasing surface water flooding
- Parking area is not enough and will lead to parking areas in other developments being used.
- The proposal will significantly increase traffic in the area.
- The knoll becomes blocked with HGV's queuing to the industrial estate
- The proposal would have a significant impact on traffic along the Knoll

- 4.2 The County Highway Authority raised no objection to the original scheme and recommended that the proposal as revised is acceptable and would not impact on Highways Safety. They requested a contribution for improvements to the A320 (£222,335.63), travel plan auditing fee, and the provision of a car club bay and car club vehicle.

Following the revisions to the scheme, the County Highways Authority continues to raise no objection to the application. However as a result of the amended plans reducing the number of flats, the amount for contributions for improvements to the A320 would reduce to £203,869, and a travel plan, auditing fee and the provision of a car club bay and car club vehicle are still recommended.

- 4.3 The County Archaeological Officer has no objections (in respect of the application as initially submitted or as revised) subject to a condition on any permission to secure a programme of archaeological work.
- 4.4 The Surrey Minerals Officer has no comments on the proposed development
- 4.5 The Council's Contaminated land officer has no comments subject to conditions
- 4.6 Cadent Gas (formerly the National Grid) has no objections but requests an informative of any permission.

- 4.7 The Council's Tree Officer has no objections on the application as initially submitted, or as amended subject to conditions.
- 4.8 The Council's Environmental Protection Officer raised queries with regard to noise levels in the flats and air quality. The windows on the rear elevation would have mechanical ventilation to keep any noise from the railway to the occupiers of the units at a minimum with the windows shut.
- 4.9 Thames Water has no objections with regard to sewerage infrastructure capacity.
- 4.10 The Council's Housing Manager comments in response to the original application that it is disappointing that only 12 of the 52 units proposed in the scheme are affordable. She points to the need for affordable housing in the Borough & the shortfall in supply. She identifies the need for affordable rented 2 bed 4 person homes, that rents be no higher than the Local Housing Allowance rate; that lifts be provided to enable applicants with mobility issues and parents with small children to occupy the units. She asked that discussions be held with the RP's about the product prior to the selection of an RP being finalised.
- 4.11 The County Education Department initially requested a sum of £131,574 including £34,999 towards an early years education infrastructure in Chertsey, £51,068 towards primary education in the Chertsey, Addlestone and Ottershaw Area specifically a project at Meadowcroft Community Infant School, and £45,507 towards secondary education in Runnymede specifically a project at Jubilee High School.
- However, following the revisions to the mix and number of units the contributions required by the County Education Department has been revised.
The proposed contributions are now as follows.
Total sum of £157,499
Early years - £32,306
Primary - £65,620
Secondary - £59,573
- 4.12 Natural England comment that they have no objections if the Applicant complies with the Council's adopted Thames Basin Heaths SPA Avoidance Strategy.
- 4.13 The Surrey Wildlife Trust initially raised some concerns relating to the reptile population and the proposed translocation to a receptor site. They commented that in the light of the issues that they identify, the Applicant cannot demonstrate to the Council that the proposed development will not result in the killing or injuring of individual reptiles, or that their population and habitats will not be adversely affected as a result of the proposed development. The Applicant has submitted further information, and the Surrey Wildlife Trust has confirmed that they are content with the measures, provided that the translocation and management can be secured in perpetuity on the site proposed (adjacent to the Fair Oaks site). The Applicants have provided a map of the translocation site, which is right at the Borough boundary and has confirmed that the owner of the site would be willing to enter into a S106 agreement to secure the translocation, and long term management and maintenance of the site for reptiles in perpetuity.
- 4.14 The Environment Agency has no objections subject to conditions
- 4.15 The County Lead Local Flood Agency (LLFA) has no objections on the application subject to conditions
- 4.16 The Council Drainage Engineer has no objections.
- 4.17 The Police Crime Prevention Advisor has no objections, subject to a condition on any permission.
- 4.18 The Council Community Services Manager Comments that whilst some play equipment is to be provided on the site to the south, the range of equipment is not adequate, and request a contribution of £30,000 towards up-dating the play equipment at the Chertsey Recreation ground to make it available/ useable for the children.
- 4.19 Affinity Water does not raise an objection but refers to the need to follow British Standards and Best Practice to reduce groundwater pollution risks. They comment that if any pollution is found at the site, then the appropriate monitoring and remediation methods will need to be undertaken.

- 4.20 No comments have been received from South West Trains, SSE Power Distribution, the North West Surrey Clinical Commissioning Group, Network Rail, SGN Plant Protection, UK Power Networks, Surrey Fire Services,
- 4.21 Barratt, David Wilson Homes (who are developing the site on the southern side of the Hanworth lane reserve housing site) comment that the developers intend to tack on to their access road, so nothing unexpected.
5. Relevant Local Planning Policies
- 5.1 The Runnymede 2030 Local Plan was adopted on 16 July 2020 and the policies have to be read as a whole. Any specific key policies will be referred to in the planning considerations. This application was last considered by the planning committee on 15 July 2020 which was immediately prior to the adoption of the local plan. However, the officer's report had made full reference to the policies in the Runnymede 2030 Local Plan and members were fully aware of the plan and gave it significant weight. This is now the adopted development plan applying to the borough, and officers are satisfied there are no new 'in principle' issues that have been identified that were not raised in the original report to committee of 15 July 2020. This updated report therefore only considers the policies in the new plan, and not the previous development plan, and updates the planning considerations arising from the reduction in the number of flats and associated planning issues.
- 5.2 The application site is included in the current SLAA (2018), as part of larger site ID 48. The Runnymede 2030 Local Plan carries forward the larger site as a housing allocation (Policy SL3). Policy SL3 identifies that between 2017 and 2025, the land will deliver 340 units. 130 units have been completed, which is the land either side of the access to the application site along Kennet Lane and further 158 homes have been approved on land to the south of Kennet Lane (RU.18/1280). This current application site is the last remaining parcel within the Policy SL3 allocation. The policy SL3 also provides a description of some of the key infrastructure contributions expected, including education, TSPA and highway works as well as other infrastructure and cycle links through the site.
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, and it must be considered in the light of the presumption in favour of sustainable development. The application site is part of a long term allocated reserve housing site, the majority of which has already been granted permission for housing and have been built or under construction. The application is in outline, with access, layout and scale are to be considered at this stage and appearance and landscaping reserved for subsequent approval. The key planning matters are housing land supply/need; mix; affordable housing; traffic, highway safety and car parking; impact on the character and visual amenities of the area; impact on the residential amenities of adjoining occupiers; leisure/ recreation; crime prevention; potential impact on trees; impact on statutorily designated sites and protected species; noise and vibration; sustainable drainage and flood risk; contaminated land and ground water; impact on local infrastructure;
- 6.2 This site has been allocated for development to meet long term housing needs for a very long time, since the 1993 Local Plan. The site is part of the Hanworth Lane allocation site in Policy SL3 for 340 units. 278 units have already been approved and have been built or are under construction. This is the remaining parcel of this allocation. The need to deliver additional housing is a key policy of the NPPF, and significant weight must be accorded to the contribution that the site would make to housing supply and fulfil the aims of the Runnymede 2030 Local Plan. It is therefore considered that the redevelopment of this final parcel of land is acceptable in principle.
- 6.3 The NPPF makes it clear that for a development to be judged to be sustainable, it needs to create a high quality built environment, and contribute towards protecting and enhancing the natural and built environment; and as part of this, helping to improve biodiversity. Contributing towards the supply of housing must therefore be balanced against other considerations before concluding whether the proposal constitutes sustainable development and if not whether there is conflict with the NPPF and local plan policies and whether any adverse impacts of permitting the application would significantly and demonstrably outweigh the benefits.
- 6.4 The site would be accessed via a spur off Pretoria Road, along Highcross Place and through the Kennett Lane. Additional access is also proposed by a junction to the site opposite the spur which is under construction to the south (RU.18/1280), and pedestrian access is proposed via Highcross

Place. Pretoria Road is an adopted highway, whereas Highcross Place and Kennett Lane are not adopted – nor proposed to be adopted. There have been a series of developments permitted in recent years for residential developments served off the road, notably 89 flats on the Fusion site (former gas holder); 57 houses and flats on Highcross Place (the former Tamchester site), and most recently, for 130 houses and flats on the Kennet Lane development to the south of the site and either side of the access road. When the Kennet Lane development came forward, the Highway Authority advised that they considered the proposed access to be acceptable, but that a maximum of 130 dwellings would normally be the limit in terms of properties served off a single access point.

- 6.5 The application as amended would add a further 48 dwellings to the same access point. However, the application also includes an access through the site to the south currently under construction RU.18/1280 to facilitate an additional route to the site. This has already been secured by the s106 agreement entered into by the developer for the adjoining site under RU.18/1280. The County Highway Authority has reviewed the scheme and raises no objection in terms of highway capacity and highway safety and has recommended a condition to secure the visibility requirements at the entry/exit from the access from the south. The development would add to trips on the local network including the A320, and the CHA recommend that a contribution of £203,869 (originally £222,335) should be provided for improvements to the A320 junctions and links. In addition a travel plan auditing fee of £4600, and a car club bay and vehicle should be provided for users of the development and the wider area. There would be more trips along the new road south of Hanworth Lane which would pass by residential properties in The Knoll and Crown Rise, however, it is considered that any such vehicle movements would not be materially harmful to the amenities of these properties in terms of material increase in noise and disturbance. Subject to these contributions, the sustainable location of the site, coupled with additional vehicular access and pedestrian access proposed it is considered that the development would not materially harm highway safety nor cause harm to other highway users. The CHA request other conditions regarding, layout of parking and cycle storage, construction transport management plan, visibility splays, electric vehicle charging points. Although the number of flats has decreased from 52 to 48, the applicant still proposes to provide 52 parking spaces. It is considered that this is a reasonable quantum of parking given the location of the site in relative good position for access to public transport, and there would be cycle storage. It is therefore considered the access arrangements and amount of parking are acceptable and comply with Policy SD4.
- 6.6 The NPPF requires development to provide a good standard of amenity for existing and future users. Policy EE1 reflects this and advises that all development proposals will be expected to achieve high quality, and inclusive design which responds to the local context. In addition, the policy also requires proposals to not have an adverse impact on the amenities of the occupiers of the proposed development or to neighbouring properties. The revised plans have not given rise to any changes to the size or position of the buildings.
- 6.7 The application site is in an area which has a mixed style of development with 2 storey residential houses in Highcross Place, 4 storey flats in Burnell Court and Chalcroft Court and 2 storey houses along Kennet Lane to the south east and Laburnum Road to the North. The higher 3½ and 3 storey units would be central in the site closest to the 4 storey flats in Burnell and Chalcroft Court. The units closest to residential dwellings in Highcross Place and Kennet Lane would be two storey. The heights of the units would be lower, than the units in Burnell and Chalcroft Court, but their form would be in keeping with these units. Gaps are proposed at first floor level breaking up the units and landscaping is proposed to the front of the units and to the east and west of the site. In addition, landscaping is also proposed along the access road to the site. The units would not be clearly visible from outside of the site, however, given the proposed rhythm and scale of the development and the rhythm and scale of the adjacent neighbouring properties it is considered that the proposal would not materially be out of keeping with the established character of the area and would not unduly harm the amenities of the street scene. The proposal would therefore comply with Policy EE1 of the Runnymede 2030 Local Plan in this respect.
- 6.8 The size of the flats have been revised to comply with the minimum standards as outlined in Policy SL19 which officers have checked and can confirm is the case, and each flat would have their own individual private amenity areas facing south. The future occupiers would also be able to access the two areas of communal amenity space at either end of the site, close to Highcross Place and behind the properties off Kennet Lane and public open space and recreation areas are within walking distance.. The flats would back onto the railway and would experience noise and vibration from trains passing. The layout of the flats has therefore been designed such that there are limited habitable rooms facing the railway and all the balconies are on the southern side away from the

railway. The Environmental Health officer has advised that alternative methods of ventilation are required, and this can be secured by condition. It is considered that each flat would have a reasonable standard of internal and external amenity, and would comply with policy EE1 in this respect. Therefore it is considered the siting and layout of the site are acceptable. The mix of one, two and three bedroom flats also increases the range of units that the SHMA and Policy SL19 require. Officers consider that the greater proportion of two and three bedroom flats is acceptable and consistent with its location, and provides an acceptable range of dwelling types.

- 6.9 The site is surrounded by residential dwellings and therefore a development of this scale on this current open land would be highly visible and prominent from many neighbouring vantage points. There would be separation distances of 14 metres to the boundaries with properties in Highcross Place, 10 metres to properties in Kennet Lane and 30 metres with properties in Laburnum Road (on the opposite site of the railway). In addition, the proposal has been designed with the lower buildings closer to the more sensitive boundaries. It is considered that because of the separation distances the proposed buildings would not materially result in an over-dominant form of development which would be detrimental and harm to the amenities of the occupiers of the adjacent neighbouring properties.
- 6.10 The proposal would include windows in the rear north east facing elevation which may overlook the properties in Laburnum Road. However, the majority of these windows would serve communal areas such as stairwells. To prevent overlooking and loss of privacy these windows can be obscurely glazed and a condition is imposed to secure this. In terms of prevention of perception of nuisance from multiple lighted windows at night facing the houses in Laburnum Road, this can be given further consideration at the reserved matters detailed design stage. The closest properties to the development would be in Medland Mews in Kennet Lane and Highcross Place. The closest flats would be approximately 10 and 14 metres respectively to the boundaries of these properties. The juxtaposition of these flats would result in some oblique overlooking and potential impact on the neighbouring occupiers from loss of privacy which is a negative of the scheme, however, this could be mitigated by installing screens on the sides of the balconies for the flats closest to Medland Mews and Highcross Place. It is therefore considered that subject to condition regarding screens the proposal would provide a reasonable balance of amenities and would comply with Policy EE1.
- 6.11 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. Policy SL20 seeks to meet the needs for affordable housing by providing a percentage of affordable units within a development site. This states that for development proposal of 10 or more units 35% of dwellings should be affordable with the tenure split between 70% affordable and 30% as other forms of affordable housing. The policy states that in seeking affordable housing provision, the Council will have regard to scheme viability and take a negotiated approach to the final percentage of affordable housing delivered. The current application initially proposed 15% affordable (8no. units). During the course of the application prior to the consideration by the planning committee initially in July 2020, the amount of affordable housing was increased to 25% (formerly 13 units in the form of 9no. 2 bed affordable rented units and 4no. 2 bed shared ownership units). The increase in flat sizes has reduced the overall number of flats in the scheme, which means a slight reduction in the number of affordable housing flats in the scheme. As now proposed, there would be 25% still achieved, with a total number of 12 affordable flats, comprising 4 x 2 bed units and 8 x 1 bed units: 4 x 2 bed flats and 4 x 1 bed flats for affordable rent, and 4 x 1 bed flats for shared ownership. The mix of the affordable housing tenure would be about 66% and 33% which is in line with the policy SL20. However, the amount of affordable homes provided is not in accordance with policy SL20 (35% of 48 flats would require 16.8 affordable homes). Officers have therefore had regard to the provisions of policy SL20 which are that where viability evidence demonstrates that the full amount of affordable housing cannot be delivered, the Council will negotiate a level of on-site affordable housing that can be delivered. The applicant has updated the viability assessment which has been reviewed by officers.
- 6.12 The applicant has been submitting viability reports throughout the course of this application originally to justify the 15% affordable housing provision (not accepted) and then the revised scheme of 25% as was the case prior to the consideration by the Committee on 15 July 2020. Independent consultants reviewed these and their advice was the applicant's methodology was sound and reasonable costs included but there was still headroom for an additional financial contribution. To support the latest revisions to the scheme reducing the number of flats to 48, the applicant has submitted an updated viability assessment which concludes that the costs of developing the site have increased and the likely profit from the sale of the units has decreased. In reviewing the revised contributions and the viability assessment, officers consider there is still a

financial opportunity for a small contribution towards affordable housing in addition to the onsite provision which can be dealt with by the S106 to enable the contribution to be reviewed at a later date as the application is only outline. It is a matter for the committee to balance, but officers consider that the complete package of onsite affordable housing of 25% and potential small additional financial contribution in line with the requirements of policies SL3 and SL20 make the scheme acceptable.

