



Planning Committee

Wednesday, 28 February 2024 at 6.30 pm

Council Chamber - Civic Centre

Members of the Committee

Councillors: M Willingale (Chair), P Snow (Vice-Chair), A Balkan, T Burton, V Cunningham, T Gates, E Gill, C Howorth, S Jenkins, E Kettle, A King, C Mann, M Nuti, 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

- 1) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Committee so resolves.
- 2) The relevant 'background papers' are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to **Democratic Services, Democratic Services Section, Law and Governance Business Centre, Runnymede Civic Centre, Station Road, Addlestone (Tel: Direct Line: 01932 425623). (Email: Democratic.Services@runnymede.gov.uk).**
- 3) Agendas and Minutes are available on a subscription basis. For details, please contact Democratic.Services@runnymede.gov.uk or 01932 425620. Agendas and Minutes for all the Council's Committees may also be viewed on www.runnymede.gov.uk.
- 4) Public speaking on planning applications only is allowed at the Planning Committee. An objector who wishes to speak must make a written request by noon on the Monday of the week of the Planning Committee meeting. Any persons wishing to speak should email publicspeaking@runnymede.gov.uk.
- 5) In the unlikely event of an alarm sounding, members of the public should leave the building immediately, either using the staircase leading from the public gallery or following other instructions as appropriate.

6) Filming, Audio-Recording, Photography, Tweeting and Blogging of Meetings

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

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

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

7) Commonly used acronyms:

ACEP	Assistant Chief Executive (Place)
ADM	Assistant Development Manager
BCM	Building Control Manager
CHPEBE or HoP	Corporate Head of Planning, Economy & Built Environment (also referred to as Head of Planning for brevity)
DLPM	Deputy Local Plans Manager
DM	Development Manager
PPSM	Planning Policy and Strategy Manager

List of matters for consideration

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Part I

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

1. **Notification of Changes to Committee Membership**
2. **Minutes** 4 - 8

To confirm and sign, as a correct record, the minutes of the meeting of the Committee held on 31 January 2024.
3. **Apologies for Absence**
4. **Declarations of Interest**

Members are invited to declare any disclosable pecuniary interests or other registrable and non-registrable interests in items on the agenda.
5. **Planning Applications** 9
 - a) RU.23/1396 - 262-264 Chertsey Lane, Staines, TW18 3NF 10 - 26
 - b) RU.23/0356 - Land at Syward Place, 40-48 Pycroft Road, Chertsey, KT16 9JT 27 - 57
 - c) RU.23/1489 - East Course, Wentworth Golf Club, Wentworth Estate, Virginia Water, Wentworth Drive, GU25 4JZ 58 - 71
6. **Amendments to the Council's adopted Statement of Community Involvement - Post-Consultation** 72 - 81
7. **Service Plan - Planning, Economy and Built Environment** 82 - 99
8. **Exclusion of Press and Public**

Part II

There are no exempt or confidential items on this agenda.

Runnymede Borough Council

Planning Committee

Wednesday, 31 January 2024 at 6.30 pm

Members of the Council present: Councillors M Willingale (Chair), P Snow (Vice-Chair), A Balkan, T Burton, T Gates, L Gillham (In place of E Gill), C Howorth, S Jenkins, E Kettle, A King, M Nuti and S Whyte.

Members of the Council absent: Councillors V Cunningham, C Mann and J Wilson.

In attendance: Councillors D Whyte.

48 **Notification of Changes to Committee Membership**

Cllr L Gillham substituted for Cllr E Gill.

49 **Minutes**

The minutes of the meeting held on 20 December 2023 were confirmed and signed as a correct record.

50 **Apologies for Absence**

Apologies for absence were received from Cllrs V Cunningham, C Mann and J Wilson.

51 **Declarations of Interest**

Cllr Sam Jenkins declared an Other Registerable Interest in agenda item 6 – Making of Englefield Green Village Neighbourhood Plan – due to his position as a Governor at St Jude’s Primary and Junior School. Cllr Jenkins left the chamber whilst the item was discussed and did not take part in the vote.

Cllr Theresa Burton declared a Non Registerable Interest in item 5a – planning application RU.23/0118 - Longcross South, Longcross Road and Kitsmead Lane, Longcross, KT16 0EE – due to being a close neighbour of the application site and having made a representation. Cllr Burton left the chamber whilst the item was discussed and did not take part in the vote.

52 **RU.23/0118 - Longcross South, Longcross Road and Kitsmead Lane, Longcross, KT16 0EE**

Proposal: Temporary planning permission for the use of the land for film studio purposes including the erection of studio stages and workshops, erection of cabins and marquees within dedicated zones, and the use of the land for associated filming purposes and as studio backlot (part retrospective)

The Committee were in general agreement about the application being a good use of the site as an interim use ahead of delivery of the Garden Village Housing. A member queried why a planning application had not been forthcoming sooner and why the determination period had taken some time. The Head of Planning advised that a number of factors delayed the application’s submission and also led to more information being required during the application process, not least the pandemic, the adoption of the local plan which changed the designation of the land, and there was the need to ensure that the temporary permission correctly aligned with the application for houses on the same site.

The volume and exact location of night shoots was covered as part of the management conditions specified in the addendum, however as this was a delegated matter officers would consult with appropriate local councillors prior to sign off to make use of local member knowledge. Management conditions should ensure that nearby residents are written to ahead of any night shooting.

Whilst it was hoped that use of the bridge for pedestrians and cyclists would soon receive approval from both Surrey County Council and National Highways to allow access to Longcross South station, if it did not come back into use imminently then shuttle buses would be provided as an alternative means to access the northern part of the site. Officers would mention to Surrey County Council (SCC) a member request to monitor traffic flows and amenities on roads and car parks in the event that it would be a useful tool in determining a future application on the residential use of the site, however it was not clear if SCC would be able to do this.

In response to member concerns about the drainage, officers advised that the applicant had been in regular contact with the Lead Local Flood Authority and it was believed that following numerous meetings on site a revised drainage scheme had been devised to meet their requirements and satisfy condition 16. It was added that this scheme would be required to meet industry standards so was a technical rather than subjective matter.

Resolved that –

The HoP was authorised to grant planning permission subject to:

- 1) **Planning conditions 1-20**
- 2) **Informatives 1-5**
- 3) **Addendum notes**

53 **RU.23/1162 - Thorpe Lea Manor, Thorpe Lea Road, Egham, TW20 8HY**

Proposal: Erection of 52 dwellings (Use Class C3) and associated landscaping and access following the demolition of existing buildings

The Committee spoke positively about the application, with the healthy mix of property types and lack of any letters of representation noted. The applicant was praised for their thorough consultation process.

A query was raised around whether the threshold for allocated disabled spaces had been met, with just two of the 76 parking spaces being allocated as disabled spaces. Officers would consider the matter and follow up post-committee if there was a disconnect.

Resolved that –

- 1) **The HoP was authorised to grant planning permission subject to:**
 - a) **The completion of a Section 106 legal agreement under the Town and Country Planning Act 1990.**
 - b) **Planning conditions 1-32.**
 - c) **Informatives 1-15**
 - d) **Addendum notes**

2) **The HoP was authorised to refuse planning permission should the S106 not progress to his satisfaction.**

54 **RU.22/1894 - 8A Crabtree Road, Thorpe Industrial Estate, Egham, TW20 8RN**

Proposal: Industrial redevelopment to replace and extend existing warehouse (following demolition) for B8 use (storage and distribution) with ancillary office accommodation, parking, bin and cycle store, landscaping, gates and fencing along with the retention and regularisation (for use Class E) and making good of the existing office to the front of the site.

A councillor highlighted that references to 'Green Road' within the report should read 'Green Lane'.

The Head of Planning advised a member that the application related to a normal size development and a significant material noticeable increase in freight was unlikely. Officers would mention to SCC a member's concern with regards potential overspill from industrial vehicles.

Resolved that –

1) The HoP was authorised to grant planning permission subject to:

- a) The completion of a Section 106 legal agreement under the Town and Country Planning Act 1990.**
- b) Planning conditions 1-21.**
- c) Informatives 1-13**
- d) Addendum notes**

2) The HoP was authorised to refuse planning permission should the S106 not progress to his satisfaction or significant material consideration arises prior to the issuing of a decision notice.

55 **RU.23/1186 - Park House, Wick Road Egham, Englefield Green, TW20 0HJ**

Proposal: Change of use of building from single residential dwelling (C3 Use Class) incorporating rooflights, dormer window, single storey link and two storey extension to provide 9 dwellings comprising 3 x 2 bed and 6 x 3 bed (C3 Use Class), new access, associated car parking, bin, and cycle storage (amendments to planning permission RU.21/2188).

During the debate officers confirmed to a member the Heritage Officer's advice that the scheme had been appropriately designed and would not have a detrimental impact on the locally listed buildings, whilst officers would ensure that the conditions around both external and finishing materials included materials such as windows, doors and frames.

A Member highlighted that the planning portal stated that the closing date for comments on the application was 8 February 2024. Officers would follow up but confirmed the scheme had been through the statutory consultation period and the date was likely showing incorrectly due to re-contacting a consultee.

The Head of Planning confirmed to a member that the types of heat pumps would be a separate matter that would be informed on both local and national guidance at the time.

A Member noted that the original scheme was granted in 2017 and therefore prior to the creation of the local plan and the requirement for affordable housing. Officers confirmed that this was not an oversight, rather because the scheme fell just below the national threshold for requiring affordable housing, the site had not been artificially sub-divided or not developed to its maximum in an attempt to circumvent the requirement. Officers were therefore satisfied that it did not meet the policy requirement for affordable housing.

Resolved that –

- 1) The HoP was authorised to grant planning permission subject to:
- a) The completion of a Section 106 legal agreement under the Town and Country Planning Act 1990.
 - b) Planning conditions 1-19.
 - c) Informatives 1-12.
 - d) Addendum notes

2) The HoP was authorised to refuse planning permission should the S106 not progress to his satisfaction or significant material consideration arises prior to the issuing of a decision notice.

56 Making of Englefield Green Village Neighbourhood Plan

[This report was considered after item 4 – Declarations of interest – and prior to the planning applications]

Committee approval on the neighbourhood plan would mark the final step in the plan making process, and followed two stages of formal consultation and a referendum. Both officers and the Committee praised the work put in by the Neighbourhood Forum and local community going back several years to get to this point.

December's referendum had resulted in 690 residents voting in favour of the plan and 90 against. A decision statement had been issued following the referendum confirming that no EU or Human Rights implications existed that would prevent the adoption of the plan, and subject to Committee approval a further decision statement would be issued to all consultees and interested parties, as well as published on the Council's website.

During the debate the referendum turnout was discussed. A member considered a 12% turnout disappointing and potentially did not reflect the need or want for a neighbourhood plan in Englefield Green, however others considered the turnout to be expected considering the time of year, poor weather, and the fact that the referendum was not taking place in tandem with a local or national election. Most members considered that low turnout was indicative of most residents having no issues with the content of the plan and therefore not feeling like they needed to vote as it would almost certainly pass referendum. Officers added that legislation dictated that turnout was immaterial, with the results of the voting the only criteria that mattered.

Resolved that –

The Englefield Green Neighbourhood Plan was 'made' (adopted) by Committee.

57 Exclusion of Press and Public

By resolution of the Committee, the press and public were excluded from the remainder of the meeting during the consideration of the remaining matters under Section 100A (4) of the Local Government Act 1972 on the grounds that the discussion would be likely to involve the disclosure of exempt information as set out in Schedule 12A to Part 1 of the Act.

58 Consideration of Enforcement item in Longcross, Lyne & Chertsey South Ward

Planning Enforcement action is a delegated function of the Council, however, occasionally endorsement for taking action is sought from Planning Committee for larger-scale planning breaches, particularly when there may be a significant resource cost to taking action.

There was a long and complicated history to the site, with previous enforcement notices served. Members noted the considerations set out in the report, including likely costs and

timescales of enforcement action, as well as the potential burden to the Council's housing team and the implications of doing nothing.

On the basis that most enforcement notices were appealed, the Committee were also advised that there was a very high likelihood that any enforcement action would result in an appeal and subsequent public inquiry.

The Committee were fully supportive of the proposed enforcement action and endorsed the proposed course of action. If it were appropriate in the view of officers, members would also support the taking out of an injunction in the future. There was also optimism that this course of action could address further non-planning related issues on the site such as unsatisfactory living conditions and poor drainage.

Resolved that –

Planning committee endorsed the issuing of an Enforcement Notice for the reasons set out in the report.

(The meeting ended at 8.43 pm.)

Chair

5. Planning Applications

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

If Members have particular queries on the applications, please contact Ashley Smith, Corporate Head of Development Management and Building Control by two working days before the meeting

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.



FOR LOCATION PURPOSES ONLY

262-264 Chertsey Lane, Staines TW18 3NF



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

Date: 13/02/2024



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Scale: 1:440.501046

RU.23/1396

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COMMITTEE AGENDA REFERENCE: 5A

APPLICATION REF:	RU.23/1396
LOCATION	262-264 Chertsey Lane, Staines, TW18 3NF
PROPOSAL	Change of use of garage and workshop from (Class B2) general industrial use to a (sui generis) tyre fitting place and associated works. (Revised plans received 15/12/23)
TYPE	Full Application
EXPIRY DATE	15/12/2023
WARD	Thorpe
CASE OFFICER	Katherine Appleby
REASON FOR COMMITTEE DETERMINATION	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 HoP:	
A	The HoP be authorised to grant planning permission subject to conditions as recommended in section 11 of this report.

2. DETAILS OF THE SITE AND ITS SURROUNDINGS

2.1. The application site comprises a former garage/showroom building and part of the workshop building to the rear at 262-264 Chertsey Lane, as well as the associated tarmacked forecourt to the front of the site, which is partly covered by a former petrol filling station 'canopy' structure. The site directly adjoins the rest of the industrial workshop building to the west, with a small "Nissen hut" building and open yard storage area and agricultural land beyond this and is principally in B2 light industrial use with incidental storage. To the North are two-storey detached houses with driveways which extend across the pavement to connect to Chertsey Lane; and to the south are detached bungalows which are set back further from Chertsey Lane and are accessed via Norlands Lane. The application site is served by a dedicated access to Chertsey Lane to the southern end of the site. A further access to the northern end was until recently used to access the rear of the site and workshop building for the storage, repair and maintenance of airline equipment, however following the sale of the whole site this part is now being used as a vehicle repair facility.

2.2 The site is set back from the road and separated from this by a deep grass verge and

pavement. This area of verge land, from the edge of the canopy structure and land further to the east of the site is located in the Green Belt, whilst the rest of the site is in the urban area. The front part of the existing building and area in front is located in Flood Zone 3a whilst the rest of the site is located in Flood Zone 2. The site also falls within the designated Thorpe Neighbourhood Area.

3. APPLICATION DETAILS

- 3.1 Full planning permission is sought for the change of use of garage and workshop from (Class B2) general industrial use to a (sui generis) tyre fitting place and associated works. In terms of the use a 'tyre fitting place' comprises a mix of (Class E) retail sales and (Class B2) general industrial activities and has therefore been determined by planning appeals and case law to comprise a "sui generis" use. Accordingly, it is necessary to secure planning permission for a change of use. In addition to the change of use, external works needing to be made to the garage/kiosk building which would comprise the relocation of the existing main entrance and the bricking-in of an existing window in connection with the internal layout changes to create a reception area and parts store; and the installation of a roller shutter - to facilitate easy access for vehicles to enter the retained workshop area (to have their tyres replaced). The materials for the new brickwork and entrance door are proposed to match those to the existing building. In addition, the new steel roller shutter will be similar to those to the rear of the workshop unit and fully in keeping with the appearance of the host building.

Plans have been amended since the initial submission, following concerns raised about the erection of a 2m high chain-link fence and the accuracy of the submitted Parking Site Plan and Swept Path Analysis. The chain link fence has been removed and instead nine 1 metre high fixed bollards and one collapsible bollard (to enable a through route for larger delivery vehicles) are proposed to avoid any vehicular conflicts with vehicular traffic accessing the tyre-fitting operation and the vehicles associated with the applicant's vehicle repair facility to the rear of the wider site at 262-264 Chertsey Lane. The plans have also been updated, accurately depicting a suitable turning space for the 7m rigid van. A recycling/waste bin store is proposed, and the swept paths shows that the 7m rigid van can manoeuvre through the site safely without hitting the recycling/waste bins or the northern boundary of the site.

- 3.2 The application for the change of use just relates to the front part of the building to be used by a local commercial (car) tyre-fitting business currently based in Thorpe but is having to vacate their current premises due to it being redeveloped.

4. RELEVANT PLANNING HISTORY

- 4.1. The site was in use as a petrol station and garaging since the 1950s. The open land to the rear was historically an agricultural holding. There is a detailed planning and enforcement history relating to the site, including the land at the rear. In approximately 2002-2003 the authorised historical use of the premises as a petrol filling station ceased. Instead, the site was jointly occupied. The forecourt and buildings to the front of the site were used as a car dealership for second hand car sales (Thorpe Car Sales) with Bridge Autos and then T and R Autos occupying the garaging at the rear of the site for MOT servicing and car repairs. When the car sales activities ended the site was used for the storage, repair and maintenance of airline equipment.
- 4.2. There was a recent public inquiry on the site (which includes the rest of the attached building and the hard surfaced and green areas of land to the rear) where the Inspector

concluded that the site is a single planning unit in, principally, B2 light industrial use with incidental storage. The whole site has recently been purchased by the applicant who wishes to use only the existing workshop and land to the rear of the building as a vehicle repair facility. The garage/showroom building to the front of the site and a relatively small area of the workshop has been identified to be surplus to the applicant's needs and therefore the applicant wishes to let this space out.

The most recent and relevant history is set out below.

Reference	Details
RU.23/1143	Existing lawful development certificate for the mixed use of land comprising B2 light industrial and agriculture -Yet to be determined
APP/Q3630/C/18/3196414	Appeal against Enforcement Notice alleging a material change of use of land from agricultural use to storage use (including but not limited to unit load devices, vehicles associated with the storage use, pallets, storage containers, metal sheeting and gallery carts).- Enforcement notice quashed 06/01/2023
RU.19/0738	Existing lawful development certificate for the use of building and land for a mixed B2 and B8 use with ancillary offices -Yet to be determined
RU.17/1107	Existing lawful development certificate for the use of building and land for a mixed B2 and B8 use with ancillary offices - Granted 11/07/2017 - Revoked 06/02/2019
RU.04/1291	Retrospective planning permission for enlargement of rear car park and retention of 2m high fence.- Refused 08/02/2005 - Enforcement Notice served May 2005 -Withdrawn July 2005
RU.04/1175	Retrospective change of use from petrol filling station and car sales to car sales for the storage of 26 cars for external display and 4 cars on internal display together with the erection of 2 metre high palisade fencing along the frontage - Refused February 2005 with an Enforcement Notice served April 2005
RU.04/0952	Retention of portacabin at the rear of the site for 1 year - Refused February 2005 with an Enforcement Notice served April 2005 – Appeal allowed March 2006 and the Notice quashed. The portacabin was, in any event, removed and the car sales business subsequently ceased.
RU.03/1487	Full planning permission for the change of use of the open land to the rear of Nos. 254-266 Chertsey Lane for the open storage of motor vehicles for use by both Bridge Autos and Thorpe Car Sales Ltd. - Refused May 2004. An Enforcement Notice - Material Change of Use -was issued on 11th July 2004 requiring the permanent removal of the unauthorised vehicles, plant, machinery and materials – Appealed and dismissed but varied to permit a slightly enlarged parking space at the rear of the site in connection with the commercial use (i.e. the Inspector allowed the area that had been refused under RU.04/1291)
RU.03/1377	Retrospective change of use from petrol filling station with car sales to

	car sales only for Thorpe Car Sales Ltd - (Refused May 2004, due to the unsatisfactory layout with cars parked on Green Belt land, with enforcement action agreed. The cars were subsequently removed off Green Belt land)
RU.03/1376	Advertisement Consent for retention of three signs attached to the existing illuminated canopy plus bunting and balloons for Thorpe Car Sales Ltd - Granted May 2004
RU.03/1375	Advertisement Consent for retention of two plastic faced canvas signs, two A frame signs and two swing board signs to the front of the property for Bridge Autos - Refused May 2004 with enforcement action agreed to remove the signage.-complied with
RU.95/0426	The insertion of 4 windows to the southern elevation of the extension to the workshop. - Granted 27/06/1995
RU.94/0682	Internally illuminated double sided pole sign (Amended description.) (Revised plan received 14/09/1994 to show amended location of sign within site.) - Granted 10/10/1994
RU.94/0497	Extension and alteration to existing workshop comprising raising of roof by 1.7 metres to provide workshop and store - Granted 12/08/1994
RU.89/1208	Display of illuminated shop fascia and forecourt signs - Granted 28/11/1989
RU.88/0625	Illuminated fascia signs to existing canopy and shop - Granted 11/08/1988
RU.87/0403	Illuminated twin stanchion petrol station pole sign (5m x 1.7m) - Granted (on appeal) 26/04/1988
RU.82/0722	Detailed application to raise the roof line over part of the existing workshop - Granted 11/11/1982
RU.80/1223	Redevelopment of existing petrol forecourt with new canopy and pump islands and new showroom and sales area.- Granted (on appeal) 21 December 1981
EGH.61/7432/1	Erection of workshop at rear of garage- Amended plan of workshop T.P.3 no. 6851 - Granted 21/12/1961

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. The Thorpe Neighbourhood Plan was adopted on 30 June 2021.
- 5.4. SPDs which can be a material consideration in determination:

- Runnymede Parking Guidance (2022)
- Runnymede Design Guide (2021)
- Green and Blue Infrastructure (November 2021)
- Parking Strategy: Surrey Transport Plan (2020)

6. CONSULTATIONS CARRIED OUT

Consultee	Comments
RBC Drainage Engineer	No objections
RBC Environment Health Officer	Concerns were initially raised from the EHO officer over lack of a noise assessment and there was also a request from them to control the opening hours of the premises. However, given the existing lawful use of the site as a B2 General Industrial site a request for a noise report and a condition to control hours are in planning law terms considered to unreasonable.
SCC County Highway Authority	No objections
Thorpe Neighbourhood Forum	No objections

6.1. Representations and comments from interested parties

6.2. 6 Neighbouring properties were consulted in addition to being advertised on the Council's website. Following this 10 letters of representation have been received from individual addresses, comments made can be summarised as:

- its inappropriateness in a residential area.
- security fencing on the 76.0 metre wide corridor Green Corridor, in Green Belt
- noise/smell/fumes
- visual appearance
- effects on traffic entering/leaving the site from the A320
- not enough parking
- we do not want to live in an industrial neighbourhood

6.3. A letter from Thorpe Ward Residents Association has also been received which raises concerns that the hard standing will be extended and the site will also be used for car and lorry storage

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:

- Principle of the proposed use
- Design Consideration
- Highways
- Residential Amenity
- Neighbouring amenities
- Flooding
- Green Belt
- Ecology and Biodiversity
- Other matters

Principle of the proposed use

7.2. The NPPF confirms that the purpose of the planning system is to contribute to the achievement of sustainable development which consists of three roles; An economic role, social role and environmental role and confirms that the planning system should do everything it can to support sustainable economic growth and that planning should operate to encourage and not act as a pediment to sustainable growth.

