



# RUNNYMEDE BOROUGH COUNCIL

## PLANNING COMMITTEE

31 MARCH 2004

### APPENDICES

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Runnymede Borough CouncilAPPENDIX 'A'PLANNING COMMITTEE3 March 2004 at 7.30 p.m.

Members of the Committee present: Councillors Mrs. J. Norman (Vice Chairman), A. Alderson, Mrs. F.J. Barden, J.B. Dean, J.M. Edwards, J.R. Furey, Mrs L.M. Gillham, P. Greenwood, C. Knight, D.W. Parr, P.J. Poole, N. Thewlis, A.P. Tollett and J. R. Whiteley

Members of the Committee absent: Councillor G.B. Woodger

Councillors D.P. Easton and Mrs E E Price also attended.

In the absence of the Chairman, Councillor Mrs Norman took the chair.

NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP

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

Group requesting Change	Remove from Membership	Appoint Instead
Conservative	Councillor H.W.V. Meares	Councillor P.J. Poole
Labour	Councillor R. Pate	Councillor P. Greenwood

The Chief Executive Officer had given effect to these wishes in accordance with Section 16(2) of the Local Government and Housing Act 1989.

MINUTES

The Minutes of the meeting of the Committee held on 4 February 2004 were approved and signed as a correct record.

APOLOGIES FOR ABSENCE

Apologies for absence were received from the Chairman, Councillor G.B. Woodger.

PLANNING APPLICATIONS

The planning applications listed below were considered by the Committee. All representations received on the applications were reported and copies were made available for inspection by Members before the meeting.

**RESOLVED that -**

**the following applications be determined as indicated and any permission granted be subject to the conditions authorised.**

**APP. NO.****LOCATION, PROPOSAL AND DECISION****RU03/1402**

**5 Brox Road, Ottershaw  
Change of use of ground floor premises from A1 (retail) to  
A3 (food & drink) - revised plans received 19 January 2004.**

**DECISION: DEFERRED for further consideration in light  
of changes required by the applicant.**

(The Vice-Chairman, being in the Chair, exercised her second vote in favour of deferral of the above-mentioned application).

**RU04/0047**

**28 Park Avenue, Egham  
Erection of first floor rear extension**

**DECISION: GRANT subject to conditions.**

#### LOCAL DEVELOPMENT FRAMEWORK

The Committee considered a revised draft Local Development Scheme (LDS) and received information on the methods of carrying out initial work on other elements of the Local Development Framework (LDF).

Since Members' consideration of the previous draft LDS a large amount of draft Government Guidance and Regulations had been published. These introduced complex and resource-intensive procedures for the preparation of the individual Local Development Documents (LDDs) that would comprise the LDF. To accommodate these requirements the LDS programme had been revised to allow for the production of a reduced number of LDDs. These would be produced in two main batches over the three year period of the LDS. GOSE had commented that the draft LDS attached at Appendix 'A' was a good, clear, comprehensive document and made some comments which would be accommodated in the final version.

Members noted that the first two parts of the LDF to be prepared would be the Core Strategy which set out the vision and spatial strategy for providing Runnymede's development needs to 2016 and the Statement of Community Involvement (SCI) which set out how the Council would engage with the local community in the preparation of the LDF. These would be key documents for developing the remainder of the LDF.

In order to facilitate the establishment of a clear vision for the Borough in the Core Strategy it was proposed to develop a number of possible scenarios which would explore some of the possible outcomes and implications of following different planning strategies within the constraints that would apply. The methodology for preparation of the Core Strategy which included these scenarios as attached at Appendix 'B' was approved by the Committee, subject to minor changes.

The Committee also approved the process set out at Appendix 'C' for the preparation of the SCI which is summarised from the relevant Draft Government Guidance. It was essential that the process met not just the Council's requirements but also involved stakeholders in the consideration of options and development of proposals. This would include consulting stakeholders on how they could best be involved and at what time and ensuring transparent mechanisms were in place for reporting and responding to their input.

