

Planning Committee

Wednesday 1 September 2021 at 6.30pm

**Council Chamber
Runnymede Civic Centre, Addlestone**

Members of the Committee

Councillors: M Willingale (Chairman), P. Snow (Vice-Chairman), D Anderson-Bassey, J Broadhead, D A Cotty, R Edis, L. Gillham, M Kusneraitis, M Maddox, C Mann, I Mullens, M Nuti, 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) **The following Measures to comply with current Covid guidelines are in place:**
 - **restricting the number of people that can be in the Council Chamber .Space for the public will be limited and allocated on a first come first served basis.**
 - **temperature check via the undercroft for Members/Officers and Main Reception for the public**
 - **NHS track and trace register, app scan is next to the temperature check**
 - **masks to be worn when moving around the offices**
 - **masks can be kept on whilst sitting in the Council Chamber if individuals wish**
 - **use of hand sanitisers positioned outside and inside the Council Chamber**
 - **increased ventilation inside the Council Chamber**

- 2) 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.

- 3) 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)**.
- 4) 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.
- 5) Public speaking on planning applications only is allowed at the Planning Committee. An objector who wishes to speak must make a written request by noon on the Monday of the week of the Planning Committee meeting. Any persons wishing to speak should email publicspeaking@runnymede.gov.uk
- 6) 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**

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

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

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

LIST OF MATTERS FOR CONSIDERATION

PART I

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

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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

TERM	EXPLANATION
NPPF	National Planning Policy Framework. This is Policy, hosted on a dedicated website, issued by the Secretary of State detailing national planning policy within existing legislation
PCN	Planning Contravention Notice. Formal notice, which requires information to be provided in connection with an enforcement investigation. It does not in itself constitute enforcement action
PD	Permitted development – works which can be undertaken without the need to submit a planning application
PINS	Planning Inspectorate
POS	Public Open Space
PPG	National Planning Practice Guidance. This is guidance, hosted on a dedicated website, issued by the Secretary of State detailing national planning practice and guidance within existing legislation. Also known as NPPG <i>National</i> Planning Practice Guidance
Ramsar Site	A wetland of international importance
RIPA	Regulation of Investigatory Powers Act. Provides limitation on covert surveillance relating to enforcement investigation
SAC	Special Area of Conservation – an SSSI additionally designated as a Special 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

TERM	EXPLANATION
	transportation implications of a development proposal
TPO	Tree Preservation Order – where a tree or trees are formally protected and prior consent is needed for pruning or felling
TRICS	Computerised database and trip rate analysis used to estimate traffic flows to and from a variety of land uses, to assess transportation implications of new development in southern England
Use Classes Order	Document which lists classes of use and permits certain changes between uses without the need for planning permission
Further definitions can be found in Annex 2 of the NPPF	

1. **FIRE PRECAUTIONS**

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

2. **NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP**

3. **MINUTES**

To confirm and sign the Minutes of the meeting of the Committee held on 28 July 2021 as a correct record (Appendix 'A')

(To resolve)

Background Papers

None

Runnymede Borough CouncilPLANNING COMMITTEE28 July 2021 at 6.30 pm

Members of Committee present: Councillors P Snow (Vice-Chairman in the Chair) ,D Anderson-Bassey, J Broadhead, D Cotty, M Cressey, R Edis, L Gillham, C Howorth, M Kusneraitis, I Mullens, M Nuti, J Sohi and S Whyte

Members of the Committee absent: Councillors M Maddox and J Wilson

Councillors D Coen,E Gill,M Harnden and R King also attended as non-members of the Committee.

FIRE PRECAUTIONS

The Fire Precautions were read out.

NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP

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

<u>Group</u>	<u>Remove</u>	<u>Appoint instead</u>
Conservative	Cllr Willingale	Cllr Howorth
Independent	Cllr Mann	Cllr Cressey

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

MINUTES

The Minutes of the meeting of the Committee held on 23 June 2021 were confirmed and signed as a correct record.

APOLOGIES FOR ABSENCE

Apologies were received from Councillors Maddox and Wilson.

LAND AT WHITEHALL FARM, STROUDE ROAD, EGHAM (RU 21/0597) - CONSULTATION BY SCC

The Committee received a report on a Consultation from Surrey CC with regards an application for the extraction of sand and gravel from land at Whitehall Farm together with the erection of processing plant and associated mineral infrastructure, the provision of a new access from Stroude Road, restoration involving the importation of inert materials to agriculture, parkland, wet grassland, reedbeds, and new woodland on a site of 40 ha, and the temporary stopping up of footpath 64, and permanent diversion of footpath 39.

For clarification, the CHDMBC explained that a Planning Application had been made to Surrey County Council in its role as the Minerals Planning Authority. Surrey County Council was the determining Planning Authority and had the final decision with regards whether or not to award planning permission. As the relevant Planning Authority, Surrey had a duty to consider any representations and all material planning considerations brought to its attention during this consultation process. The role of RBC in this process was as a consultee.

The Development Management team on behalf of RBC as LPA had made an initial response to Surrey CC in its capacity as consultee raising no objection in principle to the application on the basis that the site had been allocated as a preferred minerals site in the Primary Aggregates Development Plan Document 19 July 2011 (Preferred Site E). The response drew attention to the numerous planning points and potential material considerations raised by residents and had asked that these issues be given particular scrutiny by SCC in determination of the application.

The Planning Application had attracted significant interest from local residents and Ward Members. A number of Ward Members had contacted Officers after the consultation response had been issued requesting that the consultation response be reviewed by the Planning Committee. As this was a consultation response and not a formal determination on the award of a planning permission there were no legal or procedural reasons why this could not occur. Whilst this was not normal practice, giving consideration to a number of Member requests and in light of the local interest in the matter the CHDMBC had agreed to the request for the matter to be referred to the Committee to give Members an opportunity to review and give further consideration to the response. Members of the committee expressed their appreciation for that opportunity.

Cllrs Gillham and Mullens articulated their strong concerns on the application which were based on grounds of impact on traffic, flooding and air quality. In addition, Cllr Gillham also questioned whether, in view of the age of the Minerals Plan and its forthcoming review, evidence still existed to confirm if this site was appropriate for extraction or was still genuinely required. These concerns were fully supported by other Members in the interests of residents and communities.

The Committee selected option 2 in the officer report and agreed that the initial RBC consultation response should be superseded with a letter of strong objection from the Planning Committee based on the similar grounds to those articulated by Cllrs Gillham and Mullens which also reflected points made by other members.

The CHDMBC would draft the response and circulate it to all members of the Committee (Cllr R King to be included for information purposes). The final response would be signed off by Cllr Snow (acting chair for this meeting) and despatched to SCC in the Planning Committee's name.

The CHDMBC also confirmed that any significant revised details subject to further consultation from SCC would be reported to Committee membership for appropriate consideration.

RESOLVED that

The initial RBC consultation response be superseded with a letter of strong objection from the Planning Committee based on the grounds articulated by Cllrs Gillham and Mullens (Flooding, air quality, traffic and whether SCC should be considering if this site is genuinely required). The CHDMBC would draft a response based on this debate and circulate it to all members of the Committee (Cllr R King to be included for information purposes) prior to sign off by Cllr Snow and despatch to SCC in the Planning Committee's name.

(Under Standing Order 39.2 a request was made by Cllr Mullens for the names of those voting on the above- mentioned matter to be recorded and the voting was as follows:

For (12): Councillors Anderson-Bassey, Broadhead, Cotty, Cressey, Edis, Gillham, Howorth, Kusneraitis, Mullens, Snow, Sohi, and Whyte

Against (0):

Abstention (1): Councillor Nuti as he is a member of SCC Cabinet.

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. No objectors or applicants had registered to speak.

RESOLVED that –

the following applications be determined as indicated: -

APP NO

LOCATION, PROPOSAL AND DECISION

RU 21/0382

Land at Kitsmead Recycling Centre, Kitsmead Lane, Lyne

Erection of two storey office and repurposing of existing light industrial units and upgrading of existing estate road and site yard surface and reprofiling of bank alongside site boundary.

Some concern was expressed over removal of the proposed condition restricting hours of vehicular access to the new and refurbished buildings, but the CHDMBC confirmed that as the hours of use of the site currently had no restrictions, it would not be reasonable to apply this to a small part of it, particularly as there was no obvious additional planning harm arising.

Comment was made over the cumulative impact of HGV movements in Kitsmead Lane. CHDMBC indicated that the use of the wider site was not subject to this application.

The CHDMBC indicated that he would discuss with Cllrs S Whyte and Kusneraitis what options (if any) there are for the potential for reducing neighbour impacts or perceived issues relating to HGVs.

The CHDMBC informed the Committee that the SCC Environment Team had raised queries a few hours before the start of the meeting regarding the siting of the office block on the site of the existing green waste composting facility and its implications for future operation of the facility, and what measures had been taken to ensure the building would be constructed in such a way to prevent the risk of landfill gas entering it from the adjacent former SCC landfill site. The CHDMBC would consider the two queries raised under authority delegated to him, and if these materially impacted on the recommendation to grant permission, appropriate conditions would be imposed.

RESOLVED that

- i) The CHDMBC be authorised to grant permission subject to conditions (deletion of condition 11 and amendment of condition 12 as per addendum), reasons and informatives**

listed on agenda, with additional condition requiring removal of buildings as per the application; and

- ii) **The CHDMBC consider the two queries raised by SCC Environment Team under authority delegated to him, and if these materially impact on the recommendation to grant permission, appropriate conditions be imposed.**

RU 21/0739 **Land at Whitehill Place, Virginia Water**

The installation of 2 vehicle access control barriers, with free standing intercoms, at each entrance to Whitehill Place.

Some Members had concerns that the barriers would have an urbanising effect in this residential area, would form perceived barriers to local people moving along Whitehill Place, which would fail to promote social interaction and community cohesion, and could cause difficulties for access for emergency vehicles.

Compared to the barriers which were refused in 2019, the barriers now proposed had a slender design with low height when down of approximately 1m. The barriers also matched the appearance of similar barriers installed in the surrounding area and were not considered to be a prominent feature within the wider street scene.

Regarding community cohesion, Officers confirmed that the proposed scheme now only proposed barriers that covered the width of the road with no impediment to pedestrians using the pavement. It was also now a material consideration that the applicant had demonstrated a scheme for bollards in the same location could be constructed under 'Permitted Development' and would have a similar effect in controlling vehicle movements whilst not impeding pedestrians. This was considered to represent a material fallback position such that Officers considered the development would not be harmful to social interaction and community cohesion. Officers advised the Committee that the previous reasons for refusal had been overcome and the Committee accepted that there was no planning reason to justify refusal.

The safety aspects of the barriers for emergency vehicles had been addressed in the submitted application.

RESOLVED that:

The CHDMBC be authorised to GRANT permission subject to conditions and reasons listed on agenda.

GREEN & BLUE INFRASTRUCTURE SUPPLEMENTARY PLANNING DOCUMENT (SPD) INITIAL CONSULTATION

The Committee was informed of the development of a new draft Supplementary Planning Document (draft SPD) which set out guidance for applicants of all scales of development in terms of how they could deliver enhanced or new green & blue infrastructure (GBI) features within their developments and achieve biodiversity net gain.

The Council had held a Stakeholder Workshop in March 2020 with interested parties to gain an understanding of what a GBI SPD should include. The issues/points raised at that stakeholder event had been taken into account as appropriate when drafting the SPD .

The draft SPD:

- Provided context and background for GBI and the network in Runnymede including key features and connections;
 - Included a section on how to use the SPD to guide applicants in delivering GBI features in accordance with 2030 Local Plan policies SD7, EE11 & EE12;
 - Set out a separate section for householder developments on how they could retain, enhance and provide GBI features including for biodiversity;
 - Set out a three-step approach for applicants of minor & major developments to follow including carrying out an audit of GBI on and near site, opportunities for enhancing and providing new GBI features on-site and how these would be incorporated into development;
 - Set out 6 design principles for minor & major developments including delivery of a multi-functional GBI network, reinforcing local character & sense of place, supporting nature & biodiversity, climate change, contributing to health & well-being and managing & maintaining GBI;
 - Included a number of criteria within each design principle on how developers could incorporate GBI into development as well as guidance that applicants should follow;
 - Included signposts to good practice and other guidance for delivering GBI within development.
- Incorporated appendices which set out opportunities to deliver enhancements and improvements for different GBI typologies.

Public consultation on the draft SPD would be undertaken for a period of 7 weeks from 9 August 2021 to 27 September 2021. The period for public consultation had been originally proposed to start on 2 August and run for 8 weeks. However, as the Council would be changing its web system on the 4 August, any weblinks placed in consultation correspondence when consultation was due to start on the 2 August would no longer be accessible on or after the 4 August. Reduction to a 7-week consultation period would still be within the statutory 4 week requirement.

The Committee was fully supportive of the SPD and public consultation thereon.

RESOLVED that

the draft Green & Blue Infrastructure SPD be APPROVED for public consultation for a period of seven weeks from 9 August-27 September 2021.

(The meeting ended at 8.27 pm)

Chairman

4. **APOLOGIES FOR ABSENCE**

5. **DECLARATIONS OF INTEREST**

If Members have an interest in an item please record the interest on the form circulated with this Agenda and hand it to the Legal Representative or Democratic Services Officer at the start of the meeting. A supply of the form will also be available from the Democratic Services Officer at meetings.

Members are advised to contact the Council's Legal section prior to the meeting if they wish to seek advice on a potential interest.

Members are reminded that a registrable interest includes their appointment by the Council as the Council's representative to an outside body. Membership of an outside body in their private capacity as a trustee, committee member or in another position of influence thereon should also be declared. Any directorship whether paid or unpaid should be regarded as a disclosable pecuniary interest, and declared.

Members who have previously declared interests which are recorded in the Minutes to be considered at this meeting need not repeat the declaration when attending the meeting. Members need take no further action unless the item in which they have an interest becomes the subject of debate, in which event the Member must leave the room if the interest is a disclosable pecuniary interest or other registrable interest and/or the interest could reasonably be regarded as so significant as to prejudice the Member's judgement of the public interest.

6. **PLANNING APPLICATIONS**

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

If Members have particular queries on the applications, please contact Ashley Smith, Corporate Head of Development Management and Building Control by 30 August,2021.

Copies of all letters of representation are available for Members and the public to view on the Planning pages of the Council website
<http://planning.runnymede.gov.uk/Northgate/PlanningExplorer/GeneralSearch.aspx>.

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

(To resolve)

Background Papers

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

7. **DRAFT PITCH AND PLOT ALLOCATION SCHEME FOR GYPSIES, TRAVELLERS AND TRAVELLING SHOWPEOPLE (PLANNING POLICY-GEORGINA PACEY)**

Synopsis of report: The purpose of this report is to inform Members of the development of a new draft Pitch and Plot Allocation Scheme for Gypsies, Travellers and Travelling Showpeople for the pitches and plots allocated in the Runnymede 2030 Local Plan.

This report seeks approval from the Planning Committee to carry out public consultation on the draft allocation scheme for a period of 6 weeks commencing in early October 2021. A copy of the draft allocation scheme is attached as Appendix B.

In brief, the allocation scheme:

- Sets out general background information on the pitches/plots being offered, including information on timescales for delivery and restrictions on occupation;**
- Sets out the criteria that interested parties must comply with in order for the Council to confirm that they are eligible to acquire one of the pitches or plots on one of the allocated sites, including local connection criteria and evidencing that the planning definition of a Gypsy, Traveller or Travelling Showperson is complied with;**
- Confirms how eligible applicants will be prioritised for market pitches;**
- Sets out the additional eligibility criteria for any affordable pitches/plots that are delivered as well as additional information relating to how eligible applicants will be prioritised;**
- Contains details of the evidence required to support an application for an allocated pitch/plot.**
- Contains sections on data protection and privacy, equal opportunities and monitoring, appeals and reviews, complaints, fraud and the review mechanism for the allocation scheme.**

Recommendation(s): The Planning Committee is recommended to RESOLVE to APPROVE the draft Pitch and Plot Allocation Scheme for Gypsies, Travellers and Travelling Showpeople for public consultation for a period of six weeks.

1. **Context and background of report**

1.1 The adopted Runnymede 2030 Local Plan allocates 10 plots for Travelling Showpeople at the Longcross Garden Village and 35 new pitches across 9 housing allocation sites (this includes the retention of 2 existing unauthorised pitches). The provision of new permanent pitches and plots in the Borough are part of the Council's wider strategy contained in the Local Plan to meet the identified accommodation needs of Gypsies, Travellers and Travelling Showpeople.

1.2 Local Plan Policy SL22: Meeting the Needs of Gypsies, Travellers and Travelling Showpeople states the following:

Where traveller pitches are required to be provided on sites allocated through this Local Plan, the Council will secure their delivery through the imposition of appropriate planning conditions or obligations attached to any planning approval granted. Those obligations will include an appropriate management agreement including measures to secure:

- Phasing of site delivery and trigger points to secure early delivery, proportionate to the site delivery;*

- *Measures to ensure the site is secured in perpetuity for Gypsies, Travellers or Travelling Showpeople (in accordance with the relevant definition from the Planning Policy for Traveller Sites, or any replacement guidance) as appropriate;*
- *A policy for Allocation (to preserve access for those with local connection); and,*
- *Further to Policy SL20, consideration of delivery of a proportion of the pitches or plots at below market rate, as affordable housing, based on evidence of need as set out in the Council's latest GTAA and viability at the time of the application. This consideration applies to both the provision of pitches or plots on site and in cases where provision is proposed off site.*

- 1.3 The draft allocation scheme at appendix B has therefore been produced in line with the 3rd bullet point of policy SL22. The Scheme also partially addresses the 2nd bullet point through seeking compliance with the eligibility criteria contained within the document.
- 1.4 For the avoidance of doubt, the Allocation Scheme ONLY relates to the pitches and plots specifically allocated through the Runnymede 2030 Local Plan through policies SD9 (Longcross Garden Village), SL6 (Pycroft Road), SL7 (Thorpe Lea Road North), SL8 (Thorpe Lea Road West), SL10 (Virginia Water South), SL11 (Parcel B, Vet Labs site), SL12 (Ottershaw East), SL14 (Parcel A, Chertsey Bittams), SL15 (Parcel B, Chertsey Bittams) and SL16 (Parcel C, Chertsey Bittams).
- 1.5 The draft allocation scheme has been considered at the Infrastructure and Economic Development Member Working Party on 15th March 2021 and the Housing and Enabling Member Working Party on 21st July 2021 before being brought to this Committee. It should be noted that approval for public consultation on the allocation scheme will also be sought from the Housing Committee on 8th September.
- 1.6 The reason that this item is being brought to two separate committees at the current time is because the allocation scheme has been developed to support the implementation of the Runnymede 2030 Local Plan. For this reason the item relates to a planning policy matter and is therefore being brought before the Planning Committee. However, following the adoption of the allocation scheme, its administration and oversight will sit with the Council's Housing Department. This is due to their extensive experience in administering the Council's Housing Allocation scheme, including overseeing the appeal process. Thus the item is also going before the Housing Committee at this stage.
- 1.7 Given the overlap between the Housing and Planning Policy functions, officers from both departments have been involved in the drafting of the allocation scheme.