7.3. Although the site is surrounded by residential properties, opposite the site and further along the main road are commercial enterprises. Bus stops are dotted along the main road in front of the site which is within walking distance of Staines and is in a sustainable location. Although the proposals would result in the loss of (Class B2) employment use, the site is not with any of the Borough's designated Strategic Employment Areas. Furthermore, as the premises do not comprise 'incubator units,' 'small warehousing units' or 'small, serviced office accommodation' there is no requirement to demonstrate that unsuccessful marketing to support a change of use (as would otherwise be required under Policy IE3). Additionally, the use will still be generating employment.

7.4. The proposed change of use comes about due to an existing small local business requiring new premises. The property is existing, in a similar established use and will be converted to provide new bespoke premises enabling the retention of an established local business to remain in the Borough in compliance with Policy IE3.

Design consideration

7.5. Policy EE1 seeks attractive and resilient places that make a positive contribution to the landscape setting, paying respect to layout, form, and scale. Policy EE1 (Townscape and Landscape Quality), seeks to create high quality and inclusive design which responds to local context. Regard should also be had to the Runnymede Design Guide SPD. The NPPF further strengthens the importance of good design.

7.6. The existing building is set back from the frontage and the proposed external alterations would be minor. However, as it was accepted that the original 2 metre high chain-link fence would have some visual impact, 10 x 0.75-1 m bollards are proposed. It is

proposed that used tyres would be stored in a laced pile within a designated area of the forecourt – as shown on the parking and amenities plan – which would be taken from the site (typically weekly) by a local tyre recycling company. As such the proposed works are considered to be visually acceptable to the building and wider streetscene. Furthermore, facilitating occupation by the tyre fitters will ensure efficient use of the land, as well provide active frontage and natural surveillance, as sought by the policy.

Highways

- 7.7. The proposal is within a sustainable location, within walking distance to local amenities and services. Policy SD4 states “The Council will support development proposals which maintain or enhance the efficient and safe operation of the highway network and which take account of the needs of all highway users for safe access, egress and servicing arrangements”. Paragraph 115 of the National Planning Policy Framework states “Development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe”. It is not considered that the change of use would result in a significant additional increase in vehicular movements which would give rise to cumulative impact upon highway capacity. Nor does the proposal raise any implications in terms of highway safety. The highway authority has raised no objections to this proposal subject to conditions.
- 7.8. Turning to parking provision. Paragraph 4.10 of the Parking Guidance states “*The parking guidance included in this SPD expresses neither a maximum nor minimum standard for residential development. This is to enable development proposals to respond fully and flexibly to the characteristics of their location, taking account of the availability of alternative means of travel in the area, car parking issues in the locality and to make the most efficient use of land.*”
- 7.9. Concerns have been raised regarding a total of only 4 parking spaces being provided on site and that this is not enough. As per the tyre fitters existing operation, it is expected that a substantial majority of customers will pre-book specific time-slots and drive straight into the bay areas within the building. However, it is recognised that there will be some overlap between customers and that a limited number of customers will simply “turn up” without booking a slot – hence the proposed provision of 2no. external customer bays on the forecourt. Whilst staff will be able to provide customers with access to the cycle store, to park their cycles as necessary, this is likely to be a very rare occurrence, as (given the nature of the tyre-fitting business), all customers are expected to travel to/from the site in the car for which they are seeking to replace the tyres.
- 7.10. With regard to sustainability and staff there is the Norlands Lane Bus Stop nearby, bus services arrive at the stop every half hour, i.e. the 446 bus service will arrive in-between either side of the 456 service. Furthermore, the 446 service passes through Woking, Chertsey and parts of Staines before arriving at the Norlands Lane Bus Stop and the 456 bus service from Woking Station passes through Sheerwater, West Byfleet, Woodham, New Haw, Addlestone and Chertsey before arriving at Norlands Road Bus Stop, which shows that the site can be accessed from a number of areas if the staff were to travel solely by bus.
- 7.11. The proposed car parking provision is further supported by the proposed trip generation analysis. The analysis concluded that the proposed tyre-fitting facility could generate 42 total trips over a typical weekday daily profile which would have an immaterial effect on the local highway network. Furthermore, the peak morning hour (08:00-09:00) four vehicular trips would be generated and during the peak evening hour (17:00-18:00) two vehicular trips would be generated. As it is suggested that the typical servicing of a

vehicle at a tyre-fitting facility takes between 25-30 minutes, it is reasonable to assume that two servicing spaces and two parking spaces for waiting customers is sufficient.

- 7.12. Policy SD4 of the Local Plan states that the Council will support development proposals which maintain or enhance the efficient and safe operation of the highway network. Development located in sustainable locations; close to services and public transport links are considered to need less parking than those sites positioned in more rural or inaccessible locations. As such it is considered that the proposal complies with the Parking Guidance, which allows flexibility subject to site specific considerations with no maximum or minimum standard.
- 7.13. The CHA has assessed the updated plans that have been submitted. The plans have been measured and have been drawn accurately to scale. The existing accesses from the site to Chertsey Road allows for two vehicles to pass side by side. In addition, the visibility from both accesses is more than suitable for the proposed development.
- 7.14. The impact of the proposals upon both highway safety and parking have been considered by Officers in consultation with the County Highway Authority and subject to conditions to secure the provision of cycle parking and EV charging points, the proposed development will comply with the councils adopted parking standards and is in accordance with Policies SD3 and SD4 of the Local Plan and sustainable transport policy within the NPPF.

Neighbouring Amenities

- 7.15. Policy EE1 sets out that “all development proposals will be expected to ensure no adverse impact ...to neighbouring property or uses”. The Council’s Design SPD also provides advice on the impact of development to residential amenity of neighbouring property stating that amenity includes privacy, outlook, overlooking, daylight, overshadowing, noise impact and the visual dominance of the proposed development. All proposals are expected to provide high standard of amenity for all existing and future users in accordance with paragraph 130 of the National Planning Policy Framework (NPPF).
- 7.16. Given the lawful use of the entire site at 262-264 Chertsey Lane has been established as a Class B2 general industrial use, a proposed change of use of part of the property to a sui generis tyre fitting place, will generate less noise. Tyre fitting places typically are often located in residential areas and operate to retail hours and do not generate the levels of noise and disturbance that sees new (Class B2) General Industrial operations which allows heavy industry that is generally directed to industrial estates (and can often operate in unsociable hours is not restricted in terms of hours or types of activities – with the use class allowing for heavy industry, (such as chemical production, steel production and machine manufacture) to operate from the site at all times of the day (and produce associated noise, dirt and smells). The lawful Class B2 use of the site allows for such uses, without the need for planning permission, which clearly would be noisier than a tyre fitting place. As a tyre fitting operation is strictly defined under a sui generis use, this therefore provides certainty as to the nature of activities proposed on the application site.
- 7.17. With regards to visual impact and impact on neighbouring amenity, as no substantial external alterations are proposed there will be no opportunity for the change of use to impact on neighbours visually beyond that of reactivating the use of an existing building.
- 7.18. Concerning noise, the existing Class B2 use is unrestricted in terms of its hours of operation. It is considered that the most likely residential property to be impacted is no.266 located immediately to the south of the application site. However, whilst it is accepted that there would be short bursts of tyre gun noise and the use of hydraulic

ramps (associated with tyre fitting operation), such noises are already being carried out in the existing (Class B2) use of the wider premises (including the application site currently) as a vehicle repair facility and heavy industrial kit (with much higher noise outputs) such as a hydraulic hammer, could be installed in connection with the site's lawful Class B2 use. Therefore, given the lawful use of the site it would be unreasonable to now restrict the hours of use in connection with a (sui generis) tyre fitting premises. Compared to the existing situation it is considered that the proposed change of use would not have an acceptable impact on neighbouring amenities over and above what currently could exist and as such the proposal complies with EE1 of the Runnymede Local Plan.

Flooding

- 7.19. The site is in flood zone 2, however as the proposals would be for a change of use and would not result in the creation of new floor area, it is not considered that a Sequential test is required. A change in use may involve an increase in flood risk if the vulnerability of the development is changed, however, as the proposed sui generis use comprises a Class B2 general industrial and a Class E retail use - both of which are identified as "less vulnerable" uses (by Annex 3 of the NPPF), the proposed change of use (from a Class B2 general industrial use) will not change the vulnerability of the development to flooding. As the proposals comprise minor development and involves a change of use whereby the vulnerability of the use is not increased a Flood Warning and Evacuation Plan is not needed. A Flood Risk Assessment (FRA) has been submitted which identifies the site to be at risk of flooding from rivers, reservoirs and sewers. The SFRA identifies the site to have been affected by flood events in 1947, 1968, 2003 and 2014. However, the re-use of the existing building would not result in any increase in building footprint or level raising, which would normally be the primary cause of development increasing the risk of flooding due to reducing the floodplain's ability to store floodwater. The Council's Drainage has raised no objections and it is considered that the proposed change of use is in compliance with Policy EE13.

Green Belt

- 7.20. The re-use of buildings in the Green Belt is not inappropriate provided the buildings are lawful and of permanent and substantial construction, the proposal preserves the openness of the Green Belt and does not conflict with the Green Belt purposes. Only a very small slither of the existing front canopy structure and access drive is located within the Green Belt, whilst the rest of the site is in the urban area. No significant changes are proposed to be made to the canopy or drive. Concerns were initially raised about the impact of the proposed fence on the openness on the Green Belt, however this would have been located in the urban area, nevertheless this has been removed from the scheme and bollards introduced.
- 7.21. In view of the above, it is considered that the change of use would have no greater impact on the openness of the Green Belt and the purpose of including land within it than the existing use. As such the proposal would comply with Policies EE15 and EE19.

Ecology and Biodiversity

- 7.22. Policy SD7, EE9 and EE11 deal with sustainability and biodiversity and sets out that development proposals should demonstrate that consideration has been undertaken to maintain and protect the existing biodiversity on site and also demonstrate net gains in biodiversity. The Green and Blue Infrastructure Supplementary Planning Document (SPD) provides further guidance on sustainability and biodiversity and states "development, at whatever scale, can contribute towards delivery of a high quality multi-

functional green and blue infrastructure network by providing, protecting, maintaining and enhancing green and blue infrastructure assets.”

- 7.23. Given the existing use of the site there is nothing to indicate there are any ecological/ biodiversity features which need to be protected or mitigated as part of this proposal. Biodiversity net gains is a requirement of local and national planning permission and given the nature of this proposal it is considered that this can be secured via recommended condition.

Other matters

- 7.24. The Thorpe Neighbourhood Forum have raised no comments on the application and the proposed development is not considered to conflict with the Thorpe Neighbourhood Plan.
- 7.25. Regarding the letters received many concerns raised have been discussed above. Regarding the matter of the continuing use of the site to the rear this falls outside the scope of this assessment.

8. PLANNING OBLIGATIONS/COMMUNITY INFRASTRUCTURE LEVY (CIL)

- 8.1. The application 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 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 In summary the proposal is considered to be visually appropriate, is not considered to raise any highway safety issues and having regard for the site’s sustainable location the level of parking is considered appropriate for this proposal. It is considered that this application would provide a suitable level of residential amenity given the existing situation and is not considered to raise any issues in terms of detrimental impact on neighbouring properties. It is not considered that the proposal raises any other issues and as such is recommended for

approval.

- 10.2 The development has been assessed against the following Development Plan policies – SD3, SD4, EE1, EE2, EE9, EE13, and IE3 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

Recommendation Part A:

The HoP be authorised to grant planning permission subject to the 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:

P8133 - 105 A

P8133 - 106 B

P8133 - 107 B

P8133 – 101

P8133 - 103

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

3. External Materials

Before the development hereby permitted is commenced, further details of the external materials to be used in the external elevations (including windows, doors and shopfront materials) shall be submitted to and approved by the Planning Authority and no variations in such materials when approved shall be made without the prior approval, in writing, of the Planning Authority. Development shall be carried out in accordance with the approved details.

Reason: In order that the development harmonises with the surroundings in the interests of visual amenity and to comply with Policy EE1 of the Runnymede 2030 Local Plan and guidance in the NPPF.

Cycle Parking

4. The development hereby approved shall not be first opened for trading unless and until the development has been provided with bicycle parking in a robust, secure enclosure in accordance with the approved plan and thereafter retained and maintained to the satisfaction of the Local Planning Authority. Within the proposed cycle storage, facilities for the charging of e-bikes are to be provided, consisting of a standard three-point plug socket.

Reason: To ensure sustainable design and to comply with policy SD7 of the Runnymede 2030 Local Plan and the NPPF

Parking & Turning Areas

5. The development hereby approved shall not be first opened for trading unless and until space has been laid out within the site in accordance with the approved plans ('Parking & Amenities Plan Rev B - Drawing No. P8133 - 106 B' and 'Swept Path Analysis - 7m Delivery Van - Drawing No. 2309027-TK01 Rev C') for vehicles to be parked and for vehicles to turn so that they may enter and leave the site in forward gear. Thereafter the parking and turning areas shall be retained and maintained for their designated purposes.

Reason: In order that the development should not prejudice highway safety nor cause inconvenience to other highway users and to comply with Policy SD4 of the Runnymede 2030 Local Plan and guidance within the NPPF.

6. Biodiversity

The development hereby approved shall not be first opened for trading unless and until the development has been provided with details of the measures to improve and enhance biodiversity at the site which shall be submitted to and approved in writing by the Local Planning Authority. Such details as shall be approved shall be fully implemented prior to the first occupation of the development.

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

Informatives:

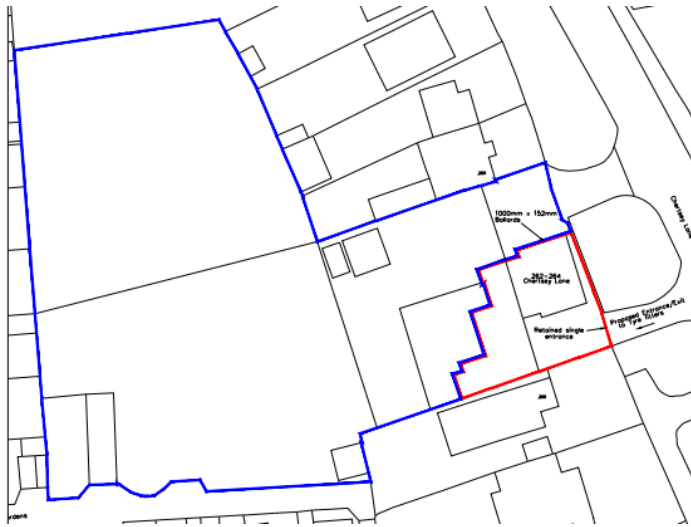
- 1 Summary of Reasons to Grant Consent

The decision has been taken in compliance with the requirement in the NPPF to foster the delivery of sustainable development in a positive and proactive manner

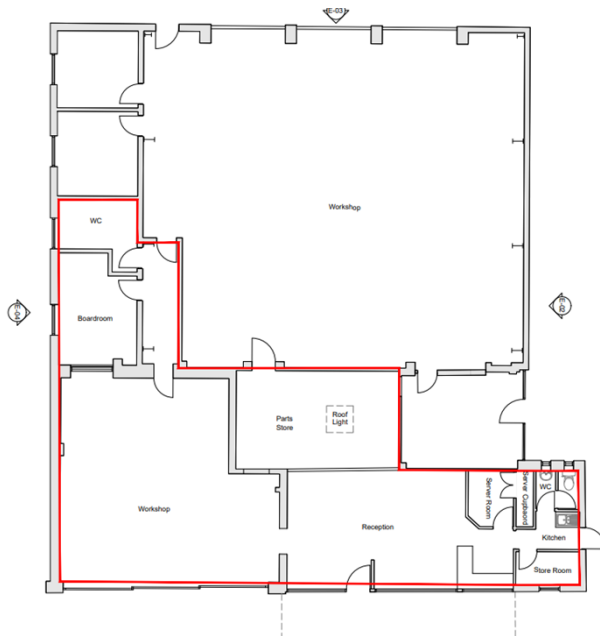
2	It is the responsibility of the developer to ensure that the electricity supply is sufficient to meet future demands and that any power balancing technology is in place if required. Electric Vehicle Charging Points shall be provided in accordance with the Surrey County Council Vehicular, Cycle and Electric Vehicle Parking Guidance for New Development 2023.
3	The applicant is expected to ensure the safe operation of all construction traffic to prevent unnecessary disturbance obstruction and inconvenience to other highway users. Care should be taken to ensure that the waiting, parking, loading and unloading of construction vehicles does not hinder the free flow of any carriageway, footway, bridleway, footpath, cycle route, right of way or private driveway or entrance. The developer is also expected to require their contractors to sign up to the "Considerate Constructors Scheme" Code of Practice, (www.ccscheme.org.uk) and to follow this throughout the period of construction within the site, and within adjacent areas such as on the adjoining public highway and other

	areas of public realm.
4	<p>It is the responsibility of the developer to provide e-bike charging points with socket timers to prevent them constantly drawing a current over night or for longer than required. Signage should be considered regarding damaged or shock impacted batteries, indicating that these should not be used/charged. The design of communal bike areas should consider fire spread and there should be detection in areas where charging takes place. With regard to an e-bike socket in a domestic dwelling, the residence should have detection, and an official e-bike charger should be used. Guidance on detection can be found in BS 5839-6 for fire detection and fire alarm systems in both new and existing domestic premises and BS 5839-1 the code of practice for designing, installing, commissioning, and maintaining fire detection and alarm systems in non-domestic buildings.</p>

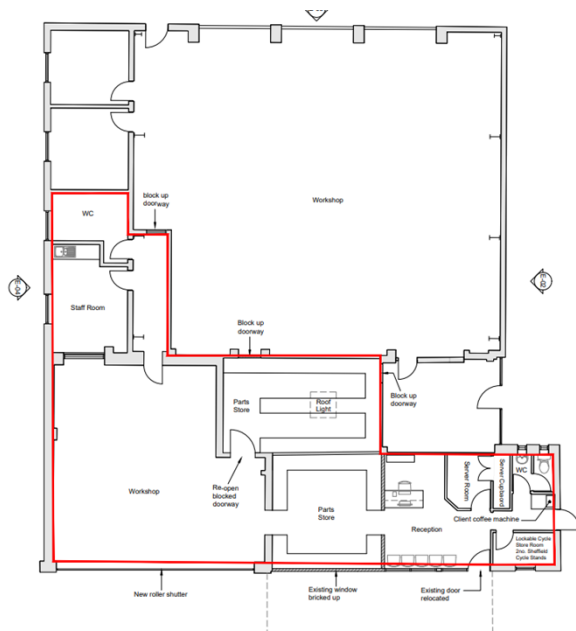
Site Location Plan



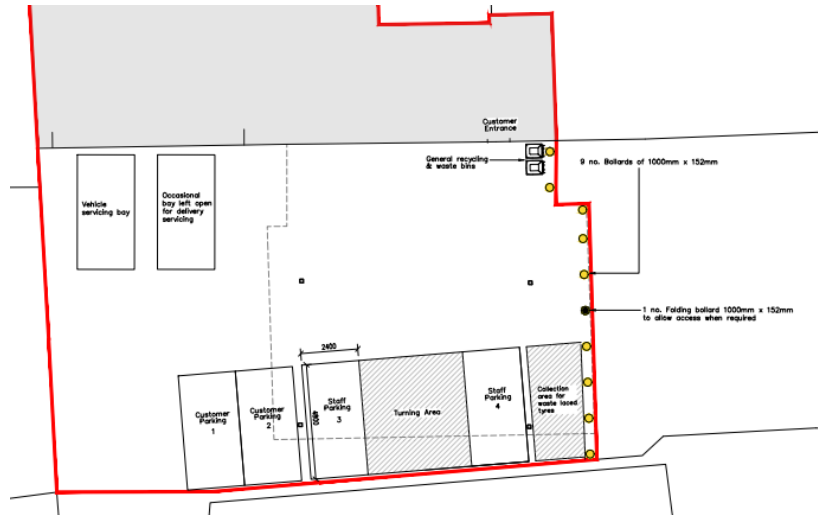
Existing Floor Plan



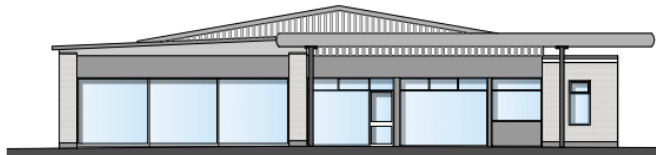
Proposed Floor Plan



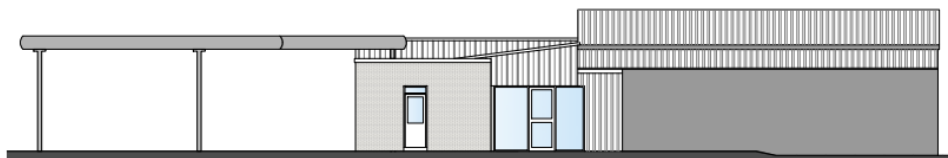
Parking & Amenities Plan



Existing Front and Side Elevations

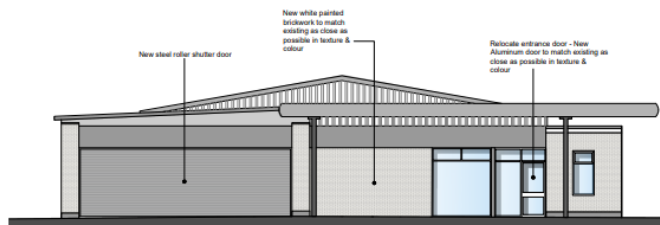


EXISTING FRONT ELEVATION - E-01
SCALE 1:100

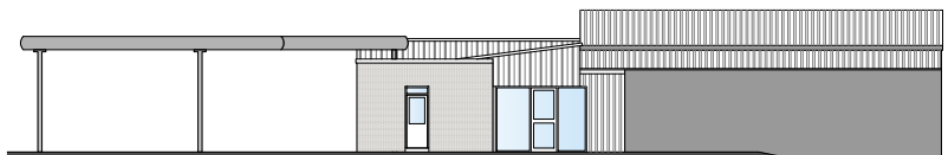


EXISTING SIDE ELEVATION - E-02
SCALE 1:100

Proposed Front and Side Elevations

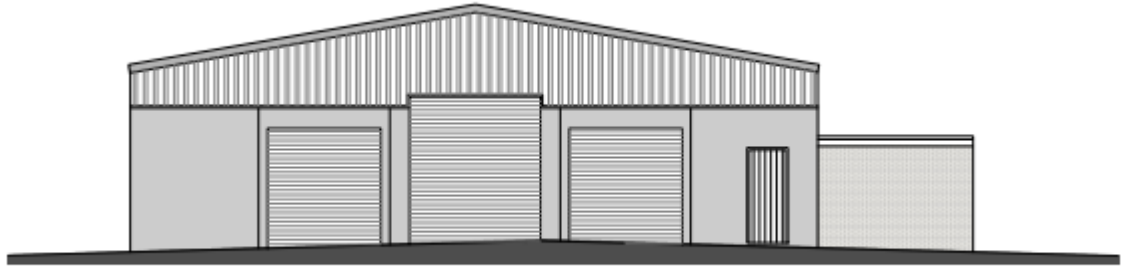


PROPOSED FRONT ELEVATION - E-01
SCALE 1:100



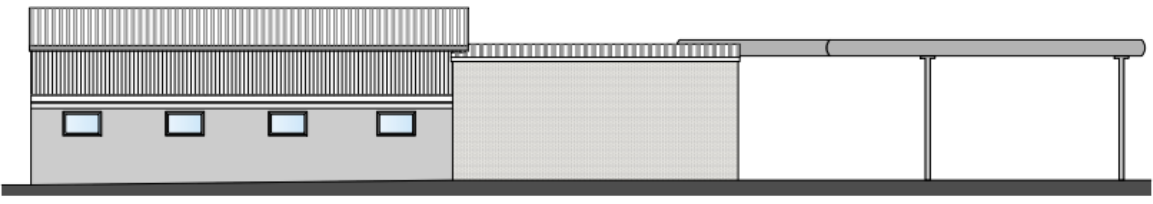
PROPOSED SIDE ELEVATION - E-02
SCALE 1:100
No change to this elevation