All subsequent LDDs would need to comply with the Core Strategy and produced in accordance with the process set down in the SCI.

The second phase of LDD production related to the Council's functions as a planning authority. This included LDDs on Housing including achievement of the housing allocation, and Principal Development Control Policies. Supplementary Planning Documents (SPDs) would also be produced on Highways Issues (including requirements for parking provision, transport plans etc) and Planning Obligations. Further phases of LDD production were planned beyond the initial three year period covered by the LDS and these were likely to include the preparation of Area Action Plans for the Borough's town and village centres, guidance on leisure and open spaces and guidance on disabled access. If resources and time permit, efforts would be made to bring forward the Town Centre strategies.

Concern was raised again over the tight timetable for production of the LDF and the disproportionate influence which could be exerted by pressure groups at various stages of the process.

Members emphasised the importance of joint working and requested that reference be included to establishing a Joint Planning Board with neighbouring authorities in the future. The LDS had been amended accordingly.

**RESOLVED that -**

- i) the draft Local Development Scheme, as amended, at Appendix 'A', be approved as the basis for proceeding with the preparation of the Local Development Framework;**
- ii) the methodology, as amended, set out at Appendix 'B', be approved as the means of preparing the Core Strategy;**
- iii) the methodology set out at Appendix 'C', be approved as the means of preparing the Statement of Community Involvement respectively; and**
- iv) the comments of GOSE on the draft LDS be received and taken into account in the final LDS.**

**DRAFT PLANNING POLICY STATEMENT (PPS) 6 : PLANNING FOR TOWN CENTRES**

The Committee considered a report on a ODPM Consultation Paper on Draft Planning Policy Statement (PPS) 6: Planning for Town Centres.

The draft PPS6 encouraged local planning authorities to adopt a positive and proactive approach to planning for the future of the centres within their areas, whether planning for growth, consolidation or managed decline. They should set out a vision and strategy for the pattern, hierarchy and role of centres, including local centres, drawing on both the Regional Spatial Strategy and Community Strategy.

In planning for growth, local planning authorities were encouraged to assess the need for new floorspace for retail, leisure, office and other key town centre uses, and to identify and allocate sites for their development. They should identify deficiencies or gaps in provision; assess the capacity of existing centres to accommodate new development; identify the city, town, district and local centres within their area where development would be focused; and develop strategies for developing and strengthening centres within their area. Regional and local planning bodies would be expected to assess the amount and limit of additional floorspace to be allocated for town centre uses.

The tools for the implementation of these objectives included the development of town and local centre strategies, carrying out local needs assessments, enhancing the environment and access to town centres, engaging community involvement, and carrying out annual monitoring, reviews and health checks, all of which had resource implications which the Government would need to recognise.

The details of the Consultation Paper together with Officer comments thereon, which were endorsed by the Committee is shown in Appendix 'D'.

**RESOLVED that -**

**the report attached at Appendix 'D' be forwarded to the ODPM as the Borough's formal response to the Consultation Paper on Draft Planning Policy Statement (PPS) 6: Planning for Town Centres.**

**24 BOURNESIDE ROAD, ADDLESTONE - ENFORCEMENT ACTION**

The Committee considered taking enforcement action regarding the poor appearance and condition of land at 24 Bourneside Road, Addlestone.

In late 2002 the Enforcement Section had investigated a complaint regarding the poor appearance and condition of the property. The site had been investigated prior to this date due

to concerns over the use of a caravan in the front garden and at the time it was noted that the site was in a poor condition due to the presence of various waste items in both the front and rear gardens.

Officers had previously made allowances for the condition of the land and the presence of the caravan as a result of a small rear extension being erected at the property under permitted development rights in late 2000.

However, since 2002 the condition of the site had deteriorated. The caravan in the front garden was no longer habitable, the windows were smashed, and it appeared to be loaded with bags of domestic waste, as did an untaxed car located in the front garden. In addition to the two vehicles, the front and back gardens of the house were littered with domestic waste, debris and abandoned builders' materials, the building works having been largely completed.