2. Report and, where applicable, options considered and recommended

- 2.1 The purpose of this report is to inform Members of the development of a new draft Pitch and Plot Allocation Scheme for Gypsies, Travellers and Travelling Showpeople seeking to purchase one of the pitches or plots allocated through policies contained in the Runnymede 2030 Local Plan. The allocation scheme, once adopted, will help to support the implementation of the Runnymede 2030 Local Plan.
- 2.2 As set out in the synopsis above, the allocation scheme:
- Sets out general background information on the pitches/plots being offered, including information on timescales for delivery and restrictions on occupation;
 - Sets out the criteria that interested parties must comply with in order for the Council to confirm that they are eligible to acquire one of the pitches or plots on one of the allocated sites, including local connection criteria and evidencing that the planning definition of a Gypsy, Traveller or Travelling Showperson is complied with;
 - Confirms how eligible applicants will be prioritised for market pitches;
 - Sets out the additional eligibility criteria for any affordable pitches/plots that are delivered as well as additional information relating to how eligible applicants will be prioritised;
 - Contains details of the evidence required to support an application for a pitch/plot.

- Contains sections on data protection and privacy, equal opportunities and monitoring, appeals and reviews, complaints, fraud and the review mechanism for the allocation scheme.

2.3 The remainder of this section provides a commentary on the eligibility criteria for the pitches and plots and how they were developed, as well as an overview of how eligible applicants will be prioritised.

Local Connections: Commentary on key considerations

2.4 In terms of the local connection criteria developed, consideration has been given to how 'local connection' is defined in the Housing Act 1996, and how this has been translated into the Council's approved 2021 Housing Allocation Scheme. Both the national definition and the local definition already adopted by Runnymede in the 2021 Housing Allocation Scheme use residence and employment to define local connection. Both definitions also allow for a person to demonstrate a local connection based on exceptional health or welfare reasons which require them to live in the borough, or on the basis of family connections to an area. A commentary on the consideration of each of these different types of local connection during the development of the Pitch and Plot Allocation Scheme is set out below.

Residence

2.5 It is considered that, in line with the approved 2021 Housing Allocation Scheme, a local connection criterion relating to residence should be included. An additional criterion has been added specially for Travelling Showpeople which relates to living on a seasonal basis on Winter Quarters within the Borough.

Employment

2.6 In terms of working patterns, Gypsies and Travellers generally travel over much larger areas for work than the settled community and as such it is possible that allowing a local connection based on employment could potentially make households eligible for pitches/plots who live a significant distance from the Borough. For example, the Showmen's Guild has informally advised that its members can travel up to 120 miles for work. This could mean that the accommodation needs of a much wider pool of Gypsies and Travellers, over and above those interviewed as part of the Council's GTAA and whose needs have underpinned the level of pitch provision in the Local Plan, could be eligible for pitches and plots in Runnymede if part of the local connection test utilised by the borough is based on any kind of connection to the borough for work purposes. However, to not have a criterion relating to a connection for work purposes is considered to leave the Council's allocation policy open to criticism given the nomadic nature of Gypsies, Travellers and Travelling Showpeople many of whom traditionally travel for work.

2.7 Additional criteria have been added into the Local Connection Test, over and above those included in the Housing Allocation Scheme to ensure that the criteria respond to, and accommodate the travelling patterns of Gypsies, Travellers and Travelling Showpeople.

Unique/Exceptional Health or Welfare Need

2.8 It is considered that it is particularly important that a criterion relating to unique/exceptional health or welfare needs along similar lines to that included in the Housing Allocation policy is included, given that Gypsies and Travellers are known to experience some of the poorest health outcomes of any group in society¹. Research has shown that despite experiencing worse health, they are less likely to receive effective, continuous healthcare². A criterion has therefore been included in the draft allocation scheme to cover this type of local connection, and a supporting definition included.

1

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/490846/NH - Gypsy and Traveller health accs.pdf

² <https://www.equalityhumanrights.com/sites/default/files/research-report-12-inequalities-experienced-by-gypsy-and-traveller-communities.pdf>

Family connections

- 2.9 Under the Housing Act 1996, it is also possible for a person to demonstrate a local connection based on family connections to the area. 'Family' under this provision usually refers to parents, siblings and adult children. The local connection criteria in the approved 2021 version of the Runnymede Housing Allocations Scheme does not include a criterion related to local connection based on family connections. Similarly it is considered that expanding the definition of local connection for the Pitch and Plot Allocation Scheme to incorporate links to a wider pool of family members could mean that the accommodation needs of a much wider pool of Gypsies and Travellers over and above those interviewed as part of the Council's GTAA, and whose needs have underpinned the level of pitch provision in the Local Plan, could be eligible for pitches and plots in Runnymede. This could potentially prevent the accommodation needs of local Gypsies, Travellers and Travelling Showpeople being met. Given the highly constrained nature of Runnymede and the difficulty in finding sufficient land to meet the accommodation needs of the local travelling community, it is considered that the needs of local households need to be prioritised. As such, officers have not recommended that such a local connection criterion is introduced based on wider family connections.

Impacts of Covid 19

- 2.10 In developing the local connection criteria for the Pitch and Plot Allocation Scheme, officers have carefully considered the impacts of the Covid 19 pandemic, particularly if an interested party is seeking to try and demonstrate a local connection based on patterns of employment. This is given that like other sections of the community, opportunities to travel for work purposes during the pandemic are likely to have been restricted to varying degrees depending on the nature of employment, for example, the Showmen's Guild has reported that their members have been severely impacted by Covid 19 in terms of their ability to open fair grounds and other fairs. Officers consider that living and working patterns are therefore looked at over the previous five consecutive years, with a local connection needing to be demonstrated for three out of the previous five years. This is more generous than the approved 2021 Housing Allocation Scheme which requires local connection for residence and employment to be demonstrated over three consecutive years at the time of application.

Meeting the definition of a Gypsy, Traveller or Travelling Showperson for planning purposes

- 2.11 Beyond demonstrating a local connection to the Borough, applicants will also need to demonstrate that they (or a permanent member of their household) meet the planning definition of a Gypsy, Traveller or Travelling Showperson.
- 2.12 The planning definitions for a Gypsy, Traveller or Travelling Showperson are set out in Planning Policy for Traveller Sites (PPTS, 2015). To meet one of the definitions, it must be demonstrated that travelling for work purposes continues, or if travelling has ceased, that it has only done so temporarily. Those who have ceased to travel permanently do not fall under the planning definition of a Traveller.
- 2.13 There are a number of organised groups who represent Travelling Showpeople and Circus People (for example the Showmen's Guild of Great Britain) and the draft allocation scheme sets out that the Council will liaise with these organisations to get confirmation of whether applicants for the plots are active members of their organisations who are travelling for the purposes of holding fairs, circuses or shows.
- 2.14 It is considered that there could be more difficulty determining whether Gypsies and Travellers meet the planning definition as the Council is not aware of any governing organisations where membership for active members is generally expected and could be verified. Gypsies and Travellers with an interest in a pitch on one of the allocated sites will be asked to confirm whether they still lead a nomadic way of life, and if they have ceased to travel for a temporary period, the reasons why. These applicants will also be asked to confirm when in the future they anticipate resuming travelling.

- 2.15 In cases where in any given household, no members of the family are currently travelling (whether Gypsies, Travellers, or Travelling Showmen), Officers will need to consider the evidence provided about why travelling has ceased and when it is likely to recommence to draw conclusions as to whether they are satisfied on the balance of probability that the travelling has only ceased temporarily. If officers are not satisfied that this is the case, applicants will be deemed to not qualify for a pitch or plot. The draft allocation scheme sets out the appeal and review process that will be followed should applicants be aggrieved by the Council's decision regarding eligibility for a pitch/plot.
- 2.16 There is a large amount of case law on what constitutes travelling when one is making a determination on whether the planning definition of a Gypsy, Traveller or Travelling Showperson applies. Council officers will consider this case law when making their determination. The Council's 2018 Gypsy and Traveller Accommodation Assessment sets out the case law in some detail.
- 2.17 The implication of the various rulings contained in the Council's GTAA in terms of applying the planning definition is that it will only include those who travel (or have ceased to travel temporarily) for work purposes, or for seeking work, and in doing so stay away from their usual place of residence. It can include those who have a permanent site or place of residence, but that it will not include those who travel for purposes other than work – such as holidays and visiting friends or relatives. It will not cover those who commute to work daily from a permanent place of residence (see APP/E2205/C/15/3137477).
- 2.18 It may also be that within a household some family members travel for nomadic purposes on a regular basis, but other family members stay at home to look after children in education, or other dependents with health problems etc. In these circumstances the household unit would be defined as travelling under the planning definition.
- 2.19 Households will also fall under the planning definition if they can demonstrate that they have ceased to travel temporarily as a result of their own or their family's or dependants' educational, health needs or old age. In order to have ceased to travel temporarily these households will need to demonstrate that they have travelled for work in the past. In addition, households will also have to demonstrate that they plan to travel again for work in the future.

Prioritisation of applicants for the allocated pitches and plots

- 2.20 It is expected that the majority of the allocated pitches and plots will be sold privately by developers to applicants that the Council has deemed to be eligible. For market pitches, the draft allocation scheme sets out that eligible applicants will be prioritised by date of their application to the Council. Officers are preparing a guidance note for developers on how the value of pitches and plots in the Borough for market sale will be determined to ensure that sales values are realistic.
- 2.21 If any affordable pitches or plots are brought forward, further information is provided on additional categories which if relevant to the circumstances of an applicant, would give them a higher level of prioritisation for a pitch/plot. These categories relate to those applicants 1) suffering overcrowding, 2) living in unsatisfactory housing lacking basic facilities, 3) whose housing is unsuitable for urgent, but not life threatening medical reasons, or due to their disability, but whose housing conditions directly contribute to causing serious ill health which could be rectified through the purchase of a private pitch or plot on one of the allocated sites 4) whose current accommodation is causing hardship and an urgent move is required in order to receive care or support, or 5) who are defined to be homeless households. Homeless households would include eligible Gypsies and Travellers who reside on unauthorised sites, or who live on sites which only benefit from a temporary planning consent, where this temporary period is approaching its end.

3. Policy framework implications

- 3.1 Although the allocation scheme, once adopted, will not form part of the Development Plan, it will support the Runnymede 2030 Local Plan policies set out in paragraphs 1.3 and 1.4 of this report. The SPD also supports the 2030 Local Plan vision that, *'Runnymede will see healthier and safer communities which benefit from improved life chances and reduced inequalities achieved through the creation of inclusive places delivering a range of housing including for those with specialist needs and the necessary infrastructure to support sustainable communities'*.

4. Financial and Resource implications

- 4.1 Production of the draft allocation scheme has occurred in house under the existing budgets of the Planning Policy and Housing teams. The cost of consultation on the draft allocation scheme will also be covered by the existing Planning Policy budget for the current financial year.
- 4.2 The allocation scheme, once implemented, will be administered by the Council's Homelessness, Housing Advice & Allocations Manager within the Housing Department. No additional resource will be required to implement the scheme.

5. Legal implications

- 5.1 The draft Allocations Policy attached to this covering report details the legal implications impacting on the allocation of gypsy and traveller pitches/plots.
- 5.2 Under Section 105 of the Housing Act 1985, the Council has a legal obligation to consult "matters of housing management" which in the opinion of the landlord represent a change in the practice or policy of the authority.

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 Allocations Scheme 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 has confirmed that a full Equalities Impact Assessment is required. Officers will consider any comments made on equalities issues which are received during the period of public consultation and will feed these comments into the Equalities Impact Assessment prepared. The full Equalities Impact Assessment will be reported to the Housing Committee in due course alongside the final version of the Allocations Scheme proposed for adoption.
- 6.3 The EqIA screening is attached as Appendix C for information.

7. Environmental/Sustainability/Biodiversity implications

7.1 The Local Plan is seeks to support sustainable patterns of growth which will create inclusive places which provide homes to meet a diverse set of housing needs. This allocation scheme will support this objective.

8. **Timetable for Implementation**

8.1 If approval is given by the Planning and Housing Committees to consult on the draft allocation scheme, the public consultation will take place for a 6 week period during Autumn 2021 (commencement anticipated early October). Following the period of public consultation, all comments received will be reviewed, with the allocation scheme amended as appropriate. The full Equalities Impact Assessment will also be prepared. It is anticipated that the final Allocation Scheme will be taken back to Housing Committee for adoption on 9th March 2022.

9. **Other implications**

9.1 The public consultation exercise being planned will follow the Council's Consultation Strategy principles which are set out as follows:

- A. Consultations should have a clear purpose and start at an appropriate stage
- B. Consultations should take account of the groups being consulted
- C. Consultations should be clear and concise
- D. Consultations should last for a proportionate amount of time
- E. Responses to consultations should be published in a timely fashion and facilitate scrutiny

9.2 Officers will seek to ensure that alongside the standard consultation techniques utilised by the Planning Policy team, the following groups are targeted specifically: the developers/landowners of the sites allocated in the Runnymede 2030 Local Plan which are required to provide Gypsy/Traveller pitches or plots for Travelling Showpeople, all known Gypsy, Traveller and Travelling Showpeople who reside in Runnymede Borough by sending correspondence to known addresses/sites, targeted consultation with specialist groups who either represent or work alongside Gypsy, Traveller and Travelling Showpeople communities.

9.3 Particular care will also be taken to ensure that consultation material is tailored so that it is written in plain English which is accessible to all parts of the Travelling Community, some of whom may have difficulties reading and writing. Support will also be provided to assist local communities understand the contents of the draft allocation scheme. This support will be over the phone and in person at the Council offices on request.

10. **Conclusions**

10.1 Officers recommend that the draft Pitch and Plot allocation scheme is approved for public consultation for a period of 6 weeks.

(To resolve)

Appendices

Appendix B-draft Pitch and Plot Allocation Scheme for Gypsies, Travellers and Travelling Showpeople (September 2021)

Appendix C- Equalities screening assessment

Runnymede Pitch and Plot Allocation Scheme for Gypsies, Travellers and Travelling Showpeople

September 2021

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1. INTRODUCTION

1.1 The adopted Runnymede 2030 Local Plan allocates 10 plots for Travelling Showmen at the Longcross Garden Village and 35 new pitches across 9 housing allocation sites (this includes the retention of 2 existing unauthorised pitches).

1.2 Local Plan Policy SL22: Meeting the Needs of Gypsies, Travellers and Travelling Showpeople states the following:

Where traveller pitches are required to be provided on sites allocated through this Local Plan, the Council will secure their delivery through the imposition of appropriate planning conditions or obligations attached to any planning approval granted. Those obligations will include an appropriate management agreement including measures to secure:

- *Phasing of site delivery and trigger points to secure early delivery, proportionate to the site delivery;*
- *Measures to ensure the site is secured in perpetuity for Gypsies, Travellers or Travelling Showpeople (in accordance with the relevant definition from the Planning Policy for Traveller Sites, or any replacement guidance) as appropriate;*
- *A policy for Allocation (to preserve access for those with local connection); and,*
- *Further to Policy SL20, consideration of delivery of a proportion of the pitches or plots at below market rate, as affordable housing, based on evidence of need as set out in the Council's latest GTAA and viability at the time of the application. This consideration applies to both the provision of pitches or plots on site and in cases where provision is proposed off site.*

1.3 This Allocation Scheme has therefore been produced in line with the 3rd bullet point of policy SL22. The Scheme also partially addresses the 2nd bullet point through seeking compliance with the eligibility criteria contained in this document.

1.4 For the avoidance of doubt, the Allocation Scheme **ONLY** relates to the pitches and plots specifically allocated through the Runnymede 2030 Local Plan on the following sites:

Policy reference	Site address	No. of allocated pitches/plots
SD9	Longcross Garden Village	10 plots
SL6	Pyrcroft Road, Chertsey	5 pitches
SL7	Thorpe Lea Road North	2 pitches*
SL8	Thorpe Lea Road West	3 pitches
SL10	Virginia Water South	2 pitches
SL11	Parcel B, Vet Labs Site, Addlestone	2 pitches
SL12	Ottershaw East, Ottershaw	2 pitches
SL14	Parcel A, Chertsey Bittams, Chertsey	5 pitches
SL15	Parcel B, Chertsey Bittams, Chertsey	2 pitches
SL16	Parcel C, Chertsey Bittams, Chertsey	12 pitches*

*number includes the retention of an existing unauthorised pitch on the site

2. THE PITCHES AND PLOTS BEING OFFERED

General Information

- 2.1 In line with Policy SL22 of the Local Plan, the Council is looking to secure the delivery of permanent pitches and plots for Gypsies, Travellers and Travelling Showpeople who meet the planning definition set out in the Planning Policy for Traveller Sites (PPTS). The identified accommodation needs for the Borough's Gypsies, Travellers and Travelling Showpeople will, in part, be met through the provision of new pitches and plots on sites allocated for development through the Runnymede 2030 Local Plan. The expectation is that the great majority (if not all) of the allocated pitches and plots will be sold privately via financial transactions between the developers and the Gypsy and Traveller households determined to be eligible, and to have the highest level of priority by the Council when assessed against the criteria contained in this Allocation Scheme. Chapter 5 of this Scheme sets out the additional eligibility criteria which will need to be complied with if any of the allocated pitches and/or plots are offered as socially rented products.
- 2.2 The allocated pitches which the Council is seeking to secure the delivery of are located in different parts of the Borough. Households assessed to be eligible for a pitch by the Council will be asked to confirm which of the allocated sites they would be interested in living on. Plots for Travelling Showpeople are only being offered in Longcross and as such, there will be no option through this Allocation Scheme to express an interest in obtaining a plot in another part of the Borough.