- 6.13 In terms of Statutorily designated sites, part of the site lies within 5km of the Thames Basins Heath SPA, and the whole of the site lies within 7km of the 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. The Applicants have submitted an Ecological Assessment that touches on the impact on the SPA and which states that it is likely that financial contributions would be required to manage indirect visitor impacts through SANGS in accordance with the adopted SPG (although the documentation submitted does not provide the necessary evaluation of risk of adverse impacts of the designated features of these protected sites, contrary to the Wildlife and Countryside Act 1981 and the NPPF). The revised layout provided proposes that 20 of the dwellings lie in the 5km zone from the TBHSPA – although comments that this may alter at reserved matters stage. The remainder (32) lie in the 5-7km zone. The adopted SPG does not include an appropriate sum for the 5-7km zone, but in the adjoining development, the contribution of a quarter of the full contribution was considered acceptable by Natural England. Natural England have been consulted on this current application and raise no objection subject to appropriate mitigation measures being secured. Policy EE10 of the Runnymede 2030 Local Plan refers to for sites beyond 5kms zone of influence and that an appropriate assessment may be required to determine where there will be a likely impact on the integrity of the TBH SPA. This refers to residential developments of 50 dwellings and above between 5-7 kms of from the SPA. The reduction in number of units will mean that only the units within 5kms of the TBH SPA now have to provide mitigation. This will mean a SANG contribution of £630 per dwelling in the 5km zone (18 units), and a SANG contribution of £2000 per unit in 5 km zone (18 units). The total sums for SANG are £11,340, and £36,000 for SANGs. It is considered that the contributions are acceptable and adequate to be able to conclude no likely significant effect on the SPA, subject to the prior completion the S106 to secure the SANG and SANG contributions. This is in accordance with Saved Policy NRM6 of the South East Plan 2009, Policy EE10, and guidance in the NPPF. NB. This amount is a reduces SANG and SANG Contribution by £20,000 and £6,300 respectively from the previous scheme.
- 6.14 In terms of protected species, the Ecological Assessment identifies that the site has a medium importance for reptiles. A Mitigation Strategy has also been submitted which proposes the relocation of the reptiles from the site to Samson's Wood (adjacent to the Fair Oaks development and within Runnymede Borough). The Strategy suggests that the translocation and long-term management of the receptor site for reptiles may be secured by a S106 agreement. Surrey Wildlife Trust initially raised concerns over the translocation proposed. Following which the applicant submitted additional information including a map of the site and confirmation that the applicant will enter into a S106 agreement to secure the site for translocation. The Surrey Wildlife Trust are satisfied that providing site improvements at the location site are carried out prior to the translocation of wildlife and that the owner is will to enter a S106 to secure the long term management and maintenance of the site. Subject to this the proposal would comply with Policy EE9. Apart from the existing wild grasses etc on the site, The Council's Tree Officer comments that there are no significant individual trees to be removed and that he is confident that the site could benefit with a new planting scheme. A no-dig construction is proposed to protect trees along the access. A draft method statement has been submitted with the application. However, a finalised method statement and corresponding tree protection plan should be required by condition, as should a landscaping scheme with replanting. Landscaping has been reserved and it is considered that the layout will enable good quality landscaping to be provided, which will also contribute to enhancing biodiversity at the site, in accordance with policies EE9 and EE11.

- 6.15 The site is in a low risk flood area, but in a ground water source protection zone, underlain by an aquifer. Part is at the edge of an indicative area for foul sewer flooding. The Environment Agency raise no objection but advise that the previous use of the site presents a risk of contamination that could be mobilised during construction to pollute controlled waters. They are particularly sensitive in this location due to the principal aquifer under the site. Whilst the EA are content that the evidence provided gives them confidence that it will be possible to suitably manage the risk posed to controlled waters, they require that conditions be imposed on any permission. The conditions relate to unexpected contamination remediation and the infiltration of surface water into the ground. The Council's Contaminated land officer has also requested the submission of a condition to require the submission of a phase 2 intrusive investigation, the submission of a remediation scheme, validation of remediation and reporting of any unexpected contamination. The LLFA has no objections subject to conditions requiring details of the SUDS scheme. The Council's Drainage Engineer has reviewed all of the information and is satisfied that infiltration drainage can be considered at the site. It is therefore considered that the proposal would comply with Policy EE13.
- 6.16 The site is over 0.4ha in size, but not in an area of archaeological potential. A desk top assessment has been submitted with the application as required. An archaeological evaluation is proposed to be secured via a condition. This is considered acceptable to the County Archaeological Officer and in accordance with Policy EE7.
- 6.17 The site is close to the railway. A Noise Report and Air Quality Assessment have been submitted with the application and reviewed by the Council's Environmental Health Officer. He raised queries regarding noise but was satisfied by the further information provided. Conditions are recommended on any permission, to secure dust suppression methods during the construction of the development, acoustic fence and an alternative ventilation system for the habitable rooms facing the railway should the occupiers choose to have their windows closed. On this basis, subject to safeguarding conditions, the scheme is considered to be acceptable under Policy EE2. No details of any renewable energy measures have been submitted and therefore a condition is required to ensure renewable energy technologies are provided to comply with Policy SD8 in providing of at least 10% of the energy requirements of the units. There is scope for some parking spaces to be provided with electric vehicle charging points, to be secured by condition, and there will be conditions required to secure water efficiency measures and biodiversity improvements to comply with policies SD7 and SD8.
- 6.18 In terms of other technical matters, the Council's Contaminated Land Officer has reviewed the submitted investigation report, and advises that further details need to be submitted prior to commencement of development because this is application is for outline only, and details are also required of the land conditions in the areas of the site proposed for landscaping. Subject to this, the proposal will also comply with Policy EE2 in this respect. Comments have been received from the Police Crime Prevention Design Advisor who recommends that the scheme follow the principles of Secured by Design such to ensure the proposal would be a safe and secure development. An informative is recommended regarding this so that the reserved matters can include information on this important matter.
- 6.19 Policy SL3 and the Infrastructure Delivery Plan specify a range of infrastructure improvements which can be secured by a s106. The Local Education Authority has been consulted and they require contributions of £157,499 to education projects in the area: £32,306 towards an early years education infrastructure in Chertsey, £65,620 towards primary education in the Chertsey, Addlestone and Ottershaw Area specifically a project at Meadowcroft Community Infant School, and £59,573 towards secondary education in Runnymede specifically a project at Jubilee High School. Infrastructure Delivery Plan suggests a residential scheme of this size in Chertsey would generate a requirement for a contribution of £120,211.8 to Outdoor sports, playspace, allotments, and community facilities in the area. These contributions, in addition to the A320 and TBHSPA contributions would provide a total of £543,519 for local projects. Subject to approval of this application, officers can advise that the site allocation as a whole will have contributed approximately £1.5 million to education projects, £1 million to A320 upgrade works and approximately £500,000 to impact on the TBHSPA and the provision of approximately 100 units of affordable housing being provided on all sites of approximately. It is considered that the proposal would comply with Policies SL3 and SD5
- 6.20 With regard to specifically this parcel of the allocation, the Council's Infrastructure SPD states that the requirement for contribution to works to A320 is £782,280 gross or £613,032 net (discounting the affordable units). Under the terms of the HIF award the Council is obliged to recover 100% clawback towards the mitigation of the A320 works, but this is subject to the scheme being policy

compliant first. However, following the review of the submitted viability assessment, it is considered that the proposal does not support a 100% clawback to the A320 works in this instance. There may be the opportunity to recover more money for the A320 works, but this would be at risk of not providing other contributions to affordable housing, education, and community facilities.

7. Conclusion

7.1 The site is part of a long term reserve housing site close to the railway station and public facilities. The site is the last parcel of land in the allocation as detailed in Policy SL3 of the new Runnymede 2030 Local Plan. The proposal would complete this allocation and would make a valuable contribution to housing in the Borough. The scheme would also provide financial contributions to A320 works, education and provide affordable housing on site as well as contributions to other important local infrastructure.

7.2 The proposal would make full and effective use of land which is encouraged by the NPPF and provide linkages through the site to the wider area. Landscaping is also proposed providing private and public amenity areas for future residents of the site and the wider area. The proposal would also provide financial contributions to community infrastructure works outside of the site as identified in the Infrastructure Delivery Plan and Policies SL3 and SD5 for use of residents of the area as well as the future occupiers of the development.

7.3 The scale, layout and access to the site has been revised during the course of the application, increasing affordable housing and improving accessibility throughout the area. It is considered that the benefits of providing housing, completing the site allocation as outlined in the Policy SL3 of the Emerging Local Plan as well as maximising the use of the land and providing contributions to improve the well being of residents in the wider area carries substantial weight in favour of this application

7.4 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.

7.5 The development has been assessed against the following Development Plan policies SD1, SD2, SD3, SD4, SD5, SD7, SD8, SL3, SL19, SL20, EE1, EE7, EE9, EE10 of the Runnymede 2030 Local Plan the policies of the NPPF, guidance in the PPG, and other material considerations including third party representations. On the basis of the above, it is now considered that the benefits of the scheme assessed against the NPPF as a whole are not now outweighed by the adverse impacts identified, and that the development would not result in any harm that would justify refusal in the public interest – and on this basis, approval is recommended, subject to a S106 and conditions as set out below.

SUMMARY OF RECOMMENDATION: Authorise the CHDMBC to grant planning permission subject to

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

- 1) Transportation Improvements and contributions including:
 - A contribution of £203,869 towards improved to the A320 junctions and links
 - A travel Plan auditing fee £4,6000
 - Provision of a car club bay and car club vehicle within the development site for use by both future occupiers and the wider public
- 2) Education contributions
 - £32,306 towards an early years education infrastructure in Chertsey,

- £65,620 towards primary education in the Chertsey, Addlestone and Ottershaw Area specifically a project at Meadowcroft Community Infant School, and
 - £59,573 towards secondary education in Runnymede specifically a project at Jubilee High School.
- 3) SAMM TBH SPA financial contribution of 630 per dwelling in the 5km zone (18 units) total - £11,340
 - 4) SANG TBH SPA - £2000 per unit in 5 km zone (18 units) £36,000
 - 5) Community facilities
 - Playspace - £70,438.20
 - Playing pitches - £38864.70
 - Allotments – £4,464
 - Community facilities - £6,444.90
 - 6) The delivery of 12 no. affordable units on the site. (8 affordable rent and 4 shared ownership)
 - 7) Affordable Housing contribution of £38,547.93
 - 8) Provide mitigation for relocation of reptiles and long term management and monitoring at site adjacent to Fairoaks Airport.
 - 9) Monitoring fee £10,000

And Subject to the following conditions:

- 1 Outline application (standard time limit)
Approval of the details of the appearance and landscaping of the site (hereinafter called "the reserved matters") shall be obtained from the Local Planning Authority in writing before any development is commenced, and shall be carried out as approved.

Reason: To comply with Section 51 of Part 4 of the Planning and Compulsory Purchase Act 2004.
- 2 Outline application (reserved matters standard time limit)
 - a. Application for approval of the reserved matters referred to in Condition 1 shall be made to the Local Planning Authority before the expiration of three years from the date of this permission.
 - b. The development hereby permitted shall be begun either before the expiration of five years from the date of this permission, or before the expiration of two years from the date of approval of the reserved matters to be approved, whichever is the later.
Reason: To comply with Section 51 of Part 4 of the Planning and Compulsory Purchase Act 2004.
- 3 List of approved plans
The development hereby permitted shall not be carried out except in complete accordance with the following approved plans The development hereby permitted shall not be carried out except in complete accordance with the following approved plans 1025 Rev P5 SO, 1001 Rev P1 SO, 6002 Rev P4 SO, 6001 Rev P4 SO, 5003 Rev P5 SO, 5002 Rev P5 SO, 5001 Rev P5 SO, 1026 Rev P5 SO, 6003 Rev P5 SO, 2002 Rev P7 SO, 1027 Rev P5 SO, 4002 P4 SO, 3001 P5 SO, 4001 P4 SO received 4 August 2020, Supporting email 3 June 2019, Slow worm relocation site/Runnymede Boundary plan 3 June 2019, Environmental Noise and vibration Survey and Impact Statement report 236701 NV1A2_Rev 1 received 29 May 2019, Viability Assessment April 2019, Arboricultural Impact Assessment HWA10066.01_APIII received 31 January 2019, Exploratory Hole Location Plan 47601/G/FIG02 Rev A received 25 October 2018, reptile mitigation Strategy PR121549 Rev A received 18 September 2018, Travel Plan received 28 June 2018, Waste Management Plan received 23 February 2018, Surface Water Drainage Summary received 20 February 2018, Design and Access Statement, Geology Maps, Travel Plan Statement, Air Quality Assessment, Transport Statement, Arboricultural Impact Assessment HWA1006_API111, Archaeological Assessment, Flood Risk Assessment and Sustainable Drainage Strategy, Extended Phase 1 Habitat Survey (Preliminary Ecology Assessment) and Planning Statement received 26 January 2018.

Reason: To ensure an acceptable scheme and to comply with Policy EE1 of the Runnymede 2030 Local Plan.
- 4 No site clearance or any works or any development shall take place until the protected species (slow worms) have been collected and translocated to an alternative site in accordance with the details of the application, and in accordance with the methodology in the submitted Reptile Mitigation Strategy dated 12.9.18.

Reason: To ensure that the development does not harm the identified protected species and to comply with Policy EE9 of the Runnymede 2030 Local Plan and the NPPF.

- 5 No part of the development shall be first occupied unless and until the proposed access to the south of the site 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 nor cause inconvenience to other highway users and in recognition of "Promoting Sustainable Transport" in the National Planning Policy Framework 2019 and to comply with Policies SD3 and SD4 of the Runnymede 2030 Local Plan.

- 6 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 and for vehicles to turn so that they may enter and leave the site in forward gear. All cycle parking shall be secure, covered and lit. Thereafter the parking and turning 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 in recognition of "Promoting Sustainable Transport" in the National Planning Policy Framework 2019 and to comply with Policies SD3 and SD4 of the Runnymede 2030 Local Plan.

- 7 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

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 in recognition of "Promoting Sustainable Transport" in the National Planning Policy Framework 2019 and to comply with Policies SD3 and SD4 of the Runnymede 2030 Local Plan.

- 8 The development hereby approved shall not be occupied unless and until at least 20% of the available parking spaces are provided with a fast charge socket (current minimum requirement: 7kw Mode 3 with Type 2 connector - 230 v AC 32 amp single phase dedicated supply) and at least a further 20% fitted with appropriate infrastructure to provide additional fast charge points at a later date, all in accordance with a scheme to be submitted to and approved in writing by the Local Planning Authority.

Reason: In order that the development should not prejudice highway safety nor cause inconvenience to other highway users and in recognition of "Promoting Sustainable Transport" in the National Planning Policy Framework 2019 and to comply with Policies SD3, SD4 and SD7 of the Runnymede 2030 Local Plan.

- 9 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 'Full Travel Plan' document dated June 2018, and then the approved Travel Plan shall be implemented on occupation and for each and every subsequent occupation of the development, thereafter maintain and develop the Travel Plan to the satisfaction of the Local Planning Authority.

Reason: In order that the development should not prejudice highway safety nor cause inconvenience to other highway users and in recognition of "Promoting Sustainable Transport" in the National Planning Policy Framework 2019 and to comply with Policies SD3 and SD4 of the Runnymede 2030 Local Plan.

10 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, updated arboricultural information 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 arboricultural information and should consist of the following updated documents:

- I. Arboricultural Impact Assessment
- II. Arboricultural Method Statement
- III. Tree constraints plan
- IV. Tree protection plan

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 Policy EE11 of the Runnymede 2030 Local Plan.

11 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 (including any fence along the boundary with the flats at Chalcroft Court and fencing along the access road, 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 Policies EE1 and EE11 of the Runnymede 2030 Local Plan and guidance within the NPPF.

12 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 for each relevant Phase of development until Conditions (i) to (iv) or otherwise agreed remedial measures have been complied with for that phase of Development. 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 - information received

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 - Information submitted

If found to be required for a Phase of Development, 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 for that Phase of Development 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 the .gov.uk LCRM approach. 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, and to ensure that the development is not put at unacceptable risk from, or adversely affected by, unacceptable levels water pollution from

previously unidentified contamination sources in accordance with Policy EE2 of the Runnymede 2030 Local Plan and guidance in the NPPF.

13 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 Policy EE7 of the Runnymede 2030 Local Plan and guidance within the NPPF.

14 No infiltration of surface water drainage into the ground is permitted other than with the written consent of the Local Planning Authority. The development shall be carried out in accordance with the approved details.

Reason: No infiltration of surface water drainage into the ground is permitted other than with the written consent of the Local Planning Authority. The development shall be carried out in accordance with the approved details.

15 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. Those details shall include:

- a) A design that satisfies the SuDS Hierarchy and that is compliant with the national Non-Statutory Technical Standards for SuDS, NPPF and Ministerial Statement on SuDS.
- b) The results of more soakaway location specific infiltration testing completed in accordance with BRE Digest: 365.
- c) Evidence that the proposed infiltration based drainage solution will effectively manage the 1 in 30 & 1 in 100 (+40%) allowance for climate change storm events, during all stages of the development (Pre, Post and during), (as per the SuDS pro-forma or otherwise as agreed by the LPA).
- d) Detailed drawings to include: a finalised drainage layout detailing the location of SuDS elements, pipe diameters, levels, details of how SuDS elements will be protected from root damage and long and cross sections of each SuDS element including details of any flow restrictions and how they will be protected from blockage.
- e) Details of Management and Maintenance regimes and responsibilities
- f) A plan showing exceedance flows and how property on and off site will be protected.
- g) Details of construction phasing, i.e., how drainage will be dealt with during works including pollution prevention.

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 and to comply with Policy EE13 of the Runnymede 2030 Local Plan and guidance in the NPPF.

16 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 to demonstrate that the Drainage System has been constructed as per the agreed scheme.

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

17 Prior to the occupation of the development hereby approved details of the chosen renewable energy/low carbon technology to be used, along with calculations demonstrating that 10% of the predicted energy consumption would be met through renewable energy/low carbon technologies shall be submitted to and approved in writing by the Local Planning Authorities.

