



### Service Area Plan for Financial Year 2023/24

Business Unit: Planning Policy  
 Corporate Head of Service: Rachel Raynaud  
 Version: 1.2

#### **Approvals**

Approved by CLT: 20/02/23  
 Approved by Service Cttee: Date

### Service Area Narrative and Mission Statement

Over the last year, the business unit has successfully adopted outstanding Supplementary Planning Documents, progressed work on the Local Plan review (although this was stalled to allow for consideration of emerging Government policy), assisted with delivery of other Corporate priorities (including climate change response and assisting with the Magna Square launch event), 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 worked with partners on strategic projects including the CPO Inquiry for the A320.

The planning policy team has recently been expanded to incorporate the Council's Corporate Climate Change function, with direct reporting by the Local Plans Manager to the Chief Executive. This expansion will enable the business unit to deliver on its mission to provide a key strategy and policy making unit to drive the Council's Corporate agenda.

A number of new appointments have been made to the Planning Policy and Economic Development Business unit over the last year. These appointments have strengthened the resilience and experience of the team, which is now well placed to react to changes and support delivery of the following service area priorities:

1. 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 Local Development Scheme (Local Plan timetable)
  - Delivery of the Runnymede 2030 Local Plan review and CIL review (or new proposed Infrastructure Levy)
  - Publication of the Annual Monitoring Report and other required reporting which is necessary to support the Planning Policy and Climate Change functions
  - Provision of support to Neighbourhood Fora on delivery of Neighbourhood Plans
2. To participate on behalf of Runnymede's residents and businesses in existing and future National Strategic Infrastructure Projects, including the River Thames Scheme.
3. To participate in the Heathrow Strategic Planning Group, and other strategic planning initiatives where appropriate.
4. To work with other business units and external partners in preparing and implementing strategy for protection of the Borough's key environmental assets as well as the Council's transition to Net Zero.
5. To work with partners to support delivery of improvements to transport infrastructure in the Borough, in particular delivery of the A320 works and improvements to support active travel.
6. To deliver on the six priority areas identified in the Economic Development Strategy, including the outcomes in the Shared Prosperity Fund Investment Plan.
7. To complete a review of the Runnymede Economic Assessment
8. 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.

To support delivery of the service area plan, the following growth has been identified:

£75,000 to support delivery of the Local Plan and CIL review (or proposed replacement Infrastructure Levy) underspend in 2022/23 will

be used to provide for this budget.

- £30,000 to support delivery of Neighbourhood plans in Englefield Green, Virginia Water and Ottershaw.
- Up to £70,000/annum to enable recruitment of a transport planner to assist with the LCWIP and other transport schemes.
- £190,000 to support delivery of the Business Growth and Innovation Hub. This will be funded via SPF
- £90,000 to support delivery of town centre events and markets (£30,000 funded by SPF)
- £20,000 to support delivery of feasibility designs for Chertsey Town Centre urban realm improvements

Key challenges/opportunities and drivers for change including:

1. To adapt and respond to a changing legislative and national policy agenda, ensuring local planning policy and guidance accords with new legislation and future changes to national planning policy and changes resulting from the Levelling Up and Regeneration Bill.
2. To adopt and respond to increasing requirements to digitalise the Planning System,, including future digitalisation and communication of Local Plans.
3. To overcome increasing budget constraints, in particular capital funds to deliver infrastructure and urban realm improvements by successfully sourcing the most effective grant funding opportunities to aid project delivery.
4. Ensuring projects are evidence base driven by the effective use and interrogation of data and utilisation of new technology where appropriate to monitor change.
5. Achieving local community buy-in to enable effective project delivery.
6. The need for increasing and effective joint working with other business units and external shareholders, including further cooperation between the five boroughs in NW Surrey on economic development initiatives.