Preserving the pitches and plots for eligible Gypsies and Travellers in perpetuity.

- 2.3 Local Plan Policy SL22 requires the Council to implement measures to ensure that the allocated pitches and plots are secured in perpetuity for Gypsies, Travellers and Travelling Showpeople. To comply with this policy requirement, a clause will be contained in the Section 106 legal agreements which will be attached to the planning consents for each of the allocated sites and which will confirm that no person shall be entitled to reside on the pitches/plots unless he or she has obtained the prior written approval of Runnymede Borough Council by satisfying the Council that they meet the eligibility criteria set out in the Council's adopted Pitch and Plot Allocation Scheme for Gypsies, Travellers and Travelling Showpeople.
- 2.4 Any person who purchases one of the allocated pitches/plot will be written to by the Council shortly after purchase so that this requirement is clear. The letter will set out the steps to be followed if a site owner decides to sell their pitch/plot, or rent it to another household at any point in the future.

Timescale for the delivery of the allocated pitches/plots

- 2.5 It must be remembered that the timing of the delivery of the pitches and plots on the allocated sites (whether market or affordable) is largely controlled by the relevant developers. It may be at the time of an interested party submitting their eligibility questionnaire in response to this allocation scheme, that none of the pitches or plots have yet been delivered or are due to be delivered imminently. The Runnymede 2030

Local Plan covers the period up to 2030, and as such, at the time of publishing this Allocation Scheme there are still almost 9 years of the plan period remaining over which this pitches and plots on the allocated sites could be delivered. Policy SL22 of the Local Plan does however require early delivery of the allocated pitches and plots on each site, proportionate to the site delivery. The Council's Housing team will however seek to provide advice and/or assistance to any party who applies through the Allocation Scheme and who has an emergency need for housing.

Alternative uses

- 2.6 If within the time period specified in the Section 106 legal agreements for each of the development sites allocated in the Local Plan it has not been possible to secure the disposal of the allocated pitches/plots to Gypsies and Travellers who meet the relevant planning definition and have a local connection to the Borough (in line with the requirements set out in chapter 3 of this Scheme), the Council will allow the pitches and plots to be purchased/occupied by Gypsies and Travellers who can demonstrate a local connection to the Borough, but who do not meet the planning definition of a traveller. This is to meet an identified need for culturally appropriate accommodation for Gypsy and Traveller households who do not meet the planning definition, as identified in the Council's 2018 GTAA.
- 2.7 Therefore the details of any interested party who applies for a pitch/plot through this Allocation Scheme will have their details retained by the Council until all of the allocated pitches and plots have been sold/occupied. More information on this point can be found in chapter 7 of this document.

3. ELIGIBILITY

3.1 This chapter sets out the criteria that interested parties must comply with in order for the Council to confirm that they are eligible to purchase one of the pitches or plots on one of the allocated sites listed in Chapter 1 of this document. In broad terms, eligible applicants must demonstrate that they have a local connection to the Borough, and also that they meet the definition of a Gypsy, Traveller or Travelling Showperson for planning purposes as defined by the Planning Policy for Traveller Sites (PPTS) 2015 (or any subsequent replacement national policy issued by the Government). More information on both of these points is set out below.

Local connection

3.2 Allocated pitches and plots will be prioritised and preserved for those with a local connection to the Borough. This is in line with the requirement set out in Policy SL22 of the Runnymede 2030 Local Plan that the allocated pitches and plots should be preserved for those with local connection. To be eligible for one of the allocated pitches or plots, an applicant must demonstrate that they meet at least one of the following criteria:

a) Residence

- You or a permanent member of your household live in the Borough of Runnymede and have done so for at least three of the past five consecutive years, or;
- You or a permanent member of your household have resided on a site(s) within the Borough of Runnymede which you have used as winter quarters for at least three out of the past five consecutive years (SHOWMEN ONLY).

b) Employment

- You or a permanent adult member of your household are currently employed within the administrative boundary of Runnymede Borough Council and have been for at least three of the past five consecutive years¹, or;
- You or a permanent adult member of your household have regularly traded at fairs, shows and events within the administrative boundary of Runnymede Borough Council for at least three of the past five consecutive years (SHOWMEN ONLY), or;
- You or a permanent adult member of your household have regularly carried out paid employment as part of self employment within the administrative boundary of Runnymede Borough Council for at least three of the past five consecutive years.

c) Residence through a family member, with unique health / welfare need

- You or a permanent member of your household have an ongoing unique/exceptional health and/or welfare reason to live in Runnymede. This is based on a specific health service which only exists in Runnymede and cannot be accessed elsewhere, and which can be evidenced by professionals supporting the household currently.

3.3 In this section, unique/exceptional means that the care/support need is unique to a specific health service in the Borough of Runnymede, and cannot be provided

¹ Work should not be of a marginal or ancillary nature and whilst every case will be considered on its own merits, generally it will be expected that applicants can demonstrate that they work for at least 16 hours per week.

anywhere else, including where the applicant currently lives. Support from friends or relatives living in the Borough is not a ground for exceptional need if support is already, or can be, achieved where the applicant currently resides, whether through professional / statutory services, or informal support which may involve travelling. Exceptional and specific health care will have to be evidenced by health professionals currently engaged with the applicant and will be assessed by the Independent Medical Advisor. This ground is meant for exceptional and unique circumstances only.

- 3.4 In this section, a permanent member of the household means someone who can evidence that they reside with an applicant on a full time basis, and have done so for at least the last 12 months consecutively.

Meeting the definition of a Gypsy, Traveller or Travelling Showperson for planning purposes

- 3.5 Beyond demonstrating a local connection to the Borough, applicants will also need to demonstrate that they (or a permanent member of their household) meet the planning definition of a Gypsy, Traveller or Travelling Showperson. This approach is in line with Policy SL22 which requires the following to be demonstrated for allocated sites:

'Measures to ensure the site is secured in perpetuity for Gypsies, Travellers or Travelling Showpeople (in accordance with the relevant definition from the Planning Policy for Traveller Sites, or any replacement guidance) as appropriate'.

- 3.6 Specifically, applicants will need to demonstrate that at least one permanent member of their household meets one of the definitions set out in the Planning Policy for Traveller Sites (PPTS) (2015) (or any replacement guidance subsequently issued by the Government). The definitions contained in the PPTS are as follows:

1. For the purposes of this planning policy "gypsies and travellers" means:

Persons of nomadic habit of life whatever their race or origin, including such persons who on grounds only of their own or their family's or dependants' educational or health needs or old age have ceased to travel temporarily, but excluding members of an organised group of travelling showpeople or circus people travelling together as such.

2. In determining whether persons are "gypsies and travellers" for the purposes of this planning policy, consideration should be given to the following issues amongst other relevant matters:

- a) whether they previously led a nomadic habit of life*
- b) the reasons for ceasing their nomadic habit of life*
- c) whether there is an intention of living a nomadic habit of life in the future, and if so, how soon and in what circumstances.*

3. For the purposes of this planning policy, "travelling showpeople" means: Members of a group organised for the purposes of holding fairs, circuses or shows (whether or not travelling together as such). This includes such persons who on the grounds of their own or their family's or dependants' more localised pattern of trading, educational or health needs or old age have ceased to travel temporarily, but excludes Gypsies and Travellers as defined above.

- 3.7 To verify whether applicants are genuine members of the Travelling community, the Council may need to share the relevant information provided in the submitted eligibility questionnaire (the applicant will be asked to agree to this as part of the eligibility questionnaire) with one or more of the following organisations:
- Friends, Families and Travellers*
 - Surrey Gypsy Traveller Communities Forum*
 - The Showmen's Guild of Great Britain**
 - The Society of Independent Roundabout Proprietors**
 - The Association of Independent Showmen**
 - The Association of Circus Proprietors**
 - The Amusement Catering Equipment Society**
- 3.8 Any applicants identifying as Travelling Showmen or Circus People will be asked on their application form to confirm their membership number with either the Showmen's Guild, or one of the other organisations marked with an * above for verification purposes.
- 3.9 The Council considers that verification with one of the bodies listed above is essential to help the Council determine whether applicants are genuine members of the Travelling community.
- 3.10 For the avoidance of doubt, it should be noted that the allocated pitches and plots are being prioritised for those households who meet the planning definition and as such will not initially be made available to members of the travelling community who have ceased travelling permanently. The eligibility questionnaire produced by the Council for interested parties to complete seeks confirmation as to whether the applicant (or a permanent member of the household) still leads a nomadic way of life, and if he/she/the whole household has ceased to travel for a temporary period, the reasons why. Where travelling has ceased temporarily, applicants will also be asked to confirm when in the future they anticipate recommencing travelling.
- 3.11 In such cases, the Council will need to consider the evidence provided about why travelling has ceased and when it is likely to recommence to draw conclusions as to whether they are satisfied that the travelling has only ceased temporarily. If officers are not satisfied that this is the case, applicants will be deemed to be ineligible for a pitch or plot.
- 3.12 Applicants will be given the opportunity to provide a supporting statement outlining why they (or a permanent member of their household) believe they meet one of the definitions of a Gypsy, Traveller or Travelling Showman as set out in the PPTS as part of their application.
- 3.13 As set out in chapter 2 of this document, if within the time period specified in the Section 106 legal agreements for each of the allocated sites it has not been possible to secure the disposal of the allocated pitches/plots to Gypsies and Travellers who meet the relevant planning definition and have a local connection to the Borough, the Council will make the pitches and plots available to Gypsies, Travellers and Travelling Showpeople with a local connection to the Borough who do not meet the planning definition.

4. MARKET PITCHES AND PLOTS

Setting the price of pitches and plots

- 4.1 It must be remembered that in the great majority of (if not all) cases, the pitches and plots on the allocated sites are being offered to the market by developers for private purchase. It is possible that a proportion of the pitches/plots may be affordable housing products and this is discussed in more detail in chapter 5 of this paper. However the majority will be sold privately via a financial transaction between the developer and the Gypsies and Travellers who have been determined by the Council to meet the eligibility and local connection criteria set out in chapter 3 of this Allocation Scheme.
- 4.2 A methodology has been developed which clearly sets out how the developers of the relevant allocated sites should calculate the value of the pitches and plots on their sites. This formula will be embedded into the legal agreements when permission is granted for the development of an allocated site. This is to ensure that the developers are calculating and then marketing the allocated pitches and plots in a transparent and fair way which will ensure a fair price to prospective purchasers for this type of product, as well as a fair return to the developers.
- 4.3 It should be noted that the allocated pitches are located in various settlements across the Borough and as such, values of some of the allocated pitches are likely to be higher in certain parts of the Borough where higher land values exist.
- 4.4 If interested parties do not have sufficient funds to purchase a private pitch or plot, they are still able to complete the eligibility questionnaire. Should they meet the eligibility criteria set out, their details will be kept on record and consideration will be given to their applications if any affordable pitches and/or plots are proposed by the developers of the allocated sites. There is a section within the eligibility questionnaire where interested parties can indicate an interest in an affordable pitch. In such cases, the Council will require details of income. More information on affordable pitches and plots can be viewed in the next chapter.

Prioritisation of applicants

- 4.5 For market pitches and plots, eligible applicants will be prioritised by date of their application to the Council. Details will be passed to developers in this order. If an agreement to purchase a pitch/plot is not reached between a developer and an eligible applicant, the details of the next eligible applicant on the Council's database applicant will be provided to the developer.

5. AFFORDABLE PITCHES AND PLOTS

- 5.1 Policy SL22 sets out the following in relation to the allocated pitches/plots:

Further to Policy SL20, consideration of delivery of a proportion of the pitches or plots at below market rate, as affordable housing, based on evidence of need as set out in the Council's latest GTAA and viability at the time of the application. This consideration applies to both the provision of pitches or plots on site and in cases where provision is proposed off site.

- 5.2 Having reviewed the Council's 2018 Gypsy and Traveller Accommodation Assessment (GTAA), there is currently insufficient evidence of a need for affordable pitches and plots which would require a developer to provide them on the allocated sites. This position will be reviewed during the production of the next iteration of the GTAA.
- 5.3 However it may be the case that individual developers wish to provide affordable pitches or plots and can secure a registered provider to purchase the pitches/plots. Providing that there are sufficient eligible applicants for affordable pitches from interested parties who apply through this Allocation Scheme, the Council would look favourably on affordable provision on the allocated sites.

Prioritisation of Applicants for affordable pitches and plots

- 5.4 Should any of the pitches/plots be affordable products, and should the demand for affordable pitches (as evidenced through the number of eligible applicants who apply through this Allocation Scheme) exceed supply, the Council will apply the following hierarchy of prioritisation where 1 indicates those who will be attributed the highest level of priority need, and 4 the lowest.

1-Homeless households

Reg 175(2) of the Housing Act 1996 (as amended) deals with homelessness and threatened homelessness, stating that, a person is homeless if he has accommodation but—(b)it consists of a moveable structure, vehicle or vessel designed or adapted for human habitation and there is no place where he is entitled or permitted both to place it and to reside in it. Under Section 166A(3) of the Housing Act 1996, the Council should give 'Reasonable Preference' to people with high levels of assessed housing need including all homeless people as defined in Part VII of the Housing Act 1996, including people who are intentionally homeless and those who are in priority need.

The Council is aware of Gypsies and Travellers who have previously passed through the Borough or resorted to land within the Borough to site their caravans and who have stated that they have no lawful location to place or reside in their caravan. Such individuals are considered to meet the definition of a homeless household and would be prioritised for an affordable pitch/plot if they meet the eligibility criteria set out in this Allocation Scheme.

It is considered that the definition of homelessness would also be met by Gypsies and Travellers who reside on unauthorised sites in the Borough, or who reside on sites in the Borough which only benefit from a temporary planning consent, where this temporary period is approaching its end and the household has no lawful place to go. Again, such households would be prioritised for an affordable pitch/plot if they meet the eligibility criteria set out in this Allocation Scheme.

2-Overcrowding

This category of prioritisation applies in the following scenarios:

- a) The applicant has been assessed as statutorily overcrowded by the Council's Private Sector Housing Officer, provided that any overcrowding is not a result of deliberate actions or failure to adhere to housing advice. Assessments on properties located outside of the Borough of Runnymede will not be taken into account as it is for the local authority in which the property/mobile home is located to take appropriate action.
- b) Where a household is statutorily overcrowded (see clauses 324-326 of the Housing Act 1985²).

3-Applicants living in unsatisfactory housing (including mobile homes) lacking basic facilities

This category of prioritisation applies to the following:

- a) Applicants without access at all to any of the following facilities:

- Kitchen
- Bathroom
- Inside WC
- Hot or cold water supplies

- b) Applicants who occupy a private property which is in disrepair or is unfit for occupation and is subject to a Prohibition Order and recovery of the premises is required in order to comply with the Order as defined by s. 33 of the Housing Act 2004.

3-Medical or disability

This category of prioritisation applies where an applicant's housing is unsuitable for medical reasons, or due to their disability, but whose housing conditions directly contribute to causing serious ill health which could be rectified through securing an affordable pitch/plot through this Allocation Scheme.

- Supporting evidence will be required from relevant and qualified health professionals and is the responsibility of the applicant to provide. It must be current, relevant and specific to an applicant or a member of their permanent household's condition. The Council will not request or pay for any supporting evidence.
- The Council will consider all recommendations from health professionals but will make the final decision as to the assessment of an application.
- Supporting evidence must be less than 6 months old at the time of any request submitted.

4-Welfare & Hardship

² <https://www.legislation.gov.uk/ukpga/1985/68/part/X/crossheading/definition-of-overcrowding>

This category of prioritisation applies where an applicant's current accommodation is causing hardship and a move is required in order to receive care or support.

- This needs to be exceptional whereby the health care is unique to a specific health service in the Borough of Runnymede and cannot be provided anywhere else including in the area where the applicant currently lives.
- Support from friends or relatives living in the Borough is not a ground for welfare if support is already or can be achieved in the current Borough the applicant resides in, whether through professional services or informal support which may involve travelling.
- Exceptional and specific health care will have to be evidenced by health professionals currently engaged with the applicant and will be assessed by the Council's Independent Medical Advisor.
- Applicants who need to move due to domestic abuse / actual violence or threats of violence / extreme harassment / intimidation / hate crime. This may include where a move is necessary to protect a witness to criminal acts. Evidence may also be sought from other professionals engaged with the applicant. Extreme violence or harassment will be verified through the Police and / or other agencies as appropriate.
- This ground is meant for exceptional and unique circumstances only.

5-All other eligible applicants.

This category of prioritisation will be applied to individuals who can demonstrate a need for an affordable pitch/plot and who meet all eligibility criteria but to whom the above circumstances (in categories 1, 2, 3 and 4) do not apply.

Additional information required to evidence eligibility for an affordable pitch/plot

In order for applicants to be eligible for an affordable pitch/plot they will need to demonstrate that:

-They do not have assets (beyond their mobile home and/or touring caravan) or savings that exceed £16,000.

-They earn less than £30,000 per annum if they are a single person household or £50,000 if they are a family.

Applicants will also need to provide details of their current address and a 10 year address history, providing details of why previous periods of occupation came to an end.

6. EVIDENCE REQUIRED IN SUPPORT OF APPLICATION

- 6.1 The burden is on the applicant to satisfy the Council with appropriate information and evidence that s/he is eligible for an allocated pitch/plot in Runnymede. This chapter summarises the types of information that will be required to support a person's eligibility questionnaire. The supporting information is also set out within the eligibility questionnaire itself.

General requirements to prove identity (all applicants)

Applicants will be asked to provide one of the following to confirm their identity generally: Copy of passport, driving license, birth certificate, identity card or suitable equivalent.

Applicants will also be required to demonstrate that they have the right to enter and stay in the UK; this complies with [Immigration Rules part 1: leave to enter or stay in the UK - Immigration Rules - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/immigration-rules).