Development shall be carried out in accordance with the approved details and thereafter retained, maintained and operational unless otherwise agreed in writing by the LPA.

In the event of air to ground source heat pumps being the chosen renewable energy measure, details shall be submitted to and approved in writing by the LPA prior to installation. Details shall include acoustic data to demonstrate that there will be no increase in the background noise level

and that there will be no tonal noise emitted from the unit, as well as details of the location of the units and the distance to the closest dwelling.

Reason: To ensure that a minimum of 10% of the energy requirement of the development is produced by on-site renewable energy sources/low carbon technology and to protect the amenities of occupiers of nearby properties and to comply with Policy SD8 of the Runnymede 2020 Local Plan and guidance within the NPPF

18 External lighting and floodlighting

Before any external lighting, including street lighting and lighting of parking areas, is installed at the site, details shall be submitted to and approved in writing by the Local Planning Authority.. 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 existing neighbouring properties and future occupiers of the development and to comply with Policy EE1 of the Runnymede 2030 Local Plan and guidance within the NPPF..

19 Prior to first occupation of the development hereby approved, details of measures to prevent disturbance to existing residential occupiers at Laburnum Road from lighting of the communal areas to the rear of the buildings shall be submitted to and approved in writing by the Local Planning Authority. Such measures as shall be agreed shall be installed prior to first occupation of the development and maintained and retained thereafter for the lifetime of the development.

Reason: To protect the residential amenities of the neighbouring properties and to protect wildlife and to comply with guidance within the NPPF, and Policy EE2 of the Runnymede 2030 Local Plan.

20 Biodiversity

The above ground construction of the development hereby approved shall not commence until details of the measures to improve and enhance biodiversity at the site have been submitted to and approved in writing by the Local Planning Authority. Such details as shall be approved shall be fully implemented prior to the first use or occupation of the development.

Reason: To enhance biodiversity and to comply with guidance within the NPPF and to comply with Policy EE9 of the Runnymede 2030 Local Plan.

21 Noise mitigation

Prior to the commencement of above ground construction of the development, a scheme for the mitigation of impacts on the dwellings hereby approved from noise from the railway shall be submitted to and approved in writing by the Local Planning Authority. The scheme shall include alternative means of providing fresh air ventilation to habitable rooms on the north eastern rear elevation, and an acoustic fence along the boundary with the railway. The approved mitigation scheme shall be implemented in its entirety before any of the flats are occupied and shall be retained and maintained for the lifetime of the development.

Reason: To ensure the future occupiers are not affected by noise from the railway that would otherwise have an adverse impact on health and quality of life in accordance with guidance within the NPPF and to comply with Policy EE2 of the Runnymede 2030 Local Plan.

22 Obscure glazing

Before the first occupation of the development hereby permitted, the windows to non-habitable rooms in the rear north eastern elevation(s) shall be fitted with obscured glazing (at Pilkington Glass Level 4 or equivalent) and any part of the window(s) that less than 1.7 metres above the floor of the room in which they are installed shall be non-opening and fixed shut. The window(s) shall be permanently retained in that condition thereafter.

Reason: To avoid overlooking into the adjoining properties and to reduce light spillage /pollution to the adjacent properties in Laburnum Road and to comply with Policy EE1 of the Runnymede 2030 Local Plan and guidance within the NPPF.

23 Side screen to balcony

Before the development hereby permitted is occupied, details of the proposed 1.8 metre high screen along the side edges of the balcony/terrace at first floor level for the units closest to Highcross Place and Medland Mews shall be submitted to and approved in writing by the Local Planning Authority (LPA). Development shall be carried out in accordance with the approved details prior to the first use of the balcony/terrace area and the screening shall be retained in perpetuity unless otherwise agreed in writing by the LPA.

Reason: To prevent overlooking and loss of privacy to the occupiers of the neighbouring properties and to comply with Policy EE1 of the Runnymede 2030 Local Plan and guidance within the NPPF.

- 24 Construction Environmental Management Plan (CEMP)
Prior to commencement of development, including demolition, a Construction Environmental Management Plan shall be submitted to and approved in writing by the Local Planning Authority. The development 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 Local Plan and guidance within the NPPF.

- 25 Water efficiency
Prior to the first use/occupation of the development hereby permitted, details of the water efficiency measures and rainwater harvesting shall be submitted to and approved in writing by the Local Planning Authority. Such details as shall be approved shall be fully implemented and retained for the lifetime of the development

Reason: In order to achieve water efficiency and to comply with Policy SD7 of the Runnymede 2030 Local Plan and guidance within the NPPF.

- 26 Sustainable construction
Prior to commencement of construction of the development hereby approved, details of sustainable construction and demolition techniques to provide for the efficient use of minerals and encourage the re-use of construction and demolition waste at source or its separation and collection for recycling, shall be submitted to and approved in writing by the Local Planning Authority. The development shall be carried out fully in accordance with the approved details.

Reason: To achieve sustainable development and to comply with Policy SD7 of the Runnymede 2030 Local Plan and guidance within 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 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.
- 4 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.

- 5 The developer would be expected to instruct an independent transportation data collection company to undertake the monitoring survey. This survey should conform to a TRICS Multi-Modal Survey format consistent with the UK Standard for Measuring Travel Plan Impacts as approved by the Highway Authority. To ensure that the survey represents typical travel patterns, the organisation taking ownership of the travel plan will need to agree to being surveyed only within a specified annual quarter period but with no further notice of the precise survey dates. The Developer would be expected to fund the survey validation and data entry costs.
- 6 The construction works and operation of the proposed development site should be done in accordance with the relevant British Standards and Best Management Practices, thereby significantly reducing the groundwater pollution risk. It should be noted that the construction works may exacerbate any existing pollution. If any pollution is found at the site then the appropriate monitoring and remediation methods will need to be undertaken.
- 7 The presence of a gas works on the adjacent site means that potential contamination may have migrated across the boundary onto the proposed site. The previous use of the adjacent site as a gasworks presents a risk of contamination that could be mobilised by surface water infiltration from the proposed sustainable drainage system (SuDS). The Environment Agency have concerns that this may result in pollution of controlled waters. Controlled waters are particularly sensitive in this location because the proposed development site is located upon a Principal Aquifer. As part of Condition 14, the Environment Agency require a remediation strategy to be submitted to the Local Planning Authority, detailing how any contamination identified on site, will be dealt with.
- 8 Cadent have identified operational gas apparatus within the application site boundary. This may include a legal interest (easements or wayleaves) in the land which restricts activity in proximity to Cadent assets in private land. The Applicant must ensure that proposed works do not infringe on Cadent's legal rights and any details of such restrictions should be obtained from the landowner in the first instance.

If buildings or structures are proposed directly above the gas apparatus then development should only take place following a diversion of this apparatus. The Applicant should contact Cadent's Plant Protection Team at the earliest opportunity to discuss proposed diversions of apparatus to avoid any unnecessary delays.

If any construction traffic is likely to cross a Cadent pipeline then the Applicant must contact Cadent's Plant Protection Team to see if any protection measures are required. All developers are required to contact Cadent's Plant Protection Team for approval before carrying out any works on site and ensuring requirements are adhered to.

Email: plantprotection@cadentgas.com Tel: 0800 688 588

- 9 A Groundwater Risk Management
Permit from Thames Water will be required for discharging groundwater into a public sewer. Any discharge made without a permit is deemed illegal and may result in prosecution under the provisions of the Water Industry Act 1991. We would expect the developer to demonstrate what measures he will undertake to minimise groundwater discharges into the public sewer. Permit enquiries should be directed to Thames Water's Risk Management Team by telephoning 02035779483 or by emailing wwgriskmanagement@thameswater.co.uk. Application forms should be completed on line via www.thameswater.co.uk/wastewaterquality.

- 10 Hours of Construction Works
The applicant is advised that the council has established the following guideline hours for noisy works:

8am to 6pm Monday to Friday; and
8am to 1pm on Saturday.

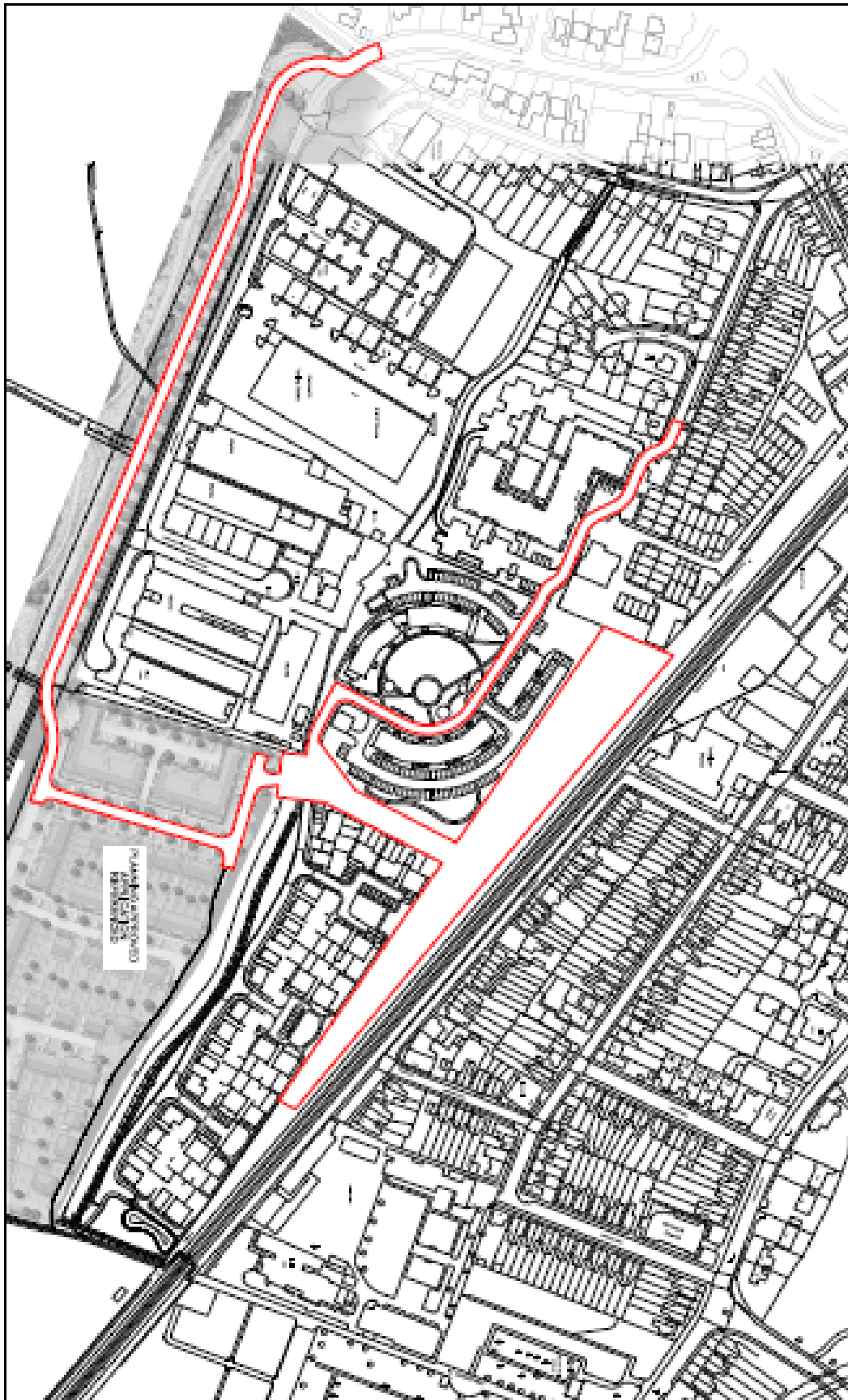
There should be no noisy work on Sundays or Public Holidays.

- 11 Further information is available from the Council's Environmental Health Department.
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.

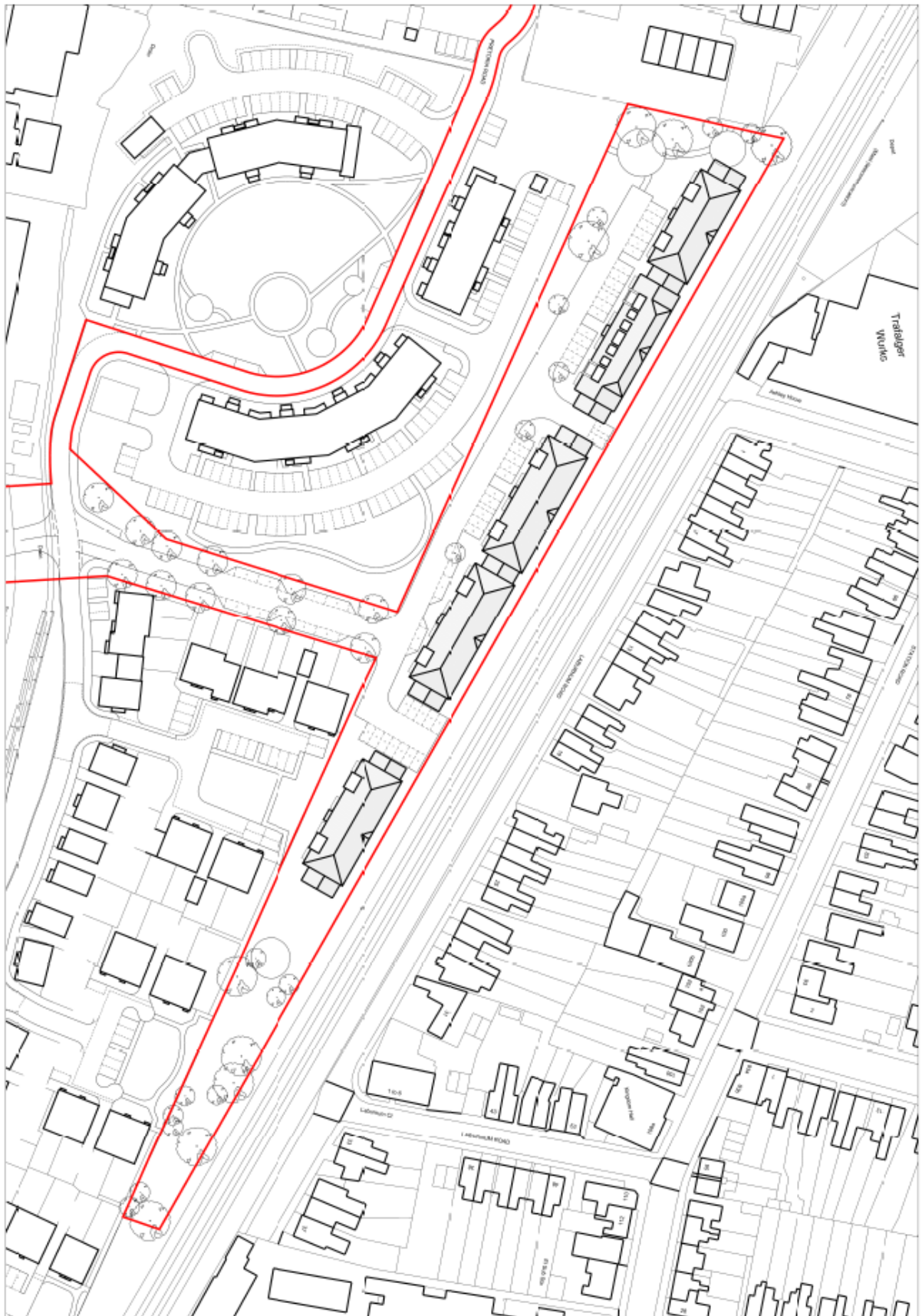
- 12 Party Wall Act 1996
The applicant's attention is drawn to the Party Wall Act 1996 which sets out requirements for notice to be given to relevant adjoining owners of intended works on a shared wall, on a boundary or if excavations are to be carried out near a neighbouring building.
- 13 Surface Water 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.
- 14 The applicant is advised that this permission is subject to a Section 106 Agreement
- 15 The applicant is advised that any gas-fired boilers installed in the development should meet a minimum emissions standard of 40 mg NOx/kWh to sustain compliance with and contribute towards EU limit values or national objectives for pollutants.
- 16 The applicant is advised that the reserved matters application for appearance should include details of how the scheme will reduce/design out crime based on Secured by Design principles.