Existing & Proposed Rear Elevations



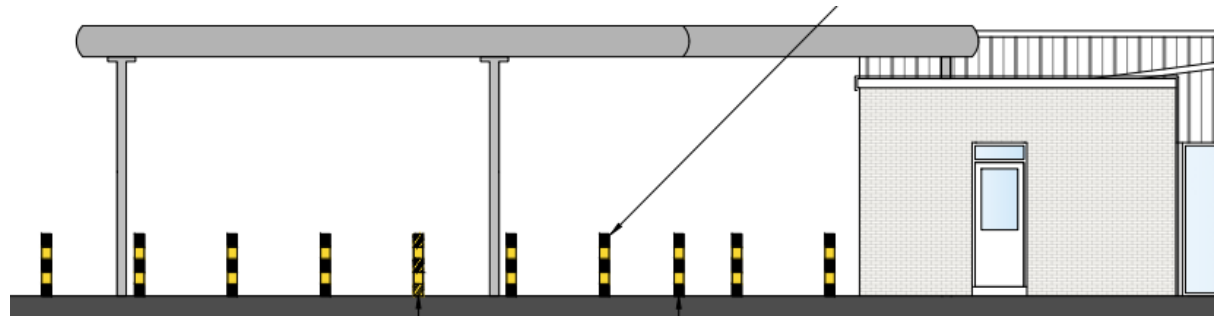
EXISTING & PROPOSED REAR ELEVATION - E-03
SCALE 1:100
No change to this elevation

Existing and Proposed Side Elevations



EXISTING & PROPOSED SIDE ELEVATION - E-04
SCALE 1:100
No change to this elevation

Side elevation showing proposed bollards



1 no. Folding bollard of 1000mm x 152mm to allow access when required
9 no. Bollards of 1000mm x 152mm



FOR LOCATION PURPOSES ONLY



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

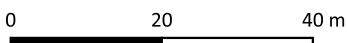
Land at Syward Place. 40-48 Pyrcroft Road, Chertsey
KT16 9JT

Date: 13/02/2024



Scale: 1:1,000

RU.23/0356



COMMITTEE AGENDA REFERENCE: 5B

APPLICATION REF:	RU.23/0356
LOCATION	Land at Syward Place 40-48 Pycroft Road Chertsey KT16 9JT
PROPOSAL	Removal of existing car park ramp off Bell Bridge Road and erection of a residential apartment building (Use Class C3) comprising 46 no. flats with associated site layout amendments, as well as the provision of parking; refuse and recycling storage; substation; landscaping; tree works; public open and informal play space; and alterations to access from Fox Lane North.
TYPE	Full
EXPIRY DATE	03/07/23
WARD	Chertsey Riverside
CASE OFFICER	Katherine Appleby
REASON FOR COMMITTEE DETERMINATION	Major Development
<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 HoP:	
A	To approve the application subject to the completion of a S106 agreement and planning conditions AND
B	To refuse planning permission at the discretion of the HoP should the S106 not progress to his satisfaction or if any other material planning matters arise prior to the issuing of the decision that in the opinion of the HoP would warrant the refusal of planning permission.

2. DETAILS OF THE SITE AND ITS SURROUNDINGS

- 2.1 The site is located on the corner of Pycroft Road and Bell Bridge Road and until recently comprised a 3 storey detached office building with basement parking area beneath and was known as ADP House. The building fronts onto both roads with the main pedestrian access achieved opposite the roundabout junction between the 2 roads. Further vehicular accesses include a ramped access off Bell Bridge Road which rises above the site to the west and a secondary access is provided at the southeast of the site and is linked to Fox Lane North, leading out onto private land owned by South Western Railway.
- 2.2 The car parking and circular turning area to the rear of the Syward Place building comprises a hard-surface ground level structural slab with associated ventilation shaft. This is set above a basement car park, accessible by a ramp located centrally within the site. 14 & 16 Fox Lane North (whose curtilages back onto the eastern site boundary) as well as 20 Pycroft Road adjacent to these properties and Chertsey Railway Station comprise Grade II Listed Buildings. In terms of immediate neighbours, Global House is a 3 storey office building set below the site level and situated along the eastern site boundary (which was granted approval to convert from office to residential use in 2020).

- 2.3 Chertsey Railway Station is immediately located to the east of the site, with a line of trees and fencing forming the site's southern boundary and separation to the railway tracks. The Station provides rail services to London Waterloo, via Staines, and Weybridge.
- 2.4 The Chertsey Conservation Area boundary lies approximately 70m northeast of the site. The application site is situated within the Chertsey Town Centre boundary and is approximately 300m southwest from its Primary Shopping Area. The site is relatively flat and predominantly hard surfaced with some trees and greenery along the south and western boundaries, it is located in the urban area and the majority is in flood zone 2 with a west section of the building, including the pedestrian entrance falling in flood zone 1.
- 2.5 Syward Place is currently in the process of being converted (under Prior Approval RU.21/0704) to provide 95 apartments, as well as an upward extension by 2 storeys to provide 32 apartments (under Prior Approval RU.21/0944). In combination, these Prior Approvals will provide 127 apartments on the site, to be served by 210 car parking spaces across basement and ground floor levels.
- 2.6 However, the recent approval of variations to the above applications has reduced the quantum of parking spaces from 210 spaces to 85 spaces (51 at basement level and 34 at ground floor which are to be EV charging spaces). These 85 spaces would serve the 127no. apartments approved through both Prior Approvals RU.21/0704 and RU.21/0944, resulting in a site wide car parking ratio of 0.67 spaces per apartment. The variations were submitted to facilitate the current proposals.
- 2.7 It is also a site identified in the Councils Strategic Land Availability Assessment (SLAA-Feb 2022 -ID 352) with a total (net) site capacity of 127 (based on the conversion of the existing building under the prior approvals).

3. APPLICATION DETAILS

- 3.1 This application is for full planning permission which was originally submitted in conjunction with concurrent applications RU.23/0465 and RU.23/0466 (as set out above) which have been granted. The proposal comprises the removal of the existing vehicular ramp, blocking up of the Bell Bridge Road site access and the erection of an irregular shaped 6 storey apartment building where the existing ramp is, in the southwest corner of the site comprising 46 flats (made up of 15 one bed, 21 two bed and 10 three bed flats) and works to the Fox Lane North vehicular access and Chertsey Railway Station car park.
- 3.2 The 46no. (Use Class C3) flats comprise a range of dwelling sizes as set out in the following table.

Bedrooms & Occupancy	Quantity	
1B1P (Studios)	4 (9%)	15 (33%)
1B2P	11 (24%)	
2B3P	21 (45%)	21 (45%)
3B4P	6 (13%)	10 (22%)
3B5P	3 (7%)	
3B6P	1 (2%)	
TOTAL	46 (100%)	

- 3.3 The proposed building would have an irregular shape with flat roofs, set-backs and projections and would be served by two cores located close to entrances facing the Fox Lane North access and the existing Syward Place building. The building includes a fourth floor green roof as well as a fifth floor roof for the location of plant and machinery, including

photovoltaic solar panels and/or air source heat pumps. The proposed material treatment of the building has taken references from the local vernacular and incorporates rows of tall windows to break-up the blank façade.

- 3.4 All flats also benefit from at least 5 sqm of external private terraces on the ground floor which would be landscaped and enclosed with evergreen shrubs and hedgerows, enclosed Winter gardens (on floors 1 - 3, overlooking Bell Bridge Road to the west and the railway platform to the south) due to their orientation towards noise generating sources (i.e. Bell Bridge Road and the railway line) and amenity spaces on the fourth and fifth floors are partially screened by 1m high balustrades with balconies facing east being open. In view of the noise generating sources, 1.5-1.8 metre high timber acoustic barriers are proposed to be installed along the southern site boundary and at Bell Bridge Road level along the western site boundary (similar to the existing fence on the northbound side of Bell Bridge Road) and extend the depth and width of the proposed apartment building. Climbers along the façade of the adjacent bridge structure are also proposed to provide screening and physical separation.
- 3.5 The proposed site layout works include the replacement of the existing tarmac with a combination of shared surface material, landscaping, informal play space and overall public realm enhancements. The relocation and reorientation of the car parking allows for the creation of the informal play space area to the rear of the existing Syward Place building (for use of both residents of the proposed block and Syward Place building currently being converted).
- 3.6 The proposed apartment block will be effectively "car free" with the exception of 3no. disabled spaces and 2no. car club spaces (all 5no. will cater for EV charging), as well as a delivery bay for the use of refuse and delivery vehicles which would be located adjacent to the pedestrian path along the south western boundary. Bin and bicycle storage is located between the new and existing buildings on site including 57no. cycle parking spaces which would be located to the north of the proposed block and adjacent to the existing and enclosed in a single storey flat roofed building.
- 3.7 The proposal will result in the removal of some existing unmanaged hedgerow and approx. 9 no. trees within the south of the site. However, the trees / fence line forming the southern boundary are to be retained, and landscaping proposals show new tree and shrub planting that will lead to a net increase in tree numbers and species diversity at the site. A dedicated footpath to provide safe and separate pedestrian access to Fox Lane North and Chertsey Railway Station as well as its extension to the Station and junction widening together with the installation of a Copenhagen style crossing and new gated entrance are also proposed.
- 3.8 The proposals also include works within South Western Railway land at the direct request of South Western Railway. Specifically, works to Fox Lane North which would disconnect the Guildford Street / Fox Lane North traffic link and create a turning area within the Station car park by using raised kerbs, moveable planters, raised entrance crossing and tactile paving.
- 3.9 The renewable strategy for this site will include both Air Source Heat Pumps (ASHPs) and PV panels. The PV panels will be placed on the top floor roof, while the fourth floor will have a green roof. The PV panels will be used alongside gas boilers, that will be connected to the flats. They will be positioned on the roof facing south.
- 3.10 The application has been subject to pre-application discussion with Officers and following this the applicant engaged with the South East Design Review Panel (DRP). The applicant's team met members of the DRP on site and, following a walk-over of the site and surrounding area, held in-person discussions and received verbal feedback, followed by a written feedback. Public consultation has also been undertaken with the local community, residents and stakeholders. According to the applicant the development proposals forming this application submission have been refined to address the feedback which was received.
- 3.11 A Viability Report has been submitted to demonstrate that the development would be unviable if it included any on site affordable housing or made financial contributions towards

the delivery of off-site affordable housing which has been reviewed by the Council's Viability Consultants. As a result, the applicant has agreed make a financial contribution of £346,755 towards the delivery of affordable housing.

- 3.12 The applicant has submitted several other documents and plans including a Design and Access Statement, Noise and Vibration Assessment, Air Quality Assessment, Contaminated Land Assessment, Daylight & Sunlight Assessment, Lighting Impact Assessment, Travel Plan, Heritage, Townscape and Visual Impact Assessment, A Shadow Habitat Regulations Assessment, a Flood Risk Assessment and Drainage Strategy, an Ecological Appraisal, Biodiversity Net Gain Report and a Flood Risk Sequential Test.

4. RELEVANT PLANNING HISTORY

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

Reference	Details
RU.23/0466	Variation of Condition 5 (List of approved plans) approved under NMA RU.23/0223 which added a condition to Prior Approval RU.21/0944 (proposed upward extension to the existing building to provide an additional two storeys for Class C3 (Dwellinghouses) providing 32 apartments) - Prior Approval Grant 28/09/23
RU.23/0465	Variation of Condition 1 (List of approved plans) approved under NMA RU.23/0222 which added a condition to Prior Approval RU.21/0704 (proposed change of use from offices (Class B1(a)) to 95no. net additional dwellinghouses (Class C3) - 28/09/23
RU.21/0944	Prior Approval for the proposed upward extension to the existing building to provide an additional two storeys for Class C3 (Dwellinghouses) providing 32 apartments. Prior Approval required and given 27/08/21
RU.21/0704	Application to determine if prior approval is required for the proposed change of use from offices (Class B1(a)) to 95no. net additional dwellinghouses (Class C3). Prior Approval required and given 21/07/21
RU.21/0251	Application to determine if prior approval is required for the proposed change of use from offices (Class B1(a)) to 93no. net additional dwellinghouses (Class C3). Prior Approval required and Given 09/04/2021
RU.18/0963	Notification for Prior Approval for a Proposed Change of Use of a building from Office Use (Class B1(a)) to residential (Class C3) comprising the creation of 91 units. Granted 14/08/2018
RU.99/0686	Condition 5 relating to external materials of planning permission RU.98/0464 in respect of Phase 2 (Syward Place) of the Chertsey Revitalisation Scheme. k/as Syward Place. Granted 14/12/1999.
RU.98/0464	Construction of a 2- and 3-storey office building with associated parking at ground and lower ground level. Granted 16/09/1998.

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 SPDs which might be a material consideration in determination:

- Runnymede Parking Guidance SPD- November 2022
- Affordable Housing SPD- April 2022
- First Homes Interim Policy Statement- January 2022
- Green and Blue Infrastructure SPD- December 2021
- Runnymede Design SPD- July 2021
- Thames Basin Heath SPD- April 2021
- Infrastructure Delivery and Prioritisation SPD - November 2020

6. CONSULTATIONS CARRIED OUT

Consultee	Comments
Environment Agency	No objection
RBC Arboricultural Officer	No objection subject to conditions
Natural England	No objection subject to conditions
RBC Contaminated Land Officer	No objection subject to conditions
SCC County Highway Authority	No objection subject to conditions
SCC Lead Local Flood Authority	No objection subject to conditions
RBC Drainage Engineer	No objection
RBC Housing Manager	No objection
RBC Green Spaces	No objection
Surrey Wildlife Trust	No objection subject to conditions
RBC Planning Policy	No objection
Network Rail	No objection
RBC Environment Health Officer	No objection subject to conditions
RBC Conservation Officer	No objection subject to conditions
RBC Recycling Officer	No objection
SCC Archaeology	No objection

6.1 Representations and comments from interested parties

6.2 139 Neighbouring properties were consulted in addition to being advertised on the Council's website, in the local press, and by a notice displayed at the site.

2 letters of representation have been received which are summarised as follows:

- Fox Lane North is rather narrow and not exactly a long road. The additional use of this road will have a negative impact on the road network making it harder for any vehicle, particularly emergency vehicles to go through easily.

- Concerned of the noise and disturbance it will bring as a result to a peaceful road
- The size and mass of the development being out of keeping with nearby properties especially listed buildings.
- Overdevelopment of this site taking into account the previously approved change of use of the other building on this site.
- Inadequate parking facilities with 2 car pool places and 3 disabled spaces only. There is no nearby on-street parking available.
- The ongoing cost of a travel plan once the site is occupied will be borne by the owners/tenants - is this practicable or sustainable
- The application claims that this site is sustainable and refers to local bus services and proximity to the train station. However the table only shows regularity at peak times and no mention is made of Sundays. Sunday is still the day when most people get out and about. Local places that attract visitors are RHS Wisley, Windsor Great Park and Virginia Water Lake, Legoland and Egham Leisure Centre. Access to these from Chertsey can only be by motor car.
- Blocking off the Fox Lane access will mean that traffic for the station has to negotiate congested roads such as Station Road, King Street etc. There will be a loss of spaces at the station when for sustainability we should be providing additional spaces to encourage travel by train.
- The application does not meet Surrey CC's requirement for one charging point per flat. There needs to be 46 charging points on site.
- The proposal to reduce the parking in Fox Lane North to just three spaces will displace traffic elsewhere.
- Flats such as these will often be occupied by artisans and trades people who use a van for business but there is no provision to accommodate them

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:

- Principle and Quantum of Development
- Design, Layout and Impact on Character and Appearance of the area
- Heritage
- Connectivity and Highways Considerations
- Housing Mix and Affordable Housing
- Impact on Trees
- Ecology and Biodiversity
- Public Open Space
- Land Contamination
- Noise Management and Air Quality
- Flooding and Surface Water Drainage
- Archaeology
- TBHSPA
- Renewable and Low Carbon Energy

Principle and Quantum of Development

7.2 Whilst the site is not allocated within the Development Plan for development, Runnymede 2030 Local Plan Policy SD1 makes it clear that windfall sites located within the settlements will be supported for residential development, even if the delivery of these would exceed the amount of net homes sought to be delivered over the plan period. Policy SD1 of the Local Plan advises that Chertsey including Chertsey South will require 2,212 net additional

dwellings during the period of the Local Plan (2015-2030). This policy specifies that the housing targets for the Borough and Chertsey are a minimum.

- 7.3 The site comprises previously developed/brownfield land within the built-up area of Chertsey. Whilst the delivery of the proposals would exceed the cumulative number of dwellings specified within the SLAA 2021 for the Syward Place site (ID: 352), the NPPF strongly encourages the most efficient use of brownfield land. The site is predominantly surrounded by residential uses and the character site and surrounding area is becoming more residential in view of recent planning history. The site is located within a reasonable walking and cycling distance of key facilities in Chertsey Town Centre as well as other leisure, employment and education facilities close to the site. Bus stops providing access to Chertsey Town centre as well as to the nearby larger towns of Staines-upon-Thames and Woking are located just a short distance away, and Chertsey Rail Station provides access to the rail network for longer distance trips with the M25 close by. As such the site is in a settlement location and has reasonable access to local facilities and is in a sustainable location. Therefore, it is considered that the use of the site for residential use would be acceptable in principle.

Design, Layout and Impact on Character and Appearance of the Area

- 7.4 The NPPF requires the provision of high-quality places and that new development should add to the overall quality of the area, be visually attractive, sympathetic to local character, establish or maintain a strong sense of place, optimise the potential of the site, and sustain an appropriate amount and mix of development whilst provide places that are safe, inclusive and assessable. This is reinforced in Policy EE1 of the Local Plan.
- 7.5 The location of the proposed development is on a prominent site, close to the railway station and it is considered a development in this location could have a positive impact. The jagged building appearance and break-up of the built-form through the use of projections and set-backs creates visual interest and reduces the building's mass. The orientation and size of the fourth and fifth floors reduce the building's large singular mass and the building's bulk is situated towards its southern side to improve its relationship with the neighbouring Syward Place building to the north. The building's facades would be predominantly treated by dark brick on the ground floor and yellow brick on the upper floors. Large vertical windows are situated in a uniform pattern along the facades and framed by a combination of aluminium and zinc panelling. Different coloured brickwork and metal panelling helps distinguish the building's tiers and breaks-up its height. The materiality of the proposed scheme has been taken from the surrounding area with a varied pallet of materials and are considered to be sympathetic to the local character and appearance of Chertsey and would comply with Policy EE1. Exact details of proposed materials will be subject to condition.
- 7.6 The surrounding built form close to the proposed development is predominantly in residential and commercial uses of 3-4 storeys in height with various roof forms, with the exception of the nearby Grade II listed buildings including the Station building. The proposed building retains the existing building lines set by the Syward Place and Global House buildings. Verified Views have been submitted which incorporate the approved 2 storey roof extension of Syward Place (ref. RU.21/0944) currently being implemented. This helps demonstrate the cumulative impact of the proposed development in conjunction with this previous approval. It is considered that the Verified Views demonstrate that the new building will be visible from the surroundings, but that this would not equate to any notable negative impacts on identified receptors and in fact could result in a betterment by bringing the whole of the site together in a comprehensive development.
- 7.7 All flats would benefit from private amenity areas in the form of external private terraces on the ground floor, enclosed Winter gardens or open balconies. No living areas would face directly north and in the cases where units are single aspect they are southeast or southwest facing, although the jagged building form allows the majority of flats to be dual aspect and

maximises the amount of west facing single aspect units to ensure good levels of daylight and sunlight. All of the homes would meet the required Nationally Described Space Standards and thus meet the minimum floor space requirements set out in Policy SL19. All flats are wheelchair accessible (M4(2)) and 10 (11%) units spread across the ground to fourth floors can be adapted for wheelchair users (M4(3)). The location of plant and equipment (including renewable features) at the fifth floor roof will ensure these features are not readily visible from the public realm. Consideration has been given to the orientation and positioning of the building in order to enhance the site's sense of welcoming. This is enhanced by the proposed works to the Fox Lane North access, including introduction of an entrance gate and widening of this access to incorporate the pedestrianisation and connectivity between the site and Chertsey Railway Station.

- 7.8 The proposed layout incorporates public realm enhancements in the form of resurfacing and planting to break-up the amount of existing hardsurfacing on site. A formal and well-overlooked footpath connects both access points and ensures pedestrian movement does not impede with the free flow of bicycles and vehicles within the site. The bin and bicycle stores as well as the informal play space to the rear of the existing Syward Place building are well overlooked and easily accessible by residents of the complete Syward Place development. The substation is discreetly located along the western site boundary so as not to be visually prominent within the site. The design complies with the principles of secured by design and allows for natural surveillance of all the communal areas and the single vehicular access. The proposed development is considered of high-quality design.
- 7.9 The proposal would retain reasonable separation distances to side boundaries with a distance of at least 4 metres on the south western corner and approximately 4 metres from the western boundary with Bell Bridge Road. Separation distances to the existing Syward Place building (which is currently being converted into flats) from the northern face of the proposed building would only be approx.11 metres, however this would only be at ground and first floor levels due to the existing and proposed buildings' irregular shape, orientation and set-backs. Therefore, it is considered that overall the proposed scheme would maintain sufficient separation distances between flats of the apartment building that would face those of the existing Syward Place building to avoid overlooking. This is also the case with Global House to the east, despite this building not having many facing windows and still being in a commercial use.
- 7.10 Internal and Neighbouring Daylight & Sunlight Assessments have been carried out which conclude that each proposed unit will have at least one room that meets the sunlight requirement which is in compliance with recommendations. Given the style of site and development it is inevitable that some of the main window walls will not face south and naturally this will mean that some of the rooms will not meet their sunlight targets. That being said, all units that do face south pass the recommendations. With regard to the external amenity areas, the results show that all main amenity spaces surpass the recommendations. Many of the balcony spaces achieve good levels of sunlight and these spaces do not have a sunlight requirement as per the guidance, so the achievement in these spaces is better than is expected and should be viewed positively. The results of this assessment are positive and whilst there are some shortfalls identified, a level of compliance of 86% is not unusual for this type of development. The high compliance for this assessment, coupled with the high compliance rate of the Daylight & Sunlight (Neighbouring) Study (98%), proves this design adheres well to the recommendations of the BRE Guide. The neighbours and future occupants of the proposed development will have good access to Daylight and Sunlight on a whole.
- 7.11 Therefore, the proposal is not considered to be an overbearing or un-neighbourly form of development to the detriment of the existing and future occupiers of the adjacent properties and within the site. This would comply with Policy EE1, the Design SPD and the NPPF.