Local connection (all applicants)

- 6.2 The following lists provide suggestions for the types of evidence that will be required in support of an applicant's claim that they have a local connection to the Borough:

Connection for employment purposes

-To establish whether the applicant or a permanent adult member of their household are currently employed within the administrative boundary of Runnymede Borough Council and have been for at least three of the past five consecutive years, the applicant will need to provide current payslips, the most recent P60 and/or bank statements to support their qualification through employment.

-To establish whether the applicant or a permanent adult member of their household has worked regularly within the administrative boundary of Runnymede Borough Council for at least three of the past five consecutive years as a self employed person (including through trading at fairs, shows and events), applicants will need to provide the Council with evidence of an on-going viable venture and provide business accounts.

- Historic (at least 12 months old) and current P45 or Payslip demonstrating the applicant's (or for the permanent adult member of the household who is seeking to demonstrate the employment link) address(es) of employment.

- Self-employment statement; the applicant must provide any evidence that they feel is relevant to support the statement.

Connection through living in the Borough

-Historic and potentially current utility bills demonstrating name and home address(es) of the applicant or the relevant member of the household seeking to demonstrate a local connection to the Borough on the grounds of residence (for at least three of the past five consecutive years);

Unique or exceptional health/welfare need

Supporting evidence from relevant and qualified health professionals which is current (less than 6 months old), relevant and specific to an applicant or a member of their permanent household's condition, who is seeking to demonstrate a local connection on this ground.

Additional requirements for applicants seeking an affordable pitch or plot

Current payslips, the most recent P60 and bank statements for all working members of the household.

Full details of current address and a 10 year address history which includes details of why previous periods of occupation came to an end.

7. DATA PROTECTION AND PRIVACY

- 7.1 Data collected from applicants in their applications for the allocated pitches and plots in the Borough will be processed in line with the Data Protection Act 2018. For the purpose of the Act, Runnymede Borough Council is the “Data Controller” and so is responsible for the information held.
- 7.2 Applicants, when making an expression of interest in acquiring one of the pitches or plots on one of the allocated sites in the Runnymede 2030 Local Plan will be required to agree that the Council can share information they have provided with relevant agencies and departments, both within and outside of the Council, in order to process, assess, and verify their application, and subsequently determine if they are eligible for a pitch/plot. The Council may also need to request information from these agencies and departments. This may include information held by credit reference agencies, current or former landlords, government departments, health and/or social care providers and/or a representative agency for Gypsies, Travellers and Travelling Showpeople including the Showmen’s Guild of Great Britain and Friends, Families and Travellers. Applicants who are found to be eligible for a pitch/plot must also be aware that by providing their details, some of their information (name, address and contact details) will need to be shared with the private developers of the allocated pitches/plots. This is because the pitches/plots are being sold privately by the developers of the allocations. The sharing of the information set out above will enable the sale of pitches/plots to be formally agreed and processed. All of this information will be made clear on the application form.
- 7.3 Sensitive personal data such as racial or ethnic origin, criminal offences (including alleged offences) and physical and mental disabilities are required under the Equal Opportunities Monitoring statute. Any data provided may be disclosed in accordance with the Freedom of Information Act, although all data will be anonymised.
- 7.4 Outside of the permissions given to the Council as described in paragraphs 7.1 and 7.2, the disclosure of information included on the expression of interest form to a third party is prohibited except on a “need to know” basis in the following circumstances:
- For the purpose of fraud detection, the prevention of crime and the promotion of community safety.
 - Where disclosure is a legal requirement.
- 7.5 The personal data of all applicants who are found to be eligible for a pitch/plot on all grounds as well as those who demonstrate eligibility on all grounds except meeting the Planning Definition of a Gypsy, Traveller or Travelling Showperson will be held by the Council until all of the allocated pitches/plots have been disposed of.
- 7.6 The Council will take disciplinary action against any employee who makes use of any information obtained in the course of their employment for personal gain or benefit, or who passes it to others who might use it in such a way. A report to the police will be made if it appears that a criminal offence has been committed.

8. EQUAL OPPORTUNITIES AND MONITORING

- 8.1 The Council is committed to the principle of equal opportunities in the delivery of all its services. Applicants will be invited to indicate if they wish to make use of the Council's translation and interpretation services, or if they require other special services as a result of visual impairment, hearing difficulties, low levels of literacy/illiteracy or for another reason.
- 8.2 Confidential interview facilities are provided at the Civic Offices. There is full access to the Civic Offices for wheelchair users. Home interview services are available for applicants who are elderly or who experience mobility difficulties or have other vulnerabilities.
- 8.3 The Council will seek to ensure that its allocation policies are being operated in a manner that is fair to all sections of the community regardless of nationality, ethnic origin, marital status, age, gender, sexual orientation, disability, gender reassignment, pregnancy/ maternity and religion. The information provided will be kept confidential and treated with respect. The Council believes it is important to understand the different communities who apply for a pitches/plots and it is only by asking these questions can the Council check that it is operating a fair system.
- 8.4 All applicants applying for a pitch/plot will be asked to provide equalities information. Provision of this information will not be obligatory and not a requirement for acceptance of an application. However, such information will help the Council monitor the number and types of equality groups seeking a pitch/plot and therefore applicants will be strongly advised to provide this information. Equalities records will be monitored regularly to ensure pitches/plots are being allocated fairly.
- 8.5 Allocation policies and any changes to them will be reviewed regularly to ensure they do not operate in ways that discriminate against or disadvantage any particular group.
- 8.6 An Equalities Impact Assessment screening opinion has been completed on the entirety of this scheme, and can be viewed on request.

9. APPEALS AND REVIEWS

- 9.1 All applicants have the right to request general information about their application, including whether they are entitled to any preferential consideration (in line with the criteria for affordable pitches/plots set out in chapter 5).
- 9.2 All applicants will be informed in writing of the Council's decision. Applicants will also be advised whether they have been concluded to have priority based on their circumstances should any affordable pitches/plots be delivered. The written notification will give clear grounds for the decision which will be based on the relevant facts of the case. The applicant(s) will be informed of their right to request a review of the decision.
- 9.3 The appeal and review process is open to the following individuals:
- An applicant who is not deemed to be immediately eligible for one of the allocated pitches or plots;
 - An applicant who is deemed to be ineligible for a culturally appropriate pitch/plot should any become available;
 - An applicant who wishes to challenge the level of priority they have been concluded to have by the Council for an affordable pitch/plot should any be made available.

Review process

Pre-review stage:

- 9.4 Applicants who are unhappy with a decision made under this Scheme should in the first instance contact the Council's Housing Team and explain why they think that the decision is unreasonable. At this time, the Officer will explain in more detail why an assessment has been made. If the applicant remains dissatisfied, they can progress to the formal review stage.

Review process:

- 9.5 Applicants can submit a review request within 21 days of the date of the original decision. This review will be conducted by the Service Manager. The review request should usually be in writing, and outline clearly what the applicant's reasons for a review are, and what outcome they are seeking. The applicant would usually be notified of the outcome within 56 days of the Council receiving the review request. In exceptional cases, the Council may need more time to consider a review, and the applicant will be notified of this as early as possible.
- 9.6 Applicants will be invited to submit any further evidence to support their review request, and the Council may seek any further information that it requires to make a decision, including advice from medical or other specialist advisors.

Review of decision to bypass an applicant

- 9.7 Where an eligible applicant has been bypassed for a pitch/plot, and where they believe they were the highest placed applicant, then they can request a review of the decision.
- 9.8 Applicants who wish to request a review of the decision to bypass their application should follow the same process as laid out in paragraph 9.4 above.

10. COMPLAINTS

10.1 The Council has a formal complaints procedure. Applicants can use the complaints procedure if they believe:

- Something has been done badly or wrong in the service delivery;
- If something has not been done that should have been done;
- If the service has not been delivered in accordance with policies and procedures;
- If they have been treated in an impolite or discourteous manner.

13.2 All applicants who make a complaint will be treated fairly and objectively. A written reply to any complaint received will be sent out within the timescales set out in the Council's Complaints Procedure, copies of which are available on the Council's website (www.runnymede.gov.uk).

11. FRAUD

11.1 The Council works in partnership with the NFI and all applications are subject to a full credit checking process using independent companies contracted to the NFI. By making an application for an allocated pitch/plot an applicant is agreeing to this process. There is also a question on the application form which an applicant is required to answer regarding sharing of information with other agencies.

11.2 The Council will refer applications to the Corporate Fraud Officer if there is any reason to suspect fraud and/or deception and this may lead to prosecution.

False or misleading information

11.3 Gypsy and Traveller pitches and plots are in short supply in the Borough. The pitches and plots being offered through this scheme will provide a much valued opportunity for settled accommodation for those who qualify for it.

11.4 Therefore, the Council takes a strong approach to dealing with fraudulent applications and false information.

11.5 Under Section 2 and Section 3 of the Fraud Act 2006, an applicant, or someone acting on their behalf, commits an offence if:

- They knowingly or recklessly give false information, or
- They knowingly withhold information that the Council has reasonably required the applicant to give.

11.6 Applicants who are found to have given false information on their application form for the allocated pitches and plots, or in response to a request for further information in support of the application, or during review proceeding, will have their application removed immediately. Following this, an investigation will be carried out.

11.7 Applicants will be given 21 days to provide information showing that they are eligible for a pitch/plot. If they do not reply within this time, or they reply but the Council decides that they are not eligible they will be notified accordingly.

11.8 If, following the investigation the Council decides that a person has given false information or withheld information, it will take one or more of the following actions:

- a) Remove the applicant from Council's list of eligible applicants.
- b) Not allow the applicant to re-apply for one of the allocated pitches or plots for an indefinite period.
- c) Instigate criminal proceedings.

11.9 The applicant will be informed in writing of the Council's decision and action taken.

12. REVIEW OF THIS SCHEME

- 12.1 This Scheme is subject to regular review, and where the Scheme requires changes which are minor in nature, or where the changes are required urgently for legal reasons, or changes in government policy and / or legislation, these changes will be approved by the Chair / Vice Chair of the Housing Committee.
- 12.2 Subject to the urgency of the change, as per paragraph 12.1 above, any major change required to the Scheme will be subject to full public consultation.
- 12.3 All changes to this Scheme will be noted within the Version Control on page 1 of this Scheme, and an updated Scheme document will be uploaded to the Council's website.

The Equalities screening for the Runnymede Pitch and Plot Allocation Scheme for Gypsies, Travellers and Travelling Showpeople is set out as follows:

POLICY/FUNCTION/ACTIVITY	LEAD OFFICER
Runnymede Pitch and Plot Allocation Scheme for Gypsies, Travellers and Travelling Showpeople	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 this allocation scheme is to clearly set out the different criteria which an applicant will need to meet in order to be eligible for a gypsy/traveller pitch or travelling showman's plot in Runnymede. This allocation scheme only relates to the pitches and plots allocated through the following adopted policies of the Runnymede 2030 Local Plan: SD9: Longcross Garden Village, SL6: Pycroft Road, Chertsey, SL7: Thorpe Lea Road North, Egham, SL8: Thorpe Lea Road West, Egham, SL10: Virginia Water South, SL11: Parcel B, Vet Labs site, Addlestone, SL12: Ottershaw East, Ottershaw, SL14: Chertsey Bittmas A, SL15: Chertsey Bittams B, SL16: Chertsey Bittams C.

The Allocation Scheme is needed to comply with Policy SL22 of the adopted Local Plan which is concerned with meeting the accommodation needs of Gypsies, Travellers and Travelling Showpeople. Specifically, this policy states, *'Where traveller pitches are required to be provided on sites allocated through this Local Plan, the Council will secure their delivery through the imposition of appropriate planning conditions or obligations attached to any planning approval granted. Those obligations will include an appropriate management agreement including measures to secure [amongst other things]:*

-Measures to ensure the site is secured in perpetuity for Gypsies, Travellers or Travelling Showpeople (in accordance with the relevant definition from the Planning Policy for Traveller Sites, or any replacement guidance) as appropriate;

-A policy for Allocation (to preserve access for those with local connection);

It is hoped that the adoption of an Allocation Scheme for the allocated pitches and plots will ensure that they are purchased/occupied by Gypsies and Travellers who not only meet the definition of a Gypsy/Traveller or Travelling Showperson for planning purposes as set out in the Planning Policy for Traveller Sites (PPTS) but also meet the identified accommodation needs evidenced in the Council's 2018 Gypsy and Traveller Accommodation Assessment (GTAA). As part of the GTAA, all of the Borough's Gypsies, Travellers and Travelling Showpeople were invited to conduct an interview with the Council's researchers to provide information about their own (and their family's where relevant) accommodation needs at the time of interview and also as predicted in the future to help the Council meet the Government's aim of ensuring that local planning authorities, working collaboratively, develop fair and effective strategies to meet need through the identification of land for sites.

One of the aims of the Local Plan and, the key aim of this allocation policy is to meet the accommodation needs of Gypsies, Travellers and Showpeople as identified in the Council's 2018 GTAA.

In the drafting of this Allocations Scheme, the input of the Council's Housing, Legal and Commercial Services teams has been sought to ensure that the Allocation Policy is realistic

and achievable. Once adopted, the Council will be able to measure whether or not the Scheme is working as intended when the next iteration of its GTAA is completed. This will determine whether the accommodation needs of the Borough's Gypsies, Travellers and Travelling Showpeople have decreased since the assessment published in January 2018.

The Allocation Scheme 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, particularly for Gypsies, Travellers and Travelling Showpeople, through the provision of permanent authorised pitches/plots to live on. It must be recognised however that it is possible that some members of the Gypsy, Traveller and Travelling Showpeople communities who would like an authorised permanent pitch or plot to live on will not be eligible for a pitch/plot which could mean that any current accommodation needs they have will remain unresolved.

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.

The Allocation Scheme is relevant to equality. It relates to the allocation of pitches and plots to a group who often have different accommodation needs to that of the settled community and who are known to experience inequalities.

The House of Commons committee report from 5th April 2019 titled, 'Tackling inequalities faced by Gypsy, Roma and Traveller communities found that Gypsy, Roma and Traveller people have the worst outcomes of any ethnic group across a huge range of areas, including education, health, employment, criminal justice and hate crime.

In the Equality and Human Rights Commission report 'Inequalities experienced by Gypsy and Traveller communities: A review' from 2009 found *'The lack of suitable, secure accommodation underpins many of the inequalities that Gypsy and Traveller communities experience...Evidence is now available about the extent of provision and unmet need, as a result of the requirement for housing authorities to carry out formal accommodation assessments. These highlight a considerable shortfall in the quantity of residential and transit accommodation available to Gypsies and Travellers who do not wish to reside in conventional housing...Many Gypsies and Travellers are caught between an insufficient supply of suitable accommodation on the one hand, and the insecurity of unauthorised encampments and developments on the other: they then face a cycle of evictions, typically linked to violent and threatening behaviour from private bailiff companies. Roadside stopping places, with no facilities and continued instability and trauma, become part of the way of life. Health deteriorates, while severe disruptions occur to access to education for children, healthcare services and employment opportunities'*.

However, the Local Plan, and this related this Allocation Scheme is seeking to help address the known inequalities experienced by the Gypsy and Traveller communities by providing a mechanism for them to access suitable, secure accommodation through the provision of permanent, authorised pitches and plots for members of the communities who have a local

connection to. This is considered to be a positive step forward. The allocations themselves are considered to be in sustainable locations with good access to a range of local facilities (including healthcare and education facilities) which the Council hopes will have a positive knock on effect in helping the travelling communities accessing these much needed services.

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.

It is concluded that this Allocation Scheme will have an impact on the Protected Characteristic of Race. The Allocation Scheme proposed seeks to firstly ensure that any eligible applicants meet the planning definition of a Gypsy, Traveller or Travelling Showperson. The Planning Policy for Traveller Sites (PPTS) sets out the relevant definition. Applicants will be given the opportunity on their application form to provide a brief supporting statement setting out why they are of the view that they meet the definition of a Gypsy and Traveller for planning purposes. The Council has requested the assistance of Friends, Families and Travellers and the Showmen's Guild in assessing whether applicants meet the relevant definitions.

The Council's 2018 Gypsy and Traveller Accommodation Assessment (GTAA) provides the evidence of the level of need for new pitches and plots in Runnymede, and the Local Plan seeks to meet the level of need evidenced in this document. The GTAA calculated the accommodation needs of Borough's Gypsies and Travellers based on interviews with the Borough's Gypsies and Travellers. It is for this reason that a local connection element has been included in the Allocation Scheme-to make sure that the new pitches and plots are meeting the needs identified in the GTAA itself.

The Allocation Scheme also contains a financial solvency test. This will require applicants to demonstrate that they have sufficient funds to purchase a private pitch or plot. This on the face of it has the potential to discriminate against those who cannot afford to buy their own pitch or plot, but may have accommodation needs nevertheless. However, Policy SL22 of the Local Plan is clear that, *'Where traveller pitches are required to be provided on sites allocated through this Local Plan...Further to Policy SL20, consideration of delivery of a proportion of the pitches or plots at below market rate, as affordable housing, based on evidence of need as set out in the Council's latest GTAA and viability at the time of the application. This consideration applies to both the provision of pitches or plots on site and in cases where provision is proposed off site'*. Whether a % of the allocated pitches and plots should be affordable has been considered in this paper. However, it has been concluded that there is insufficient evidence in the Council's GTAA to support that

affordable pitches should be provided, and insufficient interest from public bodies to manage such pitches/plots.

Finally, the Allocation Scheme seeks to prioritise eligible Gypsies and Travellers for pitches/plots who are in the greatest level of need. This includes those who can demonstrate that one of the following circumstances applies:

- Welfare and hardship
- Overcrowding
- Homelessness
- Those living in unsatisfactory housing lacking basic facilities
- Those with specific medical conditions or disability

It is considered that this would help address accommodation inequalities where they are most acute.

It is recognised that Gypsy and Traveller communities face inequalities in education and the House of Commons Briefing Paper on Gypsies and Travellers from 9th May 2019 highlighted the low literacy levels in the Gypsy and Traveller communities compared with the settled community as being a barrier in many different areas and contributing to inequalities elsewhere. Therefore assistance will be offered to any interested person in completing the application form as it is recognised that some interested parties may otherwise experience a barrier to applying for one of the pitches or plots.