RU.18/0443 Land east of Highcross Place

Location Plan



Proposed site layout



Proposed south facing elevations (facing Burnell Court and Chalcraft Court)



Previous South facing elevations



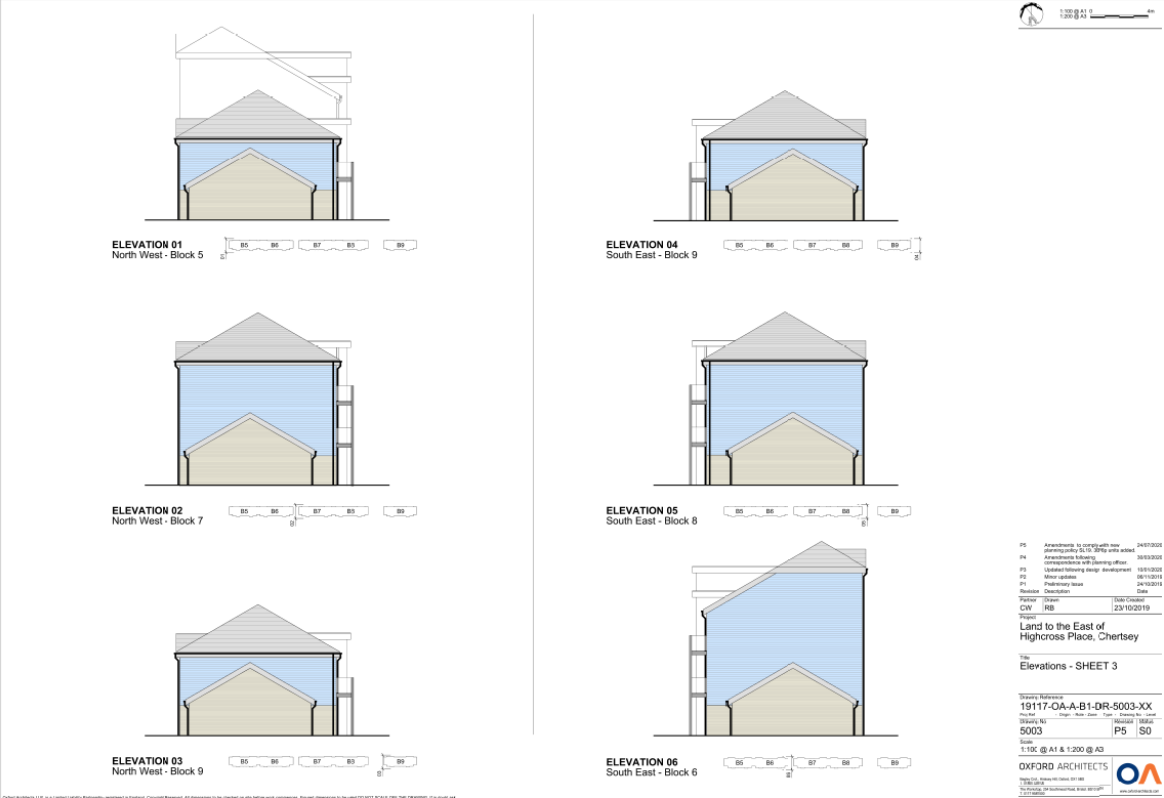
North facing elevations (View from Laburnum Road) Proposed



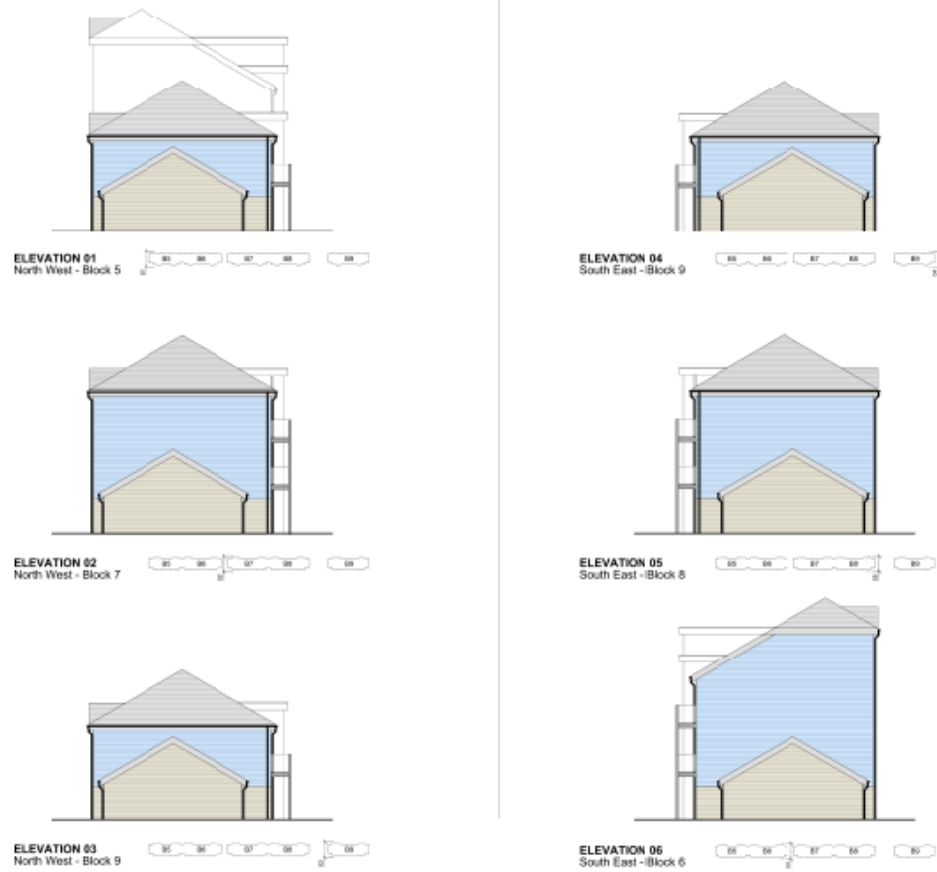
View from Laburnum Road – (Previous scheme)



Side elevations – Revised scheme



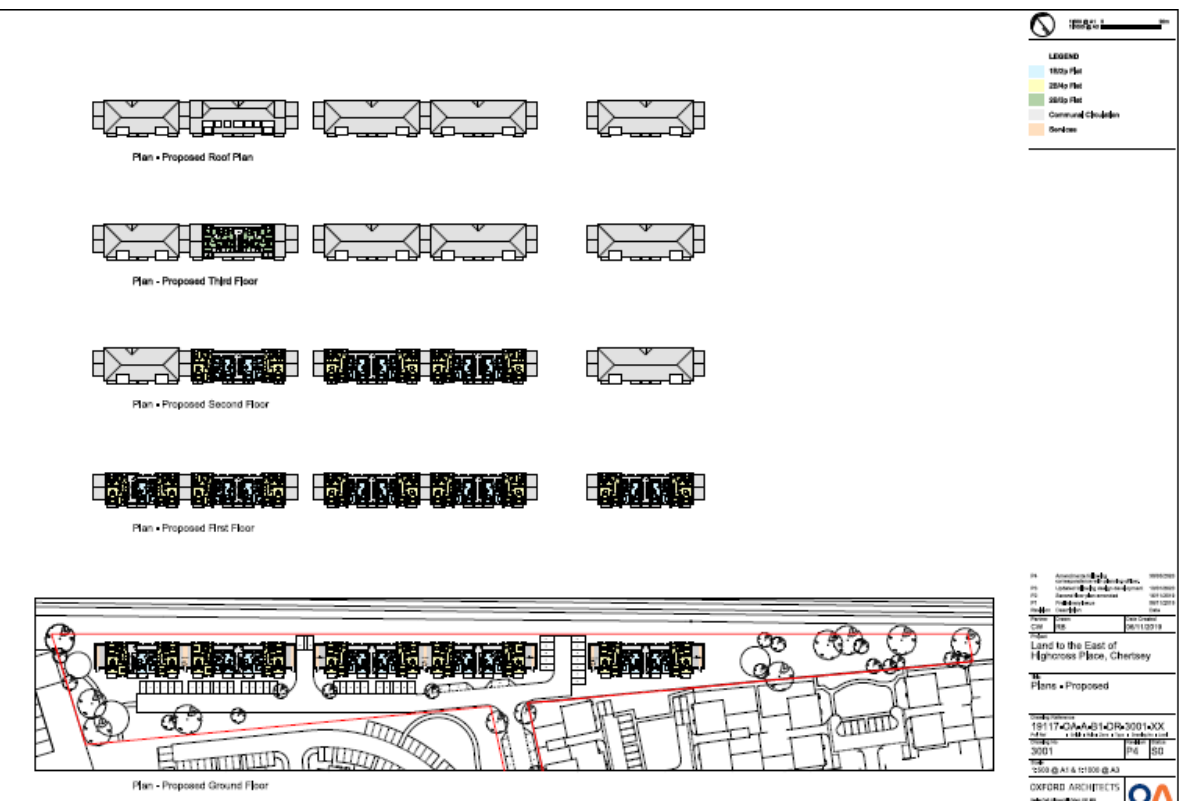
Previous scheme



Building Layout revised scheme

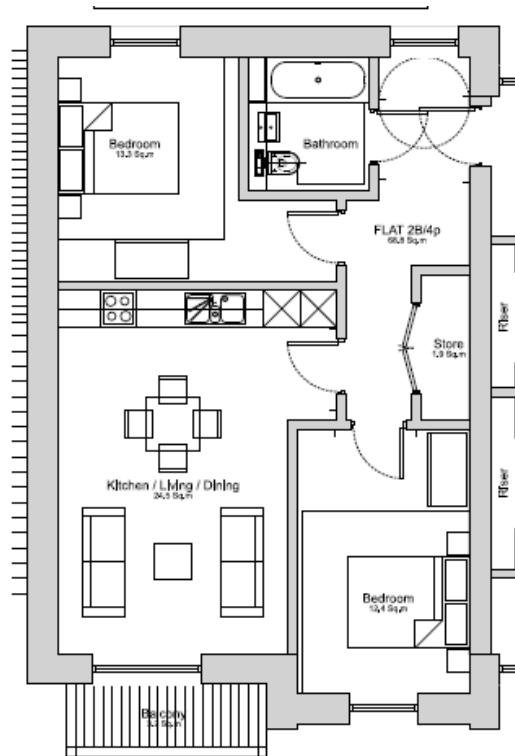


Previous scheme layout

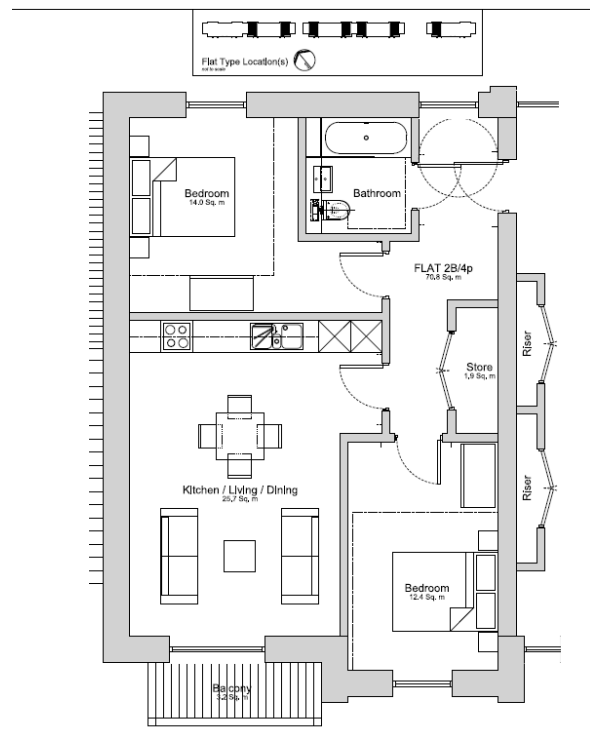


Flat type

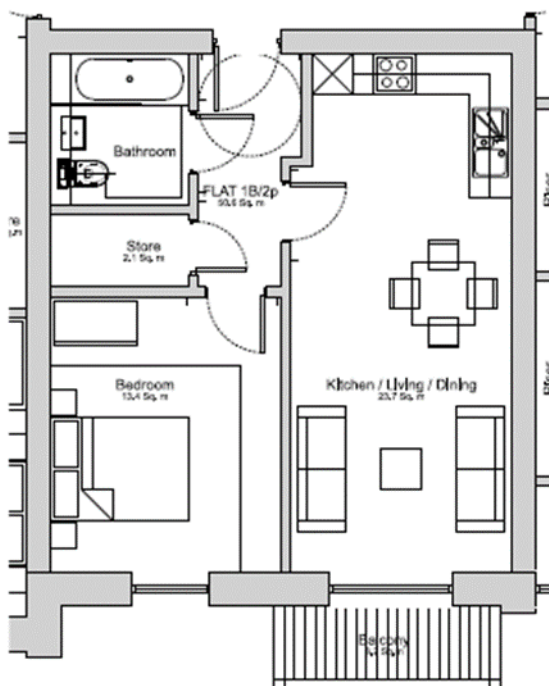
2 bed four person flat previous scheme



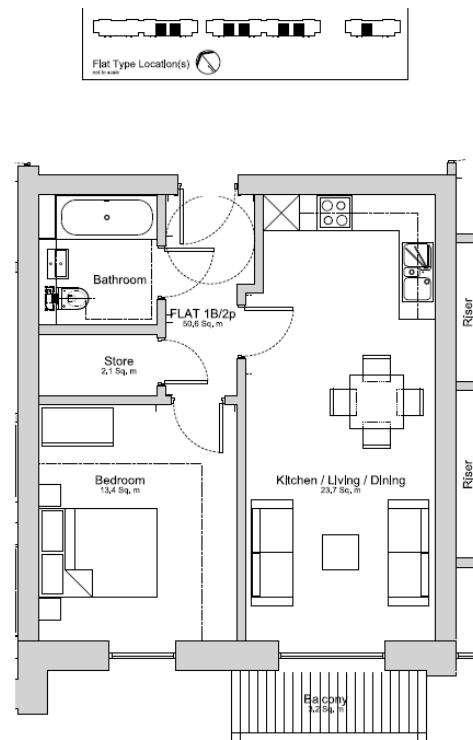
2 bed four person flat revised scheme



1 bed 2 person flat previous



1 bed 2 person flat revised



Flat Type Location(s)
not to scale

FLAT 2B/4p
74.3 Sq. m

Store
2.5 Sq. m

Bedroom
12.2 Sq. m

Bedroom
12.2 Sq. m

Bathroom
5.0 Sq. m

Kitchen / Living / Dining
29.8 Sq. m

Balcony
4.7 Sq. m

Flat Type Location(s)

FLAT 3B/6p
100.0 Sq. m.

Bedroom
12.5 Sq. m.

Bedroom
11.2 Sq. m.

Bathroom

Store
1.1 Sq. m.

Store
1.8 Sq. m.

Kitchen / Living / Dining
20.1 Sq. m.

Bedroom
13.7 Sq. m.

Balcony
1.2 Sq. m.

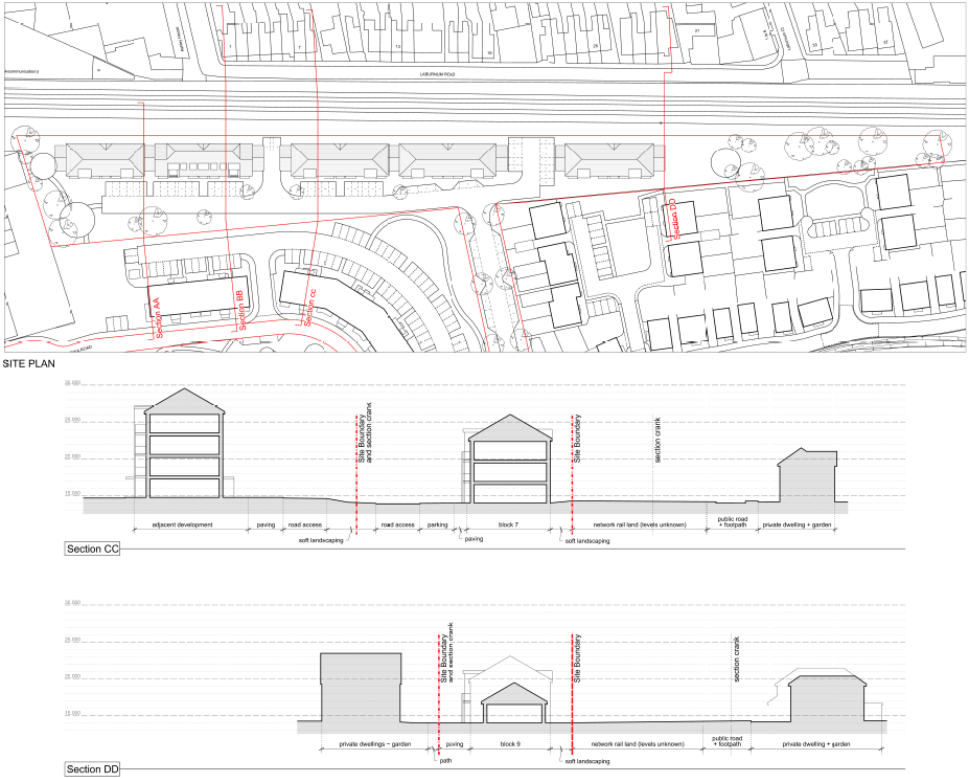
Balcony
1.5 Sq. m.