No works to clear up the site or remove the two vehicles had taken place since the initial investigations in 2002 and despite pressure from Officers, the landowner had taken no remedial action.

The Human Rights considerations associated with this case were noted but the Committee considered that the condition of this property adversely affected the visual amenity of the area, and

**RESOLVED that -**

- i) **the Director of Administration and Leisure in consultation with the Director of Technical Services be authorised to issue a Notice under Section 215 of the Town and Country Planning Act 1990 requiring the removal of all debris and waste matter from the front and rear gardens of 24 Bourneside Road, Addlestone, and the removal of the derelict caravan and car, registration N915 DCK, from the front garden.**

**Reason for Issue of Notice**

**The condition of the land forming the front and rear gardens of 24 Bourneside Road, Addlestone, is adversely affecting the visual amenities of the surrounding area by virtue of its physical appearance.**

- ii) **the Director of Administration and Leisure be authorised to take appropriate action in the event that the Notice is not complied with namely the institution of proceedings pursuant to Section 216(2) of the Town and Country Planning Act 1990 and/or the entry upon the land and the taking of such steps as are required to seek compliance together with the recovery of the costs reasonably incurred by so doing pursuant to Section 219 of the Town and Country Planning Act 1990.**

**APPEAL DECISION**

The Committee noted that the Planning Inspectorate had recently determined the appeal mentioned below.

<u>Site/Development</u>	<u>Decision</u>
Hyale, Wentworth Drive, Virginia Water - planning appeal regarding erection of detached dwelling and detached triple garage to provide staff flat within the roof space following demolition of all existing buildings.	DISMISSED

PLANNING APPLICATIONS DETERMINED BY DIRECTOR OF TECHNICAL SERVICES

A list of planning applications recently determined by the Director of Technical Services under his delegated powers was noted.

'LUCIA ANGELIS', THORPE LEA ROAD, EGHAM

By resolution of the Committee, the press and public were excluded from the meeting during the consideration of this report under Section 100A(4) of the Local Government Act 1972 on the grounds that the report in question would be likely to involve disclosure of exempt information of the description specified in para 13 of Part 1 of Schedule 12A of the Act.

The Committee was informed of the decision on the Council's recent application for an injunction at the above site and considered the implications of the decision and future action.

'Lucia Angelis' was a building occupied as a bungalow, without planning permission in the Green Belt. The building was originally lawfully an outbuilding associated with the dwelling 'The Clock House' and under a single ownership. In 1992 the owner sold the main house and severed the outbuilding and land immediately adjoining it, moving into the outbuilding as his main dwelling. This was despite warnings from the Council that this would not have planning permission, would be unlikely to receive planning permission, and would render the building having a 'nil use' in planning terms.

The Council had pursued every remedy possible to regularise the matter, whilst giving the owner every opportunity to comply with the planning legislation. The Committee noted a summary of the Council and the owner's actions since 1992 and was informed that the Council's recent application for an Injunction had been declined.

In declining the Injunction, the judge considered that, whilst this Council had acted reasonably, the impact on the Green Belt was small (despite two Planning Inspectors and this Council's consistent view that it was unacceptable in policy terms) and that the effect of an injunction to force the owner to leave the property was disproportionate and unacceptable. Counsel had found no grounds for challenge of the decision.

The implications of the decision were considered. Having examined them it was not considered that any further enforcement action was warranted as it was unlikely to achieve compliance with the enforcement notices.

The owner had suggested that planning permission might now be granted, perhaps on a personal basis. However, the Committee considered that to do so now, would undermine all of the work that had been undertaken over the last twelve years, and would give legitimacy to a flagrant breach of planning control. Planning application appeals had been lost and enforcement notices were in effect and action could be taken against future occupiers.