Heritage

- 7.12 Special regard has to be given to the protection of heritage assets, both above and below ground. The NPPF requires local planning authorities to assess the particular significance of any heritage asset that may be affected by a proposal and consider the balance between the potential harm to a heritage asset and the public benefits of the proposal. Policy EE3 Strategic Heritage Policy states that 'Development that affects Runnymede's heritage assets should be designed to protect, conserve and enhance the significance and value of these assets and their settings'. As the proposed development is in proximity to a number of statutory listed buildings (Chertsey Railway Station, 14 & 16 Fox Lane North (whose curtilages back onto the eastern site boundary) as well as 20 Pycroft Road adjacent to these properties), the impact of the proposed development on these heritage assets needs to be carefully considered.
- 7.13 Policy EE4 (Listed Buildings) requires that proposals should not adversely affect the Listed Building or its setting by virtue of design, scale, materials, or proximity or impact on views or other relevant aspects of the historic building fabric. A Heritage, Townscape and Visual Impact Assessment (HTVIA) as well as Verified Views of the proposed building have been submitted which concludes that due to the design and location of the proposed building, it is considered that the proposed development would not cause harm to the setting of the identified designated heritage assets, or the ability to appreciate their significance. It is also important to note that the Council's Conservation Officer has raised no objections to the proposals subject to conditions. As such, it is considered that the proposal would therefore comply with Policies EE1 and EE4 and the NPPF.

Connectively and Highway Considerations

- 7.14 3no. disabled spaces and 2no. car club spaces (all 5 no. will cater for EV charging) as well as a delivery bay for the use of refuse and delivery vehicles which would be located adjacent to the pedestrian path along the south western boundary of the site (this is in addition to the 51 car parking spaces at basement level and 34 at ground floor which are to be EV charging spaces to serve the adjacent 127 no. apartments approved through both Prior Approvals RU.21/0704 and RU.21/0944). There would be additional traffic movements in and out of the site and letters of objection have raised concerns about impacts on parking in the area, and although the CHA notes the various objections to the proposals considers the site to be relatively sustainable in transport terms, and it is not considered a necessity for future occupiers to own their own vehicle. The Developer cannot be required to "fix" existing issues, but there could be opportunities to introduce parking restrictions or Controlled Parking Zones, however this would be outside of the Planning System.
- 7.15 The applicant, Network Rail/South Western Railway and SCC have agreed to close off the end of Fox Lane North to vehicular traffic. This will stop vehicles associated with the site accessing/egressing the site from Guildford Road and driving past Chertsey Station. It will also prevent drivers using the Fox Lane North – Guildford Road route as a cut through route. All development traffic will have to access/egress the site via Fox Lane North. A turning head will be provided in the Chertsey Station car park so vehicles in the station car park can turn around to exit onto Guildford Road in forward gear. Removable planters will be placed at the end of Fox Lane North, which will allow large essential maintenance vehicles to drive between Guildford Road and Fox Lane North for railway maintenance if required, however this would be exceptional circumstances. To assess the development's impact on the operation of the Fox Lane North/Pycroft Road/Abbots Way signalised junction an assessment of the junction has been undertaken and the County Highway Authority has approved the results of this. The County Highway Authority have undertaken a site visit and an assessment in terms of the likely net additional traffic generation, access arrangements and parking provision and raises no objection and as such no objections are raised subject to securing the provision of two car club vehicles for a minimum of two years, the provision of three year's free membership of the car club for all initial occupants of the residential units and £50 worth of free travel for car club vehicles for each residential unit and the provision of secure management arrangements for the maintenance of the car club vehicles through the s106 agreement. The provision of 36

club vehicles on site will have the effect of reducing the need for car ownership for future occupiers and the CHA considers that a "no car" development at this location is acceptable (as per Surrey County Council Car Parking Guidance Policy) in the context of the impact on highway safety and capacity.

- 7.16 Conditions requiring the access to be provided with visibility zones as shown, extending the double yellow lines along the western side of Fox Lane North, the provision of secure parking of a minimum of 57 bicycles and 57 e-bikes charging points, the improvement of the two bus stops located at Guildford Street and the submission of a Construction Transport Management Plan are also requested. It is therefore considered that no additional traffic or highway issues have arisen from this current proposal and the scheme satisfies Policy SD4.

Housing Mix and Affordable Housing

- 7.17 Policy SL20 of the Local Plan states that the Council will seek to deliver 30% of all net additional dwellings as affordable units of which about 22% will be provided as First Homes, 53% as Affordable/Social Rent and 22% provided as other forms of affordable housing. Development proposals of 10 or more (net) additional dwellings will be expected to provide 35% of dwellings as affordable units with a tenure split as above which includes 10% of homes for affordable home ownership. However, the applicant considers that to provide on-site affordable housing within the proposed scheme would be unviable and has undertaken a Viability Report which has been independently reviewed. The outcome of the review concluded disagreements in respect of both cost assumptions and method of calculating viability. However, in order to reach agreement, the applicant has agreed to make a financial contribution towards the delivery of affordable housing of £346,755 which is equivalent to the surplus suggested by the Council's consultants which would be subject to the inclusion of a review mechanism within the s106. The Council's Housing Dept. has confirmed that they would accept this in lieu of providing affordable housing as it has schemes that such money could go towards.
- 7.18 Policy SL19 (Housing Mix and Size Requirements) requires development proposals of 10 or more (net) additional dwellings to contribute to meeting the Housing Market Area's identified housing needs by generally providing a housing mix as set out in the Strategic Housing Market Assessment or any similar evidence for market and affordable units. The Strategic Housing Market Assessment identifies the need being largely 2 and 3 bedroom units. However, the Council's Local Planning Section have confirmed that the Council's latest monitoring suggests an overall plan wide oversupply of 1 & 2 bedroom market units within the borough and an undersupply of 3-4+ units.
- 7.19 It is therefore considered that the proposed housing mix of one, two and three bedroom apartments (as set out in paragraph 3.2 of the committee report) strikes a balance between the needs identified by these figures and a manageable and sustainable development and meets the requirements of Policy SL19.

Impact on Trees

- 7.20 An Arboricultural Impact Assessment (AIA), and a brief Arboricultural Method Statement (AMS) which refers to a tree protection plan (TPP) has been submitted. It is evident that the site has few trees within it and those that are present are relatively young. The proposal will result in the removal of some existing unmanaged hedgerow and approx. 9 no. trees within the south of the site. However, the existing Hornbeam trees / fence line forming the southern boundary are to be retained and the Illustrative landscape plan shows new tree and shrub planting that will lead to a net increase in tree numbers and species diversity at the site. All the vegetation to be removed is of low quality and its loss to public amenity is negligible due to its overall condition and lack of visual presence.
- 7.21 The submitted illustrative landscape masterplan also indicates the introduction of additional landscaping around the site including shrub planting and planters along the frontages of the existing and proposed building and a communal garden within the main central courtyard

which is currently hard surfaced as well as climbers along the façade of the Bell Bridge Road structure.

- 7.22 The retained trees can be adequately protected during construction activities to sustain their health and longevity. Precautions to ensure that the trees are protected and preserved for the future are proposed which includes tree protection measures implemented in conjunction with the proposals. Consequently, there will be an acceptable impact upon the local trees, subject to adhering to normal tree protection and construction techniques.
- 7.23 The Councils Tree Officer does not object to the works but recommends conditions requiring the submission of a detailed site specific Arboricultural Method Statement, and a detailed landscape plan and schedule. The proposal therefore complies with policies EE1, EE9 and EE11.

Ecology and Biodiversity

- 7.24 Policy SD7 refers to Sustainable Design and that development proposals will be supported where they protect existing biodiversity and include opportunities to achieve net gains in biodiversity as well as greening of the urban environment. Policy EE9 of the Local Plan (Biodiversity, Geodiversity and Nature Conservation) confirms that the Councils will seek net gains in biodiversity through the creation, expansion, restoration, enhancement and management of habitats and features to improve the status of priority habitats and species. The Council have prepared further guidance on this, contained within the Green and Blue Infrastructure SPD.
- 7.25 The application is supported by an Ecological Appraisal and a Biodiversity Net Gain Matrix and Report. The surveys concluded that due to the urban location of the site no Badger setts or evidence of Badger activity was recorded during the survey and the existing building, site and trees were assessed as having negligible potential to support roosting bats. The Ecological Appraisal recommends a range of ecological enhancements, including bird boxes on trees, hedgehog highways and native species planting, and the use of green roofs to promote ecological activity on the proposed buildings which can be secured by suitably worded planning conditions. The Lighting Impact Assessment identifies a mix of lighting (including low-level lighting) can be achieved on site without harming ecological assets.
- 7.26 The surveys conclude that the proposed development is unlikely to result in any significant adverse effects on the ecology or protected species of the local area and that the development at the site provides an opportunity to enhance its nature conservation interest through its landscape and ecology proposals in accordance with Policies EE9.
- 7.27 A Biodiversity Net Gain Matrix and Technical Note have been submitted with the application. The results of the assessment demonstrate that the proposal will lead to an overall gain of 0.64 habitat units, an increase of 173.85% and 0.15 hedgerow units, an increase of 79.19% and is therefore considered to comply with Policy EE9. Surrey Wildlife Trust (SWT) has reviewed the submitted surveys and reports. They have not raised any objections to the scheme and have recommended conditions to secure the biodiversity net gain identified and a Landscape and Ecological management Plan (LEMP). Therefore, subject to conditions the proposal is not considered to result in harm to ecology or protected species and would comply with Policies SD7 and EE9.

Public Open Space

- 7.28 The NPPF and Policy EE1 of the Local Plan refers to creating places that are safe, which promote health and wellbeing and with a high standard of amenity for existing and future users. All of the proposed flats would benefit from either at least 5 sqm of external private terraces on the ground floor which would be landscaped and enclosed with evergreen shrubs and hedgerows, enclosed Winter gardens or open balconies.

- 7.29 The scheme would also provide a communal garden and play area and a number of other areas of unallocated open green spaces would be introduced within the existing hard surfaced central courtyard. The central green space will be overlooked by adjacent neighbouring properties and would benefit from natural surveillance. It is considered that the provision can be secured via a condition and its maintenance via legal agreement as can its future maintenance. On this basis it is considered that the proposal would comply with Policy SL26 and that the quantum of development could be achieved whilst providing space for recreation. A management company will be set up to maintain all the communal areas within the site, including landscaping, open space and non-adopted roads.

Land Contamination

- 7.30 The applicant has submitted a Phase 1 Contaminated Land Assessment. This did identify low/moderate risk of contamination on or near the site and recommends further works are required. The Council's Contaminated Land Officer raises no objections to the application subject to a condition requiring reporting of unexpected contamination. Therefore, the application would comply with Policy EE2 in this respect.

Noise Management and Air Quality

- 7.31 The noise environment at the site is influenced by railway noise which lies to the south of the site and Bell Bridge Road which is immediately to the west. A Noise Assessment has been undertaken to assess the baseline situation, the suitability of the site for residential development and identify any mitigation measures.
- 7.32 Based on the survey data, internal noise levels can be achieved with windows closed using standard construction techniques and double glazing with trickle vents. However, all properties could be provided with openable windows regardless of the proposed ventilation solution adopted so future residents will have choice as to whether they open windows and be subject to noise or use mechanical ventilation. External amenity areas have been preliminarily assessed and shown to be above the upper threshold of the design targets in most areas without mitigation. Winter gardens have therefore been designed into the scheme for the external amenity spaces, on floors 1 through to 3, overlooking Bell Bridge Road to the west and the railway platform to the south.
- 7.33 The Council's Environmental Health Officer has not raised objection to the scheme subject to conditions requiring details of mitigation and proposed plant and equipment to be installed to be submitted. Therefore, although the impact from noise is a shortcoming of the scheme, the proposal provides additional housing and does provide residents with suitable external amenity space and the option of suitable internal areas with respect to noise, which on balance is considered to be acceptable. Subject to suitable mitigation, future residents will be provided with suitable living environments with respect to noise in accordance with Policy EE2.
- 7.34 The application site is not within any of the two Air Quality Management Areas (AQMAs) within the Borough. The accompanying Air Quality Assessment has assessed the air quality at the building facades, acknowledging a reduction in car parking on the site. The report concludes the air quality impacts associated with the development are 'insignificant' and no residents of the development will be exposed to air quality exceedances. Consequently, no mitigation is required from an air quality perspective. The Council's Environmental Health team raises no objection in this respect and the proposal would comply with Policy EE2.

Flooding and Surface Water Drainage

- 7.35 The majority of the site comprises Flood Zone 2 land and the proposal involves a 'more vulnerable' use. Therefore, the application is accompanied by a Flood Risk Assessment and Drainage Strategy and the applicant has undertaken a Sequential Test in accordance with the NPPF and PPG. A total of 3 landowners expressed interest in selling their land to the applicant taking the total number of units on more sequentially preferable sites to 20, leaving a residual requirement for 26 units. Therefore, the application site remains the best site to deliver the proposed 46 no. dwellings, since it is within the defined search area and has the capacity to

deliver all units within the applicant's timescale. Therefore, the Sequential Test is considered to be passed in line with guidance in the NPPF and the Runnymede SFRA. The proposal introduces More Vulnerable development into Flood Zone 2 and therefore the exceptions test is not required. A Flood Risk Emergency Plan has been submitted which demonstrates that a safe access and egress route can be provided.

An assessment of flood levels in line with the above shows none of the three events encroach onto the site red line boundary, the 1 in 30 year event does not come near the site but the other events maximum flood levels are summarised below:

- 1 in 100 year plus 35% climate change event – 13.55 mAOD
- 1 in 1000 year event – 13.50 mAOD

Minimum ground levels on the site are 14.01 mAOD and in the location where the residential development is proposed, these levels rise to 14.9 mAOD. Therefore, a significant freeboard exists between all modelled flood levels and the proposed development. On this basis the risk of fluvial flooding is deemed to be low. Flood resistant devices are also proposed which are detailed in Section 7 of the submitted Flood Risk Assessment and subject to a flood proofing condition it is considered that the proposal is in compliance with Policy EE13.

- 7.36 The accompanying Drainage Strategy identifies SUDS which have been incorporated onto site, in accordance with the drainage hierarchy. This primarily involves the southern portion of the site, as the northern part of the site is constrained by the existing depth and structural integrity of the podium slab (above basement). Instead, the proposal seeks to reuse the existing gullies that connect to the mains sewer in order to drain surface water in this part of the site. Surrey County Council as Lead Local Flood Authority (LLFA) is satisfied the proposals meet the requirements set out in the technical standard and Planning Policy Guidance. It is therefore considered that the site can deal with surface water drainage for the development in a sustainable manner which complies with the NPPF. The details of the drainage scheme can be secured by conditions as recommended by the LLFA.

Archaeology

- 7.37 As the site covers an area greater than 0.4ha Policy EE7 of the Local Plan requires the applicant to carry out an archaeological review of the site. Although it does appear that the site will have been disturbed by previous and existing development, as there is some potential for archaeological remains in the area it is considered that a desk based archaeological assessment should be submitted. This can then examine past impacts on the site against the archaeological potential of the area and review whether further work in the form of a watching brief or evaluation is appropriate. It is considered that it would be reasonable and proportionate to secure the evaluation and any further works by condition in compliance with the requirements of Policy EE7.

TBHSPA

- 7.38 Policy EE10 states that additional residential development (including strategic allocations) beyond the 400m Special Protection Area exclusion zone, but within 5km of the Special Protection Area boundary, will need to put in place adequate measures to avoid and mitigate potential effects on the Special Protection Area. These must be delivered prior to occupation and in perpetuity and agreed with Natural England (NE). NE agrees with the position that the Council has taken in relation to the provision of strategic SANGS and securing SAMM payments. Following assessment by the Council as a competent authority, the Council is satisfied that subject to the completion of a legal agreement towards mitigation at these areas the risk of adverse effects on the integrity of the habitats site will be avoided. The applicant has submitted Habitat Regulations Assessment with the application and as competent authority the Council's appropriate assessment requires a contribution of £76,661.96 toward the provision of SANG and £34,862.32 towards the provision of SAMM in accordance with the Council's Adopted SPG. Subject to securing the SANG and the relevant SAMM contributions by way of a s106 agreement, it is considered that the proposal would address the impacts of

the development the impact arising from the development on the Thames Basin Heath Special Protection Area in accordance with the Council's policies and the NPPF in compliance with Policy EE10.

Renewable and Low Carbon Energy

- 7.39 New Development is expected to demonstrate how it has incorporated sustainable principles into the development including construction techniques, renewable energy, green infrastructure and carbon reducing technologies.
- 7.40 Policy SD8 sets out that new development will be expected to demonstrate how the proposal follows the energy hierarchy (Be lean; use less energy, Be clean, supply energy efficiently and be green; use renewable energy). For a scheme of this scale, it is also expected for the development to incorporate measures to supply a minimum of 10% of the development's energy needs from renewable and/or low carbon technologies.
- 7.41 The applicant has submitted an Energy and Sustainability Statement which demonstrates how the energy hierarchy has been applied. The Energy Statement demonstrates that a 10.74% reduction in the development's energy needs could be met through the installation of solar PV. If Air Source Heat Pumps were installed, this reduction would be 64.04%. The Design and Access Statement sets out that both PV panels and ASHPs could be used in the development. The Council's Energy Officer has reviewed the proposal and confirms that they are satisfied with the proposals subject to conditions requiring details of the renewable and low carbon energy including plans and acoustic data to allow for any noise impacts associated with any proposed ASHP to be assessed. Therefore, subject to conditions the proposal is considered to comply with Policy SD8.
- 7.42 The proposal also includes other additional measures to promote sustainability at the site which includes recycling provision and installation of water efficiency fittings in accordance with Policy SD7 which will be secured by way of condition.

8. PLANNING OBLIGATIONS/COMMUNITY INFRASTRUCTURE LEVY (CIL)

- 8.1 In line with the Council's Charging Schedule the proposed development would be CIL Liable however exceptions may apply.

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 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 site is in the urban area and is included the Council's SLAA (Feb 2022). The proposal would provide an addition of 46 dwellings which will contribute to housing supply in a sustainable location with good access to facilities and services. This has to be given significant weight in favour of the application. The proposal proposes a contribution to the provision of affordable homes in the borough. The application site is not a proposed Strategic Employment Area (SEA) and it is in the urban area so the presumption is in favour of development. The design and quantum of development proposed makes an efficient use of an appropriate site and is not considered to be harmful to the character of the area or on future occupiers. The traffic and highway safety aspects of the application have been reviewed by the County Highway Authority who raises no objections and conclude that the proposed access is safe, and no harmful impacts would arise in respect of the highway network in the area. No other technical planning issues have been identified that would prevent planning permission being granted in accordance with the development plan and the NPPF.
- 10.2 The development has been assessed against the following Development Plan policies – SD1, SD3, SD4, SD5, SD7, SD8, SL19, SL20, SL26, EE1, EE2, EE3, EE4, EE7, EE9, EE10, EE11, EE12 and EE13 of the Runnymede 2030 Local Plan of the Runnymede Borough Local Plan Second Alteration April 2001, the policies of the NPPF, guidance in the PPG, and other material considerations including third party representations. It has been concluded that the development would not result in any harm that would justify refusal in the public interest. The decision has been taken in compliance with the requirement of the NPPF to foster the delivery of sustainable development in a positive and proactive manner.

11. FORMAL OFFICER RECOMMENDATION

Recommendation Part A:

The Hop be authorised to grant planning permission Subject to the completion of a Section 106 legal agreement under the Town and Country Planning Act 1990 (as amended) to secure the following obligations:

- 1. SAMM (TBHSPA) financial contribution of £34,862.32**
- 2. SANG (TBHSPA) financial contribution of £76,661.96**
- 3. Affordable Housing financial contribution of £346,755.00**
- 4. The provision of the following entirely at the applicant's expense, including the costs of on street adjustments and traffic orders:**
 - a) A minimum of two car club vehicles for a minimum of two years, with all costs associated with the provision of the vehicle including provision of parking space either within a publicly accessible location on the development or on the public highway and pump priming being met by the developer.**
 - (b) £50 worth of free travel for car club vehicles for each residential unit.**
 - (c) Three year's free membership of the car club for all initial occupants of the residential units.**
- 5. Secure management arrangements for the maintenance of the car club vehicles, bays and electric vehicle charging facilities.**
- 6. The improvement of the two bus stops located at Guildford Street to include:**

- **The provision of raised kerbing (to a height of 140mm over a 9.0m length) to ensure level access onto / off buses for those with mobility issues**
- **Clearways with a 23m bus cage to protect the bus stop**
- **A review of the bus stop laybys for accessibility, and improvements to this as necessary**
- **New bus shelters**
- **RTPI displays to be installed within both bus shelters, and one RTPI to be installed within the transport hub of the development**
- **Information to be provided to residents regarding the availability of and whereabouts of local public transport / walking / cycling / car sharing clubs / car clubs, and thereafter the said approved facilities shall be provided, retained and maintained to the satisfaction of the Local Planning Authority.**

7. Secure management arrangements for the maintenance of the open space.

All figures and contributions will also need to be finalised in negotiation with the applicant and relevant consultees and final authority in these negotiations is given to the **HoP**.

And the following conditions:

1 Full application (standard time limit)

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

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

2 List of approved plans

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

0565-D-101 - Proposed Ground Floor Plan
 0565-D-102 - Proposed Floors 1-3
 0565-D-103 - Proposed Fourth Floor
 0565-D-104 - Proposed Fifth Floor
 0565-D-105 - Proposed Roof Plan
 0565-D-200 - Proposed North Elevation
 0565-D-201 - Proposed East Elevation
 0565-D-202 - Proposed South Elevation
 0565-D-203 - Proposed West Elevation
 0565-D-300 - Section A
 0565-D-301 – Section B
 0565-D-400 - Proposed Cycle Storage and Refuse Area
 0565-D-100 - Proposed Site Plan
 0565-F-001 - Site Location Plan
 0565-F-002 - Block Plan
 P22-1434_EN_0001-D-0001 Illustrative Landscape Masterplan
 P22-1434_EN_0002-C-0001 Illustrative Landscape Sections
 100 Rev 00 Proposed Site Plan
 Flood Risk Emergency Plan JE/VL/P22-2616/06 July 2023

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

3 External Materials

Prior to their first use on site a schedule of all external finish materials including wall, fencing and roof materials, lintels, fascias, and rainwater goods, including finish colour, shall be submitted to and agreed in writing by the Local Planning Authority. Works shall be implemented in accordance with the approved materials and details specified and shall be permanently maintained as such.

Reason: In the interests of the visual amenities of the area and the character and appearance of the area and to comply with Policy EE1 of the Runnymede 2030 Local Plan and guidance in the NPPF.

4 Finishing Materials

No development above slab level shall commence until a specification of all the finishing materials to be used in any hard surfacing on the application site have been submitted to and approved in writing by the Local Planning Authority and thereafter undertaken in accordance with the approved scheme.

Reason: In the interests of the visual amenities of the area and the character and appearance of the area and to comply with Policy EE1 of the Runnymede 2030 Local Plan and guidance in the NPPF.