Riser

Cross section Laburnum Road, Application site and Burnell and Chalcraft Court



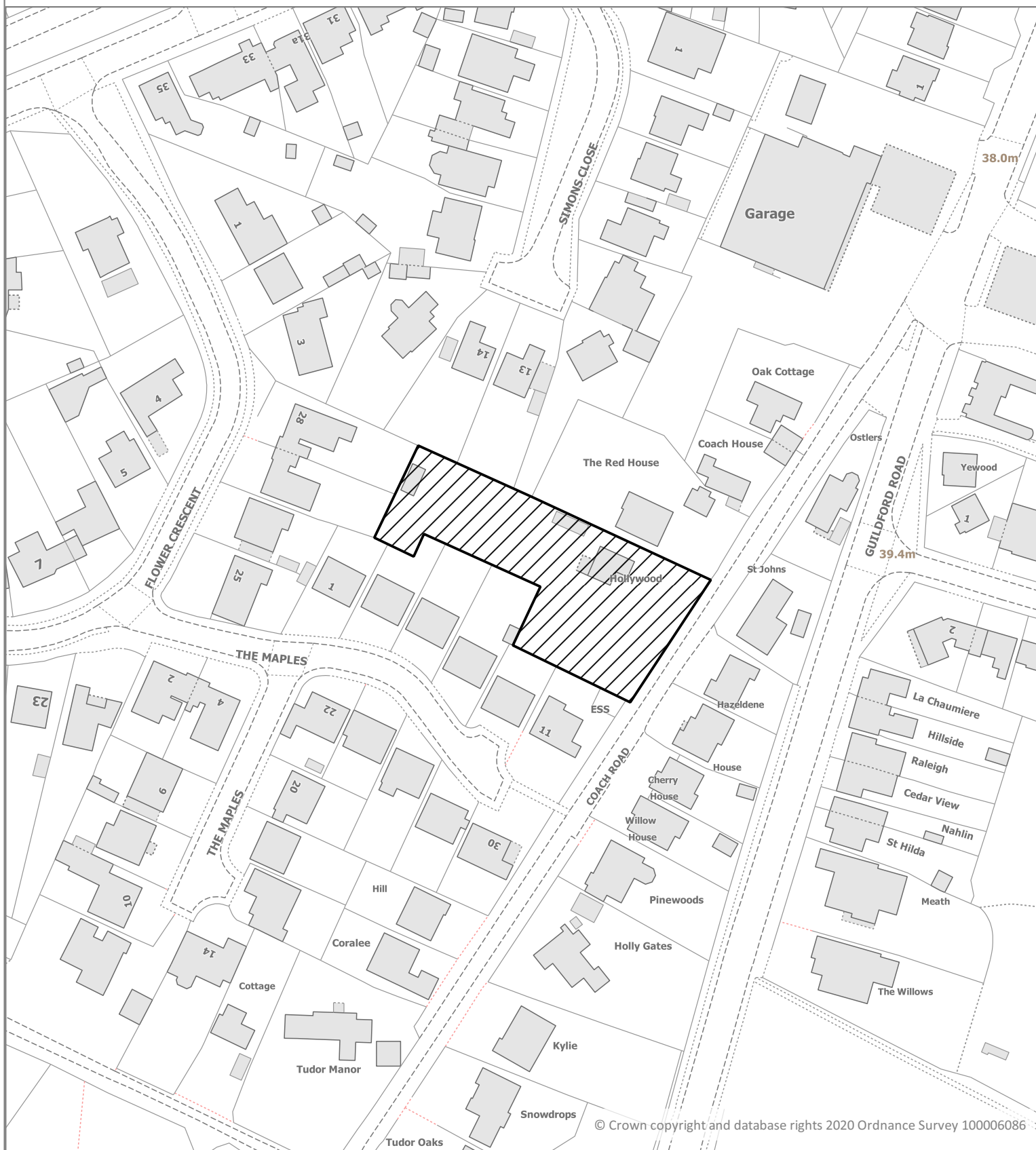
Cross Section Laburnum Road Application Site, Chalcraft Court and Medland Mews





Date: 04/11/2020

Hollywood Gardens



© Crown copyright and database rights 2020 Ordnance Survey 100006086

Scale: 1:1,250

0 20 40 m

RU.20/0494

RU.20/0494	Ward:
LOCATION:	Hollywood Gardens Coach Road Ottershaw KT16 0PA
PROPOSAL	Erection of 2 new detached dwellings following demolition of existing dwelling, garage and outbuildings (revised plans received 14 September amending design for plots 1 and 2)
TYPE:	Full Planning Permission
EXP DATE	29 May 2020

SUMMARY OF RECOMMENDATION: Authorise the CHDMBC to grant planning permission subject to conditions

1. Site

- 1.1 Hollywood Gardens Coach Road is a two storey detached dwelling located within a large plot on the western side of Coach Road. The area comprises a mix of residential detached and semi-detached dwellings, with bungalows, chalet bungalows and two storey dwellings. The existing property is set back from the road and has good screening on the front boundary. The rear (west) boundary adjoins properties located on Flower Crescent, the northern boundary abuts properties on Simons Close, and the southern boundary abuts properties on The Maples. The site is located within the urban area, within 5km of the Thames Basin Heaths Special Protection Area, and there is a Wellingtonia (redwood) tree protected under TPO 412 which is located within the south-eastern corner of the site.

2. Planning history

- 2.1 The relevant planning history is detailed below:

RU.19/0432 - Demolition of existing dwelling, garage and outbuildings, and erection of 4 new detached dwellings – Refused 20 August 2019

This application was refused for the following reasons:

1. The proximity of the proposed dwellings to the protected Wellingtonia tree and encroachment into its root protection areas would significantly impact on the long-term health of the tree; in addition, with gardens and habitable rooms being overshadowed by the tree and others affecting the level of amenity for future occupiers, which would result in risk of future occupiers seeking the felling of the tree. The tree makes a substantial contribution to the amenities of the site and the wider area and its loss would be harmful to the quality and character of the area.
2. The proposed development by reason of the scale and layout of the dwellings, siting of windows, garden depths and the siting of dwellings close to protected trees, parking areas with limited landscaping and siting of dwellings in close proximity to boundaries, would result in a development that is not reflective of the character of the area, harm to the amenities of neighbours from overlooking and loss of privacy, conflict with protected trees affecting the amenity of proposed dwellings, such that the development would not result in a high standard of design and amenity and would fail to take the opportunity for improving the character and quality of the area.
3. It is considered that the substantial harms identified above would clearly outweigh the limited benefits arising from the increase in housing supply in the Borough by three homes.

Since this previous refusal, the Council has adopted the Runnymede 2030 Local Plan.

- 2.2 RU.18/1338 Demolition of existing dwelling, garage and outbuildings and erection of 5 new detached dwellings. Refused 19 October 2018
- 2.3 RU.18/0536 T1 Wellingtonia – Fell 3 spurs that surround the mainstem, Refused May 2018.
- 2.4 RU.99/1035 Renewal of planning permission RU.94/0674 for a single storey side extension, Granted October 1999.

- 2.5 RU.94/0674 Renewal of planning permission RU.89/0985 for a single storey side extension, Granted September 1994.
- 2.6 RU.89/0985 Renewal of planning permission RU.84/0453 for a single storey side extension, Granted September 1989.
- 2.7 RU.84/0453 Single storey side extension, Granted September 1984.

3. Application

- 3.1 This is a full application for the demolition of the existing dwelling, garage and outbuildings and the erection of 2 detached dwellings. Amended plans have been received during the course of the application as described below. The existing access would be retained and there would be one detached dwelling within the front section of the site (Plot 2) and a second detached dwelling to the rear of the site (Plot 1) with an area for parking and turning in the centre of the site between the plots. Each of the dwellings would have two parking spaces and a detached carport. Plot 1 would have an overall height of 8.1 metres, a depth of 14.4 metres and a width of 12.5 metres. Plot 2 would have an overall height of 7 metres, a depth of 19.1 metres and an overall width of 11.2 metres. The dwellings would have a traditional design and appearance and space to boundaries for private gardens. Plot 2 at the front of the site has a larger garden to accommodate the protected Wellingtonia tree. Several supporting documents have been submitted in relation to trees, ecology, heritage, design and access statement, supplementary information, and a Unilateral Undertaking in respect of the TBHSPA.
- 3.2 Initially officers raised concerns about the application as originally submitted. This proposed a large scale dwelling in plot 2 with a deep footprint with a large number of first floor windows, albeit obscurely glazed, proposed within the northern elevation. Officers were concerned about neighbour impacts and impact on the street scene. The dwelling at the rear in Plot 1 was also of substantial scale and massing, and in close proximity to boundaries, with potential for overlooking, and little space for landscaping. Following extensive discussions between the applicant and officers, the plans have been significantly amended through various revisions to address these issues. The amended scheme has reduced the footprint of the dwellings providing increased spacing within the scheme to provide separation to boundaries and more scope for landscaping,

4. Consultations

- 4.1 16 Neighbouring properties were consulted in addition to being advertised on the Council's website and 11 letters of representation were received in response to the original scheme and the main points raised summarised as follows:
 - Access/egress not adequate
 - Would not object should conditions regarding retention of the existing hedging, quick build and any damage to roads and verges repaired during and upon completion
 - Not in keeping visually with the surrounding area
 - Further pressure on infrastructure
 - Loss of privacy
 - Impacts from construction vehicles parking down residential roads
 - Garage will have a detrimental impact on outlook
 - Protected tree roots will limit future occupants enjoyment of their purchase
 - Object to siting of properties due to loss of privacy from windows
 - Concerns over impact to protected tree from construction works
 - Concerned over boundaries, fencing and hedging
 - Concerned over well in the grounds of Hollywood Gardens and this could lead to potential drainage issues
 - Potential extra traffic in Coach Road using the Maples as a car park and traffic, pedestrian and cyclists at greater risk
 - Exacerbate flooding on path from Coach Road to the Maples
 - Plot one much bigger than anything else in the immediate area
 - Windows look towards our bedrooms
 - Overshadowing
 - Garages would create an eyesore
 - Proposed tree would cause more overshadowing
 - Not enough provision for guest parking on site
 - Overlooked
 - View will be ruined causing visual harm

- Loss of light
- Concerned about noise disruption
- Plot 1 is too high
- Service vehicles will not be able to turn
- Would like Coach Road made good afterwards
- Plot 2 close to root protection area of Wellingtonia

10 additional representations (from 8 addresses) have been received in respect of the amended plans summarised as follows:

- Plot 1 still very high
- Buildings are bigger than anything in the vicinity considering how narrow the plot is
- Although plot 2 has reduced in size, both properties have an overbearing effect
- Close to boundary
- Discrepancy between number of first floor windows of plot 2 floor plans and south elevation
- Carports close to boundaries of the Maples
- Impacts from additional housing and hardstanding will increase surface water

The applicant has submitted a response to neighbour comments summarised below:

- The Size of the Houses - the size of the houses and subdivision of the site to form plots bears favourable comparison with the surrounding area. The resultant gardens are larger than many in Coach Road & The Maples.
- Loss of Privacy – Overlooking and Visual Harm - Given the existing grain of development, retention of appropriate trees and existing and proposed landscaping on the site, any negative impact on the privacy of adjoining sites is diminished. Separation distances between the proposed and existing dwellings is in excess of most of the existing development.
- Noise Disruption and Construction Traffic - It is acknowledged there will be some noise during the construction phase but the hours of operation are controlled. The applicant will produce a construction management plan to deal with site traffic and deliveries. The configuration of the site is such that the storage of materials and site accommodation will be away from Coach Road in the centre of the site.
- The Garden Well – Surface Water Drainage and Flooding - From the research undertaken by the applicants we believe the well is largely decorative and not part of a wider land drainage system. This together with the use of permeable hard paved areas will minimise the risk of the development contributing to the existing flooding problems in Coach Road.
- Protected Tree - Much has been said about the impact of the proposal on the Wellingtonia. We have submitted our own arboriculture report which outlines the steps taken to protect the tree. Our revised submission includes a method statement and details of how the tree will be physically protected during construction.
- Car Ports - We have submitted details which illustrate the size and appearance of the proposed car ports. Residents have expressed concern over the likely hood of overspill parking onto Coach Road. The central forecourt and access road together with the car ports provides adequate provision for the site.
- Design & Access Statement - Comments has been made regarding certain inaccuracies within the D & A. These have been dealt with during our most recent exchanges and the submission of revised drawings on 15th October 2020.
- Sustainable Energy and Wood Burning Stoves - The application includes a SAP assessment which embraces a 'fabric first' approach to energy conservation. Highly efficient building envelopes will reduce the energy load of each dwelling. In addition 10% renewable energy will be provided for the site.

- 4.2 RBC Arboricultural Officer – No objections subject to conditions to protect the future of the tree
- 4.3 RBC Contaminated Land Officer – No comments received

- 4.4 RBC Drainage Engineer – No objection subject to a pre-commencement drainage condition for the implementation of an appropriate SuDS.
- 4.5 SCC County Highway Authority – No objection - would not have a material impact on the safety and operation of the adjoining public highway.
- 4.6 Surrey Wildlife Trust – No comments received
5. Relevant Local Planning Policies
- 5.1 The Runnymede 2030 Local Plan was adopted on 16 July 2020 and the policies have to be read as a whole. Any specific key policies will be referred to in the planning considerations.
- 5.2 Any previous SPG which might be a material consideration – 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 on the proposal on the protected tree, character of the street scene, any impact to neighbouring amenities, proposed amenities for future occupiers and whether the proposal has overcome the previous reasons for refusal. Since the previous refusal, the new Runnymede 2030 Local Plan has been adopted.
- 6.2 Compared with previous applications, the current scheme proposes two dwellings which is a significant reduction, which has more spacing between the proposed properties and the site boundaries. In terms of the relationship with the surrounding area, the frontage dwelling Plot 2 has been designed such to reflect a similar design to the existing dwelling. The surrounding area comprises a variety of property styles set in generous gardens and therefore the positioning and design of plot 2 would not cause harm to the character or appearance of the street scene and would sit better in the context of the area compared with previous schemes. The dwelling to the rear, plot 1, would not be highly visible from the street scene given its positioning behind plot 2. The two dwellings would be similar in character, while providing some variety within the site. The proposed height of the dwellings is not excessive, with the frontage property being some 7 metres in height, while plot 1 would be 8 metres in height, and the eaves of the dwellings are kept lower and rooms proposed within the roof space. This lowering of the eaves results in a greater roof area, however as this would be pitched, it would help minimise the overall scale of the buildings. The proposed depths and widths of the properties is considered appropriate within the site and allows for spacing between the properties and their boundaries and adequate garden sizes. The two dwellings are spaced sufficiently within the site to allow for privacy between the dwellings and a separation of 26 metres is proposed between the front elevation of plot 1 and the rear elevation of plot 2. The dwellings would share the access to the north of plot 2 and as such planting has been proposed between the northern elevation and the access road. Two car ports are proposed to the rear of plot 2 one serving each dwelling and would have a maximum overall height of 3.5 metres and a pitched roof. It is considered that this proposed height would not impact upon the character of the surrounding area due to the lower eaves height and pitched design of the roof. The design of the carports are such that they would be constructed in timber boarding with clay roof tiles and would have an open frontage. One of the concerns with the previous proposal was the lack of landscaping proposed. The applicant, through further discussions with officers, has proposed much more extensive landscaping throughout the site to the northern boundary, between and around the proposed dwellings. This increase in planting would add to the more sylvan nature of the site and surrounding area. Details of the type of planting can be secured by way of a condition.
- 6.3 One of the key concerns in the previous applications was the impact of development on the protected Wellingtonia tree (T1) which is located within the garden of the existing dwelling close to the boundary with Coach Road. The previous application was refused due to the proximity of the proposed dwellings to the protected Wellingtonia tree and encroachment into its root protection areas which would significantly impact on the long-term health of the tree. The loss of the tree was considered to have harmful impacts on the character and appearance of the area. This current application seeks to overcome the previous reason for refusal by reducing the number of proposed dwellings and designing the scheme with a layout to have minimal intrusion into the root protection area. This is reflected in the design and layout of plot 2 which has an L-shaped footprint which reduces the amount of built form within the RPA. This also addresses previous concerns about

the impact on the amenity and light for future occupiers from the close proximity of the dwelling as previously proposed in relation to the tree. Under this current amended application, the proposed dwelling in plot 2 would be positioned further away from the tree and would have additional windows serving those rooms closest to the tree. Consultation was carried out with the Councils Tree Officer who acknowledged the changes to the scheme and considered that the proposal would reduce the impact on the tree. The Tree Officer has suggested some conditions to ensure the tree will not be affected from further buildings or landscaping works. These include removal of permitted development rights for Class A extensions and Class E outbuildings, restrictions on landscaping within the RPA and details of foundation design. It is considered that the current amended scheme has achieved a reasonable balance between the need to protecting the tree and providing future occupiers with appropriate standards of amenity. Overall, It is considered that the development for two dwellings as proposed in this amended scheme will provide a high quality design making a positive contribution to the townscape of the area, and will safeguard the future of the protected tree in accordance with policies EE1 and EE11.