**Business Unit:****Planning Policy**

CHoS

Rachel Raynaud

Service Area 1:

Planning Policy and Economic Development

Service Area 2:

Local Plan

Service Area 3:

Economic Development



Service Organisational Structure

Insert hyperlink

Budget Book Information

[Budget information 2022-23](#)

Description of Service (1)

Planning Policy and Economic Development

Main Purpose: Key functions of the Planning Policy and Economic Development Business Unit are:

- To produce a Local Plan and other planning policy guidance to guide decision taking on new developments within the Borough;
- To support the Borough's communities during their preparation of Neighbourhood Plans;
- To participate on behalf of Runnymede residents and businesses in existing and future National Strategic Infrastructure Project DCO processes through consultation, representation and negotiation;
- To work with other business units and external partners in preparing and implementing strategy to protect the Borough's key environmental assets (i.e. SNCIs, SANGs delivery etc.) and deliver Net Zero targets;
- To support delivery of improvements to the transport network (including delivery of the A320 mitigation works and active travel improvements) through partnership working;
- To participate in the EZ3 programme Steering Group with partners to support delivery of the Enterprise Zone;
- To deliver the projects in the Economic Development Strategy and produce a review of the Economic Assessment;
- To support the economic development and management of Addlestone, Chertsey and Egham Town Centres;
- To deliver the outcomes in the SPF Investment Plan;
- To administer Business Runnymede and strengthen engagement with and between the business community.

Description of Service (2)

Local Plan

Main Purpose: The key functions within 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 or proposed new replacement Infrastructure Levy;
- Monitoring the implementation of policy to ensure contingencies can be enacted and future policy is evidence based;
- To support partners in preparing and implementing strategy for protection of the Borough's key environmental assets (i.e. SNCIs, SANGs delivery etc.) and to help meet Net Zero targets;
- Assisting with responses to NSIPs/major infrastructure projects;
- To support Surrey County Council in the future preparation of the local transport policy, funding bids and delivery of the A320 mitigation works;
- 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. The plan making and plan adoption objectives are monitored through compliance with the Council's Local Development Scheme (an adopted timetable for the formal adoption of policy documents). This will be updated following publication of changes to the NPPF in the Spring. Policy monitoring activities are undertaken on an annual basis, through the Annual Monitoring Report (AMR).

In 2021/22 the following key tasks were completed by the team:

- Review of Local Plan commenced including procurement of HEDNA and retail study and commencement of work on SA/SEA scoping report and sustainable places report
- Adoption of several Supplementary Planning Documents and commencement of others
- Review of the Statement of Community Involvement and production of a consultation strategy for the local plan review

Ongoing business as usual activities include:

- Support for development of Neighbourhood Plans (Plans are currently being produced for Virginia Water, Englefield Green and Ottershaw)
- Completion of the Council's 2021 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.
- Duty to Cooperate work – in preparing future planning policy documents, and responding to the policy documents of neighbouring authorities and other Duty to Co-operate bodies (i.e. the Environment Agency etc.)
- Reviewing the housing trajectory and completion of the Strategic Land Availability Assessment (SLAA)
- Organising and convening the Community Planning Panel
- Participating in the Surrey Developers Forum, HSPG, SPOA and PWG.

## Description of Service (3)

## Economic Development

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

- Gathering evidence to inform the economic assessment update
- Formation of Policy and publication and implementation of the Economic Development Strategy
- Maintaining the Business Runnymede website and supporting the activities of Business Runnymede
- Supporting the economic development and management of Addlestone, Chertsey and Egham Town Centres to enhance the urban environment and increase viability and vitality
- To participate 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 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

In 2021/22 the following key tasks were completed by the Economic Development Team:

- Completion of the Economic Development Assessment and Strategy for 2022-26
- Phase 1 Local Cycling and Walking Infrastructure Plan commenced
- Successful delivery of Welcome Back Funding to support high streets and the tourism and hospitality sector, including completion of Chertsey masterplan review and Tourism Report.
- To work with partners to continue delivery of the Runnymede Youth Hub and other skills/employment schemes.