5 Landscaping

a. No above ground development shall take place until full details of all hard and soft landscaping works and boundary treatments have been submitted to and approved in writing by the Local Planning Authority (LPA) and these works shall be carried out as approved prior to the first occupation of the development. This scheme shall include indications of all changes to levels, hard surfaces, walls, fences, access features, minor structures, the existing trees and hedges to be retained, together with the new planting to be carried out and details of the measures to be taken to protect existing features during the construction of the development.

b. All hard and soft landscaping works shall be carried out in accordance with the approved details. Arboricultural work to existing trees shall be carried out prior to the commencement of any other development; otherwise all remaining landscaping work and new planting shall be carried out prior to the occupation of any part of the development or in accordance with the timetable agreed with the LPA. Any trees or plants, which within a period of five years of the commencement of any works in pursuance of the development die, are removed, or become seriously damaged or defective, shall be replaced as soon as practicable with others of similar size and species, following consultation with the LPA, unless the LPA gives written consent to any variation.

Reason: To preserve and enhance the character and appearance and biodiversity of the surrounding area and to comply with Policies EE1, EE9 and EE11 of the Runnymede 2030 Local Plan and guidance within the NPPF.

6 Tree Works

Prior to the commencement of any works hereby approved, including demolition, and before any equipment, machinery or materials are brought on to the site, a detailed site specific Arboricultural Method Statement and a detailed Landscape Plan and Schedule shall be submitted to and approved in writing by the Local Planning Authority and thereafter undertaken in accordance with the approved scheme.

Reason: To protect the trees to be retained and enhance the appearance of the surrounding area, to ensure that replacement trees, shrubs and plants are provided and ~~104~~

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

7 L055 - Tree protection

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

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

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

Reason: To protect the trees to be retained, enhance the appearance and biodiversity of the surrounding area and to comply with Policies EE1, EE9 and EE11 of the Runnymede 2030 Local Plan and guidance within the NPPF.

8 Tree retention

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

Reason: To protect the trees to be retained and to preserve and enhance the appearance and biodiversity of the surrounding area and to comply with Policies EE1, EE9 and EE11 of the Runnymede 2030 Local Plan.

9 Surface Water Drainage Above The Existing Basement Slab

The proposals above the existing basement slab hereby permitted shall not commence until details of the design of a surface water drainage scheme have been submitted to and approved in writing by the planning authority. The design must satisfy the SuDS Hierarchy and be compliant with the Create Consulting Flood Risk Assessment and Drainage Strategy Vol 1 & 2, GB/CS/P22-2616/04, March 2023 The required drainage details shall include:

- a) Evidence that the existing on-site drainage is fit for purpose.
- b) A plan showing exceedance flows (i.e. during rainfall greater than design events or during blockage) and how property on and off site will be protected from increased flood risk.
- c) Details of drainage management responsibilities and maintenance regimes for the drainage system.

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

10 Surface Water Drainage

The new development (*excluding above the existing basement slab subject of Condition 9 above*) hereby permitted shall not commence until details of the design of a surface water drainage scheme have been submitted to and approved in writing by the planning authority. The design must satisfy the SuDS Hierarchy and be compliant with the national Non-Statutory Technical Standards for SuDS, NPPF and Ministerial Statement on SuDS. The required drainage details shall include:

- d) Evidence that the proposed final solution will effectively manage the 1 in 30 (+35% allowance for climate change) & 1 in 100 (+45% allowance for climate change) storm events during all stages of the development. If infiltration is deemed unfeasible, associated discharge rates and storage volumes shall be provided using a maximum discharge rate of 2.0l/s.
- e) Detailed drainage design drawings and calculations to include: a finalised drainage layout detailing the location of drainage elements, pipe diameters, levels, and long and cross sections of each element including details of any flow restrictions and maintenance/risk reducing features (silt traps, inspection chambers etc.). Confirmation is required of a 1m unsaturated zone from the base of any proposed soakaway to the seasonal high groundwater level and confirmation of half-drain times.
- f) A plan showing exceedance flows (i.e. during rainfall greater than design events or during blockage) and how property on and off site will be protected from increased flood risk.
- g) Details of drainage management responsibilities and maintenance regimes for the drainage system.
- h) Details of how the drainage system will be protected during construction and how runoff (including any pollutants) from the development site will be managed before the drainage system is operational.

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

11 Verification Report SUDS

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

Reason: To ensure the Drainage System is constructed to the National Non-Statutory Technical Standards for SuDS and to comply with Policies SD7, EE12 and EE13 of the Runnymede 2030 Local Plan and guidance within the NPPF.

12 Floor levels and flood proofing

The floor level within the proposed development shall be set no lower than existing levels and flood proofing of the proposed development shall be incorporated where appropriate.

Reason: In the interests of the safety of the future occupiers and to improve flood resilience in the property and to comply with Policy EE13 of the Runnymede 2030 Local Plan , guidance within the NPPF and the Environment Agency's Standing Advice on Development and Flood Risk.

13 New Access

No part of the development shall be first occupied unless and until the proposed modified vehicular access to Fox Lane North has been constructed and provided with visibility zones in accordance with the approved plans and thereafter the visibility zones shall be kept permanently clear of any obstruction over 0.6m high.

Reason: In order that the development should not prejudice highway safety nor cause inconvenience to other highway users and to comply with Policy SD4 of the Runnymede 2030 Local Plan and guidance within the NPPF.

14 Double Yellow Lines

The development hereby approved shall not be first occupied unless and until the proposed alterations to the double yellow lines on Fox Lane North and the associated Traffic Regulation Orders have been designed and implemented at the applicant's expense, in accordance with a scheme to be submitted to and approved in writing by the Local Planning Authority.

Reason: In order that the development should not prejudice highway safety nor cause inconvenience to other highway users and to comply with Policy SD4 of the Runnymede 2030 Local Plan and guidance within the NPPF.

15 Existing Access

The development hereby approved shall not be first occupied unless and until the existing access from the site to Bell Bridge Road has been permanently closed and any kerbs, verge, footway, fully reinstated.

Reason: In order that the development should not prejudice highway safety nor cause inconvenience to other highway users and to comply with Policy SD4 of the Runnymede 2030 Local Plan and guidance within the NPPF.

16 Cycle Parking

The development hereby approved shall not be first occupied unless and until the following facilities have been provided in accordance with a scheme to be submitted to and approved in writing by the Local Planning Authority for the secure parking of a minimum of 57 bicycles (to include 57 e-bike charging points) within the residential development site.

Reason: To ensure sustainable design and to comply with policy SD7 of the Runnymede 2030 Local Plan and the NPPF

17 Parking & Turning

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

Reason: In order that the development should not prejudice highway safety nor cause inconvenience to other highway users and to comply with Policy SD4 of the Runnymede 2030 Local Plan and guidance within the NPPF.

18 Fast Charge Socket

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

Reason: To ensure sustainable design and travel and to comply with policies SD3 and SD7 of the Runnymede 2030 Local Plan and the NPPF.

19 Construction Transport Management Plan (CTMP)

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

- (a) parking for vehicles of site personnel, operatives and visitors
- (b) loading and unloading of plant and materials
- (c) storage of plant and materials
- (d) programme of works (including measures for traffic management)
- (e) provision of boundary hoarding behind any visibility zones
- (f) on-site turning for construction vehicles

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

Reason: In order that the development should not prejudice highway safety nor cause inconvenience to other highway users and to comply with Policy SD4 of the Runnymede 2030 Local Plan and guidance within the NPPF.

20 Fox Lane North Closure

The development hereby approved shall not be first occupied unless and until the end of Fox Lane North is closed to all vehicular traffic, in general accordance with the approved plans.

Reason: In order that the development should not prejudice highway safety nor cause inconvenience to other highway users and to comply with Policy SD4 of the Runnymede 2030 Local Plan and guidance within the NPPF.

21 Land Affected by Potential Contamination

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

(i) Site Characterisation

No development must take place until an assessment of the nature and extent of contamination on the site has been submitted to and approved in writing by the Local Planning Authority.

Planning Authority. The investigation and risk assessment must be undertaken by competent persons and shall assess any contamination on the site whether or not it originates on the site. The report of the findings must include:

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

(b) an assessment of the potential risks to:

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

(ii) Submission of Remediation Scheme

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

(iii) Implementation of Approved Remediation Scheme

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

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

(iv) Reporting of Unexpected Contamination

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

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

22 Noise (Acoustic insulation)

Prior to commencement of the development full details of acoustic attenuation provided by the building structure (both the façade and windows) shall be provided to and approved by the Local Planning Authority (LPA); Full details of mitigation measures to protect the external amenity spaces including the specification for any acoustic barriers and Winter Gardens shall be provided to and approved by the LPA. External amenity areas must achieve 50dB and must not exceed 55dB. Post completion testing shall be carried out prior to first occupation to ensure that the mitigation measures have achieved the relevant noise levels in habitable rooms and in the external amenity areas. Development shall be carried out in accordance with the approved details prior to occupation of any part of the development, or in accordance with an alternative timetable to be agreed in writing with the local planning authority.

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

23 Noise (Ventilation)

Prior to commencement of the development full details of the proposed alternative means of ventilation method shall be provided to and approved by the LPA. Internal noise levels shall meet that within table 4 of BS8233. Development shall be carried out in accordance with the approved details prior to occupation of any part of the development, or in accordance with an alternative timetable to be agreed in writing with the local planning authority.

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

24 Biodiversity Enhancements

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

This should be in accordance with Section 7.0 of the Ecological Appraisal and 4.0 of the Biodiversity Net Gain Report (prepared by FPCR Environment and Design Ltd March 2023) and incorporate (but not be limited to) the following:

- Providing bird boxes erected on or integral within the new buildings and retained trees.
- Enhancements for hedgehogs
- Using native species or species of known biodiversity benefit when planting new trees and shrubs, preferably of local provenance from seed collected, raised and grown only in the UK, suitable for site conditions and complimentary to surrounding natural habitat. Planting should focus on nectar-rich flowers and/or berries as these can also be of considerable value to wildlife.

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

25 Landscape and Ecological Management Plan (LEMP)

Prior to the commencement of above ground works, a Landscape and Ecological Management Plan (LEMP) shall be submitted to and approved in writing by the Local Planning Authority. The LEMP should include, but not be limited to the following:

- a) Description and evaluation of features to be managed

- b) Ecological trends and constraints on site that might influence management
- c) Aims and objectives of management
- d) Appropriate management options for achieving aims and objectives
- e) Prescriptions for management actions, together with a plan of management compartments
- f) Preparation of a work schedule (including an annual work plan capable of being rolled forward over a five-year period)
- g) Details of the body or organisation responsible for implementation of the plan
- h) Ongoing monitoring and remedial measures
- i) Legal and funding mechanisms by which the long-term implementation of the plan will be secured by the applicant with the management body(ies) responsible for its delivery.
- j) Monitoring strategy, including details of how contingencies and/or remedial action will be identified, agreed and implemented so that the development still delivers the fully functioning biodiversity objectives of the originally approved scheme.

Reason: To protect the trees to be retained and enhance the appearance of the surrounding area, to ensure that replacement trees, shrubs and plants are provided and to protect the appearance of the surrounding area and to ensure the protection of wildlife, supporting habitat and secure the opportunities for the enhancement of the nature conservation value of the site and to comply with Policies EE1, EE9, and EE11 of the Runnymede 2030 Local Plan and guidance in the NPPF.

26 Sensitive Lighting Scheme

Before any external lighting is installed at the site, details shall be submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details and be retained as such thereafter.

Reason: To protect the amenities of occupiers of nearby properties and to protect wildlife and to comply with Policies EE2 and EE9 of the Runnymede 2030 Local Plan and guidance within the NPPF.

27 Renewable Energy

Prior to the first occupation of the development hereby approved in detail, details of the chosen renewable energy/low carbon technology to be used, along with calculations demonstrating that a minimum of 10% of the predicted energy consumption would be met through renewable energy/low carbon technologies shall be submitted to and approved in writing by the Local Planning Authority (LPA). Development shall be carried out in accordance with the approved details and thereafter retained, maintained and operational unless otherwise agreed in writing by the LPA.

Details of any external plant shall be provided to and approved by the LPA alongside an appropriate noise assessment to ensure that the plant does not provide likely noise disturbance at the proposed or existing nearby premises.

In the event of air or ground source heat pumps being the chosen renewable energy measure, details shall be submitted to and approved in writing by the LPA prior to installation. Details shall include acoustic data to demonstrate that there will be no increase in the background noise level and that there will be no tonal noise emitted from the unit, as well as details of the location of the unit(s) and the distance to the closest dwelling.

In the event of PV's panels being part of the chosen renewable energy measure, details shall be submitted to and approved in writing by the LPA prior to installation.

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

28 Archaeological Work

No works below current ground levels shall take place until the applicant, or their agents or successors in title, has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted by the applicant and approved in writing by the Local Planning Authority.

Reason: To allow archaeological information to be recorded and to comply with Policy EE7 of the Runnymede 2030 Local Plan and guidance within the NPPF.

29 Provision of Play Areas

Prior to the commencement of above ground works of development hereby approved details of the siting, size and design of the children's equipped play area shall be submitted to and approved in writing by the Local Planning Authority. Such details shall include measures for management and maintenance, and the scheme shall be implemented fully in accordance with the approved details and retained for the lifetime of the development. The details shall be in accordance with approved drawing 100 Rev 00 Proposed Site Plan.

Reason: To ensure the development includes high quality open spaces to enhance the health and well-being of the future occupiers of the development and to comply with Policy SL26 of the Runnymede 2030 Local Plan and guidance in the NPPF.

30 Water Efficiency

Prior to the first occupation of the development hereby permitted it shall be demonstrated that the optional requirement for water consumption (110 litres use per person per day) in Regulation 36(2)(b) of the Building Regulations has been complied with for that dwelling. Such details as shall be approved shall be fully implemented and retained for the lifetime of the development

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

31 The development hereby approved shall incorporate the sustainable construction and demolition techniques as set out in the Sustainability Statement dated March 2023.

Reason: To provide a sustainable development and to comply with Policy SD7 of the Runnymede 2030 Local Plan and guidance within the NPPF.

32 Site Waste Management Plan

Prior to commencement of development, including demolition, a Site Waste Management Plan shall be submitted to and approved in writing by the Local Planning Authority. The development shall take place fully in accordance with the approved details.

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

Informatives:

1 Summary of Reasons to Grant Consent

The decision has been taken in compliance with the requirement in the NPPF to foster the delivery of sustainable development in a positive and proactive manner.

2 The scheme to implement waiting restrictions or other relevant works to regulate or restrict the operation of the highway shall first require a Traffic Regulation Order or Notice prior to use. The alteration of the Traffic Regulation Order or creation of a new Order or Notice is a separate statutory procedure which must be processed at the applicant's expense prior to any alterations being made. In the event that the implementation of waiting restrictions or other works requiring an Order or Notice is not successful due to unresolved objections the applicant shall submit an alternative scheme to the Local Planning Authority for its approval prior to first occupation of the development. Any alternative scheme or works shall be implemented prior to the occupation of any dwellings to the satisfaction of the Local Planning Authority.

3 It is the responsibility of the developer to ensure that the electricity supply is sufficient to meet future demands and that any power balancing technology is in place if required. Electric Vehicle Charging Points shall be provided in accordance with the Surrey County Council Vehicular, Cycle and Electric Vehicle Parking Guidance for New Development 2022. Where undercover parking areas (multi-storey car parks, basement or undercroft parking) are proposed, the developer and LPA should liaise with Building Control Teams and the Local Fire Service to understand any additional requirements. If an active connection costs on average more than £3600 to install, the developer must provide cabling (defined as a 'cabled route' within the 2022 Building Regulations) and two formal quotes from the distribution network operator showing this.

4 The applicant is expected to ensure the safe operation of all construction traffic to prevent unnecessary disturbance obstruction and inconvenience to other highway users. Care should be taken to ensure that the waiting, parking, loading and unloading of construction vehicles does not hinder the free flow of any carriageway, footway, bridleway, footpath, cycle route, right of way or private driveway or entrance. The developer is also expected to require their contractors to sign up to the "Considerate Constructors Scheme" Code of Practice, (www.ccscheme.org.uk) and to follow this throughout the period of construction within the site, and within adjacent areas such as on the adjoining public highway and other areas of public realm.

5 The permission hereby granted shall not be construed as authority to carry out any works on the highway. The applicant is advised that prior approval must be obtained from the Highway Authority before any works are carried out on any footway, footpath, carriageway, or verge to form a vehicle crossover to install dropped kerbs. www.surreycc.gov.uk/roads-and-transport/permits-and-licences/vehicle-crossovers-or-dropped-kerbs

6 In the event that the access works require the felling of a highway tree not being subject to a Tree Preservation Order, and its removal has been permitted through planning permission, or as permitted development, the developer will pay to the County Council as part of its licence application fee compensation for its loss based upon 20% of the tree's CAVAT valuation to compensate for the loss of highway amenity.

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

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

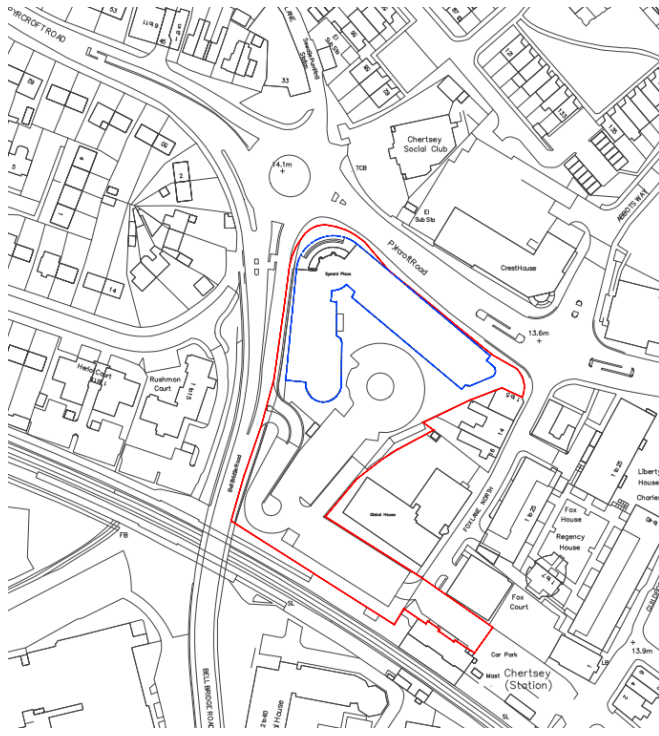
- 8 As opening windows other than for purge ventilation will generally not be suitable due to the noise climate, the applicants attention is drawn to the statutory building control guidance 'Approved Document O' which states that 'In locations where external noise may be an issue, the overheating mitigation strategy should take account of the likelihood that windows will be closed during sleeping hours (11pm to 7am).'
- 9 Many trees contain wildlife such as bats and nesting birds that are protected by law. The approval given by this notice does not override the protection afforded to these species and their habitats. You must take any necessary steps to ensure that the work you are carrying out will not harm or disturb any protected species or their habitat. If it may do so you must also obtain permission from Natural England prior to carrying out the work. For more information on protected species please go to www.naturalengland.gov.uk .
- 10 Unless it can be demonstrated that it is unfeasible to do so the applicant shall achieve compliance with Part M4(2) of the Building Regulations with 5% of dwellings achieving Part M4 (3).
- 11 The applicant is advised to incorporate into the development the principles and practices of the 'Secured by Design' scheme in consultation with the Designing Out Crime Officer.
- 12 The applicant is advised that under the Control of Pollution Act 1974, construction work which will be audible at the site boundary will be restricted to the following hours: -
- | | |
|--|------------------|
| 8.00am - 6.00pm | Monday to Friday |
| 8.00am - 1.00pm | Saturday |
| and not at all on Sundays and Bank Holidays. | |
- 13 If proposed site works affect an Ordinary Watercourse, Surrey County Council as the Lead Local Flood Authority should be contacted to obtain prior written Consent. More details are available on our website.
- 14 If proposed works result in infiltration of surface water to ground within a Source Protection Zone the Environment Agency will require proof of surface water treatment to achieve water quality standards. Sub ground structures should be designed so they do not have an adverse effect on groundwater.
- 15 If there are any further queries please contact the Flood Risk Asset, Planning, and Programming team via SUDS@surreycc.gov.uk . Please use our reference number in any future correspondence.
- 16 The applicant / developer is advised to contact Network Rail's Asset Protection and Optimisation (ASPRO) team via AssetProtectionWessex@networkrail.co.uk prior to works commencing. The applicant / developer may be required to enter into an Asset Protection Agreement to get the required resource and expertise on-board to enable approval of detailed works. More information can also be obtained from our website <https://www.networkrail.co.uk/running-the-railway/looking-after-the-railway/asset-protection-and-optimisation/>.

Recommendation Part B:

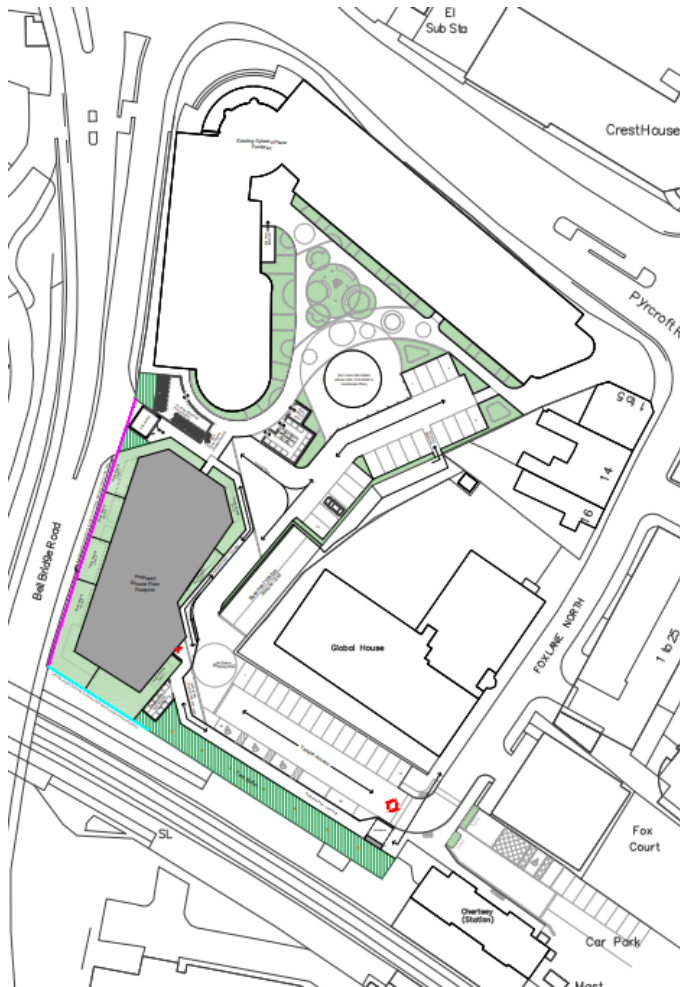
The HoP be authorised to refuse planning permission should the S106 not progress to his satisfaction or if any significant material considerations arise prior to the issuing of the decision notice

that in the opinion of the HoP would warrant refusal of the application. Reasons for refusal relating to any such matter are delegated to the HoP.