A six-week public consultation will be held on the proposed Allocation Scheme. This will include targeted consultation with planning agents who are known to represent Gypsies and Travellers in Runnymede, representative groups for Gypsies, Travellers and Travelling Showpeople, as well as travellers living in the Borough. In relation to the Gypsies, Travellers and Travelling Showpeople themselves, it will be ensured that consultation material is kept concise, in plain English and with it being made clear who interested parties can contact by telephone or email for more information.

Any comments made on the draft Allocations Scheme will be carefully considered by the Council before the scheme is finalised and adopted. Equality implications will also be discussed with the Council's Equalities Group to ensure that the Allocations Scheme is fully compliant with the Equality Act.

Once adopted, the Allocations Scheme is considered to be likely to have a positive benefit for the traveller community in terms of allocating permanent pitches and plots for members of the community who meet the relevant eligibility criteria. Eligible applicants will be prioritised where they are in most need.

The Allocations Scheme is considered to be consistent and complementary to the Runnymede 2030 Local Plan, which has had a detailed EqIA undertaken at each stage of Plan preparation. The Allocations Scheme provides detailed guidance to help implement the relevant parts of policy SL22 and of policies SD9: Longcross Garden Village, SL6: Pycroft Road, Chertsey, SL7: Thorpe Lea Road North, Egham, SL8: Thorpe Lea Road West, Egham, SL10: Virginia Water South, SL11: Parcel B, Vet Labs site, Addlestone, SL12: Ottershaw East, Ottershaw, SL14: Chertsey Bittmas A, SL15: Chertsey Bittams B, SL16: Chertsey Bittams C. The requirements of the above listed policies have already

been assessed under Local Plan EqIA to have either positive or neutral impacts on protected characteristics of the population, including Race.

Continued monitoring of the Allocations Scheme will take place after it is adopted which may reveal any positive or negative impacts that are resulting which will assist officers in providing measures that seek to mitigate any negative impacts on any of the protected characteristics through an amendment(s) to the scheme.

Overall, when considering all the elements in the round, it is considered that a full Equalities Impact Assessment is required prior to the adoption of the allocation scheme given the potential impacts of the scheme on the protected characteristics of race/ethnicity.

Date completed: 18.08.2021

Sign-off by senior manager: Georgina Pacey, 18.08.2021

8 **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.

Para

a) **Exempt Information**

No reports to be considered.

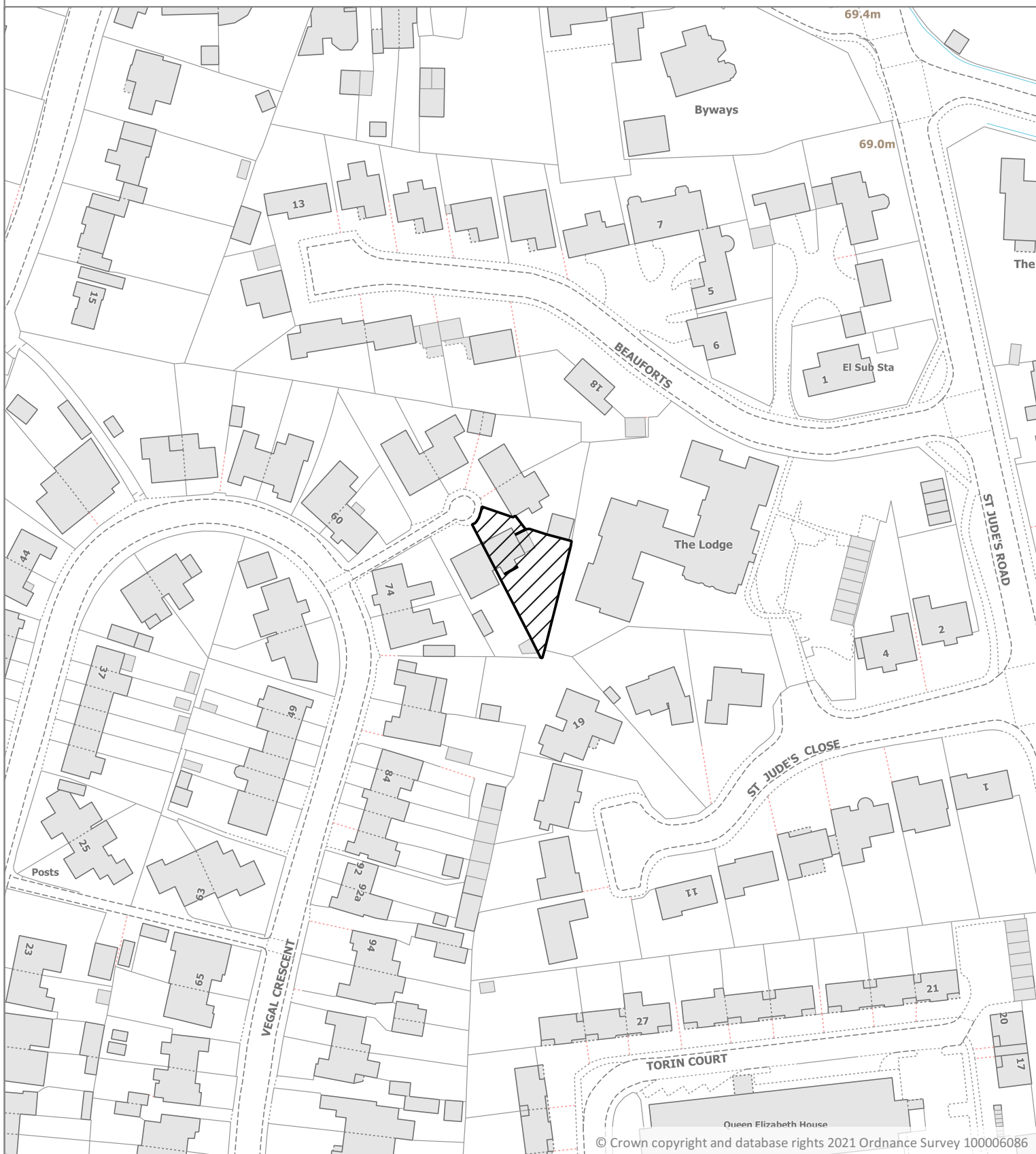
b) **Confidential Information**

No reports to be considered.

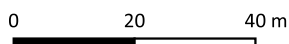


Date: 01/09/2021

70 Vegal Crescent, Englefield Green



Scale: 1:1,250



RU.21/0898



COMMITTEE AGENDA REFERENCE: 6A

APPLICATION REF:	RU.21/0898
LOCATION	70 Vegal Crescent, Englefield Green, TW20 0QF
PROPOSAL	Demolition of garage and conservatory and the erection of a single storey side/rear extension, two small rear dormers and two rooflights to the front.
TYPE	Full Planning Permission
EXPIRY DATE	06/08/2021
WARD	Englefield Green West
CASE OFFICER	Jennifer Cade
REASON FOR COMMITTEE DETERMINATION	The number of objections received from separate households exceeds 10. A decision must therefore be made by the planning committee in accordance with the Council's scheme of delegation.
<i>If you have questions about this report please contact Ashley Smith, Victoria Gibson or the case officer.</i>	

1. SUMMARY OF RECOMMENDATION

It is recommended the Planning Committee authorises the CHDMBC:	
1.	To grant permission subject to conditions

2. DETAILS OF THE SITE AND ITS SURROUNDINGS

- 2.1 The application site consists of a semi-detached bungalow located within a residential cul-de-sac containing six properties. The cul-de-sac forms a short spur leading off from the north eastern side of Vegal Crescent which is characterised by semi-detached bungalows similar in appearance to the application property, some of which have been extended and modified over time. There is an attached single storey garage to the side of the property along the northern side boundary and a rear conservatory. No. 68 Vegal Crescent to the north has undergone side, rear and roof extensions and alterations and has a detached garage adjacent to the common boundary with the application site. Neighbouring No. 72 Vegal Crescent to the west has a single storey rear extension. The rear of the site abuts the rear of The Lodge, a Grade II listed building that has been subdivided into residential units. The site lies within the urban area.

3. APPLICATION DETAILS

- 3.1 This application seeks permission for a single storey wrap around rear and side extension and 2 rear dormers and front roof lights following the demolition of the existing garage and rear conservatory.
- 3.2 The wrap around single storey extension would have a maximum depth of 9.1 metres and extend 5 metres beyond the existing rear elevation, maximum width of 10.4 metres extending 3.9 metres beyond the existing side elevation. The proposed wrap around extension would have a maximum ridge height of 4.7 metres and varying eaves height from 2 metres to 2.6 metres. The proposal would involve a window being inserted in the front elevation and three groups of windows being inserted in the rear elevation.
- 3.3 Two dormer windows are proposed to be inserted in the rear roof slope which would both have a height of 1.2 metres, width of 1.2 metres and depth of 2 metres. 2 rooflights are also proposed to be inserted in the front roof slope.

4. RELEVANT PLANNING HISTORY

- 4.1 The following history is considered relevant to this application:

Reference	Details
RU.20/1484	Non-material amendment to planning approval RU.19/0686 to alter the front corner of the extension to a chamfered corner, alter the patio door design to rear and internal arrangement alterations. Withdrawn November 2020
RU.19/0686	Single storey side and rear extension with loft conversion. Grant Consent- subject to conditions August 2019
RU.16/0706	Single storey side and rear extensions with loft conversion. Withdrawn June 2016
EGH.61/6956	Garage. Building Regs Only. Approve March 1961
EGH.58/4805	Glass lean-to. Building Regs Only. Approve August 1958
EGH.50/800	Glass lean-to. Building Regs Only. Approve July 1950

5 SUMMARY OF MAIN RELEVANT STRATEGIES AND POLICIES RELEVANT TO THE DECISION

- 5.1 National Planning Policy Framework and Guidance.
- 5.2 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.
- 5.3 SPGs which might be a material consideration in determination:
Runnymede Design SPD- July 2021

- 5.4 This site falls within the designated Englefield Green Neighbourhood Area. However, a Neighbourhood Plan has not been developed yet for this area.

6. CONSULTATIONS CARRIED OUT

6.1 Consultees responses

Consultee	Comments
RBC Heritage Advisor	No objection
Englefield Green Village Neighbourhood Forum	No comments received

Representations and comments from interested parties

- 6.2 31 Neighbouring properties were consulted in addition to being advertised on the Council's website and 12 letters of representation have been received which are summarised as follows:

- Lack of off street parking at the property with an increase in number of bedrooms and loss of garage
- Only room to park 1 car to the front of the property without blocking shared drive
- Shared drive with No. 68 should be kept clear at all times
- No room for on street parking
- Most of the surrounding properties have a garage to the side/ rear of the site
- Photos provided of road and surrounding area are misleading with regard to on street parking availability
- Previous approval RU.19/0686 was on the premise of a 1 bedroom family home and the current application is for a 4 bedroom house resembling an HMO
- Inappropriate scale of development for the site and area
- Reduce light to flats to the rear of the site
- Noise issues should the property be an HMO
- No. 79 Vegal Crescent is under construction at the moment but progress has not been made for a while
- Rear dormers will directly overlook bedrooms of apartments in The Lodge leading to loss of privacy
- Negative impact on garden/ seating area of The Lodge
- Why are dormer windows proposed when they were previously considered unacceptable in RU.16/0706
- Royal Holloway planning large student village so need for student HMOs will decrease

Comments have also been received from Englefield Green Village Residents Association which are summarised below:

- Strongly object to the planning application
- Represents inappropriate gross overdevelopment of the site that is likely to adversely affect the amenity enjoyed by nearby residents

- Concerns regarding lack of parking

7. PLANNING CONSIDERATIONS

- 7.1 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 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 character and appearance of the area and impact on residential amenities. Special regard also has to be given to the protection of heritage assets, which is Grade II Listed The Lodge in this case
- 7.2 This application is similar to that approved under RU.19/0686 which was approved at planning committee in August 2019. The plans approved under RU.19/0686 contained discrepancies regarding the depth of the proposed development. This current application seeks to rectify the discrepancies and also proposes some amendments to the previously approved scheme.
- 7.3 With regard to design and the street scene, the single storey side element would be set 2.4 metres back from the principle elevation and would have an eaves height to match or slightly lower than the existing dwelling. The ridge would be set 0.2 metres below the main ridge height as viewed from the front and is set off the side boundary by a minimum of 1 metre. Therefore, it is considered that the proposed extension would be subservient to the main dwelling and combined with the staggered design of the side extension with front chamfered edge and set back from the front elevation, the extension would not appear unduly prominent within the street scene. Two rooflights are proposed in the front roof slope, however rooflights allow loft conversions without altering the roof slope and other properties in the surrounding area such as No. 68 Vegal Crescent have rooflights within the front roof slope so this is not considered to be out of keeping with the area. External materials are proposed to match the existing with facing brick and clay tile roof. Therefore, it is not considered that the proposal would have a negative impact on the street scene in compliance with Policy EE1.
- 7.4 When considering rear extensions, the Councils Design SPD advises as a guide, that ground floor extensions are acceptable where they do not extend more than 3 metres from the rear of the property or break a 60 degree line from the centre point of the neighbours nearest window. The proposal would be 5 meters in depth, but would only extend 3 metres beyond the rear elevation of the existing conservatory to be demolished. According to the plans submitted, the proposal would not break a 60 degree line from either neighbouring properties nearest habitable window due to the orientation of the property in relation to No. 68 and an existing rear extension at No. 72 Vegal Crescent. The proposed extension would have a pitched roof which is pitched in from both sides and rear so as to not be overbearing. In addition to this, the proposal is set off the common boundary with No. 72 by 1.2 metres and 1 metre with No. 68 Vegal Crescent which is further than the existing garage is from the common boundary with No. 68 Vegal Crescent. No windows are proposed to be inserted in either side elevation so will not cause any overlooking to these neighbouring properties. Therefore, this element is not considered to have a negative impact on the residential amenity of neighbouring properties and is considered to comply with Policy EE1.
- 7.5 The Councils Design SPD advises that roof extensions must be carefully designed to avoid them being dominant features and harming the street scene; furthermore, bulky dormers or roof extensions can have a harmful effect on the appearance of the property and the street generally. The dormers are small in scale and sit well within the proposed rear roof slope away

from the eaves and side elevations. The dormer windows would introduce first floor windows were there were none before, however there is a separation distance of over 13 metres to The Lodge which is not positioned directly to the rear of the site and approximately 28 metres to No. 19 St Judes Close. In addition, the windows on The Lodge facing the application site are positioned away from the corner closest to the proposed dormers. Therefore, although there would be some views across, there would be no direct window to window overlooking. There may be some overlooking of neighbouring gardens however, this is considered to be an acceptable neighbour relationship in this urban setting. It is noted that the front first floor bedroom would only be served by rooflights. This is a negative of the scheme, however this is a fourth bedroom within the roof and there would be some degree of outlook from the rooflights so it is not considered a reason for refusal. Therefore, the proposal is not considered to have a significantly negative impact on the residential amenity of future occupiers or neighbouring properties and complies with Policy EE1.

7.6 With regard to the impact on the setting of the Grade II Listed Building, The Lodge, to the southeast of the site, the proposal is small in scale with a good separation distance of approximately 13.5 metres to The Lodge. It also has to be taken into account the presence of the neighbour's garage (No. 68) which is in much closer proximity to the Listed Building than the application proposal. The Councils Heritage Advisor has reviewed the application and does not consider that the proposal would harm the Grade II Listed building to the rear of the site. Therefore, the proposal is considered to comply with Policy EE4.

7.7 Several letters of representation have raised concerns about parking and impacts from overspill parking. The existing garage would be demolished to make way for the extension, but the site frontage is devoted to hardstanding, similar to other properties in the cul-de-sac, with 1-2 spaces available for off street parking of cars to the front of the property. It is acknowledged that within the cul-de-sac there would be no opportunity for on street parking therefore, any additional parking would need to be accommodated within the surrounding area. Even if there was overspill, it is considered that there would not be a severe impact on the capacity or safety of the highway network in the area. In addition to this, the application site is within walking distance of Englefield Green town centre and public transport links such as bus stops. The proposal is therefore considered to comply with Policy SD4. Other comments involve concerns that the application property would be used as an HMO (House of Multiple Occupancy). There is no evidence that the property would be used for multiple occupancy, although no planning permission would be required even if this was the case, for occupation by up to 6 unrelated people.

8. PLANNING OBLIGATIONS/COMMUNITY INFRASTRUCTURE LEVY (CIL)

8.1 The application proposes new residential development. Based on the submitted information, the internal floorspace would be below 100sqm and therefore would not be liable for a Community Infrastructure Levy contribution.

9. EQUALITY AND HUMAN RIGHTS CONSIDERATIONS

- 9.1 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.

10. CONCLUSIONS

- 10.1 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, EE4, SD4 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.

11. FORMAL OFFICER RECOMMENDATION

The CHDMBC be authorised to grant planning permission subject to the following planning 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:

241/PL/20 Rev A (Location Plan), 241/PL/21 Rev A (Street Scene) received 11/06/2021

241/PL/05 Rev R (Site Plan), 241/PL/02 Rev S (Existing Plans and Elevations), 241/PA/04 Rev R (Proposed Elevations), 241/PA/03 Rev R (Proposed Floor Plans), 241/PL/15 Rev R (Proposed Block Plan) received 10/03/2021

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.

2 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.