- 6.4 With regards to impact on neighbouring dwellings, the application submitted proposed a dwelling with a significantly deeper footprint in plot 2 which raised concerns over impact on the neighbouring dwelling, The Red House. Following discussions with officers, the applicant has amended the scheme, reducing the depth of this dwelling and reducing the number of first floor windows proposed. The current plans show plot 2 projecting 1.2 metres beyond the rear elevation and 8 metres beyond the front elevation of The Red House. Along the northern elevation, 5 first floor windows are proposed facing towards The Red House, 7.1m from the side elevation of The Red House. However these would all serve non habitable areas of the property such as bathrooms, dressing areas and hallways and therefore can be conditioned to be obscure glazed to protect the privacy of the garden of The Red House. The reduced depth of plot 2 would result in a minimal projection beyond the rear of The Red House and while there would be a greater forwards projection, there would be sufficient distance between the properties to prevent overshadowing or overbearing.
- 6.5 The dwelling at the rear, Plot 1 would be approximately 30 metres from the rear elevation of The Red House. First floor windows are proposed within the front elevation of plot 1, which officers considered could result in some loss of privacy to the rear garden of The Red House. To mitigate this, the applicant has proposed to substantially increase the level of proposed planting along this northern boundary to provide better quality screening to the neighbouring dwelling. Details of this planting would be secured by condition. The existing access and driveway are to remain in the same position and would be extended to include further hardstanding to the rear of Plot 2. The increase in planting would also help provide a buffer to any noise and disturbance that could potentially arise from vehicle movements beyond the area already used on site. Taking into account all these considerations, it is considered that with the separation distances avoiding direct window to window overlooking and substantial screening to protect privacy of the garden, the amenities of The Red House will be maintained.
- 6.6 The neighbouring dwellings to the northern side of the site, Nos.11, 13 and 14 Simons Close have rear gardens abutting the site. No.13 and No.14 in particular have their rear elevations facing towards the site. Concerns have been raised from neighbouring occupiers over the height of plot 1 and the presence of windows within the northern elevation. A dormer roof form is proposed within the northern roof slope and would include two windows, both serving bathrooms. It is considered that these windows could be conditioned to be obscure glazed and fixed shut below 1.7m to protect neighbouring amenity. With regards to the height of the proposed dwelling, it is acknowledged that the dwelling would be visible to the neighbouring occupiers, however there is a separation distance of 24 metres between the flank elevation of plot 1 and the rear elevations of No.13 and No.14. It is considered this separation distance coupled with the roof formation sloping away from the boundary and the lower eaves height would prevent the development from appearing overbearing to neighbouring occupiers. Other concerns have been raised with regards to noise and disturbance caused during the build, however these are not planning considerations and therefore cannot be taken into consideration.
- 6.7 To the rear of the site are Nos.27 and 28 Flower Crescent, who have rear gardens abutting the site. Plot 1 would be positioned 12.6 metres from the boundary with these properties and would have a total separation distance of 28 metres between the rear elevations. This is considered sufficient distance to prevent overlooking or loss of privacy to the existing or future occupiers. Furthermore adjoining back gardens are not uncommon within a residential urban area and as such this relationship is considered appropriate.

- 6.8 To the southern side of the site are Nos.1, 3, 5 and 7 The Maples, which have rear gardens abutting the southern side boundary of the site. The dwelling in Plot 1 would be visible from these neighbours. There are three first floor windows located within a dormer roof form in the southern roof slope of Plot 1 and a roof light serving a bedroom. These windows could be conditioned to be obscure glazed as they serve bathrooms or a stairway and the rooflight serves a bedroom with a front facing window. Therefore this condition would prevent views towards the neighbouring properties to limit overlooking and maintain privacy. There is a separation distance of 18.9 metres between the flank elevation of plot 1 and the rear elevations of these neighbours in The Maples. Again, this separation distance coupled with the roof formation sloping away from the boundary and the lower eaves height would prevent the development from appearing overbearing to neighbouring occupiers. The proposed carports would be positioned in the centre of the site adjacent to the southern boundary of the site and would have an overall height of 3.5 metres and an eaves height of 2 metres. Due to the single storey nature of the carports and their overall height and positioning it is not considered that they would result in overbearing to these neighbouring occupiers in The Maples.
- 6.9 Nos.9 and 11 The Maples are also positioned to the southern side of the site, and would be more in line with the frontage dwelling, plot 2. These dwellings have shorter garden depths than their neighbours, however due to the presence of the Wellingtonia Tree, a significant separation distance, approximately 27 to 30 metres, would still be maintained between the proposed dwelling and the rear elevations of these neighbours. There are 5 first floor windows proposed to the southern elevation of plot 2, all serving bedrooms, however the level of boundary screening and existing protected tree would screen direct views towards these neighbours. Additionally the distance between the flank elevation of plot 2 and the neighbouring rear gardens is sufficient enough to prevent immediate overlooking and maintain privacy. Concerns have also been raised by neighbours with regards to the boundary fencing and ownership of this. However concerns over boundary ownerships are not a planning matter and therefore cannot be taken into consideration in this case.
- 6.10 It is considered that plot 2 is sufficient distance from the neighbouring properties on the opposite side of Coach Road to the south east to not be overbearing nor cause harmful overlooking or loss of privacy. A first floor window is proposed to the front elevation however this would not be in direct alignment with the properties opposite and therefore would not give rise to concerns over direct overlooking.
- 6.11 Officers have carefully reviewed the submitted plans and assessed the impact of the proposed development on neighbouring occupiers. It is acknowledged that the dwellings will be visible from properties adjoining the site and from Coach Road. However, officers consider that with the separation distances and mitigations proposed with landscaping and obscuring windows, that there would be a good standard of amenity maintained for neighbouring occupiers. For the reasons set out above, it is considered that the proposal would comply with Policy EE1. However, given the potential for enlargements without planning permission and the potential impacts on neighbouring occupiers, it is considered that permitted development rights for extensions and roof enlargements under Classes A and B should be removed for both plots, in addition to the removal of Class E permitted development rights for outbuildings for plot 2. Therefore, it is considered that the current amended scheme has overcome the reasons for refusal of the previous application.
- 6.12 As the proposal would not result in any alterations to the access point to and from the highway and there would not be any significant increase in vehicle movements to and from the site, it is considered that the proposal would not impact on highway safety and would comply with Policy SD4. Each property has a 2 car carport and parking spaces in front. This is considered sufficient parking and consistent with the area. Bin stores are also proposed within the site for each property. With regards to the drainage, the Council's Drainage Engineer has assessed the scheme and considers that subject to appropriate conditions regarding SUDS, there would be no significant impact from the proposed development on drainage issues. The Runnymede 2030 Local Plan promotes renewable energy and water efficiency as well as biodiversity and electric vehicle charging points. Planning conditions are required to secure these to comply with policy SD7.
- 6.13 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.

6.14 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 residual adverse effects that lead to a likely significant effect on habitats at the TBHSPA. 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 to comply with the Council's adopted guidance and submitted a completed unilateral undertaking in respect of SAMM payment and confirmed that they would contribute towards SANGS to be secured by condition. As such no further contribution is required and 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, Policy EE10, and guidance in the NPPF.

6.15 Other points raised by the letters of representation are not planning matter and therefore have not been considered within this report.

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 development is considered acceptable in terms of appearance and layout, with no harmful impacts on residential amenities, highways, protected species and TBHSPA, and would achieve an acceptable relationship with the protected Wellingtonia tree. The development has been assessed against the following key Development Plan policies – policies EE1, EE9, EE10, EE11, SD4, SD7, SL19 of the Runnymede 2030 Local Plan, 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.

SUMMARY OF RECOMMENDATION: Authorise the CHDMBC 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 PLS001, PLS02 REV A received 26 February 2020, PL405 REV D, PL410 REV D, PL408 REV C, PL406 REV C, PL404 REV C, PL402 REV D, PL401 REV E, PL411 REV A, PL401 REV E, PLS02 REV B, PL407 REV C, PL409 REV C received on 14 September 2020 and SK420 and PL403 REV D received 15 October 2020.

Reason: To ensure high quality design and to comply with Policy EE1 of the Runnymede 2030 Local Plan and guidance in the NPPF.

3 External materials (approved as stated on form)

The development hereby permitted shall be constructed entirely of the materials stated in Part 7 of the submitted valid planning application form.

Reason: To ensure high quality design and to comply with Policy EE1 of the Runnymede 2030 Local Plan and guidance within the NPPF.

4 Obscure glazing

Before the first occupation of the buildings hereby permitted, the first floor windows within the northern elevation of plot 1 and plot 2 and the first floor windows within the southern elevation of plot 1 shall be fitted with obscured glazing (at Pilkington Glass Level 4 or equivalent) and any part of the windows that are less than 1.7 metres above the floor of the room in which they are installed shall be non-opening and fixed shut. The windows shall be permanently retained in that condition thereafter.

Reason: To avoid overlooking into the adjoining property and to comply with Policy EE1 of the Runnymede 2030 Local Plan and guidance within the NPPF.

5 Restricted Permitted Development Rights

Notwithstanding the provisions of Classes A,B and 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 within plot 2 following within the descriptions of Classes A,B and E shall be constructed or carried out, without the prior written permission of the Local Planning Authority, and no development within plot 1 following within the descriptions of Classes A and B 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 Wellingtonia Tree covered by a Tree Preservation Order to prevent any future development within the RPA of the protected tree and to protect the amenities of occupiers of adjoining properties and the surrounding area and to comply with Policies EE1 and EE11 of the Runnymede 2030 Local Plan and guidance within 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 Updated Tree Protection Plan dated August 2020 Hollywood Gardens TPP. 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 and biodiversity of the surrounding area and to comply with Policies EE1, EE9 and EE11 of the Runnymede 2030 Local Plan and guidance within the NPPF.

7 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. Any future landscaping should avoid any extensive landscaping within the RPA of the Wellingtonia and only grass should be introduced with no change in soil levels, except for existing soil piles to be removed by hand to ground level only.

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 and biodiversity of the surrounding area and to comply with Policies EE1, EE9 and EE11 of the Runnymede 2030 Local Plan and guidance within the NPPF.

8 SuDS (scheme for approval - pre-development)

The development hereby permitted shall not commence (excluding any site clearance, demolition or ground investigation works) until details of the design of a surface water drainage scheme have been submitted to and approved in writing by the Local 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. detailed drainage design drawings and calculations to include: a finalised drainage layout detailing the location of drainage elements, pipe diameters, levels, long and cross sections of each element including details of any flow restrictions and maintenance/risk reducing features (silt traps, inspection chambers etc.);

b. 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;

c. details of drainage management responsibilities and maintenance regimes for the drainage system;

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.

Reason: To ensure that the design meets the national Non-Statutory Technical Standards for SuDS and that the final drainage design does not increase flood risk on or off site and to comply with Policies SD7, EE12 and EE13 of the Runnymede 2030 Local Plan and guidance within the NPPF.

9 Water efficiency

Prior to the first use/occupation of the development hereby permitted, details of the water efficiency measures and rainwater harvesting shall be submitted to and approved in writing by the Local Planning Authority. Such details as shall be approved shall be fully implemented and retained for the lifetime of the development

Reason: In order to achieve water efficiency and sustainable development and to comply with Policy SD7 of the Runnymede 2030 Local Plan and guidance within the NPPF.

10 Renewable energy (details required)

Prior to the first occupation of the development hereby approved, details of the chosen renewable energy/low carbon technology to be used, along with calculations demonstrating that 10% of the predicted energy consumption would be met through renewable energy/low carbon technologies shall be submitted to and approved in writing by the Local Planning Authority (LPA).

Development shall be carried out in accordance with the approved details and thereafter retained, maintained and operational unless otherwise agreed in writing by the LPA.

In the event of air or ground source heat pumps being the chosen renewable energy measure, details shall be submitted to and approved in writing by the LPA prior to installation. Details shall include acoustic data to demonstrate that there will be no increase in the background noise level and that there will be no tonal

noise emitted from the unit, as well as details of the location of the unit(s) and the distance to the closest dwelling.

Reason: To ensure that a minimum of 10% of the energy requirement of the development is produced by on-site renewable energy sources/low carbon technology and to protect the amenities of occupiers of nearby properties and to comply with Policies SD8 and EE1 of the Runnymede 2030 Local Plan and guidance within the NPPF.

11 Electric vehicle charging points (per dwelling)

An electric vehicle charging point shall be provided for each dwelling. As a minimum, the charge point specification shall be 7kW mode 3 with type 2 connector. The charging points shall be retained for the lifetime of the development.

Reason: To ensure sustainable design and to comply with Policy SD7 of the Runnymede 2030 Local Plan and guidance in the NPPF.

12 Biodiversity

The above ground construction of the development hereby approved shall not commence until details of the measures to improve and enhance biodiversity at the site have been submitted to and approved in writing by the Local Planning Authority. Such details as shall be approved shall be fully implemented prior to the first use or occupation of the development.

Reason: To enhance the biodiversity of the site and to comply with Policies EE9, EE11 and EE12 of the Runnymede 2030 Local Plan and guidance within the NPPF.

13 SPA

No development shall take place until a scheme for the mitigation of the effects of the development on the Thames Basin Heaths Special Protection Area has been submitted to and approved in writing by the Local Planning Authority. The scheme shall make provision for the delivery of Suitable Alternative Natural Greenspace (SANG). In the event that the proposal is for the physical provision of SANG, the SANG shall be provided in accordance with the approved scheme before any dwelling is occupied.

Reason: To ensure that the development, either on its own or in combination with other plans or projects, does not have a significant adverse effect on a European site within the Conservation of Habitats and Species Regulations 2010 and to comply with Policy EE10 of the Runnymede 2030 Local Plan and guidance in the NPPF.

14 Prior to the commencement of any works in respect of the construction of the dwelling in plot 2 hereby approved and before any excavation for foundations takes place, details of the methodology for the foundations of plot 2 shall be submitted to and approved in writing by the Local Planning Authority which shall demonstrate how the foundations will be constructed to avoid damage to the roots of the Wellingtonia Tree within plot 2.

Reason: To ensure the Wellingtonia tree is protected and in the interests of the long term health and amenity of the tree and the surrounding area and to comply with policies EE1 and EE11 of the Runnymede 2030 Local Plan and 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 Land Ownership

The applicant is advised that consent to carry out works to the above tree(s) does not convey rights of access over land not in the applicants ownership without the neighbours consent to do so.

3 Tree Preservation Order

The applicant is advised that this site is covered by a Tree Preservation Order No 412.

4 Quality of Landscaping Scheme

The applicant is advised that the landscaping scheme should be a high quality scheme and prepared by a qualified landscape architect.

5 SPA

The applicant is advised that to satisfy the above condition in respect of SANG there are likely to be two options.

The first is to provide, lay out and ensure the maintenance of, in perpetuity, of a Suitable Alternative Natural Greenspace (SANG). The physical provision of SANG is likely only to be suitable for schemes of in excess of 60 dwellings due to the need to meet Natural England's guidelines for SANGs. The achievement of this is likely to be through the mechanism of a Planning Obligation under Section 106 of the Town and Country Planning Act, 1990 (as amended).

The second is to enter into a land transaction, for an appropriate financial sum, with the Council to obtain a licence to utilise part of one of the Council's SANGs in mitigation. If the applicant wishes to pursue this option they should contact the planning case officer for further advice.

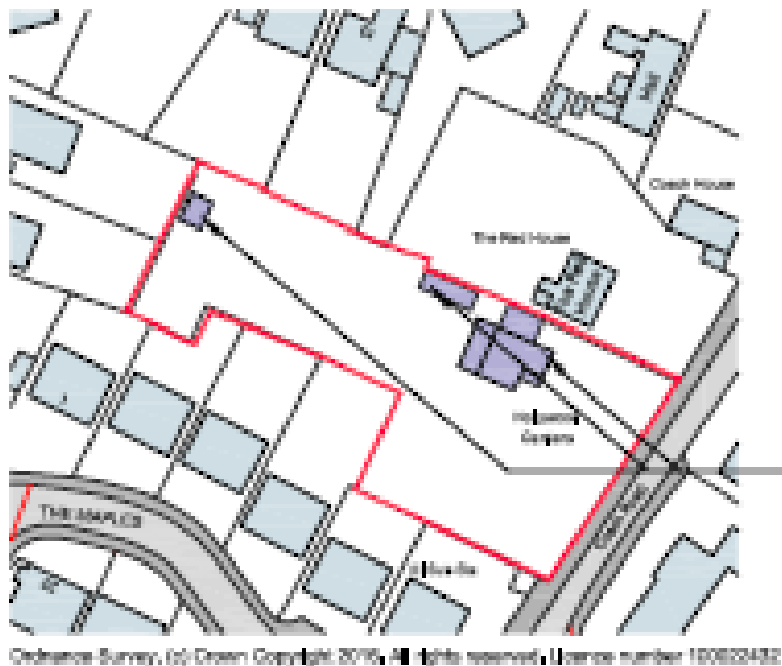
The applicant is further advised that the above arrangements will be in addition to the payment of any applicable Strategic Access Management and Monitoring (SAMM) payment through the Planning Obligation process

6 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.

7 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.