**RESOLVED that -**

- i) no enforcement action be taken in respect of the unauthorised residential use at 'Lucia Angelis', Thorpe Lea Road, Egham at this time; and**
- ii) the owner be informed that a planning application to retain the unauthorised residential use at the site would not, in principle, be acceptable.**

Chairman

(The meeting ended at 9.38pm)

**SERVICE PLAN FOR PLANNING COMMITTEE**

This plan sets out the details of the actions that the Council has agreed must be taken to improve the services provided by the Technical Services Department. It combines the targets that have been agreed within the –

- Leaders Position Statement - LPS
- Best Value Performance Indicators - BVPI
- Continuous Improvement Plan - CIP

The last column of the attached tables indicates the origin of the action point.

Officer's titles have been abbreviated as follows –

- Director of Technical Services - DTS
- Head of Planning - HP
- Development Control Manager - DCM
- Policy & Implementation Manager - PIM
- Principal Building Manager - PBM

## PLANNING COMMITTEE

Target	Lead Officer	Implement by (including milestones)	Barriers to Implementation	Resources required/ Identified	Success Indicators	Progress	Target Origin
To maintain rigorous financial control	PBM/ DCM/ PIM	End of financial year	Uncertainties about application numbers and fee income  Uncertainties about Planning Delivery Grant	Support from Finance staff  Building Control income expected to equate to fee related expenditure over the 3 year accounting period	i) Expenditure within budget  ii) Income maximised.  iii) Building Regulation fees adjusted as necessary, to comply with Charges Regulations.	Development Control & Policy budgets on target. Building Control £60k deficit  Planning fee income £35k above target; Building Control £60k deficit (January 2004)  Changes in regulations to allow break-even only	LPS
To deliver a prompt and efficient service in relation to planning applications	DCM	ongoing	i) Time taken to ensure quality of major development and securing planning gain by s. 106 agreements  Any staff shortages/ absences	Development Control Staff	i) Determine 60% of major planning applications within 13 weeks. ii) Determine 65% of minor commercial and industrial planning applications within 8 weeks iii) Determine 80% of other planning applications within 8 weeks.	60% achieved  62% achieved  85% achieved (Cumulative for third quarter 2003/04)	LPS/ BVPI

Target	Lead Officer	Implement by (including milestones)	Barriers to Implementation	Resources required/Identified	Success Indicators	Progress	Target Origin
To review the Local Plan (Local Development Framework)	PIM	April 2007	Legislative timetable Resources	Policy & Implementation staff Planning Delivery Grant	Promote and interpret policies to safeguard environmental quality, make best use of land and promote economic activity, provide recreational facilities and encourage an integrated approach to traffic and transportation management.	Enactment of legislation delayed until Summer 2004. Timetable agreed by Planning Committee March 2004	LPS
To seek community benefit through planning obligations.	DCM	ongoing	Government guidance on Planning Gain	Development Control staff	Road enhancements and contributions towards traffic management and amelioration schemes delivered	Internal protocol agreed and circulated December 2003	LPS
To make the best use of IT to improve service delivery.	DCM/ PIM	i) 30 March 2004	Other demands on IT staff	IT/GIS staff	i) Planning application forms simplified to enable electronic submission  ii) Geographic Information System and electronic document management systems in place	i) All planning forms available on web site from October 2003.  ii) GIS linkage to planning computer system. DMS being introduced.	LPS

Target	Lead Officer	Implement by (including milestones)	Barriers to Implementation	Resources required/ Identified	Success Indicators	Progress	Target Origin
To maintain a high quality environment	DCM/ PIM	ongoing	Poor quality planning applications Development allowed on appeal	Development Control and Policy & Implementation staff	i) High quality developments enhancing town centres and villages achieved.. ii) Planning briefs for public consultation on significant development sites developed. iii) Inappropriate development that manifestly detracts from the environmental quality resisted. iv) Housing density targets achieved which satisfy design criteria to ensure a quality housing environment	i) On-going  ii) No recent briefs prepared.  iii) On-going. High appeal success record	LPS
Maintenance of the character of established residential areas							