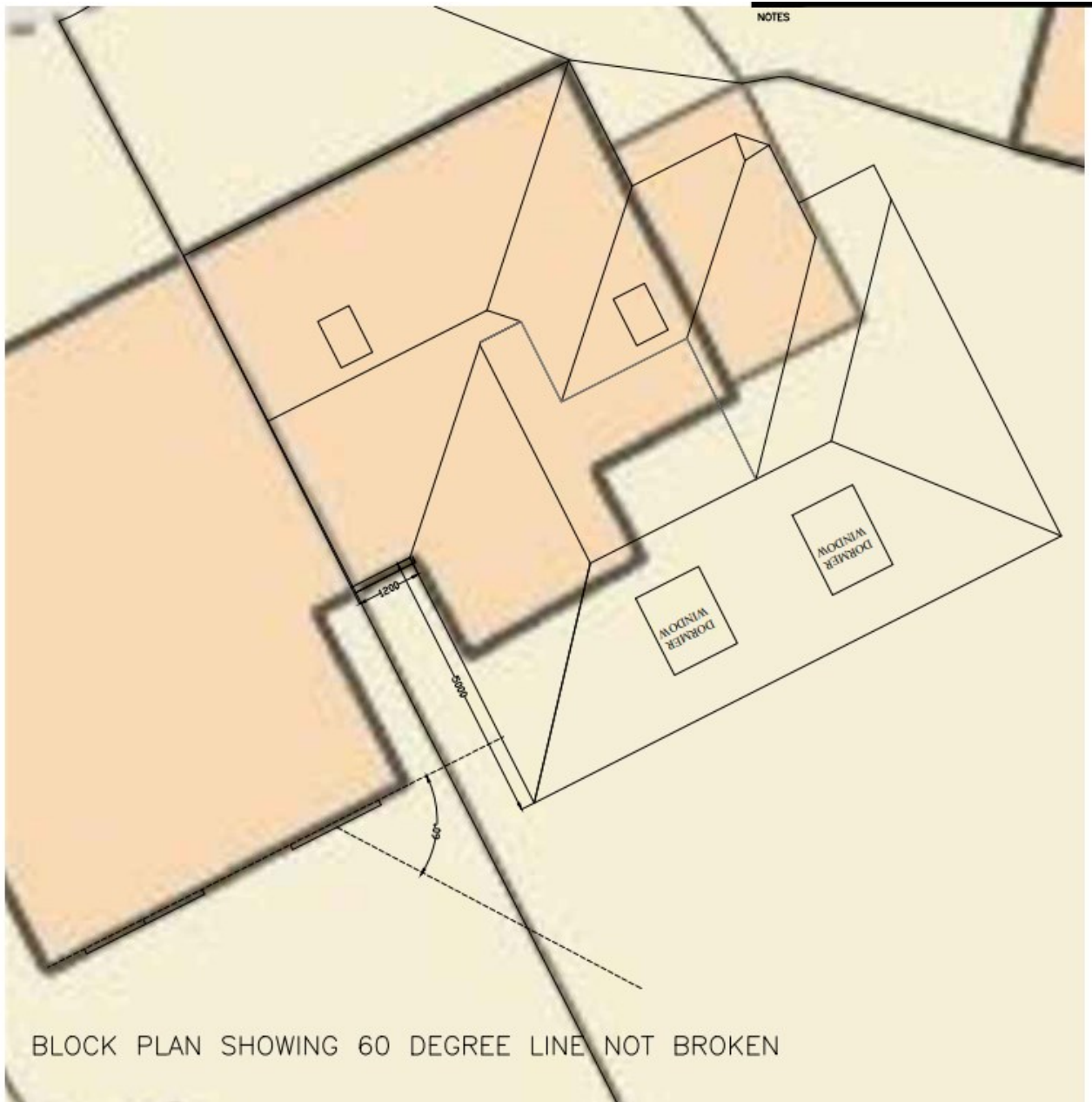
3 Party Wall Act 1996

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.

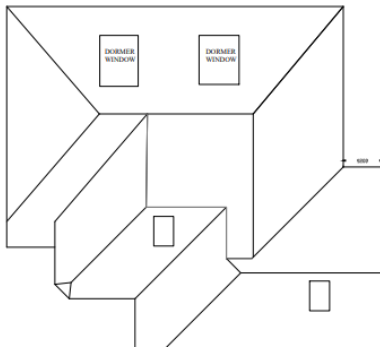
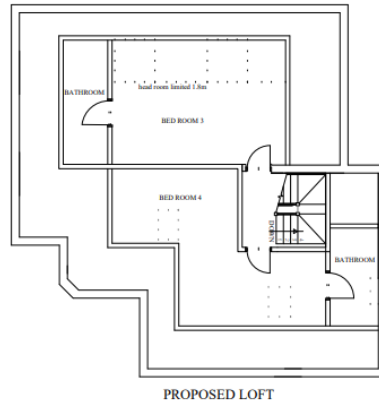
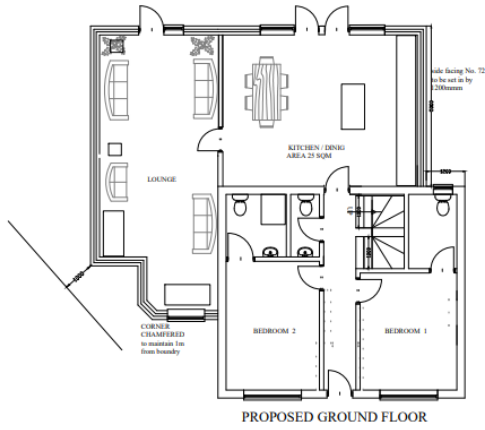
Proposed site location plan



Proposed Site Layout Plan



Proposed Floor Plans

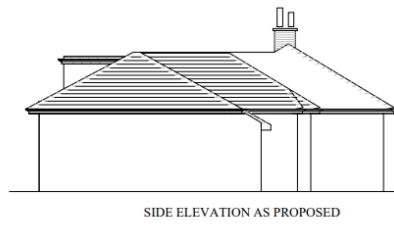
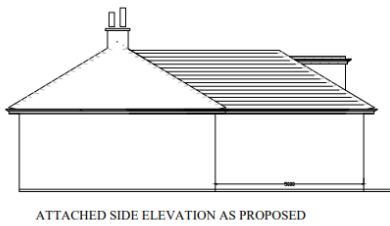
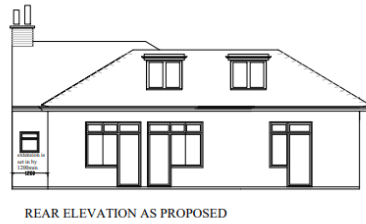
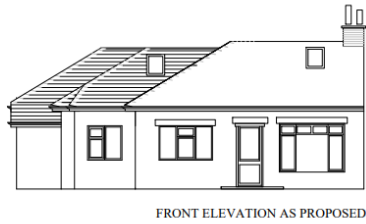


The contractor must verify all dimensions on site before commencing on site. Architect must be notified of any suspected discrepancies or omissions. Any agreed dimensions to be confirmed by the Architect.

NOTES

Client	MR Gosal
Project	Adding two dormers that directly face pt 70 Vegal Crescent
Title	PROPOSED PLAN
Location	13 Lynwood drive, Worcester Park, Surrey KT6 7AA
Drawn	SG
Checked	

Proposed Elevations



The contractor must verify all dimensions on site before commencing on site. Architect must be notified of any suspected discrepancies or omissions. Any agreed dimensions to be confirmed by the Architect.

NOTES

Client	MR Gosal
Project	Adding two dormers to scheme with permission, 70 Vegal Crescent, W20 0GR
Title	PROPOSED ELEVATIONS
Location	13 Lynwood drive, Worcester Park, Surrey KT6 7AA
Drawn	SG
Checked	PRINTED
Date	MAR 2021
Scale	1:100
Drawing No	241/PA/04
Rev	R

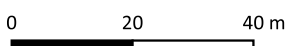


Date: 01/09/2021

82 Station Road, Addlestone



Scale: 1:1,250



RU.21/0537



COMMITTEE AGENDA REFERENCE: 6B

APPLICATION REF:	RU.21/0537
LOCATION	82 Station Road, Addlestone, KT15 2AD
PROPOSAL	Change of use of former Bank (E class use) into mixed use: E Use Class for restaurant use and take-away (sui generis) including installation of extraction flue system to rear side.
TYPE	Full Planning Permission
EXPIRY DATE	24/05/2021
WARD	Addlestone South
CASE OFFICER	Joel Grist
REASON FOR COMMITTEE DETERMINATION	Delegated Authority not available, number of letters of representation.
<i>If you have questions about this report please contact Ashley Smith, Victoria Gibson or the case officer.</i>	

1. SUMMARY OF RECOMMENDATION

It is recommended the Planning Committee authorises the CHDMBC:	
1.	Grant Consent - subject to conditions

2. DETAILS OF THE SITE AND ITS SURROUNDINGS

- 2.1 The site relates to a ground floor commercial unit with dwellings above located on the south side of Station Road in Addlestone. The site was previously occupied by a bank and has subsequently been subdivided to form 2 separate units. The site is adjoined on both sides by commercial units with residential above. The site extends south towards the rear which leads to a rear access and car parking area beyond the site. The site is in the urban area and within the defined Primary Shopping Frontage in Addlestone town centre.

3. APPLICATION DETAILS

- 3.1 The application proposes to change the use of the site from Class E to mixed use Class E and sui generis with the site to be used as a restaurant/takeaway. The applicant has submitted and design and access statement as well as an odour management plan and noise report. The application also includes installation of extraction flue system to rear site.

Advertisements are also proposed to the front of the premises which are the subject of a separate application for advertisement consent currently under consideration.

It is noted that since the application was first submitted the proposed use has subsequently

commenced and the premises is now operating.

4. RELEVANT PLANNING HISTORY

4.1 The following history is considered relevant to this application:

Reference	Details
RU.21/0544	Associated advertisement application for new fascia sign on unit frontage and new internally illuminated hanging sign – under consideration
RU.04/0413	Remove existing ground floor windows and cladding to the front of the premises and replace with two new shopfront windows. Grant – 25/05/2004
RU.82/0584	Details pursuant to condition 4 of consent No. RU.81/0034 of treatment to shop front including insertion of cash dispenser unit and internal alterations. Grant – 26/10/1982.
RU.81/0034	Change of use of ground floor from shop to bank in connection with adjoining premises. Grant – 01/04/1981

5 SUMMARY OF MAIN RELEVANT STRATEGIES AND POLICIES RELEVANT TO THE DECISION

5.1 National Planning Policy Framework and Guidance.

5.2 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.

6. CONSULTATIONS CARRIED OUT

6.1 **Consultees responses**

Consultee	Comments
RBC Environmental Health Officer	Implementation of proposals set out in the Noise Report indicate noise should not transmit to property above. Preference for extraction flue to be as high as possible to assist with dispersal of odours as low level discharge relies on expensive to maintain carbon filters
SCC Highways Authority	No objection

Representations and comments from interested parties

6.2 16 Neighbouring properties were consulted in addition to being advertised on the Council's website and 10 letters of representation have been received comprising 9 raising objections and 1 support, which can be summarised as follows:

- More than enough takeaways which are a magnet for young people at night and cause more road congestion, litter and noise.
- The noise and traffic will add to already congested local roads which effects my own and others school and work travels.
- It will add to the traffic, rubbish and discarded food and late night noise and disturbance.
- The Council have to take the health and lifestyle of the community, especially children, into account. Allowing another takeaway in a busy town centre would be irresponsible.
- Encourages junk food eating, should be promoting good health.
- Delivery drivers take all the high street parking/park poorly.
- Another takeaway in the town centre would reduce the retail offering and opportunities to source fresh produce.
- Fail to contribute to improving health of residents and reducing obesity, contrary to Policy SL1.
- Overwhelming evidence that proximity and availability of fast food contributes to obesity. Correlation strong in deprived areas and should be recognised by refusing application.
- Reference to Paragraph 91 of the NPPF and role of planning in creating health communities.
- Important range of services on offer in town centre serves everyone and protect retail uses in line with Policy IE6.
- Loss of retail with have impact on vitality and viability of Station Road as a shopping centre, contrary to Local Plan and NPPF.
- Reference to Paragraph 85 of NPPF and loss of retail falls foul of this.
- Takeaways are magnets for groups of young people and can be intimidating to more vulnerable members of society. Reference to paragraph 91 of NPPF regarding crime, disorder and the fear of crime.
- Late night noise and disturbance associated with drinking and takeaways. Noise travels further at quieter times at night.
- Increased littering from wrapping and uneaten food with harm to local environment and visual amenities of area.
- Proposal conflicts with NPPF regarding impacts on residential and neighbouring amenity from noise, odour, fumes, litter and general disturbance.
- Flue and extraction equipment should be properly integrated into the design to eliminate noise, smells and odours and be visually acceptable.
- Lead to devaluation of property value and mortgage options available
- Currently unable to open front window of flat due to traffic, noise and pollution, with proposed extraction route it will be unbearable to have rear windows open.
- Fast food/restaurants should be promoted within the purpose built retain units for

restaurants at Addlestone one.

- Takeaway has opened with customers and delivery drivers parking in the bus stop directly outside

The supporting letter is summarised below:

- Great to see a fresh business coming to Addlestone.
- It will bring a fresh and health alternative to the current pizza options.
- It will bring plenty of jobs and refresh the high street.
- Looking at a striving business is better than walking past a boarded up, derelict bank.

7. PLANNING CONSIDERATIONS

- 7.1 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 town centre development, townscape quality and environmental protection with regards to residential amenity and the local highway network.
- 7.2 Policy IE6 seeks to improve the quality and broaden the range of retail and leisure facilities, to enhance the role of the town centres as sustainable shopping and leisure destinations and strengthen their vitality and viability. The local plan has defined both primary and secondary shopping frontages within the town centres. It seeks to secure Primary Shopping Frontages as the focus for A1 (retail) uses with development for A2 to A5 uses (which include financial and professional services, restaurants, pubs and takeaways) only permitted in this frontage where a minimum of 65% of the total units are retained in A1 use. The former use of the site as a bank would fall within the former use Class A2 and as such the current proposal would not result in a loss of Class A1 use. It is also a material consideration that since the adoption of the Local Plan, the Use Class Order has been amended such that the former A1 retail use now falls under the new Class E use, which also now includes premises used as restaurants. Premises used for takeaways are now considered to be a sui generis use. As a result of these changes planning permission is no longer required to change from a former Class A retail use to a restaurant.
- 7.3 The former use of the site as a bank (formerly Class A2 use) would also now fall under the new Class E use. The proposed use as a restaurant would fall within the same use Class E and as such the use of the premises solely as a restaurant would not require an application for change of use. In this instance, the application also proposes to include a hot food takeaway which is defined as a sui generis use requiring a change of use for the mixed use proposed. An audit of the current uses along the Addlestone Primary Shopping Frontage found there to be a total of 22 units, of which 14 are in A1 use which equates to 63.5% therefore falling just below the threshold set by Policy IE6. Following the amendment to the use class order, the existing site has a Class E use which now permits a range of uses beyond the former A1 class. As such, the proposal would not result in the loss of a former Class A1 use and in addition significant weight is given to the amendment to the Use Class Order and the greater flexibility afforded by the number of uses which now fall under the single Class E use including the use as a restaurant. The proposal would also secure the use of this previously vacant premises which assists in maintaining the vitality of the town centre. The development proposed would provide a mixed use as a restaurant and hot food takeaway, and is therefore considered acceptable with regard to Policy IE6 and the weight afforded to the current use classes order.

- 7.4 There would be no change to the built form of the unit with the exception of the proposed extraction flue proposed to the rear of the premises. Consideration is given to the impacts on residential and neighbouring amenity, including impact from noise and odour in line with the requirements of Policy EE2. The applicant has submitted a Noise statement which is considered by the Councils Environmental Health officer as providing acceptable level of information and demonstrates that subject to the implementation of the measures set out within the report the proposed use should not give rise to issues of noise transmission to the residential properties above. Whilst it is usually desirable for extraction flues to be positioned at high level to assist in the dispersal of odour, this is not a feasible option given the design of the building with upper floors to the rear set back from the ground floor and with staggered elevations. The proposed extraction flue would exit across the roof of an existing single storey flat roof rear projection at the rear of the premises. Neighbouring residential windows at first and second floor are set away from the extraction flue with the closest being at second floor height. The use of appropriate filters within the extraction system and regular maintenance would ensure effectiveness to avoid impact on neighbouring amenity resulting from odours. The applicant has submitted an Odour Assessment which includes a maintenance programme and concludes that the proposed use should not result in loss of amenity to existing residents. The use proposed is considered to be an acceptable use within a town centre location. A condition is recommended to ensure that the installation of the extraction system and maintenance as detailed in the submitted information is complied with in order to protect neighbouring amenity and comply with Policy EE2.
- 7.5 Concerns have been raised in the letters of representation received regarding the potential for disorder, nuisance and crime to arise from the proposed change of use. Paragraph 91 of the NPPF seeks to promote healthy, inclusive and safe places which promote social interaction and that are safe and accessible so that crime and disorder, and the fear of crime, do not undermine quality of life. No evidence has been submitted which suggests that the change of use would result in development which does not comply with the NPPF in this respect. Restaurant and takeaway uses are an accepted part of the fabric of a town centre with both uses already in place across Addlestone town centre. Therefore, limited weight is given to this concern. A condition is recommended however to restrict opening hours in order to protect neighbouring dwellings from any harmful impact of noise and disturbance outside of these hours. There is existing waste storage and collection at the rear entrance of the site which is proposed to be continued in use. It is not considered there will be any other harms to residential or neighbouring amenity arising from the proposed development which therefore has an acceptable impact on the surrounding townscape quality, in compliance with Policy EE1.
- 7.6 Surrey County Highways Authority were consulted on the application and raised no objection. It was noted that the change of use may generate differing trip patterns for the site, with different 'peak' hours for a restaurant/takeaway compared to the former use as a bank. However, it was further noted the site is in a town centre with parking restrictions in place along Station Road such that parking can be controlled through existing enforcement measures. Therefore, it is considered that the development will not be harmful in respect of highways safety or capacity grounds and complies with Policy SD4.

8. PLANNING OBLIGATIONS/COMMUNITY INFRASTRUCTURE LEVY (CIL)

- 8.1 The proposal does not propose new residential or office development and therefore would not be liable for a Community Infrastructure Levy contribution..

9. EQUALITY AND HUMAN RIGHTS CONSIDERATIONS

- 9.1 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.

10. CONCLUSIONS

10.1 The development is considered acceptable in terms of appearance and use within the town centre, with no harmful impacts on residential amenities nor the local highway. The development has been assessed against the following key Development Plan policies –policies EE1, EE2 and SD4 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.