Existing Site Location Plan



Proposed Site Location Plan



Proposed North Elevation



Proposed East Elevation



Proposed South Elevation



Proposed West Elevation



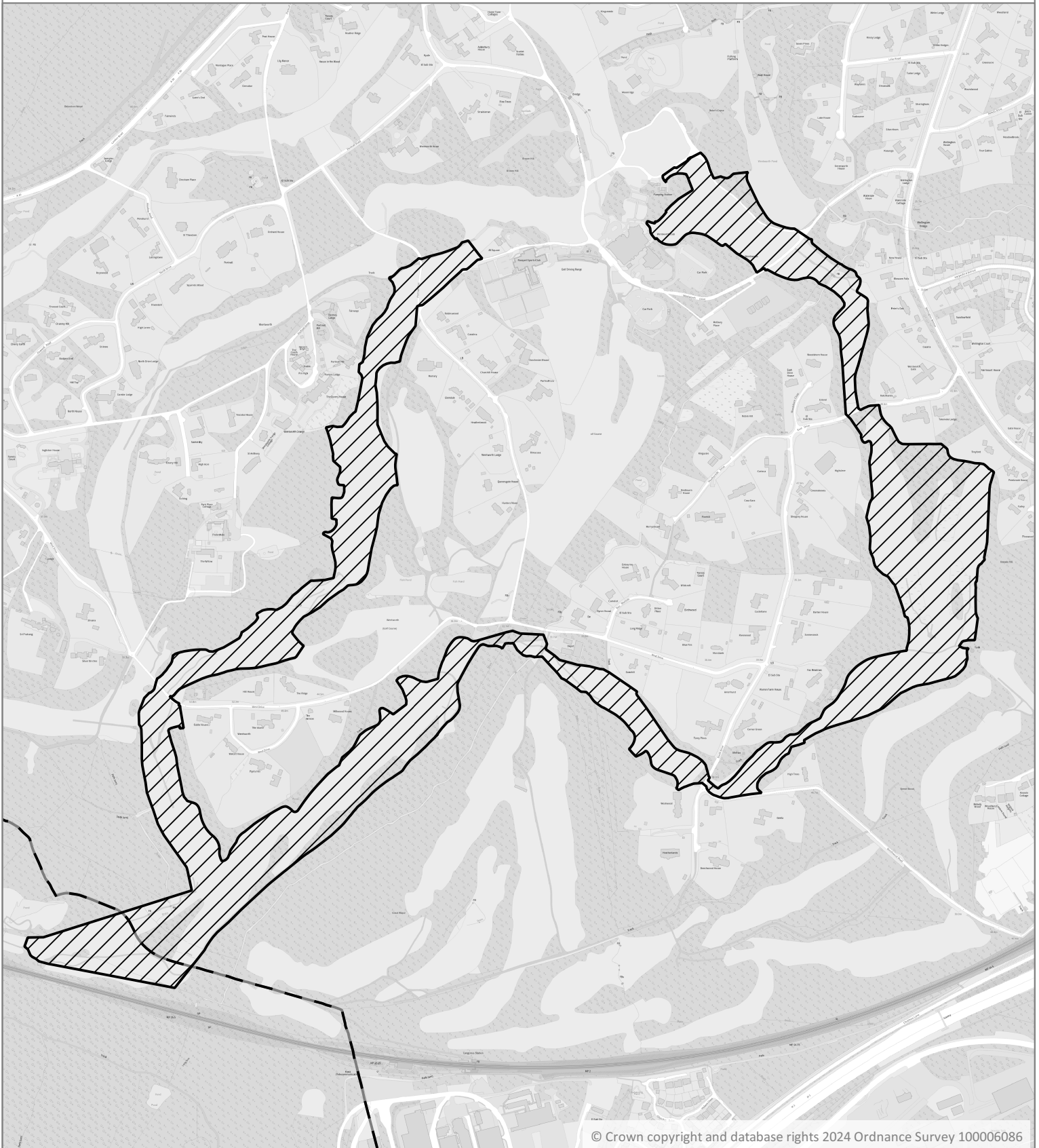


FOR LOCATION PURPOSES ONLY



Date: 13/02/2024

**East Course, Wentworth Golf Club, Wentworth Estate,
Virginia Water, Wentworth Drive GU25 4JZ**



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Scale: 1:10,000

RU.23/1489

0 200 400 m



COMMITTEE AGENDA REFERENCE: 5C

APPLICATION REF:	RU.23/1489
LOCATION	East Course, Wentworth Golf Club, Wentworth Estate, Virginia Water, Wentworth Drive, GU25 4JZ
PROPOSAL	Engineering works to the East Course including; creation of new golf tee positions, bunkers, cart path routes and general land profiling and associated works
TYPE	Full Planning Permission
EXPIRY DATE	07/02/2024
WARD	Virginia Water
CASE OFFICER	Catrin Davies
REASON FOR COMMITTEE DETERMINATION	Major application
<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 HoP:

- | | |
|----|---|
| 1. | To grant planning permission subject to conditions as detailed in section 11 of this report. |
|----|---|

2. DETAILS OF THE SITE AND ITS SURROUNDINGS

2.1 The application relates to part of the Wentworth Golf Club, which is a large private landholding within the general settlement area of Virginia Water. The wider Wentworth Golf Club comprises extensive grounds including; three 18 hole golf courses, one 9 hole course, main clubhouse, supporting facilities, as well as a tennis and health club. The application site comprises defined areas on each of the 18 holes that make up the 'East Course'.

2.2 Site constraints

- Green Belt
- A small section of the northern part of the East Course is within Flood Zone 2
- Site of Nature Conversation Importance
- Biodiversity Opportunity Area

- Site of Special Scientific Interest Buffer Zone

3. APPLICATION DETAILS

3.1 This application seeks planning permission for engineering operations to the East Course. The application site comprises defined areas on each of the 18 holes that make up the 'East Course'. The works proposed on each hole vary in their complexity and scope and consequently the extent of the red line boundary is defined to cover the area of the proposed works. These include:

- Reprofiting of the fairways with refinements to playing levels
- Formation of new golf tee positions and reversion of existing positions to natural habitats
- Excavation of new bunkers
- Rationalisation of existing cart paths and formation of new paths
- Clearance of low lying vegetation to maintain sight lines on field of play
- Re-edging of bunkers and greens to improve playing surface
- Reinstatement of native vegetation to the course

3.2 The works at each hole are as follows:

- Hole 1- New bunker
- Hole 2- New forward tee
- Hole 3- New forward tee, fill in bunker, create of two new bunkers, combine bunkers
- Hole 4- New forward tee
- Hole 5- Removal of cart path and bridge, construction of new cart path, new forward tee, recycling bridge for dutch crossing, resurfacing cart path,
- Hole 6- Removal of cart path, constructing new cart path, constructing of dutch crossing, new forward tee, new bunker, new heather ridge,
- Hole 7- New forward tee
- Hole 8- New forward tee and reshape and extend bunker
- Hole 9- New forward tee
- Hole 10- New forward tee
- Hole 11- New bunker, restoration of bunker, new forward tee
- Hole 12- New tee with extension to existing tee, new cart path
- Hole 13- New forward tee, restoration of bunkers, rebuilding bunkers
- Hole 14- New tee complex, new forward tee, new bunkers, removal of existing tees
- Hole 15- New tee, new forward tee, removal of trees, extension and restoring

bunkers

- Hole 16- New forward tee, new bunkers, new heather beds
- Hole 17- Reinstate old forward tee
- Hole 18- New forward tee and new cart path

4. RELEVANT PLANNING HISTORY

4.1 There is extensive planning history to the wider Golf Club, the most recent being:

Reference	Details
RU.23/1213	The erection of a building for golf performance training and practice with practice game area, landscaping and associated development following demolition of existing building. Grant consent. 3/1/2024
RU.23/1841	Refurbishment works and external alterations to the storm shelter on the 13th hole of the East Course to facilitate operation as an enclosed toilet block alongside associated operations. Pending consideration
RU.23/1842	Replacement of the existing East Course starter hut with a timber framed hut alongside associated landscaping works. Pending consideration
RU.23/1843	Construction of rear extension with alterations to the elevations and associated works. Pending consideration

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 SPDs which might be a material consideration in determination:

- Green and Blue Infrastructure (November 2021)
- Runnymede Design Guide

5.4 This site falls within the designated Virginia Water Neighbourhood Area. However, a

neighbourhood Plan has not been developed yet for this area.

6. CONSULTATIONS CARRIED OUT

Consultees responses

Consultee	Comments
Lead Local Flood Authority	No comment
Surrey Wildlife Trust	No objection subject to condition
RBC Drainage Engineer	No comment
Tree Officer	Request additional information, the tree report originally submitted only referenced the trees at hole 14 the Tree Officer requested further assessments on the entire site. The applicant updated the tree report to reference the wider site.
SCC Archaeology	No objection subject to condition
Virginia Water Neighbourhood Forum	No comment

Representations and comments from interested parties

6.2 Four site notices were displayed around the application site, the application was advertised in the press and on the Council's website. Further to this 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. This must be considered in light of the presumption in favour of sustainable development advocated by the NPPF. The key planning matters are:

- Principle of the development in the Green Belt
- Design consideration including landscaping and trees.
- Ecology and biodiversity
- Energy and sustainability
- Other Considerations

Principle of the development in the Green Belt

- 7.2 The NPPF advises that the construction of new development, within the Green Belt should be considered inappropriate development, which is by definition harmful to the Green Belt and should not be approved except in very special circumstances. Paragraph 154 details certain buildings can be exceptions to this, including the provision of appropriate facilities for outdoor sport. This is subject to the facilities preserving the openness of the Green Belt and not conflicting with the purposes of including land within it. Paragraph 155 sets out further exceptions, including certain engineering operations, however these are also subject to the above assessment concerning openness. Policy EE16 on Outdoor Sport and Recreation in the Green Belt and Policy EE18 relating to engineering operations in the Green Belt of the Runnymede 2030 Local Plan are both consistent with the above national policy.
- 7.3 The existing use of the site is as a golf course the proposed works are intended to improve the facilities at the golf course. The proposed development is considered to be engineering operations. Therefore, in order for the principle of the development to be considered acceptable in the Green Belt it is necessary to consider if the proposals preserve the openness of the Green Belt and do not conflict with the purposes of including land within it.
- 7.4 In terms of impact on openness, the key principle is that it is not simply about volume, visual impact is implicitly part of the concept of openness of the Green Belt. It is also necessary to consider the impact or harm, if any, wrought by the change. In other words, 'openness' is open-textured and many factors are capable of being a material consideration. The proposal will result in alterations to the landscaping of the golfing holes including new tees and bunkers and the constructing of cart paths. Whilst some hard standing will be removed (sections of the cart bath and bridge), and some additional hardstanding is also proposed. Overall, the increase in hardstanding is considered limited. As a whole these are considered to form development/ paraphernalia associated with the use of the site as a Golf Club (which is an appropriate use in the Green Belt). As such the engineering operations are considered to reflect the existing character of the golf course, and open sport/ recreational use of the area. Therefore, both visually and spatially it is considered that the proposal would preserve the openness of the Green Belt.
- 7.5 In terms of the purposes of the Green Belt, the fundamental aim of Green Belt policy is to prevent urban sprawl by keeping land permanently open; the essential characteristics of Green Belts are their openness and their permanence; these are set out in paragraph 138 of the NPPF (2021). Given the sites location and the development proposed it is not considered that the proposal would undermine the purposes of the Green Belt.
- 7.6 In view of the above, the proposal is considered to be appropriate development in the Green Belt and due to the reasons above is considered to preserve the openness of the Green Belt and does not conflict with the purposes of the Green Belt. The proposal complies with the NPPF and policy EE16 and EE18 of the Local Plan.

Design consideration including landscaping and trees

- 7.7 Policy EE1 seeks attractive and resilient places that make a positive contribution to the landscape setting, paying respect to layout, form, and scale. Policy EE1 (Townscape and Landscape Quality), seeks to create high quality and inclusive design which responds to local context. Regard should also be had to the Runnymede Design Guide SPD. The NPPF further strengthens the importance of good design to create 'high quality, beautiful and sustainable buildings, and places' (para. 126, NPPF).

- 7.8 The application site is an existing golf course, the proposal would result in visual improvement in terms of new planting. The proposed scheme is considered to be visually acceptable given the context and existing wider use of the land however it is recognised that the proposal would result in the loss of a modified grasslands and trees.
- 7.9 In terms of landscaping/ trees, a total of 10 trees removed in total 9 category B one category C. The proposal will also result in the replanting of 23 new trees to mitigate the loss. New trees are proposed on the 18th hole this is shown on Map 5 of the Ecological Appraisal submitted in support of the planning application. Full details can be secured by way of recommended conditions to secure suitable mitigation both in terms of quality and quantity of trees.
- 7.10 The proposal has been designed to protect the root protection areas of the retaining trees, the tree protection is for hole 14 only as the trees for hole 15 are to be removed. The Tree protection is considered acceptable and will be conditioned.

Ecology and biodiversity

- 7.11 Policies SD7 and EE9 of the Local Plan sets out that development should protect existing biodiversity and include opportunities to achieve biodiversity net gain. Policy EE11 of the Local Plan further states that the Council will seek development to contribute towards the delivery of a high quality multi-functional Green Infrastructure network by requiring proposals to provide and make enhancements to onsite Green Infrastructure assets. Furthermore Policy EE12 requires the delivery of a high quality multi-functional blue Infrastructure network by expecting Blue Infrastructure assets to be provided, protected, maintained and enhanced to deliver multiple benefits and services for biodiversity, recreation and landscape.
- 7.12 The submission by the applicants includes an Ecology Appraisal and a Biodiversity Net Gain (BNG) metric. This has been updated during the consideration of the planning application following comments made by Surrey Wildlife Trust (in their role as our ecology advisers.)
- 7.13 Proposals include the loss of modified grassland where new sand bunkers are to be created. As well as the loss of trees and heather for the creation of new forward tees. To mitigate the loss the proposal will include new heather planting across the golf course, as well as the enhancement of heather within the Site. New tree planting is also proposed within parts of the site.
- 7.14 Overall, the application has been amended since the initial submission to demonstrate 10% biodiversity net gain was achieved. This includes proposed planting in the form of; dwarf shrub heath, in the form of heather, Scots Pine woodland and Broadleaved woodland which will all be enhanced to a higher category, as well as some tree planting. The enhancement will be through a change in management strategy for the heather, invasive species management and ground flora planting, as well as supplementary planting. In summary, using the DEFRA metric calculator, a total net unit change of 6.62 habitat units or 10.05% biodiversity net gain is proposed as part of this planning application.
- 7.15 The proposed mitigation and enhancements are considered suitable and comply with SD7 and EE9, these will be secured via a condition.

Other Considerations

- 7.16 In terms of flooding considerations, the NPPF and policy EE13 of the Local Plan requires that planning application take full account of flood risk. Whilst a small section of the East

Course is within Flood Zone 2 the majority of the site is within Flood Zone 1. Due to the nature of the proposal it is not considered to increase the risk of flooding else. The Council's drainage officer has no objections to the proposal.

- 7.17 In terms of neighbouring amenity, the application site is an existing golf course. The proposal is not considered to result in a significant intensification of the use therefore would not materially affect the amenity of the occupiers of nearby residential properties.
- 7.18 Due to the site area, the applicant has submitted an Archaeological desk-based assessment. The report concluded that there would be a low potential of the site to contain significant archaeological assets. SCC Archology have responded and raised no objection. The proposal complies with EE7.
- 7.19 The proposed development is for alterations, changes and engineering operations associated with an existing 19 hole golf course, which forms part of a wider complex of Wentworth Golf Club. The proposal is not to increase the number of persons who visit the wider Golf Club and as such is not considered to raise any further issues in terms of highway capacity and/or parking matters.

8. PLANNING OBLIGATIONS/COMMUNITY INFRASTRUCTURE LEVY (CIL)

- 8.1 The proposal is not 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

- 10.2 in summary, the proposal is considered to be appropriate development in the Greenbelt, is visually acceptable, office suitable ecological mitigation and enhancements and is not considered to raise any other issues. The development has been assessed against the following Development Plan policies – EE1, EE9, EE11 EE18 SD4 and SD7 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 HoP be authorised to grant planning permission subject the subject to the following planning conditions:

Recommendation conditions

1. Standard three-year time limit

The development for which planning permission is hereby granted must be commenced no 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. Approved Plan

The development hereby permitted shall not be carried out except in complete accordance with the approved drawings as set out in the submitted Schedule of Plans 6 February 2024. This includes finish floor levels.

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

3. Materials

The development hereby permitted shall be constructed entirely of the materials as stated in the Schedule of Materials February 2024.

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

4. Ecology and biodiversity

The development hereby approved shall be undertaken in accordance Recommendations as set out in the Ecological Appraisal Letters prepared by EPR dated 19th January 2024. Development shall be undertaken in accordance with the approved details for the construction of the development and the mitigation proposed within the above reports shall be undertaken prior to occupation of the development hereby approved.

Reason: To ensure the provision of suitable mitigation for bats in accordance with Policy EE9 of the Runnymede 2030 Local Plan and guidance within the NPPF.

5. Tree protection

The works shall be carried out in accordance with the Arboricultural Impact Assessments, Arboricultural Method Statement and Tree Protection Plan prepared by Merewood dated 23/10/2023 and the Arboricultural Impact

Assessments prepared by Merewood dated 20/12/2023. 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. Landscaping

Notwithstanding the approved plans or any indication given otherwise, prior to any works above ground level full details of hard and soft landscaping scheme (including full details of replacement tree planting as shown on Map 5 of the ecological appraisal) shall be submitted to and approved in writing by the Local Planning Authority. This shall include a schedule of when all works shall take place.

All approved landscaping works shall be retained in accordance with the approved details. If within a period of five years from the date of planting of any tree or shrub shown on the approved landscaping plan, that tree or shrub, or any tree or shrub planted in replacement for it, is removed, uprooted or destroyed or dies, or becomes seriously damaged or defective, another tree or shrub of the same species and size as that originally planted shall be planted in the immediate vicinity, unless the Local Planning Authority gives its prior written permission to any variation.

Reason: To ensure the development is adequately landscaped and to comply with Policy EE9, EE11 and EE12 of the Runnymede 2030 Local Plan and guidance within the NPPF.

7. Landscape Environmental Management Plan

Prior to any works above ground level a Landscape Environmental Management Plan shall be submitted to and approved in writing by the Local Planning Authority. The management plan needs to secure the retention and enhancement of habitats within the Site and selected elements within the wider site, by the creation of new habitats within the blue line, and the ongoing positive nature conservation management of all new and retained/enhanced habitats. These shall include measures aligned with the biodiversity net gain strategy set out in Ecological Appraisal Letters prepared by EPR dated 19th January 2024. This Plan shall

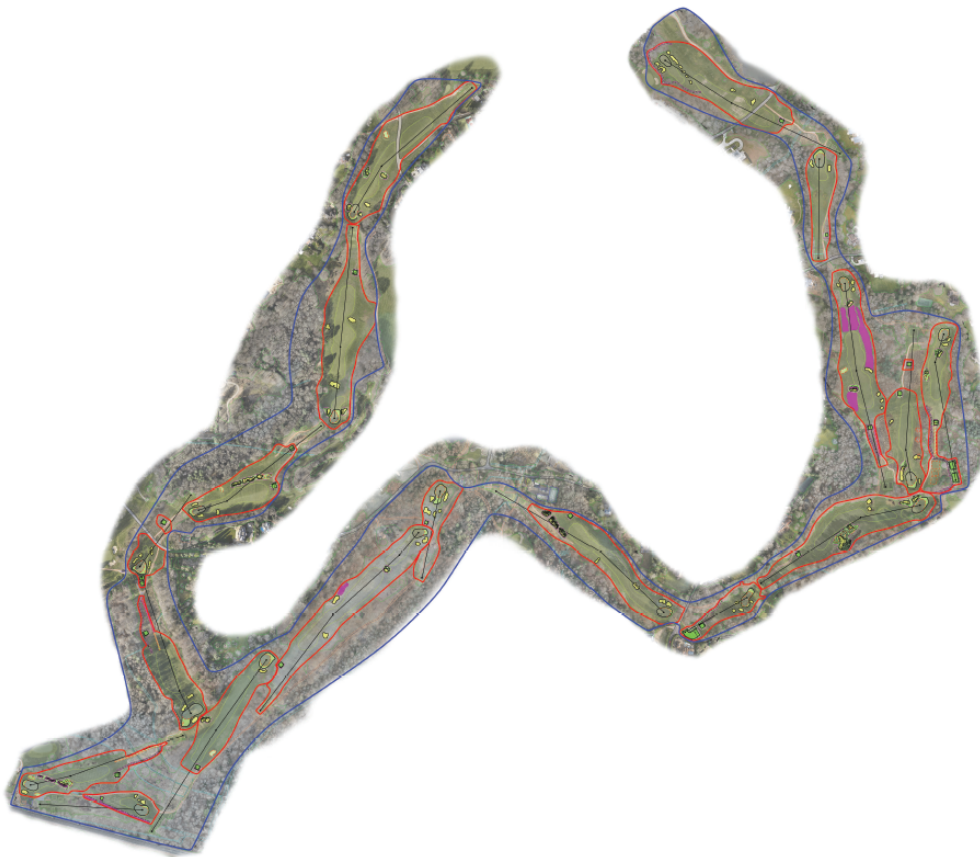
accord with the schedule associated with condition 6 (Landscaping).

Reason: In the interest of protecting potential ecological value and species in the site as required by Policies EE9, EE11 and EE12 of the Runnymede 2030 Local Plan and guidance within the NPPF.