Site Location Plan



Proposed Block Plan



Proposed Street Scene



Proposed Front Elevation Plot 2



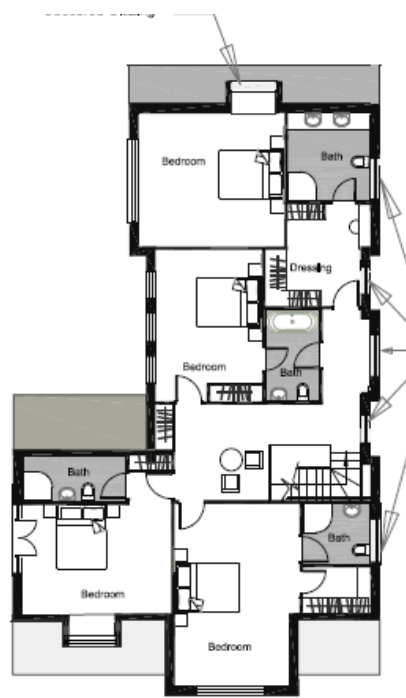
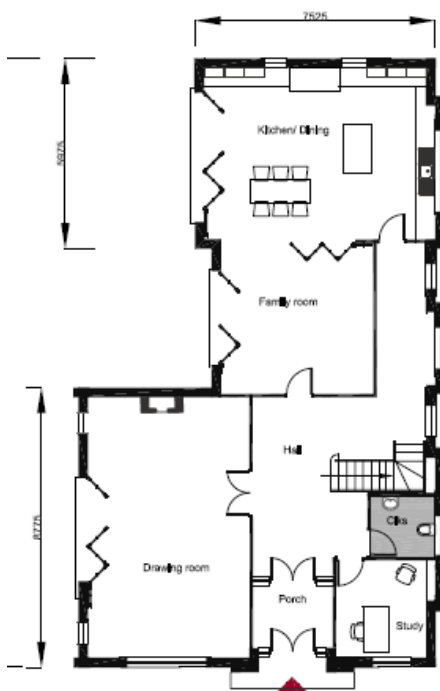
Proposed North Elevation Plot 2



Proposed South Elevation Plot 2



Proposed Rear Elevation Plot 2



Proposed Floor Plans Plot 2



Proposed Front Elevation Plot 1



Proposed Rear Elevation Plot 1

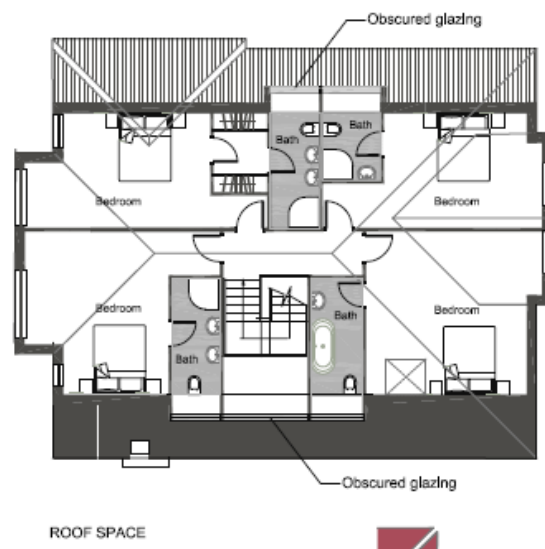


Side Elevation South

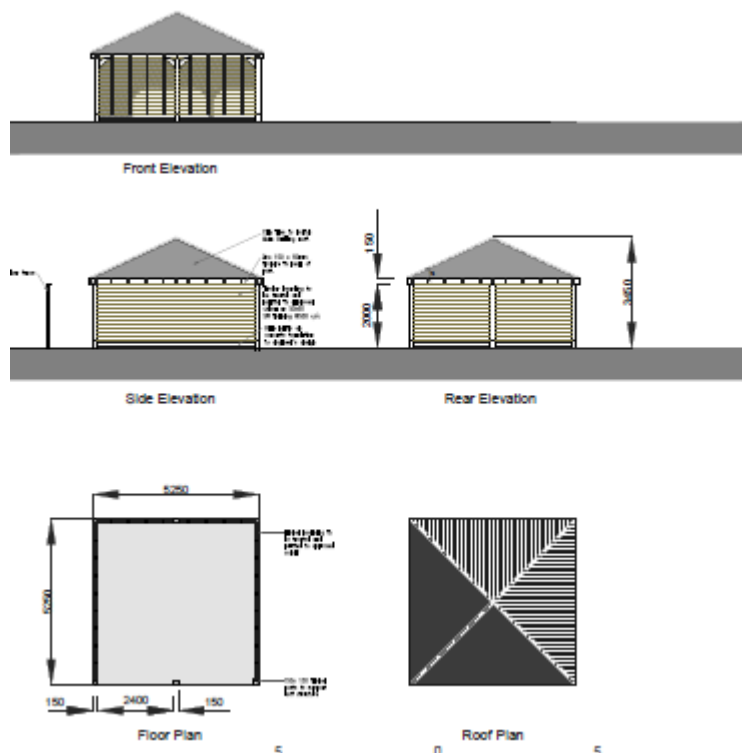


Side Elevation North

Proposed Side Elevations Plot 1



Proposed Floor Plans Plot 1

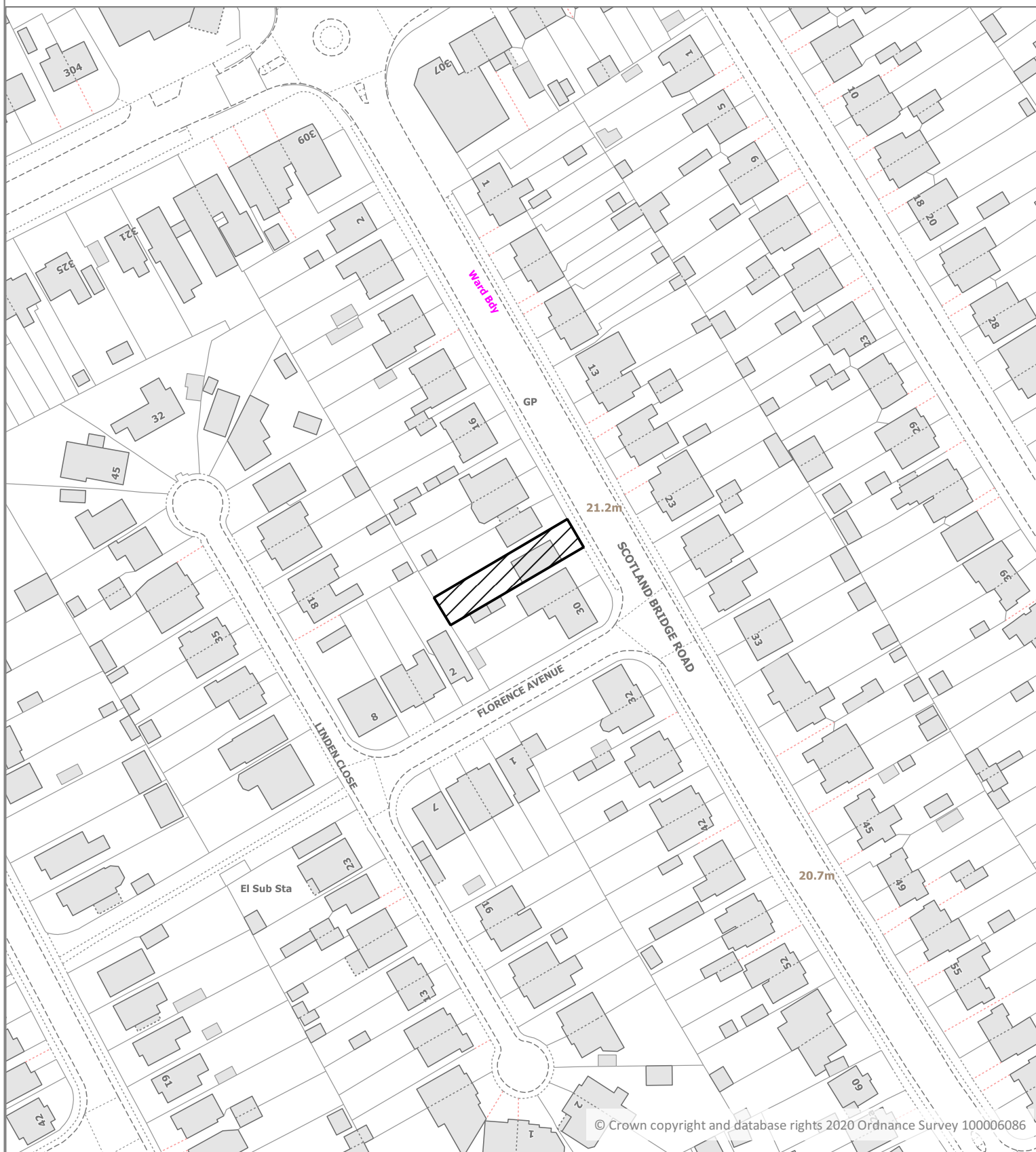


Proposed Car Ports



Date: 04/11/2020

26 Scotland Bridge Road



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Scale: 1:1,250

0 20 40 m

RU.20/1307

RU.20/1307	Ward:
LOCATION:	26 Scotland Bridge Road Addlestone KT15 3HD
PROPOSAL	Single storey front/side porch extension.
TYPE:	Full Planning Permission
EXP DATE	17 November 2020

This application has been referred to the Planning Committee for determination as the applicant is a Member of the Council

SUMMARY OF RECOMMENDATION: Authorise the CHDMBC to grant planning permission subject to conditions

1. Site

- 1.1 The application site is a two storey detached dwelling on the western side of Scotland Bridge Road. The surrounding area is characterised by mostly two storey semi-detached dwellings of a similar age but of differing styles. The application property is set back from the road with off street parking and has a single storey rear extension. Neighbouring property to the south east No. 28 Scotland Bridge Road is a two storey semi-detached property which has been extended to the rear and has several outbuildings in the rear garden along the boundary with the application site. To the north west, No. 24 Scotland Bridge Road is a two storey detached property which has planning permission for a part single part two storey side extension, single storey rear extension and front porch (under RU.19/0364). The application site is located in the urban area and is within 5km of the Thames Basin Heath SPA.

2. Planning history

- 2.1 Relevant planning history detailed below:

RU.74/0092 proposed two storey extension. Grant Consent- subject to conditions July 1974

CHE.3065 Erection of 2 detached houses (Known as nos. 24 and 26 Scotland Bridge Road). Grant consent- subject to conditions March 1936

3. Application

- 3.1 This application seeks permission for a single storey front/side extension that would wrap around the north west corner of the front of the existing dwelling. The proposed extension would have a maximum depth of 4.2 metres (1.4 metres beyond the existing front elevation), width of 3.3 metres (1 metre beyond the existing side elevation) and a height to ridge of the hipped roof of 3.6 metres with an eaves height of 2.5 metres. A window is to be inserted in both the side elevation and front elevation which are both to be obscurely glazed.

4. Consultations

- 4.1 5 Neighbouring properties were consulted in addition to being advertised on the Council's website and no letters of representation have been received.

5. Relevant Local Planning Policies

- 5.1 The Runnymede 2030 Local Plan was adopted on 16 July 2020 and the policies have to be read as a whole. Any specific key policies will be referred to in the planning considerations.
- 5.2 Any previous SPG which might be a material consideration – 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 that the proposal would have on the visual amenities of the street scene and the residential amenities of the occupiers of the adjacent neighbouring properties.
- 6.2 The Council's Householder Guide advises that front extensions are generally the most visible form of extension and can have a significant impact on the character of the area. if they are too large,

too close to a boundary or extend significantly beyond the general lines of the fronts of the houses in a road, they are unlikely to be acceptable. The proposed extension would project 1.4 metres beyond the existing front elevation and would have a minimum separation distance of 0.8 metres to the side boundary with No. 24 Scotland Bridge Road. It is also noted that the roof will be pitched in from the side and front boundaries. There are several other examples of front porches in the surrounding area and neighbouring property No. 24 Scotland Bridge Road has permission for a side extension and front porch although this has not been constructed at the current time. It is therefore considered that the proposed extension would not be visually overbearing or out of character within the street scene. The proposed extension would be constructed of similar materials to the existing dwelling, therefore the proposed extension is not considered to visually harm the character of the area or the street scene in compliance with Policy EE1.

- 6.3 With regard to neighbouring amenity, the proposed front/side extension would be located on the northern side of the property away from No. 28 Scotland Bridge Road so there are not considered to be any negative impacts on this neighbouring property. With regard to No. 24 Scotland Bridge Road, the proposal will be set off the common boundary by 0.8 metres, is single storey with the roof pitched away from the front and side boundaries and a limited forward projection. A window is proposed to be inserted in the side elevation, however this will serve a w.c. and is proposed to be obscurely glazed so there will be no loss of privacy due to overlooking. Therefore, it is considered that the proposal would not materially harm the residential amenities of either neighbouring properties. The proposed porch would extend to the front of the property, however due to the limited depth, it would not impact the existing parking arrangements. The application therefore complies with Policy EE1.

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 development is considered acceptable in terms of appearance and with no harmful impacts on residential amenities. The development has been assessed against the following key Development Plan policies – policies EE1 of the Runnymede 2030 Local Plan, 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.

SUMMARY OF RECOMMENDATION: Authorise the CHDMBC 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:

1480-101, 1480-120, 1480-115, 1480-111, 1480-105 received 22/09/2020

1480-100 received 08/10/2020

Reason: To ensure high quality design and to comply with Policy EE1 of the Runnymede 2030 Local Plan and guidance in the NPPF.

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.

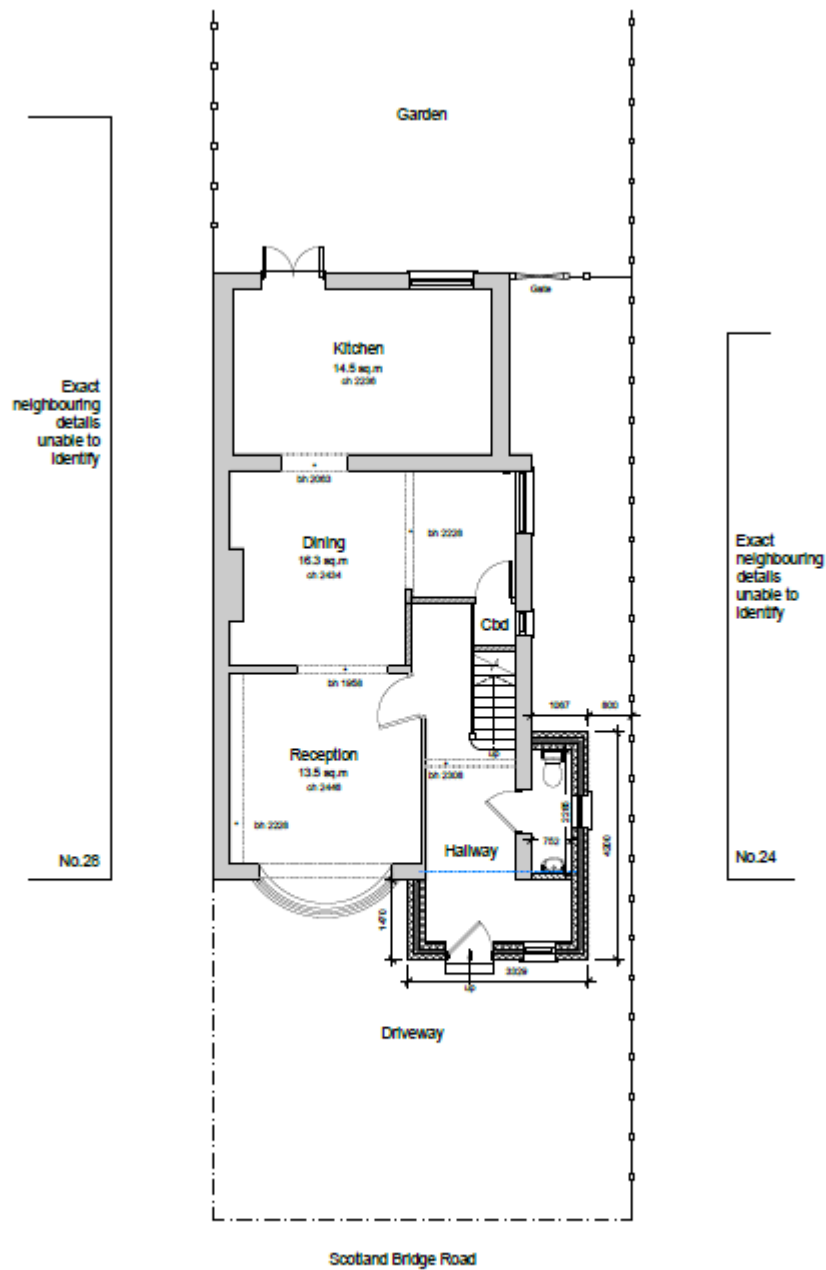
Reason: To ensure high quality design and to comply with Policy EE1 of the Runnymede 2030 Local Plan and guidance within the NPPF.

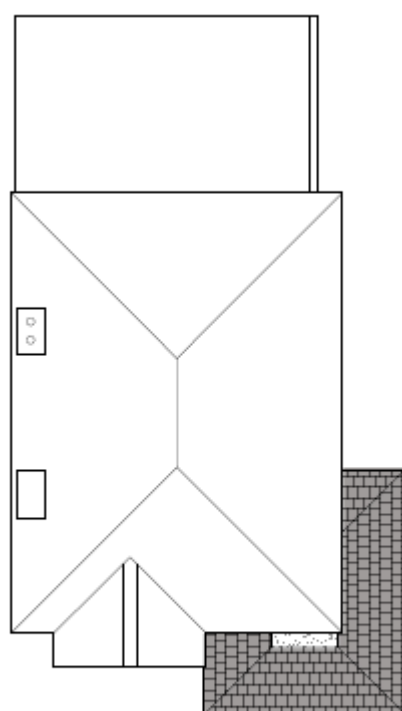
Informatives:

- 1 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.