11. FORMAL OFFICER RECOMMENDATION

The CHDMBC be authorised to grant planning permission subject to the following planning 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 29/03/2021: 027/P/21.01; 027/P/21.04; 027/P/21.05; 027/P/21.02; 027/P/21.03; 027/P/21.06; Delta Tech Ltd Odour Management Plan; Delta Tech Ltd Design and Access Statement

Received 19/05/2021: Noise Impact Assessment dated 18th May 2021

3. Soundproofing (noise spillage prevention)

Within 3 months of the date of this permission, confirmation of the installation of the noise proofing measures outlined in the Noise Impact Assessment dated 12th May 2021 shall be submitted to and approved in writing by the Local Planning Authority and shall thereafter be retained in accordance with the approved details.

Reason: To protect the amenities of occupiers of nearby properties and to comply with Policies EE1 and EE2 of the Runnymede 2030 Local Plan and guidance within the NPPF.

4 . Plant and equipment (as approved)

Within 3 months of the date of this permission, the extraction and ventilation system outlined in the Delta Tech Ltd Odour Management Plan shall be fully installed and shall thereafter be retained and appropriately maintained in accordance with the submitted details and recommended maintenance as detailed within the Odour Management Plan.

Reason: To protect the amenities of occupiers of nearby properties and to comply with Policy EE2 of the Runnymede 2030 Local Plan and guidance within the NPPF.

5. Hours of use

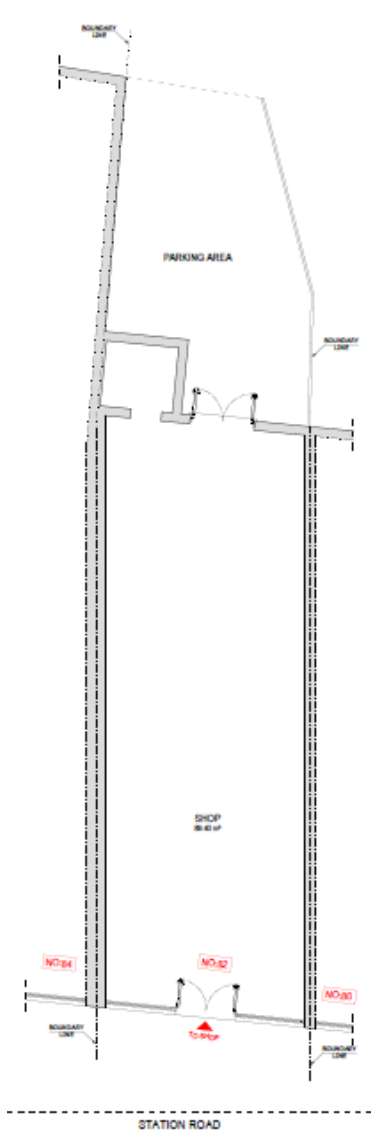
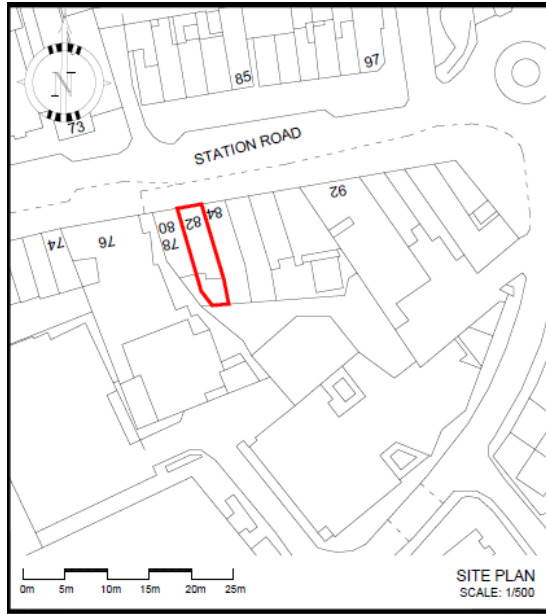
The premises hereby approved shall not be open to customers outside the following hours:

0800 to 2300 Mondays to Thursdays, including bank holidays and 0800 to midnight Fridays and Saturdays.

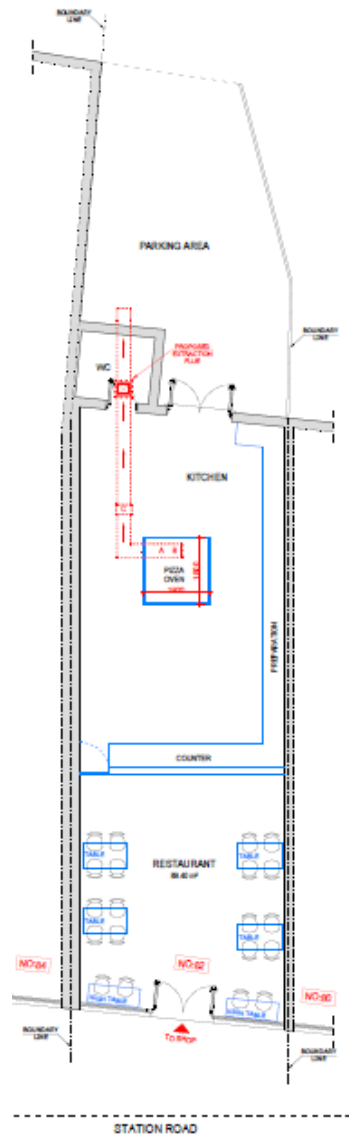
Reason: To protect the residential amenities of the neighbouring properties and to comply with Policies EE1 and EE2 of the Runnymede 2030 Local Plan and guidance within the NPPF.

Informative:

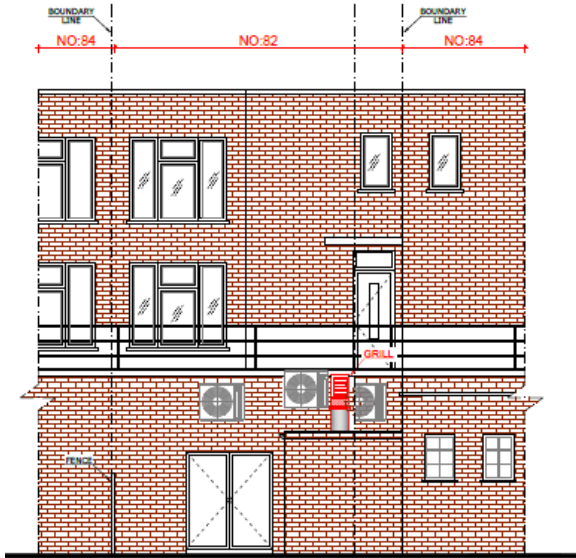
- 1 The decision has been taken in compliance with the requirement in the NPPF to foster the delivery of sustainable development in a positive and proactive manner.
2. The applicant is advised that notwithstanding the details shown on the plans submitted, the adverts proposed are the subject of a separate application for advertisement consent under reference RU.21/0544.



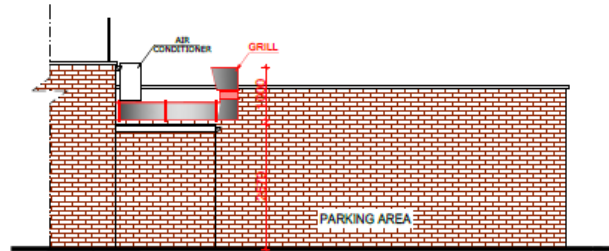
EXISTING GROUND FLOOR PLAN
SCALE: 1/100 @A3



PROPOSED GROUND FLOOR PLAN
SCALE: 1/100 @A3



PROPOSED REAR ELEVATION
SCALE: 1/100 @A3



PROPOSED REAR ELEVATION
SCALE: 1/100 @A3



REAR VIEW



REAR VIEW

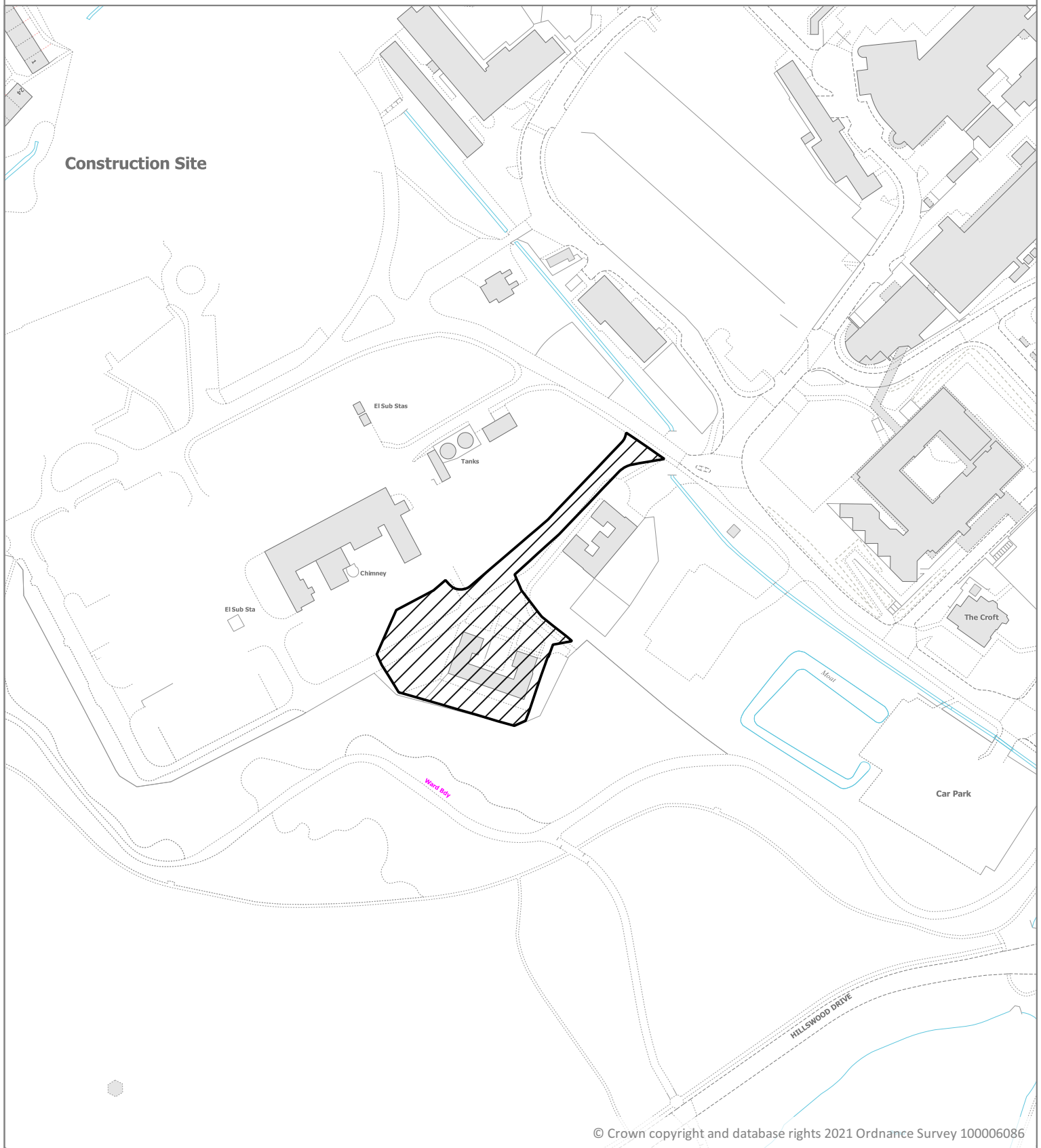


FOR LOCATION PURPOSES ONLY

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

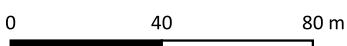
Date: 01/09/2021

Land at St Peters Hospital, Guildford Road, Chertsey



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Scale: 1:2,000



RU.21/0925



COMMITTEE AGENDA REFERENCE: 6C

APPLICATION REF:	RU.21/0925
LOCATION	Land at St Peter's Hospital, Guildford Road, Chertsey, KT16 0PZ
PROPOSAL	Erection of a single storey 'decant' facility for the Abraham Cowley Unit (ACU) for a period of up to three years
TYPE	Full Planning Permission
EXPIRY DATE	07/09/2021
WARD	Longcross, Lyne and Chertsey South
CASE OFFICER	Katherine Appleby
REASON FOR COMMITTEE DETERMINATION	Proposal exceeds 1000sqm
<i>If you have questions about this report please contact Ashley Smith, Victoria Gibson or the case officer.</i>	

1. SUMMARY OF RECOMMENDATION

It is recommended the Planning Committee authorises the CHDMBC:	
1.	Grant with conditions

2. DETAILS OF THE SITE AND ITS SURROUNDINGS

- 2.1 The application site consists of an area of 0.33 ha which until recently comprised hospital buildings but is now vacant land granted for residential development under outline planning permission RU.17/1815 and subsequent reserved matters application RU.19/1193.
- 2.2 Following the adoption of the Runnymede 2030 Local Plan the site is no longer within the Green Belt but is now within the urban area. The boundary to the south is mainly dense with mature trees and vegetation effectively hiding the site from view from Hillswood Drive. The boundary to the east towards the hospital is more open, but still benefits from a good deal of tree screening. A cluster of trees to the north/east of the application site are covered by TPO 425.

3. APPLICATION DETAILS

- 3.1 This application seeks permission for the erection of a single storey building for a period of up to three years to provide a temporary 'decant' facility for the existing Abraham Cowley Unit (ACU) which is located in the northern part of the main remaining Hospital site, close to the access off Holloway Hill whilst it is redeveloped into a new facility to meet modern demands and standards. Specifically, 20 standard and accessible en suite bedrooms including ancillary ward space for Older Adults currently using the ACU's Spenser Ward would be provided in the temporary building whilst the remaining 53 beds would be allocated off site.

- 3.2 In addition to this there will be a lounge and dining area, offices, treatment/clinic rooms, medicine dispensaries, various storage rooms, staff room and changing area and tribunal/meeting room. The building would have a flat roof with a maximum height of 3.775m, clad and have an irregular shape. Staff areas would be located within a separate wing, within proximity to the main entrance. The proposal includes a number of outdoor areas around the building to provide garden spaces as well as a small parking area along the front elevation and separate service entrance along the eastern side. Level access would be maintained around the building.
- 3.3 A temporary 'haul road' is proposed to be installed which would provide access to the site from the main hospital estate road to the east during the construction phase. This route would be removed following construction of the facility and operational phase vehicular traffic (i.e., patient transport, servicing, and deliveries) would access the site via the residential estate road which is accessed off Stonehill Road to the north. The site would also be served by a surfaced and lit pedestrian route which would connect it directly to the hospital campus, thereby enabling access for staff/visitors to the main car parks and to the main hospital itself as well as an onward through route to the bus and train services nearby for travelling to/from the site. Construction traffic will access the site via the haul road through the existing CALA Homes residential development off Guildford Road, this access route has also been, and remains, the main construction access for the Cala Homes Development.
- 3.4 The site is located on the footprint of the former 2 storey high hospital building named CAMHS-The Base and its associated hardstanding and curtilage, which provided staff accommodation and administrative space close to the southern boundary of the site. Following outline planning permission being granted to redevelop the land for housing under planning application RU.17/1815 (which comprised a masterplan for redeveloping the wider hospital site) CALA Homes subsequently obtained detailed planning permission for the development of the land for 212 homes (under reference RU.19/1193) and this development has commenced. The site is located within an area referred to as 'Area A' within the masterplan permission, within the south-east portion of this parcel of land and is currently being built out by CALA Homes and marketed as the "St Peter's Quarter". This particular section of land to which this application pertains essentially comprises of five of the plots permitted for development as part of the proposals put forward by CALA for 212 dwellings on the land covered by Area A (reference: RU.19/1193).
- 3.5 CALA Homes has confirmed that the completion date for the St Peter's Quarter development will be unaffected by the temporary lease of land to the Trust for the proposed development which comprises of five plots. CALA have structured their programme to deliver these last five houses within 6 months of when the temporary ACU building is removed from the site (no later than November 2024 as agreed within the lease arrangement). The modular accommodation will therefore not prejudice the CALA Homes development and a letter has been received from CALA which confirms their support for the proposal on this basis.
- 3.6 According to the applicant it is essential that the modular accommodation is located on the wider St Peter's Hospital site to continue to provide access to essential hospital services. An alternative location on the St Peter's Hospital site was considered, adjacent to the proposed ACU development. However, it was determined the required footprint of the modular accommodation would not fit within the space available and that the disruption to patients being located adjacent to a construction site would be too severe. The CALA Homes development area is therefore the only viable space which allows a continuity of service for both patients and staff.
- 3.7 The applicant has advised that it was originally intended for the current ACU to be rebuilt in phases, however, as a result of receiving full government funding for the proposals, the building can now be closed and re-built in a single phase which will allow the new facility to be completed 15 - 18 months earlier. However, the funding is time limited with the current proposed modular building to be in use by March 2022 so that the existing ACU can be closed and building work started later in 2022 in order that the works are completed, and the modular accommodation removed from the St Peter's site by November 2024 at the latest when the lease arrangement between Surrey and Borders Partnership NHS Foundation Trust and Cala Homes comes to an end. In view of the short delivery programme and the planning history for the site it was considered that it would be simpler to submit

both the redevelopment of the ACU and the modular building as 2 separate applications with the former expected to be submitted soon.

4. RELEVANT PLANNING HISTORY

- 4.1 The wider hospital campus has an extensive planning history the following of which are considered most relevant to this application:

Reference	Details
RU.17/1815: Hybrid Application (Outline/Full)	<p>Outline application – all matters reserved</p> <p>A) Redevelopment of west site (including demolition of all existing buildings) to provide 212 x 1, 2, 3, 4 and 5 bedroom houses and flats and 116 x 1 and 2 bedroom retirement apartments in two, three and four storey buildings served by new access onto Stonehill Road (outline planning application, all matters reserved)</p> <p>(B) Construction of three storey acute care wing connected to existing hospital Full planning application:</p> <p>(C) Demolition of existing buildings and erection of 66 1,2 and 4 bedroom key worker dwellings and nine 1 and 2 bedroom general needs affordable dwellings in 6 x three storey buildings served by new access onto Holloway Hill</p> <p>(D) Demolition of existing buildings and erection of 72 x 1, 2 and 4 bedroom key worker dwellings in 8 x three storey buildings</p> <p>(E) Erection of single storey building and infilling at basement level to provide new staff restaurant and 1,500 square metres of retail floorspace</p> <p>(F) Redevelopment of car park to provide three storey/six deck multi-storey car park together with alterations to internal road layout</p> <p>(G) Erection of detached two storey workshop building together with alterations to car park:</p> <p>Planning Permission for the hybrid application granted 7 February 2019</p>
RU.19/1193: Reserved Matters Application	<p>Pursuant to Outline application RU.17/1815 to consider access, appearance, landscaping layout and scale in respect of the erection of 212 dwellings and associated car parking, open space and infrastructure within Area A (residential) – Granted 14/02/20</p>
RU.19/1609: Reserved matters application	<p>Pursuant to Outline Planning Permission RU.17/1815 to consider Access, Appearance, Landscaping, Layout and Scale relating to a 116 unit Retirement Village with Care Building (Use Class C2) with associated infrastructure landscaping and car parking. Granted 14/02/20</p> <p>Together, RU.19/1193 and RU.19/1609 make up Area A as referred to in RU.17/1815</p>
	<p>There are also a number of other applications for the discharge of conditions pursuant to RU.17/1815 and RU.19/1193 which have either been recently discharged or are under consideration.</p>

5. SUMMARY OF MAIN RELEVANT STRATEGIES AND POLICIES RELEVANT TO THE DECISION

- 5.1 National Planning Policy Framework and Guidance.