Site Location Plan

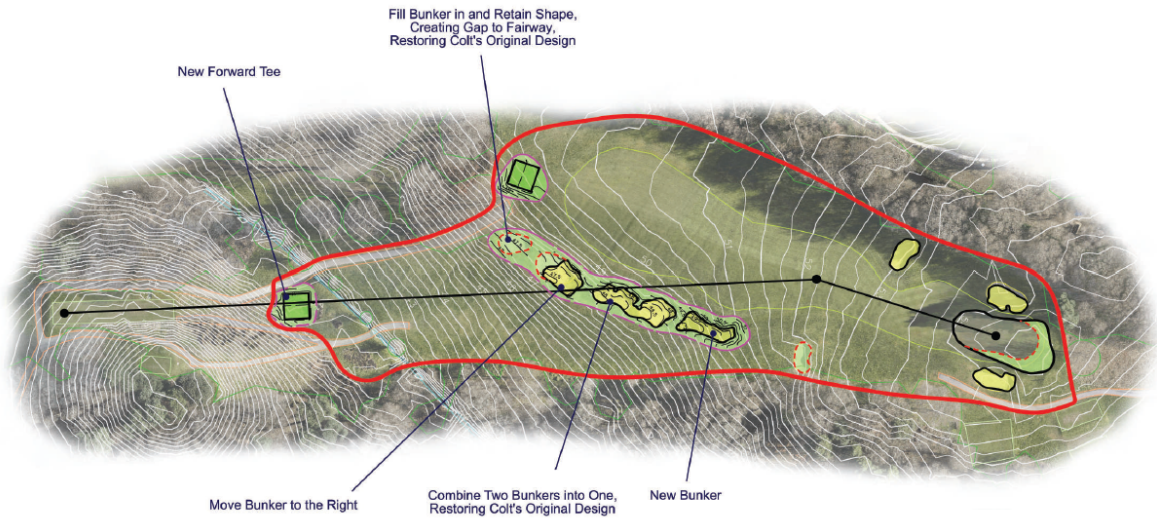


Site plan illustrating each hole

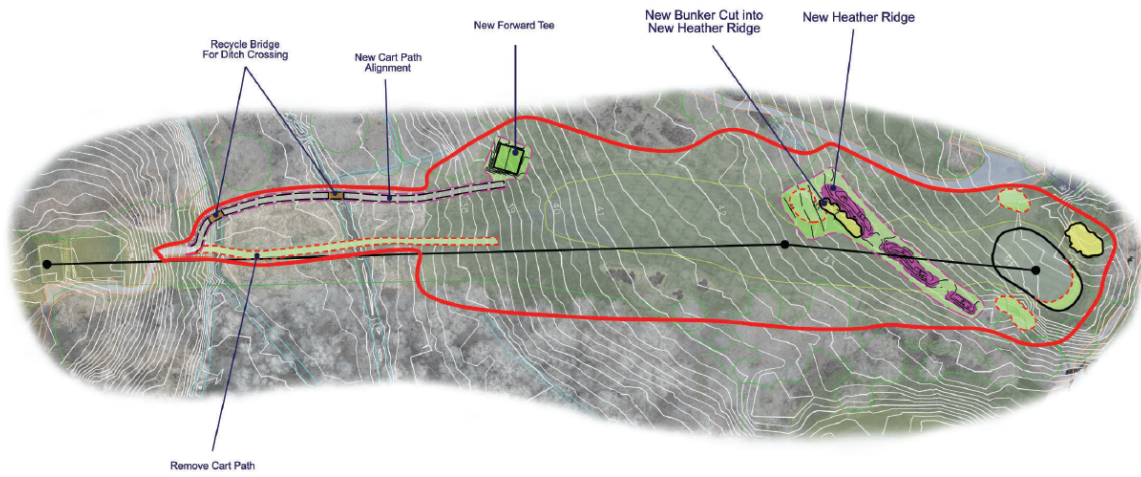


Plan of Hole 3

5



Plan of Hole 6



BNG-Post development



MAP 5 BNG Post-Development


KEY

- Site survey area
- Planning application boundary
- Built environment ruderal/ ephemeral
- Heather planting
- g3c - other neutral grassland
- g4 - modified grassland
- h1 - lowland heathland
- u1b - developed land, sealed surface
- u1c - artificial unvegetated unsealed surface (bunkers)
- w1 - broadleaved woodland
- w2 - Scot Pine woodland
- Offsite habitats
- Wet ditch
- Trees
- Newly planted trees

SCALE: 17,000 of A3

0 100 200 300 400 500 Metres

N



CLIENT: Reignwood Investments UK Ltd
 PROJECT: Wentworth East Golf Course
 DATE: 19 January 2024

P2326

Report title	Amendments to the Council’s adopted Statement of Community Involvement – Post-Consultation
Report author	Paul Wade, Planning Policy Officer
Department	Planning Policy
Exempt?	No

Purpose of report:

- **To RESOLVE**

Synopsis of report:

Members will be aware that proposals were brought to Planning Committee on the 20th December 2023, and were unanimously supported by the committee subject to public consultation.

The purpose of this report is to inform members of the responses received to the consultation regarding amendments to the Statement of Community Involvement.

These proposals amend the digital format of representations which it will accept in response to planning consultations from email to standardised web form as this may significantly reduce the risk of breaches of the General Data Protection Regulation (GDPR) legislation occurring, with regards to the accidental publication of personal data.

Following discussion on this topic the committee authorised the Planning Policy Team to undertake a consultation on a limited number of changes to the Council’s adopted Statement of Community Involvement. This consultation ran between the Wednesday 3rd January and Wednesday 14th February 2024. This period has now concluded and the responses received from the consultation are being brought before the committee.

Recommendation(s):

That the Planning Committee AGREES that:

The amendments to the Statement of Community Involvement contained in Appendix 1 which were subject to Public Consultation between 3rd January and 14th February 2024 are adopted.

1. Context and background of report

1.1 Section 18 of the Planning and Compulsory Purchase Act 2004 requires each Local Authority to prepare a Statement of Community Involvement (SCI). The SCI is a document that explains the process by which a Local Authority involves the community and other stakeholders in the key processes that affect the spatial development of an

area: including during the formulation of Local Development Documents and as part of the consideration of planning applications / enforcement processes.

- 1.2 Members will recall that at Planning Committee on [Wednesday 20th December 2023](#) an amendment to the SCI. This involved modifying the means of collecting comments on planning applications to improve data security. This was approved for public consultation by the committee.

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

- 2.1 As this consultation was limited to a limited number of modifications an extract of the adopted SCI was published showing the proposed changes (these can be viewed in full in Appendix 1). These included the addition of three means of consultation in paragraph 1.29, a new paragraph added numbered 1.34 including details of the new approach regarding the webform and a redrafting of paragraph 4.15.
- 2.2 The rationale for amending the SCI was set out in the report to Planning Committee on Wednesday 20th December. This essentially amounted to adopting measures to prevent GDPR breaches and changing the means of submitting comments on Planning Applications. This was unanimously supported by the committee. The proposed modifications were subject to consultation which took place between Wednesday 3rd January and Wednesday 14th February 2024. This item has been brought back to committee following the conclusion of the consultation period.
- 2.3 This consultation was circulated to all those signed up to the Planning Policy mailing list, copies of the documents were distributed to the libraries within the Borough, placed in the lobby of the Civic Centre and the consultation was posted on the Council's website.
- 2.4 At the conclusion of the consultation of the consultation eight representations were received, a detailed breakdown of these can be viewed in full in Appendix 2. A summary of the main issues has been included below:
 - Retention of the ability to email relevant comments rather use a web form would be preferable to statutory consultees;
 - Email should be the primary means of communicating consultations with postal letters used as a supplementary measure;
 - The form should not restrict users providing comprehensive representations and should allow for attachments;
 - The acceptance of postal representations is commended as it is an inclusive measure;
 - Any webform used should be suitable for those with visual impairments. This may include Alt Text or Screen readers.
- 2.5 It is not considered that significant material matters arise in these comments and no formal alterations to the amendments consulted on are proposed. With regards Statutory consultees discretion will remain with the Planning Management Team, as it does now, as to whether to accept email responses from statutory consultees. A generous allowance will be made for the attachment submitted. The feedback will be provided to the IT team with regards the construction of the webform to ensure best endeavours that the form does not disadvantage those with visual impairments, if problems arose the Council's Planning Management Team have the discretion to make alternative arrangements to assist disadvantaged users.

3. Policy framework implications

- 3.1 Every Local Planning Authority is currently required to prepare an SCI in line with the provisions contained in the Planning and Compulsory Purchase Act 2004. This is required to be updated every five years in accordance with Regulation 10A of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) . As our current SCI was adopted in 2021 our document is considered up to date.
- 3.2 This document sets the terms of not just how we consult our stakeholders but also how they can engage with us on planning matters. As we are proposing to amend this document a period of public consultation was undertaken. This process has now concluded.

4 Resource implications/Value for Money

- 4.1 Any costs associated with the amendment of the SCI itself, and any subsequent changes to the Council's processes will be met within the existing annual budgets allocated to the different teams within the Planning Department, and within existing resource.

5. Legal implications

- 5.1 The Information Commissioner's Office (ICO) upholds information rights in the public interest. They have various powers to take action for a breach of the GDPR or the Data Protection Act 2018.
- 5.2 Tools at the ICO's disposal include assessment notices, warnings, reprimands, enforcement notices and penalty notices (administrative fines). For serious breaches of the data protection principles, they have the power to issue fines of up to £17.5 million or 4% of an organisation's annual worldwide turnover, whichever is higher.
- 5.3 There are other associated risks with sensitive information being disclosed such as reputational damage to the Council and harm to the individual.

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 relevant and persons who do not share those characteristics;

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

- 6.2 An Equalities screening has been carried out in support of this report. This screening has assessed that there are unlikely to be any potential negative impacts on any protected characteristics if the proposed amendments to the SCI are adopted. Instead it is anticipated that there would be positive impacts for all parts of the community as a result of the decreased likelihood of a data breach occurring which

could release sensitive personal information, potentially related to protected characteristics into the public domain. Allowing stakeholders to still respond to planning consultations by postal letter will continue to ensure that those who are unable to respond digitally, which could include older people, are not excluded from the planning process.

7. Environmental/Sustainability/Biodiversity implications

- 7.1 No environmental /sustainability/biodiversity implications are anticipated by the proposed amendments to the SCI given that the amendments only seek to amend the format of digital communication which the Council will accept for planning consultations.

8. Risk Implications

- 8.1 The changes proposed to the SCI as shown in Appendix 1 are designed to limit risks associated with sensitive information being accidentally disclosed due to human error. Such disclosures can cause reputational damage to the Council, as well as harm to the individual whose information has been disclosed. Only allowing representations to be submitted through an online webform as proposed through this report is expected to minimise these risks.

9. Other implications

- 9.1 None identified.

10. Timetable for Implementation

- 10.1 If the committee were minded to adopt the replacement text then no further public consultation would be required. The steps to introduce the webform would be taken at the Head of Planning's discretion with regards timing bearing in mind service and Digital Services department capacity and operational considerations.

11. Conclusions

- 11.1 The committee is recommended to adopt the amendments to the Statement of Community Involvement contained in Appendix 1, which were subject to Public Consultation between 3rd January and 14th February 2024.

12. Background papers

[Planning Committee Wednesday 20th December 2023](#)

13. Appendices

- Appendix 1 – Proposed Changes to the SCI
- Appendix 2 – Summary of representations

Appendix 1

Relevant extracts from the adopted 2021 Statement of Community Involvement (SCI)

Please note that in the extracts below, proposed new text is shown **bold and underlined**. Text for deletion is shown ~~struck through~~.

How will the Council consult? (extract taken from pages 11-13 of the adopted Statement of Community Involvement)

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

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

1.30 For the duration of any COVID-19 lockdown measures, at times it may be necessary to tailor the consultation methods from what is normally expected to maximise engagement during the development of planning policy documents, whilst recognising the restrictions placed on the Local Authority and local communities by the Government's lockdown measures. These methods are likely to be limited to one or more of the following: sending letters, placing local adverts, placing information in local Council owned noticeboards, using digital consultations, use of video conferencing, use of social media, providing documents for inspection on the Council's website and providing hard copies of documents on request to those who do not have ready access to the internet.

1.31 The Council will also work to ensure that people are kept informed throughout the document production process. The Council reviews and summarises the key points raised at each stage of consultation during the preparation of all planning policy documents and confirms where changes are to be made in response to consultation feedback. Whilst individuals will not receive individual responses to their comments, they can review the summary of comments received and the Council's responses on the Council's Planning Policy webpages. <https://www.runnymede.gov.uk/planning-policy>

1.32 Consultation events, where utilised, will be arranged with advance notice and held in accessible venues and, where appropriate, at a range of times.

1.33 The Council will continue to utilise social media, especially through Facebook to publicise planning policy consultations and notifications to local residents' groups, interest groups and local amenity groups, as well as to other local people and interested parties. The Council will also continue to use Twitter to share information relating to planning policy updates and consultations.

1.34 Anyone who wishes to respond to a planning policy consultation will need to make their comments in writing direct to the Council through the Planning Representations Comments Form which can be accessed on the Council's website. This form provides the facility to attach further supporting documentation. We will also accept comments made by postal letter.

~~1.34~~ **1.35** In regards to planning applications, the Council is unable to respond individually to all questions and comments made, however, all the comments that are submitted on a planning application are taken into account by the planning officer in their assessment of the proposal within their case report. Reference should be made to Section 4 on Development Management for further information.

The application stage (extract taken from pages 32 and 33 of the Council's adopted Statement of Community Involvement)

4.9 Certain types of development or works require permission from the Council before works can commence. It is at this point when the majority of residents first become involved in the planning system, especially if they consider that the proposed development affects them directly.

4.10 Opportunities for formal community involvement occur when applications are lodged, regardless of any pre application process that has occurred. These may be planning applications and other applications types such as listed building applications or tree works applications.

4.11 There are also statutory consultees that need to be notified on specific planning applications before a decision is made. Consultation depends on the application type and location of the proposed development.

4.12 The consideration of these applications follows a regulatory process, and regulations require certain types of consultation to take place; and certain bodies to be consulted. Whether formally consulted or not, anyone can submit comments on an application and all comments from statutory consultees, neighbours and other interested parties are published on the website. Information on how to comment on a planning application can be found on the Council's website.

4.13 The requirements for advertising and notification on planning applications are set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended). As well as meeting these statutory requirements, the Council has well-established processes for publicising planning applications. These include:

- Letters to residents/businesses/properties immediately adjacent to the red line of the application site for most types of applications
- Letters to statutory organisations and interest groups
- Site notices (under certain circumstances)
- Newspaper adverts, where required
- Providing planning alerts via sign up on the Council website
- Access to the councils online planning register/website
- The interactive map on the Council's website.

4.14 In circumstances outside its control or in an emergency the Council may need to amend its standard consultation processes, however any consultation will still meet the minimum requirements set out in Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended).

4.15 Applications, including all of their supporting information, are made available on the Council's website. Comments **and supporting information** can be **submitted** made in writing direct to the Council through the **Planning Representations Comments Form which can be accessed on the Council's website** ~~online consultation option or via e-mail.~~ We will also accept comments made **by postal** in letter ~~format.~~

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

<https://www.planningportal.co.uk/planning/planning-applications/consent-types/introduction>

Appendix 2 – Summary of Representations received during Statement of Community Involvement [SCI] consultation and the Council’s Response

Representor	Summary of Representation	Council’s Response	Amend SCI?
Transport for London [TfL]	As a statutory consultee that is listed as a prescribed body under the Duty to Cooperate, we have concerns about the move towards requiring a standardised web form response for planning policy consultations and major planning applications. This often requires additional information to be entered repeatedly that may not be relevant for a statutory consultee. Use of a standardised web form also makes internal review and sign off and record keeping within the organisation more difficult because draft responses cannot easily be shared internally. We therefore request that the option of an emailed response is retained, at least for statutory consultees who are bound by the Duty to Cooperate.	The Council understands the position taken by the respondent. It will be at the discretion of the Planning Management Team to decide whether or not to accept email responses from certain statutory consultees for operational reasons.	No
Thorpe Ward Resident’s Association	Runnymede could adopt list of approved email addresses from organisations that are likely to comment on Planning application, i.e. Resident’s Associations. Any email from these addresses then would not need personal information entered and therefore would be able to go straight to the Boroughs Planning web site.	The Council will require respondents to utilise the webform wherever possible. There will be an option for uploading an attachment which will mean that organisations like Residents Associations could use a standardised form to return comments. A ‘Whitelist’ is unlikely to be established.	No
National Highways	In relation to paragraph 1.29 the proposal to send letters to Statutory Consultees should be used as a supplemental measure. The primary means of utilising email is both sufficient and efficient. In relation to paragraphs 1.34 and 4.15 there would be a preference to retain the means of submitting their comments by email as this is considered to be more efficient to the organisation.	The Council understands the position taken by the respondent. It will be at the discretion of the Planning Management Team to decide whether or not to accept email responses from certain statutory consultees for operational reasons.	No
Private Individual	The retention of the ability to submit comments via the postal system is essential as removing this would	The planning team agree with this assertion which is why the decision to retain postal submissions was made.	No

	<p>exclude those who have limited ability to use computers, the internet and word processing.</p> <p>The forms should not be limiting in a way that it prohibits users from submitting comprehensive representations. In addition to this the form should be set so pre-drafted comments can be copied into the form effectively.</p> <p>The form should also allow the user to attachments (e.g. maps and images) with their representations.</p>	<p>Noted. A generous file size limit will be put in place to allow comprehensive representations to be made.</p> <p>These, on the whole, should be imbedded in the attached documents.</p>	No
Private Individual	<p>It is pleasing to note that it takes account of digitally excluded residents. Too often central and local government activities are aimed at those citizens that are 'digital natives'. To be all inclusive activities must allow for participation beyond social media and 'the web'.</p>	Noted.	No
Cllr Sam Jenkins	<p>Revised mechanisms should be suitable for those with protected characteristics and the Equalities Act. The webform should consider screenreaders and/or Alt Text.</p>	<p>The planning team will work with web services to ensure that the webform is suitable for all users.</p> <p>In exceptional circumstances where a resident has significant issues the planning management team have the discretion to utilise alternative methods.</p>	No
Elmbridge Borough Council	No Comments	Noted.	No
Private Individual	<p>The webform should allow for the consideration of large files to be attached. This may need to be done separately.</p> <p>Enable an auto-reply or read receipt as confirmation comments have been received.</p>	<p>Noted. A generous maximum file size will be permitted.</p> <p>Noted.</p>	No

Report title	Service Plan Planning, Economy and Built Environment
Report author	Ashley Smith, Corporate Head of Planning, Economy and Built Environment
Department	Planning, Economy and Built Environment
Exempt?	No
Exemption type	Not applicable
Reasons for exemption	Not applicable

Purpose of report:

- To resolve

Synopsis of report:

This report provides details of the Planning, Economy and Built Environment Service Area Plan to be delivered during 2024/25 for approval.

The full proposed Service Area Plan is appended (Appendix A).

Items identified as requiring budget growth have been included in the Council’s approved budget for 2024/25. Capital provision will require a further report to Committee to release the funds during the year as per the Financial Regulations.

Recommendation(s):

- i) Members approve the 2024/25 Service Area Plan for the Planning, Economy and Built Environment Service

1 Context and background of report

- 1.1 Service Area Plans (SAP) are an essential element in achieving delivery of the Council’s Corporate Business Plan 2023-26 (CBP) and five related Corporate Strategies – Organisational Development, Empowering Communities, Climate Change, Economic Development and Health and Wellbeing.
- 1.2 The CBP describes the key priorities for the Council to deliver over the period of the plan. Annual SAP identify how the CBP will be achieved and is action-orientated, identifying resources required to deliver priorities and sets out where increasingly limited resources will be focused for the following financial year.
- 1.3 The annual business planning cycle for 2024/25 commenced with each Corporate Head of Service submitting any planned activity for the next Financial Year which requires revenue or capital growth for review.

- 1.4 Growth bids and associated business cases were taken to Corporate Management Committee as part of the MTFs report in December 2023. Subsequently these have been presented as part of the budget for 24/25 at Corporate Management Committee in January 2024 and Full Council in February 2024. Therefore revenue growth presented in the report has been agreed as part of budget setting process. Capital growth requests approved as part of budget setting will be provisional in the budget for 24/25. Committee approval will be required to drawdown on provisional capital funds prior to a capital scheme proceeding.
- 1.5 When the CBP was set, a total of 194 actions and activities were identified from the associated 5 corporate strategies. Of these, SAPs for 2023/24 included 128 for delivery during the year. A further 33 CBP activities are identified for delivery in 24/25 across all service areas. The remaining 33 CBP activities are therefore a source of planned activities to be selected for delivery in 25/26.
- 1.6 Service Area Plans also include service-specific planned activity that does not require growth and may not be an activity identified as part of the CBP. For example, where legislation or the regulatory framework has been revised, in which the service operates and needs to be compliant with.
- 1.7 Activities that are required to be delivered as part of the Council's Savings Programme are also included in relevant Service Area Plans.
- 1.8 Service Area Plans also include a Mission Statement to document a narrative of the service area's current position and its direction of travel over the period of the Corporate Business Plan, and a summary of each of the teams that form the service area and the core tasks they deliver.
- 1.9 To ensure a 'golden thread' between Service Area Plans and team and individual plans, Corporate Heads of Service will use the planned activity to set team and individual objectives for 24/25.
- 1.10 Progress against delivery of activities detailed in Service Area Plans forms part of Corporate Performance reporting facilitated by the Project Management Office. Progress of delivery of activities is monitored through Quarterly review meetings with Corporate Heads of Service and subject to regular reporting.
- 1.11 Service Area Plans go to their relevant service committee for approval prior to final approval sought from Corporate Management Committee in March 2024 approving the Corporate Action Plan (which is an amalgamation of all the plans for the year).

2 Policy framework implications

- 2.1 This Plan supports the delivery of the Corporate Business Plan.
- 2.2 Specifically, those actions arising from Corporate Strategies that will be addressed in delivering the Service Plan can be seen in the Planned Activity dashboard in Appendix 1 in the table list titled Corporate Business Plan activities.

3 Resource implications

- 3.1 To support delivery of the climate change aspirations of the Climate Change Strategy, £100,000 revenue growth has been provided to supplement the Council's climate

change response. This will be used to support the delivery of initiatives as appropriate during the financial year, in consultation with Members.

- 3.2 This has been incorporated into the Medium Term Financial Strategy (MTFS) and the Council's budget for 2024/25.

4 Legal implications

- 4.1 No direct legal implications identified as a result of this report.
- 4.2 Where there are contractual or other legal implications linked to any of the proposed areas of work, full consideration of these, working with colleagues in Law and Governance, will be undertaken.

5 Equality implications

- 5.1 No direct equality implications identified as a result of this report.
- 5.2 Equality Impact Assessments will be conducted for relevant activities and projects being delivered as part of this plan. This will ensure that any equality implications are identified and addressed before new initiatives are introduced.

6 Environmental/Sustainability/Biodiversity implications

- 6.1 No direct environmental/ sustainability/ biodiversity negative implications arising as a result of this report.
- 6.2 For all planned activity, consideration will be given to environmental, sustainability and biodiversity implications, in support of the Council's commitment to climate change and its Climate Change Strategy. Planned activity from across the organisation that supports climate change will be reported to Members regularly during the year.
- 6.3 The service area specifically focuses on improvement to the environment either through planning regulation, building control regulations or via the work of the climate change team.

7 Risk implications

- 7.1 The Service Risk Register has been reviewed for factors that may impact service delivery in 24/25. Risks have been identified, categorised and scored and any risks that score above the Risk Threshold as set out in the Risk Management Framework are reviewed by CLT to be included in the Corporate Risk Register. Planned activity in service area plans may include actions required to mitigate these risks.
- 7.2 Without approved annual Service Area Plans, there is a risk that is a lack of clarity and prioritisation of activity and resources to enable delivery of the CBP.

8 Conclusions

- 8.1 The Service Area Plan presented supports the delivery of the Council's CBP and associated corporate strategies.
- 8.2 The SAP sets out the Council's ambition in delivering more, different and better as an organisation, an aspiration supported by Members and Officers alike.

8.3 However, it is important to note that these ambitions will have to be considered against the financial position of the authority.

Appendix A

Runnymede Borough Council

Service Area Plan 24/25

Planning, Economy & Built Environment

FINAL FOR COMMITTEE APPROVAL

Approvals

Approved by CLT:

Approved by Service/ Corporate Management Cttee:

Dec 13th 2023

DATE

Service Area Plan for Financial Year 2024/25

Service Area: Planning, Economy & Built Environment

Corporate Head of Service: Ashley Smith

Supported by: Georgina Pacey, Victoria Gibson, Samantha Hallam, Paul Hadfield

Version: DRAFT

Mission statement

The Planning, Economy and Built Environment Service Area was formed during the 2023/24 financial year following a merger of the Development Management and Building Control Service Area with the Planning Policy and Economic Development Service Area. The enlarged Service Area now also incorporates the Climate Change Team which has been relocated from the Chief Executive's Office.

The Council's Development Management and Building Control services are currently performing to a high level. This is demonstrated by a high level of performance against national and local targets, strong appeal performance and low level of customer complaints.

Both services have delivered a number of key projects in recent years including process updates, system roll outs and service restructures. In 2024/25 it is intended to build upon this work and deliver service objectives and statutory services from these strong foundations that have been laid in recent years.