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

**Service Area Plan for Year 2023/24**

Business Unit: Planning Policy

Colour Key:

	Corporate Business Plan/ Strategy Action
	Type of initiative = Legislation/ Regulatory requirement
	Type of initiative = Service/ efficiency improvement
	Type of initiative = income generation
	Type of initiative = Staff/ Resources requirement



ID	Type of initiative	Service Area	Description of initiative	Outcomes/ Deliverables	Priority	Service Area Lead Team/ Individual(s)	Additional resources required from outside department	Additional growth required? Y/N plus indicative costs ££	Anticipated start date	Anticipated completion date
CC043	CBP Strategy Action	Planning Policy and Economic Development	Facilitate & encourage active transport in the Borough: reduce traffic congestion, Improve air quality, Health & Wellbeing, Reduce vehicle emissions	To be delivered alongside ED014 LCWIP phase 2 feasibility report. Addlestone Town Centre feasibility report	Must - the initiative has to be done	RR	Joint working with SCC		Autumn 2022	Autumn 23
ED014	CBP Strategy Action	Planning Policy and Economic Development	Investing in sustainable infrastructure		Must - the initiative has to be done	RR	SCC, Highways	None. Funds to deliver any scheme will be required after Phase 2 and Completion of Addlestone Feasibility Study. Grant funding will be sought where applicable and potential use of CIL/S106.	Autumn 2022	Autumn 23
ED015	CBP Strategy Action	Planning Policy and Economic Development	Encourage businesses to be more sustainable and develop the low carbon circular economy		Should - the initiative should be done	PH		None	ongoing	
CC053	CBP Strategy Action	Planning Policy and Economic Development	Managing Flood Risk Policy: • Developments guided to area of least flood risk • Development in flood risk areas subject to Flood Risk Assessment & Management including the effects of Climate Change policy • Confirmed support for proposals for strategic flood relief measures including the River Thames Scheme (DCO process)	Support for RTS DCO	Must - the initiative has to be done	GP/SB	Supporting Corporate Office	None	Jan-23	
EC009	CBP Strategy Action	Planning Policy and Economic Development	Ensure that communities understand the potential benefits of neighbourhood planning and neighbourhood forums are in place.		Could - the initiative could be done if time/resources allow	GP/MC/SB		Sufficient budget at present but will need to ringfence any remaining grant received for potential future N Plans	ongoing	
EC010	CBP Strategy Action	Planning Policy and Economic Development	To support communities who want to develop their own neighbourhood plan with financial and professional support.	progression of Englefield Green, Virginia Water and Ottershaw neighbourhood plans.	Must - the initiative has to be done	GP/MC/SB	Legal	Estimated cost for x2 Examinations £20,000 (we will receive retrospective grant after Examination to cover)	ongoing	2024
PPED001	Legislative/ Regulatory Change	Planning Policy and Economic Development	Progress review of the Local Plan	Production of evidence base and preparation for and execution of public consultation. HEDNA (additional work required may need to retender)/Viability work (new tender) SA (ongoing)	Must - the initiative has to be done	RR/GP/policy team	Legal/ procurement/ GIS	42,250 for 2023/24	2021	2025/26
ED003	CBP Strategy Action	Planning Policy and Economic Development	Ensuring an adequate stock of employment land	An employment land review will be undertaken as part of the HEDNA	Must - the initiative has to be done	RR/JO	Consultancy support	None. budget requirement included in Local Plan review costs	January 2023 (depends on Government policy agenda)	2023
ED011	CBP Strategy Action	Planning Policy and Economic Development	Ensure education and training provision is preparing young people for future employment	Youth Hub (funding secured for Sept 22/Sept23. Joint careers Fair with SBC and EBC.	Should - the initiative should be done	RR/PH		None. Funding secured for youth hub until autumn 2023. Will apply for further funding if another funding round is available.	Sep-22	Sep-23
ED001	CBP Strategy Action	Planning Policy and Economic Development	Promoting the economic importance of the 'Upper EM3 area'		Should - the initiative should be done	RR/PH	Joint work with neighbouring authorities	None	ongoing	
ED002	CBP Strategy Action	Planning Policy and Economic Development	Promoting the Borough as a business location	Annual joint event with neighbouring boroughs to host key employers.	Should - the initiative should be done	RR/PH	Joint work with neighbouring authorities	1,500 per annum estimate from existing	Spring 2023	annual event
ED004 and ED005 combined	CBP Strategy Action	Planning Policy and Economic Development	Develop Business Runnymede/Business Support 2 CBP activities combined	Regular newsletter/Business events/Establish Business Growth and Innovation Hub (to be delivered jointly with SBC)	Should - the initiative should be done	RR/PH	Seek sponsorship opportunities from businesses/organisations	£55,876 (covered by SPF). There will be budget requirements for 2024/25 of £134,124 also covered by SPF. If service continued in 2025/26 then an additional growth item of £107,937 will be required	ongoing	