5.2 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.

5.3 SPGs which might be a material consideration in determination:

Runnymede Design SPD 2021

6. CONSULTATIONS CARRIED OUT

6.1 Consultees responses

Consultee	Comments
RBC Contaminated Land Officer	No objections subject to validation report being submitted.
SCC County Highway Authority	As the decant facility will be significantly smaller than the existing unit and the expected trip rates much reduced given the lower patient and staff numbers expected no objections area raised on highway safety or capacity grounds
RBC Tree Officer	As the trees to be removed for this application have already been considered and approved to be removed in the previous application for the wider redevelopment of the site, no objections are raised subject to the implementation of the approved tree protection shown in the Landscaping and Tree Protection Plan drawing ref 180342-DGL-01-XX-DR-A-1141, to be installed before the development is started and retained until it is completed.
RBC Drainage Officer	We have reviewed the Below Ground Drainage Strategy reference 1030363-CDL-XX-XX-RP-C-10201 dated 19 May 2021; we have no objection to the proposed drainage strategy.

Representations and comments from interested parties

6.2 No neighbouring properties were directly consulted given the location of the site however the application was advertised in the local press and through a site notice. The application was also advertised on the Council's website. No letters of representation have been received

7. PLANNING CONSIDERATIONS

- 7.1 In the determination of this application regard must be had to the Development Plan and National policy within the NPPF. The site is not now constrained by the Green Belt designation. The proposal will be in situ temporarily, for a period of up to three years, before being removed from the site once the new ACU is built and up and running. This will not impact upon the delivery of the CALA housing scheme. The building would be single storey in height with a flat roof and is clearly set in the context of the institutional nature of hospital buildings on site although the building does have an aesthetic value in terms of its modern design. Whilst the design is utilitarian in nature, it has been sympathetically treated to minimise and mitigate its visual impact. The site is physically and visually well-contained and the proposal would be largely inconspicuous from wider public vantage points. It would be visible from within the residential development but is only proposed to be in situ for a relatively short temporary period during which the residential development will itself be in a state of ongoing construction. The building would provide a functional need and by reason of its location, size and height, there would be limited visual impact. In terms of the potential impact on the residential development the plots in proximity to the site will not be completed until or after May 2024 – the applicant will vacate this temporary facility 2 years after occupation in April 2024, when their permanent facilities will be complete.
- 7.2 As such, there will not be much, if any, overlap between the residential occupation of these plots and the operation of the temporary facility. In any event, the proposed decant facility is a residential facility for older adults which will not generate a level of activity, noise, or disturbance which would be incompatible with the wider residential setting. It would also be buffered from the neighbouring plots by the intervening fencing, road, footpath and its own parking and garden areas positioned to the northwest corner with the servicing arrangements for the facility proposed to be located at the southeast corner of the site away from sensitive neighbouring uses.
- 7.3 The Hybrid Planning Permission acknowledged that the overall development was acceptable in transport terms subject to the appropriate mitigation on the local road network and taking account of the impact of the development on the Strategic Road Network through a site-specific Travel Plan and Transport Assessment. The current proposals would include a temporary ‘haul road’ which would provide access to the site from the main hospital estate road to the east during the construction phase and afterwards vehicular access to the proposed building would be via the residential estate road. The site would also be served by a surfaced and lit pedestrian route which would connect it directly to the hospital campus. Parking at the site itself is deliberately limited to encourage visitors and staff to use the main hospital car park. Parking provision is met largely on the wider hospital campus and the proposed development would also link in with the established sustainable transport options from which the hospital site benefits. Servicing arrangements are provided for deliveries/refuse collection in addition to space within the proposed car park for ambulance pick-up/drop-off as may be required from time to time. The application is supported by a detailed Transport Statement which concludes that the proposal would result in no net increase in trip generation on the wider highway network since it is a smaller facility than the existing ACU and would only operate during the period the ACU is temporarily out of operation. It is considered the temporary facility would not impact on highways safety or convenience on the wider highway network and would continue to benefit from the hospital’s sustainable travel offering. The County Highway Authority has assessed the application and raises no objections to the approval of the reserved matters application and there are no highways or parking implications, and the proposal complies with Policy SD4.
- 7.4 With regard to ecology, the site is an existing area of hardstanding used as a car park and is therefore considered to be of very low ecological value. The wider hospital site is however relatively ecologically sensitive, and a habitats survey was carried out within the previous hybrid planning application and conditions included. These details have been submitted and were considered acceptable and the relevant condition(s) discharged. The current proposal is designed such as not to prejudice this overall strategy which will be implemented in accordance with the details agreed once the site has been vacated by the applicant and returned for completion of the permitted residential development.

- 7.5 With regard to landscaping as the site is an existing area of hardstanding the impact of development is unlikely to have significant visual impacts or impacts on the wider landscape character. However, several trees in the area are protected by way of a Tree Preservation Order including a cluster immediately to the north/east of the application site. Further trees bound the southern/eastern boundaries of the site too. Nevertheless, the proposal includes areas of soft and hard landscaping, and details of tree protection measure have been submitted and were considered acceptable and the relevant condition(s) discharged. The Council's Tree Officer raises no objections to the proposals subject to the implementation of the agreed tree protection measures.
- 7.6 Regarding drainage, the site is located within Flood Zone 1 and is therefore considered to have a low probability of flooding. There are no known flood risk or drainage constraints on site. The Hybrid permission was subject to various conditions including a condition requiring details of an overarching drainage strategy for the wider masterplan site which has now been approved under details pursuant application RU.19/1369. Such conditions which include a Drainage strategy and SuDS Maintenance Scheme have been approved under details pursuant applications RU.20/0364 and RU.20/0392. The Council's Drainage Officer raises no objections to the proposed drainage strategy. On this basis it is considered that the development would comply with policy EE12.
- 7.7 Condition 27 of the Hybrid permission required the submission of a detailed CEMP for the site. This has been approved under details pursuant application RU.19/0953. The current proposal is designed so not to prejudice this overall strategy which will be implemented in accordance with the details agreed once the site has been vacated by the applicant and returned for completion of the permitted residential development.
- 7.8 The Council's Contaminated Land Officer raises no objections subject to the submission of a validation report. On this basis it is considered that the development would comply with Policy EE2
- 7.9 In respect of policy SD8 'Renewable and Low Carbon Energy' as the building is a temporary facility, renewable and low carbon energy sources have not been included, however it is proposed that the building would be constructed off site which has numerous environmental benefits and would include other low energy measures throughout the building. It is for these reasons that it is considered that the applicant has considered renewable and low carbon energy as part of their development proposals.
- 7.10 The current proposal would result in an increase of approx. 1192sqm on a temporary basis and is consistent with previous approved masterplans and outline consents, and this development would not jeopardise the long-term development of the site. The environmental impacts of the proposal would not only all be temporary in nature but would also be very limited in their extent due to the previously developed status of the land, the visually and physically contained nature of the site and the low-profile and inconspicuous nature of the design. The proposed development is integral to the wider redevelopment of the ACU, allowing the hospital building to remain functional and provide key, essential mental health care services whilst the main building is being redeveloped. The social benefits would be significant by allowing ongoing provision of a vital service in the most suitable location being closely connected with the existing site of the ACU and the wider hospital site. The project forms part of an ongoing programme to improve the 24/7 inpatient estate operated by the Trust, designed to make the estate fit for 21st century mental health care delivery. The proposal will support the continued service to the local community by the hospital in accordance with Policy SL1.

8. PLANNING OBLIGATIONS/COMMUNITY INFRASTRUCTURE LEVY (CIL)

- 8.1 In line with the Council's Charging Schedule the proposed development would not be CIL liable.

9. EQUALITY AND HUMAN RIGHTS CONSIDERATIONS

- 9.1 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.

10. CONCLUSIONS

- 10.1 The development would be temporary, would not jeopardise the long-term development of the site and is considered to have an acceptable design and appearance, with no implications for parking or highways. The development has been assessed against the relevant Policies of the Runnymede 2030 Local Plan, the guidance within the NPPF and NPPG, 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.

11. FORMAL OFFICER RECOMMENDATION

The CHDMBC be authorised to grant planning permission subject to the following planning 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. Temporary Building Removal

The temporary building hereby permitted shall be removed and the land restored to its former condition on or before the expiry of three years from the date of this decision.

Reason: In order to comply with the terms of the hybrid application (RU.17/1815) for the redevelopment of the western part of the site and other hospital associated buildings approved 7 February 2019.

3. List of approved plans

- The development hereby permitted shall not be carried out except in complete accordance with the following approved plans & elevations
- D & A Statement, Proposed Drainage Layout Reference 1030363-CDL-XX-XX-DR-C-1401 Rev P03, Dated 09/07/21, Drainage Construction Details Sheet 1 of 2 Reference 1030363-CDL-XX-XX-DR-C-1601 Rev P03, Dated 09/07/21, Drainage Construction Details Sheet 2 of 2 Ref 1030363-CDL-XX-XX-DR-C-1602 Rev P1,

Dated 14/05/21, Below Drainage Strategy ref 030363-CDL-XX-XX-RP-C-10201 rev P01, Site Location Plan ref 180342-DGL-01-XX-DR-A-1120, Hard Landscaping and Tree Protection Plan drawing ref 180342-DGL-01-XX-DR-A-1141, Proposed Site Plan ref 180342-DGL-01-XX-DR-A-1140 Rev P9, Tree Protection and Removal Plan ref 712 Rev D, Tree Removal Plan ref 711 Rev E, Landscape Plan & Specification ref PWP550.001 Rev 01, GF_General_Arrangement 180342-DGL-01-XX-DR-A-2000 Rev P11, Proposed Building Section ref 180342-DGL-01-XX-DR-A-2300, 3D_Views ref 180342-DGL-01-XX-DR-A-2200 Rev P5, Proposed Block Plan ref 180342-DGL-01-XX-DR-A-1160, Site Logistics Plan ref 180342-DGL-01-XX-DR-A-1170 Rev P4, Hardstanding Construction Details ref 1030363-CDL-XX-XX-DR-C-5201 Rev P1, Construction Logistics Management Plan ref 180342-DGL-01-XX-SP-A-9010 rev P1, Materials Schedule and External Lighting details received 09/06/21

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

4. 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.

5. 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 Hard Landscaping and Tree Protection Plan drawing ref 180342-DGL-01-XX-DR-A-1141. 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.

6. Ground Investigations

The development hereby permitted shall be carried out in accordance with the recommendations set out in the Combined Phase 1 Desk Study and Phase 2 Report on Ground Investigation ref 21-173-R-001 rev 2 (April 2021) by Key GeoSolutions Ltd. Within six months of the completion of these measures, a validation report which details the necessary evidence in the appropriate format to demonstrate the works carried out (as described in para 6.5.9 of the aforementioned report) shall be submitted to and approved in writing by the LPA.

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

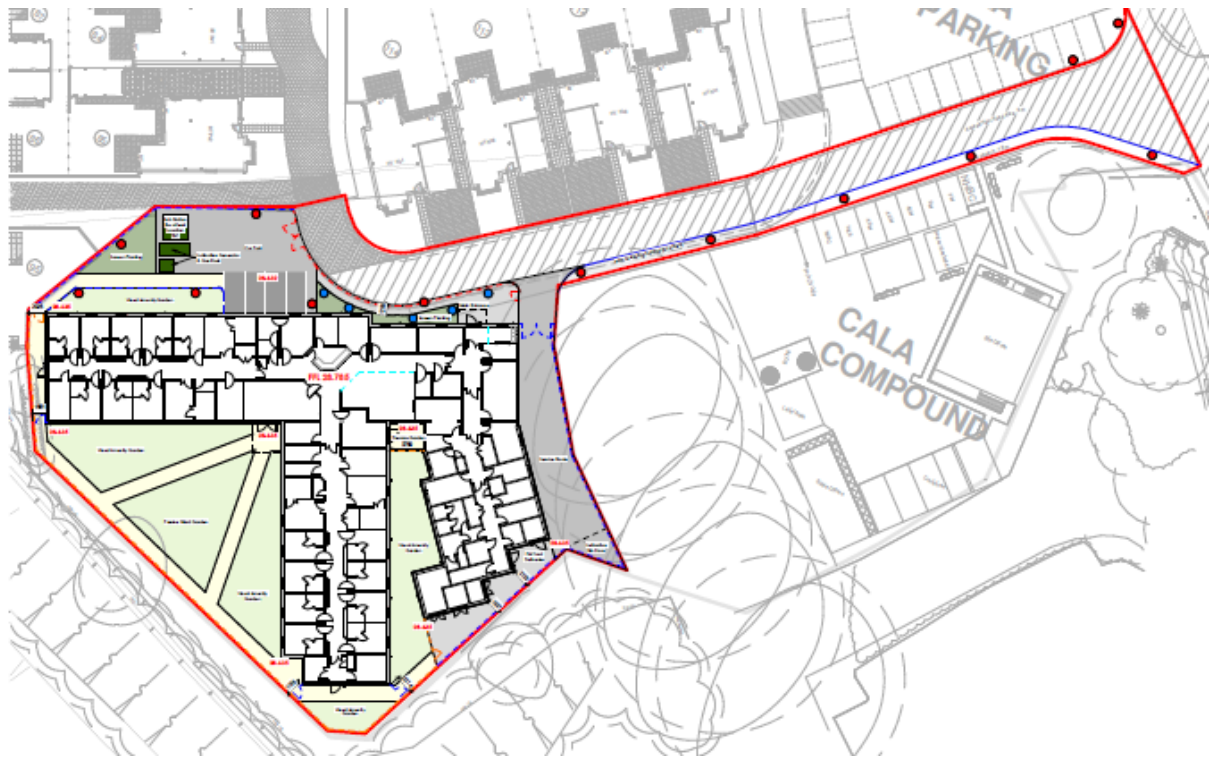
Informatives:

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.
2. The applicant is advised that the conditions and informatives contained within RU.17/1815 RU.19/1193 and associated S106 agreement remain applicable to the current application.

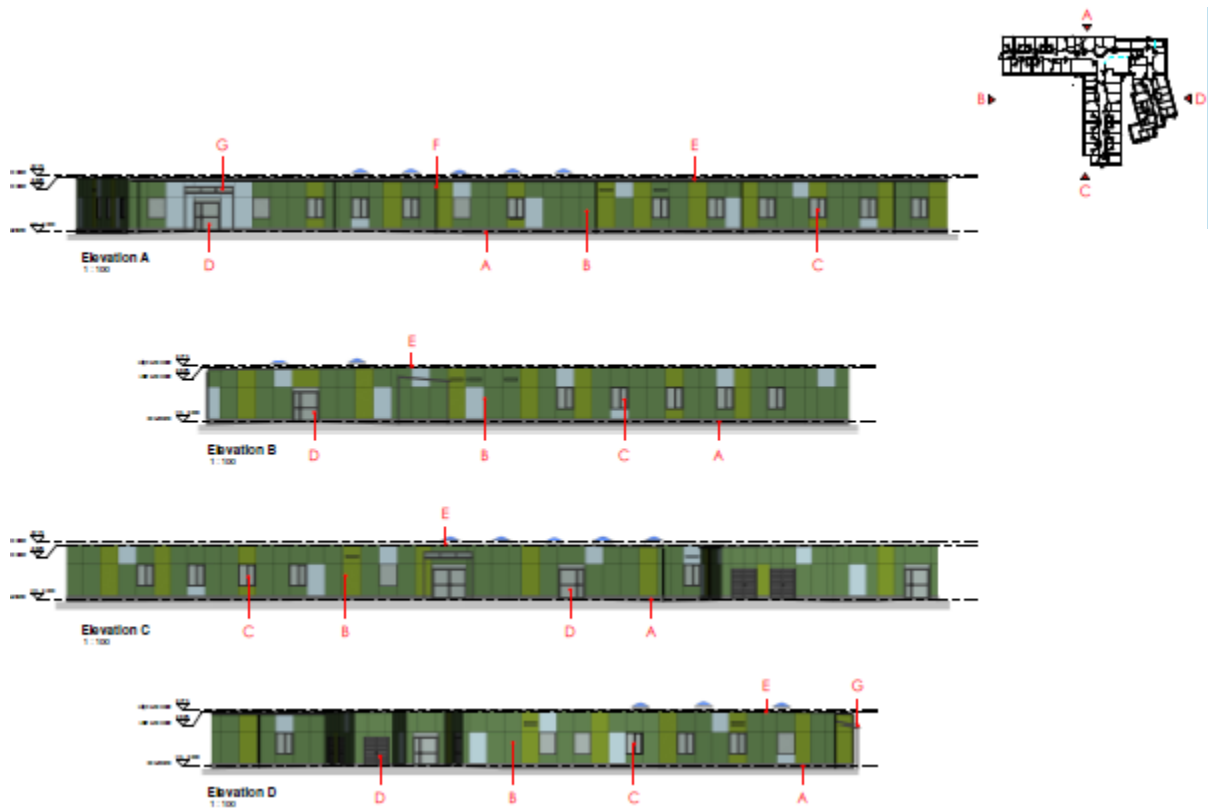
Proposed site location plan



Proposed Site Layout Plan



Proposed Elevations



3D Views