RU.20/1307 26 Scotland Bridge Road

Single storey front/ side extension



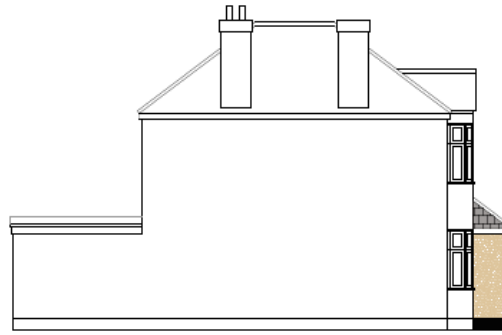


Proposed Roof Plan

Scale - 1:100@A3



Proposed Front Elevation
Scale - 1:100@A3



Proposed Side Elevation
Scale - 1:100@A3



Proposed Rear Elevation
Scale - 1:100@A3

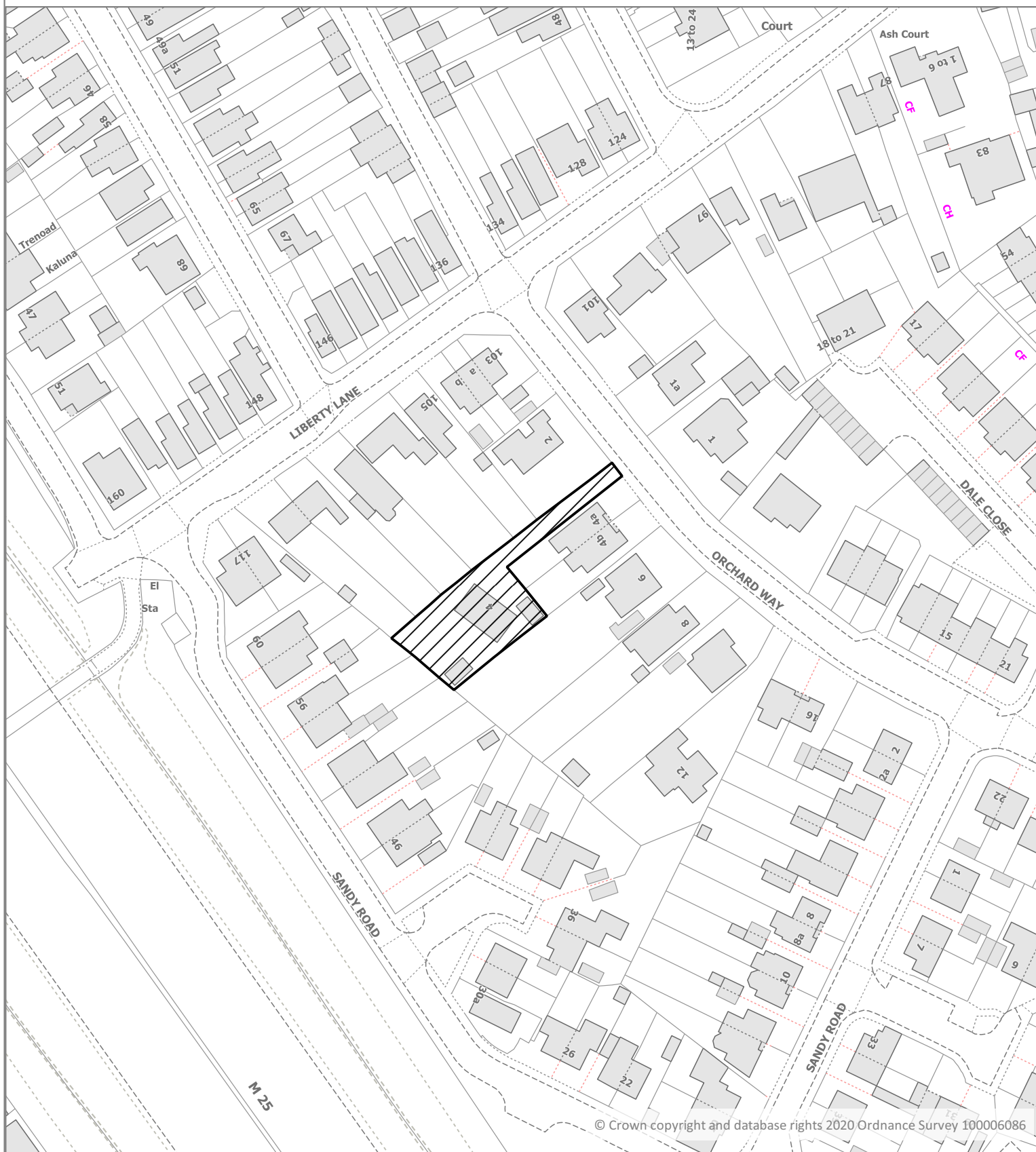


Proposed Side Elevation
Scale - 1:100@A3



Date: 04/11/2020

Dwelling to rear of 4 Orchard Way



Scale: 1:1,250

0 20 40 m

RU.20/1295

RU.20/1295	Ward: Ottershaw
LOCATION:	Dwelling To Rear 4 Orchard Way Addlestone KT15 1NP
PROPOSAL TYPE:	Single Storey Ground Floor rear Extension Full Planning Permission
EXP DATE	11 November 2020

This application has been referred to the Planning Committee for determination as the applicant is a Member of the Council

SUMMARY OF RECOMMENDATION: Authorise the CHDMBC to grant planning permission subject to conditions

1. Site

1.1 The application property is a single storey dwelling which was originally an outbuilding within the rear garden of No. 4 Orchard Way which was a bungalow. The bungalow was subsequently redeveloped for a pair of two storey semi-detached dwellings, with a reduced plot depth and leaving the outbuilding outside their plots. The outbuilding was then converted to an independent dwelling. This originally had an address of the dwelling to the rear of 4 Orchard Way, and this address has been retained despite the two new houses being given the addresses Nos. 4a and 4b Orchard Way. Therefore the application dwelling is a single storey building to the west of Nos. 4a and 4b Orchard Way, with vehicular access along the side of No. 4a Orchard Way. The site comprises a single storey dwelling with an outbuilding and tree house to the rear and one shed/garage to the front of the dwelling. The boundaries of the site are fenced with 1.8m close boarded fencing, and mature and semi-mature vegetation screens the site. To the rear, situated along the boundary are existing mature trees protected by TPO 20. Raised beds sit between the TPO trees and the main dwelling, with a small area of lawn in between.

1.2 Nos. 4a and 4b Orchard Way adjoin the site to the north east. The rear gardens of Nos. 113-105 Liberty Lane and No 2 Orchard Way back on to the side of the site (north-west boundary). The rear gardens of Nos 56-52 Sandy Lane back onto the rear boundary of the application site, with the rear garden of No 6 Orchard Way running parallel to the south-east boundary of the site. The site is in the urban area.

2. Planning history

2.1 In respect of the larger site at No. 4 Orchard Way prior to redevelopment and subdivision, various planning applications were submitted for residential redevelopment of the whole site RU.04/0927, RU.07/0055, RU.07/0968 which were refused. Planning permission was granted for a pair of semi-detached dwellings to replace the bungalow under RU.07/1307. An appeal was dismissed against the refusal of RU.10/0560 for two detached and a pair of semi-detached dwellings. RU.07/1307 was then replaced with RU.11/0175, and also an alternative scheme for two detached dwellings was granted under RU.11/0151. Planning permission was granted RU.12/0153 for a pair of 4 bedroom semi-detached dwellings with associated parking and landscaping following the demolition of the existing bungalow, and then subsequently amended under RU.16/1007 in relation to boundary treatment. In tandem with this, two certificates of lawful proposed development were issued in respect of a building within the rear garden of the existing bungalow prior to redevelopment under ref RU.12/1263 (office/gym) and RU.13/0294 (purposes incidental to the enjoyment of the dwellinghouse). It is this building which is the subject of this current application. Under RU.16/1127, planning permission was granted for the change of use of the outbuilding from gym/office to a three bedroom single storey dwelling and permission was granted under RU.16/1080 for the retention of a tree house. An extension to the dwelling was granted under RU.17/1766 but never constructed. This would have required the removal of the tree house.

3. Application

3.1 The current application is a repeat of the scheme originally granted planning permission in 2017, under reference RU.17/1766. The planning permission is due to expire on 14 December 2020 but is still extant. The application proposes the same single storey rear extension as previously approved: a flat roof single storey extension to the rear of the dwelling. It will have a depth of 7.3m, width of 6.9m (including a covered searing area) and height of 3m. There will be doors and windows in the south and east side elevations and a skylight in the roof. The development will be constructed from wood cladding to match the existing dwelling.

4. Consultations

- 4.1 13 Neighbouring properties were consulted in addition to being advertised on the Council's website and 0 letters of representation were received.

5. Relevant Local Planning Policies

- 5.1 The Runnymede 2030 Local Plan was adopted on 16 July 2020 and the policies have to be read as a whole. Any specific key policies will be referred to in the planning considerations.

- 5.2 Any previous SPG which might be a material consideration – 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 same proposed development was approved in 2017 however the 2030 Local Plan has since been adopted. Therefore key planning matters are whether there are any differences in circumstances since the previous planning permission was granted, and whether the development would comply with the new policies in respect of townscape quality, neighbouring amenity and impact on trees protected by a TPO.
- 6.2 The existing dwelling has a simple rectangular footprint with a shallow gable roof, with low eaves. The proposed extension would have a flat roof that would be higher than the eaves. However, it is considered that although the proposed extension does not have the same roof form, it would be clad with timber as is the existing dwelling, so that this helps to integrate the extension with the existing. There would be no harm to the character and quality of the area as there would be some separation to boundaries to enable boundary screening to be retained, and due to the set back of the dwelling from Orchard Way, there would be no impacts on the street scene. Regarding neighbouring amenity, the proposal is single storey only and of a low height therefore there would be no overbearing impact on any neighbour. Windows are proposed to the south and east, however, due to the substantial separation distances that exist to surrounding neighbours combined with the 1.8m fencing and existing mature vegetation that screens the site, these windows would not cause loss of privacy to any neighbour. Therefore, the development is considered to have a very limited impact on the amenity of all adjoining neighbours including Nos. 4a and 4b Orchard Way. The proposal would introduce development closer to the protected trees to the south west (rear) however it is considered that, due to its low height and relatively small footprint, combined with the existing raised beds close to the trees, the development would not cause harm to these protected trees. The development is therefore considered to have an acceptable impact on the surrounding townscape quality and green infrastructure, and neighbour amenity, in compliance with Policies EE1, EE9 and EE11.

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 acceptable in terms of appearance and with no harmful impacts on residential amenities or nearby protected trees. The development has been assessed against the following key Development Plan policies –policies EE1, EE9 and EE11 of the Runnymede 2030 Local Plan, 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.

SUMMARY OF RECOMMENDATION: Authorise the CHDMBC 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:

Received 16/09/2020: 577 PL101a; 102; 103a; 201a; 202; 010; 011; 012; 013; 020; SK003;

Reason: To ensure high quality design and to comply with Policy EE1 of the Runnymede 2030 Local Plan and guidance in the NPPF.

3 External materials (approved as stated on form)

The development hereby permitted shall be constructed entirely of the materials stated in Part 5 of the submitted valid planning application form.

Reason: To ensure high quality design and to comply with Policy EE1 of the Runnymede 2030 Local Plan and guidance within the NPPF.

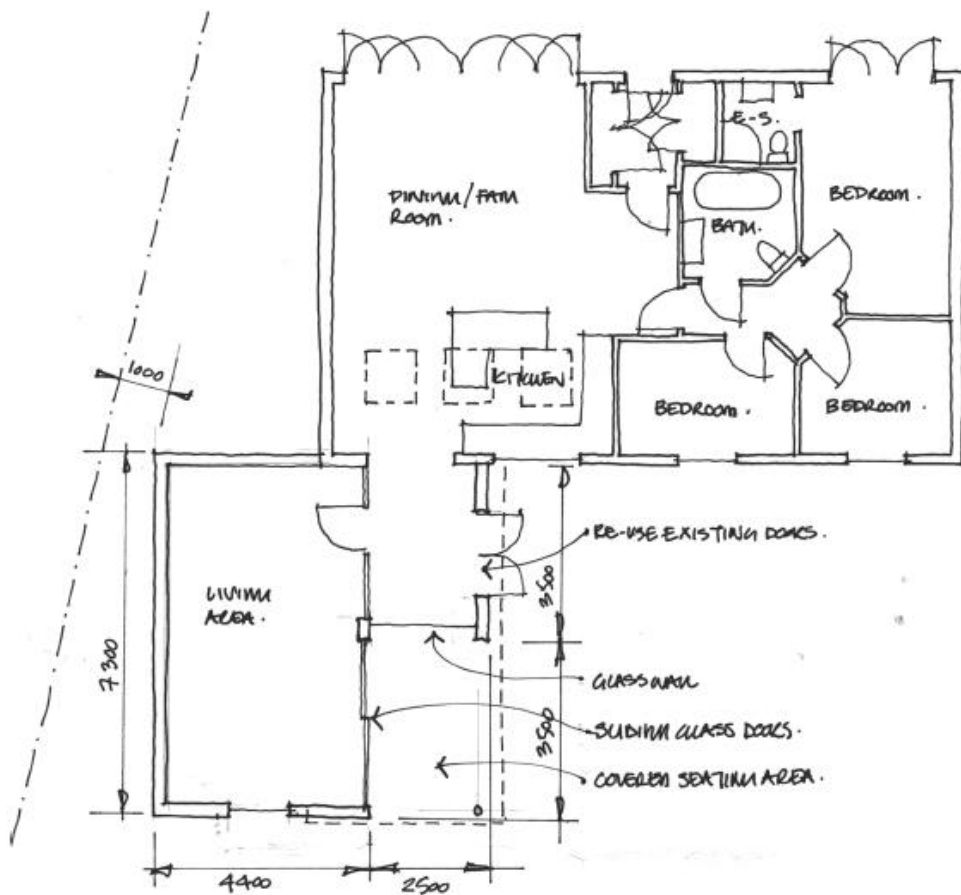
Informatives:

1 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.

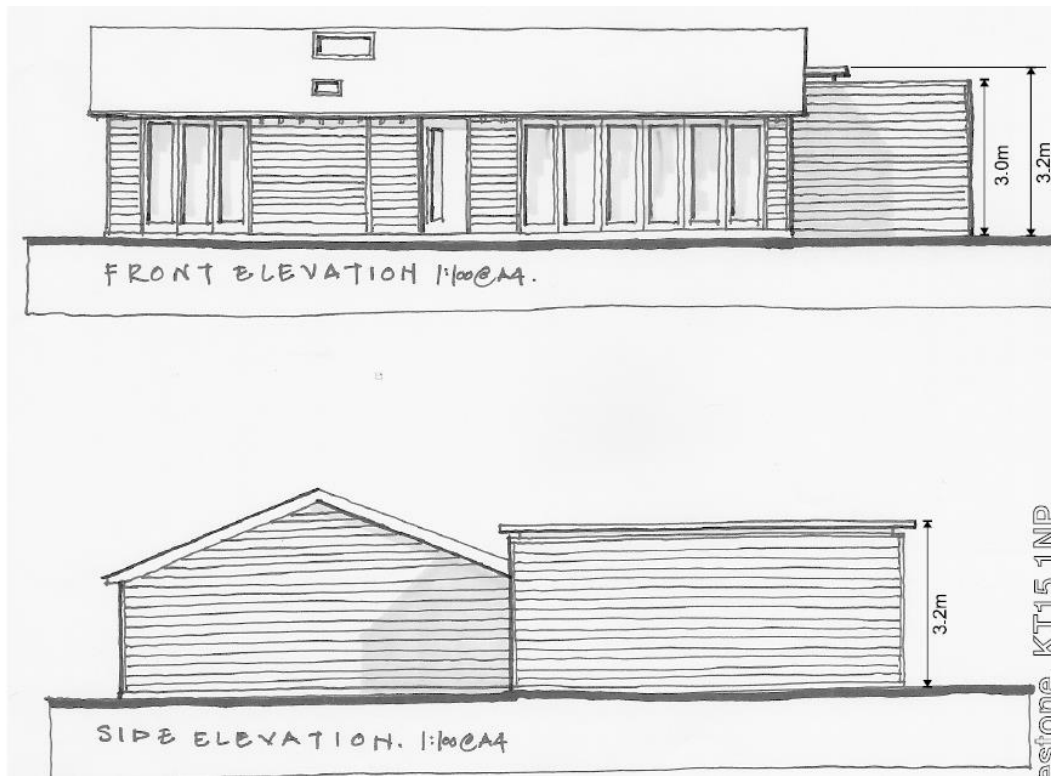
RU.20/1295 Dwelling at rear of 4 Orchard Way



Proposed floor plan



Proposed elevations



Visual of proposed extension