**Service Area Plan for Year 2023/24**  
Business Unit: Planning Policy

Colour Key:

	Corporate Business Plan/ Strategy Action
	Type of Initiative = Legislation/ Regulatory requirement
	Type of Initiative = Service/ efficiency improvement
	Type of Initiative = income generation
	Type of Initiative = Staff/ Resources requirement



ID	Type of initiative	Service Area	Description of initiative	Outcomes/ Deliverables	Priority	Service Area Lead Team/ Individual(s)	Additional resources required from outside department	Additional growth required? Y/N plus indicative costs ££	Anticipated start date	Anticipated completion date
ED006	CBP Strategy Action	Planning Policy and Economic Development	Runnymede Business Awards	Annual business award ceremony	Should - the initiative should be done	RR/PH	Potential for legal support if requirement for contract. Seek sponsorship opportunities from businesses/organisations	None. Additional maybe required in future years if larger event held.	2023 onwards	
ED007	CBP Strategy Action	Planning Policy and Economic Development	Development of clusters in tech	Development of strategy and delivery of action plan to accelerate growth in tech clusters	Should - the initiative should be done	RR/PH	Consultancy support	2000. Further funding will need to be considered in future years if the scheme is successful	2023 onwards	
ED009	CBP Strategy Action	Planning Policy and Economic Development	Development of the town centres	Establish visitor economy strategic working group and action plan/develop presence on relevant visitor websites/feasibility design work for Chertsey TC to coordinate with LCWIP phase 2)/maintenance improvements to urban realm/6 town centre events x2 in each town centre.	Should - the initiative should be done	RR/AM	Consultancy support/joint work with SCC	£72,638 (includes: £17,938 for urban realm maintenance (SPF)/£30,000 for town centre events, £20,000 estimate for additional feasibility work Chertsey TC and remainder for tourism work)	2023 onwards	
ED010	CBP Strategy Action	Planning Policy and Economic Development	Increase employer investment in skills and employment	Creative/tech skills academies/bootcamps. 10 Young people into employment pa.	Should - the initiative should be done	RR/PH	Consultancy support	None. £10,000 already included for 23/24 in MTFS.	2023	if successful consider continuing in future years
EC019	CBP Strategy Action	Planning Policy and Economic Development	Undertake an analysis of deprivation in the Borough	Update of economic assessment with focus on IMD	Could - the initiative could be done if	RR/WM		None	2023/24	
PPED002	Staff / Resources	Planning Policy and Economic Development	Appointment of a Transport Planner (1 FTE, permanent) to assist with Local Plan preparation and progression of various projects related to promotion of sustainable and active transport.	1 FTE post added to establishment (assume MMB)	Should - the initiative should be done	RR/GP	Climate change team	Y £70K incl on costs at 28.5%	Mar-23	ongoing
CC003	CBP Strategy Action	Climate Change (previously in CEX SAP)	Engage with the wider community such as local schools, places of education, and community groups to support Climate Change learning.	1) Reduction in Borough Carbon Emissions	Should - the initiative should be done	Sarah Hides / Georgina Pacey	Potentially: Comms	N	Nov-22	Ongoing
CC006	CBP Strategy Action	Climate Change (previously in CEX SAP)	All Council Projects from all Service Areas are currently assessed for their environmental consequences. The environmental assessment will be supported by the Climate Change Team in line with Climate Change Strategy Objectives	1) Carbon Emission Reduction Sustainable outcome 2)	Must - the initiative has to be done	Sarah Hides / Georgina Pacey	All other departments	N	Jan-23	2030 / 2050
CC007	CBP Strategy Action	Climate Change (previously in CEX SAP)	Engage with Government, Trade Sectors, and other bodies to input to Regulatory Change which will be required to meet the National and Local Climate Change target	1) Positively influence Climate Change Regulation	Should - the initiative should be done	Sarah Hides / Georgina Pacey	All other departments as required	N	Q2-23	2030 / 2050