For Development Management, the service remains in a key delivery phase; working positively with applicants and stakeholders alike as major applications are brought forward for a number of the allocated sites in the Local Plan. Alongside this, the team continues to determine a high volume of other planning applications across the Borough, as well as deliver a high-quality pre-application service.

This delivery is focused on quality, with the service looking to deliver good infrastructure rich communities where people wish to live and visit as well as good conditions for businesses to deliver and thrive. The service will look to maintain its high level of service and performance even with the continued increase in complex work expected over the coming years. The structure of teams and allocation of resource is regularly reviewed to help meet these challenges and improve the resilience of the service. Following enhancement of the Planning

Enforcement team in previous years the team is currently fully staffed and has made significant progress in decreasing cases on hand and issuing notices.

In relation to the Planning Policy Team, over the last year work on the Local Plan review has largely been paused due to uncertainty regarding future planning reforms associated with the Levelling Up agenda. The decision was made in June 2023 by the Planning Committee to wait for the new national plan making system to come into force in late 2024 before substantive work continues. Whilst work has continued to update parts of the Local Plan evidence base, this pause has allowed planning policy resource to be used to support the Council's climate change response with Planning Policy officers leading on the production of several key strategies. The team has also continued to work with partners to progress strategic projects including the delivery of the A320 improvements and stage 2 (feasibility design/development) of the Runnymede Local Cycling and Walking Infrastructure Plan (LCWIP). Once the reformed Plan Making system is introduced by Government, the Planning Policy team is committed to producing an updated Local Plan for the Borough, in consultation with local stakeholders, and which ensures the continued delivery of high-quality development proposals in the Borough.

Having entered in to shared management arrangements with Surrey Heath in 2022, the Building Control service has continued to deliver a high quality service to its customers and is looking to potentially progress into a full partnership in the 2024/25 financial year. One area of growth was requested in 2023/24 to help facilitate the delivery of such a shared service and meet any resultant set up costs. A full partnership is likely to significantly improve the resilience of the service in both Boroughs, increase market share and provide economies of scale.

The Economic Development Team, commenced delivery of the Economic Development Strategy (including sourcing funding for the Runnymede Youth Hub and capacity building in the Borough's three town centres), signed an MOU with Government over delivery of the Shared Prosperity Fund Investment Plan, and has worked towards delivery of the shared prosperity projects.

Numbers of staff have increased in the Climate Change Team during the 2023/24 financial year in the form of a full time graduate post (2 year contract) which was funded by the re-use of an existing permanent post. Additional temporary support from the Planning Policy and Recycling teams is also currently boosting the Council's Climate Change response. This enabled significant inroads to be made into the Council's climate change response during the 2023/24 financial year, particularly in relation to strategy development. The team is committed to continuing to drive forward the Council's climate change response, working collaboratively with Service Areas and local communities to achieve vital reductions in carbon emissions to enable achievement of the Council and Borough wide net zero targets.

Key priorities of the Service Area over the 2024/25 financial year will be as follows:

Development Management team

- To deliver a high level of planning applications and appeals performance, determining applications in a timely and professional way.
- To seek to deliver an effective planning enforcement service and make progress on a wide range of cases.
- To participate as LPA on behalf of Runnymede's residents and businesses in existing and future National Strategic Infrastructure Projects, including the River Thames Scheme.

- To have due regard to new material planning considerations in decision-making such as a revised NPPF, Biodiversity net gain rules, or similar local or national changes.

Planning Policy Team

- To fulfil the Council's statutory duties with respect to the development of planning policy to guide decision making within the Borough, in particular:
 - Publication of a new Local Plan timetable to guide the review of the Runnymede 2030 Local Plan¹;
 - Proceed with the review of the 2030 Local Plan under the new Plan Making arrangements that the Government proposes to introduce from late 2024, in line with the Council's agreed timetable²;
 - Continuing work to produce a Design Code for the Borough, compliant with the National Model Design Code;
 - Refresh of the Local Plan evidence base, as appropriate;
 - Publication of the Annual Monitoring Report and other required reporting which is necessary to support the Planning Policy function;
 - Provision of support to Neighbourhood Fora on delivery of Neighbourhood Plans;
 - Working collaboratively with the Council's Biodiversity Officer and Development Management Team to ensure preparedness to implement new legislation, for example associated with the Levelling Up and Regeneration Act and Environment Act (relating to Biodiversity Net Gain in particular);
 - Continuing to produce the Thorpe Conservation Area appraisal;
 - To support the functions of the Climate Change Team where capacity allows.
- To work with partners to support delivery of improvements to transport infrastructure in the Borough, in particular through the delivery of the A320 works, and working collaboratively with Surrey County Council to complete stage 2 of the Runnymede Local Cycling and Walking Infrastructure Plan, and to support the Egham Hythe Local Streets Improvements project.
- To participate in the Heathrow Strategic Planning Group, and other strategic planning initiatives where appropriate.

Building Control Team

- To continue to deliver the statutory and non-statutory elements of the building control service.
- To continue to investigate the potential for a shared service with an adjacent authority.

^{1 2} this is dependent on the new Plan Making arrangements coming into force in late 2024 in line with current Government commitments, and the window that Plan Making can be commenced in Runnymede (which will be dictated by the Government) falling within the 2024/25 financial year.

- Adjust to and implement the new requirements brought forward under the Building Safety Act 2022

Economic Development Team

- To deliver on the six priority areas identified in the Economic Development Strategy, including the outcomes in the Shared Prosperity Fund Investment Plan.
- To progress a review of the Runnymede Economic Assessment.
- To participate in the EZ3 Programme Steering Group with the EM3 LEP, Surrey County Council and other partners to support the successful delivery of the Enterprise Zone at Longcross.

Climate Change Team

- To work with other Service Areas and external partners to deliver the commitments within the 2024/25 Climate Change Delivery Plan and 2024/25 Climate Change Communications Plan. This will support the Council's ongoing commitment to use its reasonable endeavours to meet the Council's target of net zero operational emissions by 2030, and to use its sphere of influence to support the Borough and its communities to achieve the 2050 national net zero target.
- Publication of the 2023/24 carbon emissions report and other required reporting which is necessary to support the Climate Change function.
- By the end of the 2024/25 financial year, the Climate Change Team will produce a robust Communications Plan and a Climate Change Delivery Plan for the 2025/26 financial year in consultation with the Climate Change Working Party and have secured adoption through the relevant committee(s).
- There will be new Business as Usual activity to be accommodated by the team following on from the adoption of the Council's Electric Vehicle Strategy in December 2023. This will relate to leading on implementing the following actions from the Strategy:
 - Action Five: Investigate opportunities with partners, in the private sector, to provide additional charge points.
 - Action Six: To look at opportunities to incentivise and promote the use of e bikes within the borough.
 - Action seven: Raise awareness of the location of charging points in the Borough as well as the benefits of EV ownership, such as reduced environmental impacts and improved air quality.
- To support delivery of the climate change aspirations of the Climate Change Strategy, £100,000 revenue growth has been provided to supplement the Council's climate change response. This will be used to support the delivery of initiatives as appropriate during the financial year, in consultation with Members.
- To play a lead role in the delivery of EV charging infrastructure across the Council's estate.

Key challenges/opportunities and drivers for change including:

- Potential legislative changes are on the horizon. In planning, changes to the National Planning Policy Framework, the Levelling Up and Regeneration Act, and new responsibilities from the Environment Act 2021 have the potential to impact upon the service. Similarly, the new obligations set out in Building Safety Act 2022 are likely to be rolled out in this plan period. The Service Area is however considered to be in a good position to plan for and react to changes as they arise;
- To adopt and respond to increasing requirements to digitalise the Planning System, including future digitalisation and communication of Local Plans;
- To overcome increasing budget constraints, in particular capital funds to deliver infrastructure and urban realm improvements as well as climate change mitigation and adaptation measures by successfully sourcing the most effective grant funding opportunities to aid project delivery;
- Ensuring projects are evidence base driven by the effective use and interrogation of data and utilisation of new technology where appropriate to monitor change;
- Achieving local community buy-in to enable effective project delivery; and
- The need for increasing and effective joint working with other Service Areas and external shareholders, including further cooperation between the five boroughs in NW Surrey on economic development initiatives.

Service Information

Service Area:

Planning, Economy & Built Environment

Service Area 1: Development Management

Service Area 2: Building Control

Service Area 3: Planning Policy Service

Service Area 4: Climate Change

Service Area 5: Economic Development

Description of Service (1) Development Management

Main Purpose: The management of development and the delivery of new homes, through the encouragement and assessment of applications under the Town and Country Planning Act

1990 as amended, to deliver the housing and economic growth specified in the adopted Runnymede 2030 Local Plan including the Longcross Garden Village; the use of enforcement powers under that Act to control harmful and unauthorised development, and the protection of trees that are protected under that Act, and the administration and monitoring of contributions received under that Act.

Development Management decisions are made against the development plan for Runnymede which is the recently adopted Runnymede 2030 Local Plan; Development Management decisions are to increase housing supply by 7629 net additional dwellings 2015-2030 as well as provide significant employment floor space and other opportunities.

The key functions within the Development Management Team are:

- The provision of planning advice to customers (both external and internal) including pre-application advice.
- The processing and determination of applications for planning permission and associated consents.
- The investigation of breaches of planning control and exercise of the Council's planning enforcement functions.
- The administration and collection of developer contributions and obligations under s106 agreements, the supporting of CMC in accordance with Developer Contribution governance arrangements for the spending of infrastructure moneys.
- The protection of trees which contribute to the quality of the environment and the protection of heritage assets which contribute to the historic environment and provision of advice to residents, and processing associated consents.
- The defence of Council decisions in these areas in appeal and court, as may be required.
- Partnership working with other service areas, including in relation to National Strategic Infrastructure Projects (NSIPs) and equivalent (as LPA) and policy formulation.

The number of enforcement requests in 2024/25 is estimated to be 280, and expected to remain at a similar level to 2023/2024

The number of planning submissions of all types determined in 2023/2024 is estimated to be 2000 and expected to remain at a similar level in 2024/2025 the applications are likely to continue to be of a complex nature due to the adoption of the Local Plan in 2020.

Description of Service (2) Building Control

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

The key functions within the Building Control Team are:

- The provision of Building Control advice to customers (both external and internal).
- The determination of applications for building regulation approval and associated consents.
- The setting and collection of application charges ensuring the section breaks even in its fee related account.

- The inspection of works on site to ensure compliance with the building regulations and associated legislation.
- The investigation of potential breaches of the building regulations and exercise of the sections enforcement functions.
- The inspection of unauthorised building works and exercise of the sections enforcement functions.
- The processing of demolition notices and safety inspections of works on site.
- The provision of a 24/7 dangerous structure call-out service including major incidents.
- The defence of council decisions in these areas in court, as may be required.
- The processing of approved inspector applications and maintain a register of their works.
- The processing of competent persons applications and maintain a register of their works.

The key scope of the team's activities during 2024/25 is estimated as shown below.

- To determine circa 450 Building Regulation applications and undertake 3,200 site inspections of building works within 24 hours, or on the same day where notification is received by 10.00am.
- Undertake investigations of approximately 10 reported unauthorised building works.
- Administer 10-15 demolition notices with sites attended during the demolition process.
- Provide a 24/7 dangerous structure callout service, with staff committed to attending site within 2 hours of initial notification; approximately 6 callouts are projected within the period.
- The team also project manage the processing of 250 approved inspector applications and maintain a register of 4,000 approved inspector and competent person notifications.
- In addition, the section is legally obliged to provide free general advice, assistance and up to 1 hours pre submission consultation for proposed works; as such these works are dealt with in the most cost/ time efficient method generally by telephone.

Description of Service (3) Planning Policy

Main Purpose: Key functions of the Planning Policy Team are:

- Gathering evidence to inform plan making;
- Preparation of planning policy including the Local Plan, Supplementary Planning Documents and other guidance documents;
- Supporting communities as they prepare Neighbourhood Plans for their areas;
- Review of CIL charges at appropriate intervals or in response to requirements associated with the proposed new replacement Infrastructure Levy;
- Monitoring the implementation of adopted policies to ensure contingencies can be enacted and future policy is evidence based;

- To support partners in preparing and implementing strategy for protection of the Borough's key environmental assets (i.e. SNCIs, SANGs delivery etc.) and to help meet Net Zero targets;
- Assisting with responses to NSIPs/major infrastructure projects as required;
- To work in partnership with Surrey County Council on relevant projects, for example delivery of the A320 mitigation works, the Egham Hythe Local Street Improvements and Runnymede LCWIP;
- To input into the formation of sub-regional/regional/national policy where applicable through public consultations and other forms of engagement such as HSPG;
- The review of the Runnymede 2030 Local Plan is monitored as a Corporate Project.
- In 2023/24 the following key tasks were completed by the team:
- Updating/producing parts of the Local Plan evidence base including a detailed climate change evidence base and updated Open Spaces Study;
- Designation of a new Conservation Area at Caxton Avenue, Row Town, and re appraisal of the Englefield Green Conservation Area;
- Supporting the Council's climate change response, with officers leading on the production of an Electric Vehicle Strategy, Green and Blue Infrastructure Strategy and Climate Change Action Plan;
- Continuing to work with partners to progress strategic projects including the delivery of the A320 improvements and stage 2 (feasibility design/development) of the Runnymede Local Cycling and Walking Infrastructure Plan (LCWIP);
- Supporting the Englefield Green Neighbourhood Forum with the relevant activities as they progressed their Neighbourhood Plan through public consultation and referendum;

Ongoing business as usual activities include:

- Support for development of Neighbourhood Plans (Plans are currently being produced for Virginia Water and Ottershaw);
- Annual update of the Council's Brownfield Register and maintenance of the Council's self-build and custom build register;
- Publication of the Annual Monitoring Report (AMR) to monitor the effectiveness of Local Plan policy in accordance with the monitoring framework set out in the Local Plan;
- Policy observations – provide observations to planning applications for Development Management as required to support the successful implementation of the adopted Local Plan;
- Working positively with partners during the preparation of planning policy documents and responding to consultations undertaken by neighbouring authorities and other relevant bodies (i.e. the Environment Agency) during the preparation of policy documents;
- Producing/updating relevant parts of the Local Plan evidence base as required;

- Organising and convening the Community Planning Panel;
- Participating in the Surrey Developers Forum, HSPG, SPOA and PWG.

Description of Service (4) Climate Change

Key functions of the Climate Change Team are:

- To coordinate the delivery of the Council's Climate Change Strategy, Climate Change Action Plan and other relevant strategies/programmes in coordination with Corporate Heads of Service and Members;
- Work with Corporate Heads of Service and frontline staff to promote and support the delivery of the Council's Climate Change Strategy, including relevant supporting initiatives required to meet adopted carbon reduction targets;
- To provide advice and guidance to internal and external project leads in regard to planning, prioritisation, specification, and delivery of projects as far as this relates to climate change policy and the wider delivery the Council's Climate Change Strategy and Action Plan;
- To work to continually refine and streamline the Council's processes around emissions monitoring and reporting (both internally and to relevant external bodies), and compile regular reports to Corporate Management Committee, other relevant committees and working parties on various aspects of the Council's response to climate change, including progress towards key objectives and projects, and potential new initiatives and other developments;
- To develop and deliver a continual rolling programme of training for employees, elected Members and other relevant groups within the wider community (as appropriate) to ensure high levels of carbon literacy;
- To engage with Runnymede's communities (including young people), organisations and other stakeholders in a variety of ways to encourage behavioural change in line with the relevant Council strategies and policies;
- To monitor the progress of internal and external projects which have implications for delivering the Council's Climate Change Strategy and Action Plan and make recommendations for corrective action where necessary to bring projects back on course with any identified climate change/sustainability objectives;
- To input into applications to external bodies / Government for funding to enable delivery of the Council's climate change objectives;
- To take a lead role in the compilation of responses to Government and other consultations on Climate Change and information requests from external bodies;
- To actively participate in the Surrey Greener Futures Partnership and other relevant groups (including but not limited to the HSPG and Surrey Climate Change Officers Group).

In 2023/24 the following key tasks were completed by the team:

- Completion of a comprehensive 'summer of engagement' with local communities and organisations on climate change which fed into the development of the Council's Climate Change Action Plan;
- Adoption of the Council's Climate Change Action Plan;

- Establishment of robust political and non-political governance arrangements to guide the Council's response to climate change;
- Development of a Green House Gas Inventory to facilitate enhanced monitoring and reporting;
- Establishment of the baseline emissions for the Council's operations and for the Borough, against which future progress can be monitored;
- Adoption of a Communications Plan and Climate Change Delivery Plan for the 2024/25 financial year;
- Production of the 2022/23 Council carbon emissions report;
- Rolling out Carbon Literacy training for councillors and senior managers;
- Coordinating, and running a series of events (alone and with partners) during the 2023 Great Big Green Week;
- Issuing a Statement of Intent to deliver ECO4 Flex in the Borough (an extension of the ECO 4 scheme which is a grant from energy providers for low income homeowners to install energy efficiency measures).

Ongoing business as usual activities include:

- Responding to FOI and other information requests;
- Building relationships with community organisations in the Borough, understanding their activities in response to climate change, and how the Council could support them;
- Improving the Council's climate change content on its website, and ensuring it is kept up to date;
- Supporting the Council's Service Areas as required as they develop and deliver initiatives to support the Council's and Borough's response to climate change;
- Updating Members regularly on progress in terms of delivery against Climate Change Strategy objectives;
- Working collaboratively with Surrey County Council, other Surrey Boroughs and Districts and other stakeholders to agree and deliver on shared climate change priorities.

Description of Service (5) Economic Development

Main Purpose: The key functions within the Economic Development Team are:

- To deliver the projects in the Economic Development Strategy and produce a review of the Economic Assessment;
- Maintaining the Business Runnymede website and supporting the activities of Business Runnymede.
- Supporting the economic development and management of Addlestone, Chertsey and Egham Town Centres to enhance the urban environment and increase viability and vitality.

- To participate in existing and future National Strategic Infrastructure Project DCO processes.
- To support delivery of improvements to the transport network through partnership working with Surrey County Council Highways Authority, Network Rail, South West Trains, Transport for the South East and other relevant partners.
- To work in partnership with the EM3 LEP (while it is still in place) and Surrey County Council to promote delivery of the Enterprise Zone and consider funding proposals for investment in the zone.
- To work in partnership with other Council business units to identify, prepare and support funding bids to deliver economic development objectives and priorities.
- To deliver the outcomes in the SPF Investment Plan;
- To administer Business Runnymede and strengthen engagement with and between the business community.

Ongoing business as usual activities include:

- Support the activities of Business Runnymede, organising events, producing the monthly newsletter and maintaining the website.
- Ongoing engagement with the business community, LEP and other relevant stakeholders.
- Engagement with town centre stakeholders to support markets/events and other relevant projects.

Planned Activities

Total number of planned activities
14

Types of Activities

Project
3

Review
0

One-off
5

New Core Activity
6

CBP / SAP Activities

CBP Activities
9

SAP Activities
5

Project						
Type of Activity	Title	Corporate Theme(s)	Plan start date	Actual start date	Plan due Date	Progress
Project	Develop Business Runnymede/Business Support	Economic Development	01 April 2024		31 March 2025	Not started
Project	Shared Prosperity Fund	Economic Development		01 January 2023	31 March 2025	In progress
Project	Progress review of the Local Plan	Economic Development		01 January 2021	31 August 2027	In progress

Review						
Type of Activity	Title	Corporate Theme(s)	Plan start date	Actual start date	Plan due Date	Progress

One-off						
Type of Activity	Title	Corporate Theme(s)	Plan start date	Actual start date	Plan due Date	Progress
One Off	Development of Design Code for the Borough	Climate Change	01 November 2023	27 November 2023		In progress
One Off	Production of a Sustainable Fleet Strategy	Environmental Sustainability		11 October 2023	30 April 2024	In progress
One Off	Develop planning guidance on applying energy hierarchy	Climate Change	22 November 2023	22 November 2023	03 June 2024	In progress
One Off	Development of proposals as part of the Egham Hythe Local Street Improvements project	Economic Development	01 June 2023	01 June 2023	30 June 2024	In progress
One Off	Production of the Runnymede stage 2 LCWIP report in partnership with SCC	Climate Change	01 October 2023	04 October 2023	31 March 2025	In progress

New BAU						
Type of Activity	Title	Corporate Theme(s)	Plan start date	Actual start date	Plan due Date	Progress
New Core Activity	To look at opportunities to incentivise and promote the use of e bikes within the borough	Climate Change	01 January 2023	01 January 2023		Paused
New Core Activity	Raise awareness of the location of charging points in the Borough as well as the benefits of EV ownership, such as reduced environmental impacts and improved air quality	Climate Change	01 January 2024		31 March 2025	Not started
New Core Activity	Investigate opportunities with partners, in the private sector to provide additional EV charge points	Climate Change	01 January 2024	23 November 2023	31 March 2025	In progress
New Core Activity	Engage with LEP's and local businesses to support Climate Change innovation and action.	Climate Change	01 November 2023	01 November 2023	31 March 2025	In progress
New Core Activity	Development of clusters in tech	Economic Development				Not started
New Core Activity	Continue to work towards meeting the Council's 2030 operational net zero target and using our sphere of influence to support 2050 target for Borough National and Local Climate Change target	Climate Change		01 November 2022	30 June 2024	In progress

Corporate Business Plan Activities						
Type of Activity	Title	Corporate Theme(s)	Plan start date	Actual start date	Plan due Date	Progress
New Core Activity	Development of clusters in tech	Economic Development				Not started
One Off	Development of Design Code for the Borough	Climate Change	01 November 2023	27 November 2023		In progress
New Core Activity	To look at opportunities to incentivise and promote the use of e bikes within the borough	Climate Change	01 January 2023	01 January 2023		Paused
New Core Activity	Continue to work towards meeting the Council's 2030 operational net zero target and using our sphere of influence to support 2050 target for Borough National and Local Climate Change target	Climate Change		01 November 2022	30 June 2024	In progress
One Off	Development of proposals as part of the Egham Hythe Local Street Improvements project	Economic Development	01 June 2023	01 June 2023	30 June 2024	In progress
Project	Develop Business Runnymede/Business Support	Economic Development	01 April 2024		31 March 2025	Not started
New Core Activity	Engage with LEP's and local businesses to support Climate Change innovation and action.	Climate Change	01 November 2023	01 November 2023	31 March 2025	In progress
One Off	Production of the Runnymede stage 2 LCWIP report in partnership with SCC	Climate Change	01 October 2023	04 October 2023	31 March 2025	In progress
Project	Shared Prosperity Fund	Economic Development		01 January 2023	31 March 2025	In progress

Service Area Plan Activities						
Type of Activity	Title	Corporate Theme(s)	Plan start date	Actual start date	Plan due Date	Progress
One Off	Develop planning guidance on applying energy hierarchy	Climate Change	22 November 2023	22 November 2023	03 June 2024	In progress
New Core Activity	Investigate opportunities with partners, in the private sector to provide additional EV charge points	Climate Change	01 January 2024	23 November 2023	31 March 2025	In progress
One Off	Production of a Sustainable Fleet Strategy	Environmental Sustainability		11 October 2023	30 April 2024	In progress
Project	Progress review of the Local Plan	Economic Development		01 January 2021	31 August 2027	In progress
New Core Activity	Raise awareness of the location of charging points in the Borough as well as the benefits of EV ownership, such as reduced environmental impacts and improved air quality	Climate Change	01 January 2024		31 March 2025	Not started

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