Target	Lead Officer	Implement by (including milestones)	Barriers to Implementation	Resources required/ Identified	Success Indicators	Progress	Target Origin
To respond to the County Structure Plan	PIM	October 2003 (EIP date)	Imposition by external factors (EiP panel/ODPM) Delayed Panel Report (March 2004?)	Policy & Implementation Section	i) Inequitable increase in housing allocations and premature release of reserve housing sites resisted.  ii) Green Belt boundary changes only considered in the context of a future review of the Borough Local Plan.	i) Structure Plan allocation is currently equitable. RBC was represented at the Examination in Public in November 2003  ii) No Green Belt boundary changes currently proposed.	LPS
Seek to provide affordable housing	DCM	Achieve 750 units by 2006 (Corporate objective)	Loss of LASHG and ability to fund RSL's	External funding	i) Affordable housing targets met  ii) Flats above shops brought back into residential use	408 units provided by March 2004	LPS

Target	Lead Officer	Implement by (including milestones)	Barriers to Implementation	Resources required/ Identified	Success Indicators	Progress	Target Origin
To seek improvements to responses from consultees	DCM	ongoing	Lack of resources at Environment Agency	Requires EA and CHA to provide adequate resources	Clear statements from Environment Agency, Highway Authority, Surrey Police Architectural Liaison Officer obtained on all relevant planning applications.	Ongoing dialog with EA. CHA staff attend Planning Committee as required	LPS
Ensure all significant developments contribute to the overall Community Safety Strategy					Comments and advise received from RBC Community Safety Officer and Surrey Police Architectural Liaison Officer	Community Safety Officer examines all relevant applications	
To take vigorous and timely planning enforcement action	DCM	Reported to each Review Board	Legislative constraints	Current planning enforcement team	Committee approval for prioritisation and timescale for enforcement investigation in place.	Enforcement priorities and timescales agreed by Planning Committee	LPS
Bring forward regular reports on enforcement progress		on case by case basis			ii) Ward Members and public kept up to date with progress on cases	Reported to each Review Board	

Target	Lead Officer	Implement by (including milestones)	Barriers to Implementation	Resources required/ Identified	Success Indicators	Progress	Target Origin
To ensure that Members are offered training in planning issues	DTS	ongoing	Members' availability	In-house and Members' training budget	Regular seminars available to all Members of the Council	Seminar on telecommunications held on 23.9.03 Seminar on Appeals and Enforcement held on 10.2.04 Seminar on RSS/LDF held on 26.2.04	LPS
To increase/maintain high percentage of homes built on previously developed land	DCM	ongoing	Have consistently achieved 100%, but this would fall if one of the housing reserve sites (greenfield sites) had to be released	Development Control staff	At least 80% achieved	Annual figure of 100% anticipated	BVPI
To minimise overall planning costs	HP	ongoing	Influenced by planning fee income which is not subject to regular increases		Planning cost kept to £21.17 per head of population	current cumulative costs at £20.52	BVPI
Attain high level of delegation of decisions on planning applications	HP	ongoing	Public expectation that decisions will be made at Committee	Development Control staff	80% BVPI target 90% Government target to be dropped	Cumulative figure of 75% as at third quarter	BVPI
Carry out 'Plain English' review of all Policy & Implementation publications	PIM	ongoing		Policy & Implementation staff	All jargon and acronyms removed from publications	ongoing	CIP

Target	Lead Officer	Implement by (including milestones)	Barriers to Implementation	Resources required/ Identified	Success Indicators	Progress	Target Origin
Pursue 'e' route for information provision of all Policy & Implementation publications	PIM	ongoing		Policy & Implementation / IS staff	Publication on website of live information	Planning portal live	CIP
Involve the community effectively in planning policy development and improve publicity by prioritising resources to those channels identified in the Local Plan questionnaire survey	PIM	Approval of Statement of Community Involvement by November 2004	Enactment of legislation	Policy & Implementation staff	Increased involvement in Local Development Framework	Draft to Planning Committee March 2004	CIP
Adopt DMS to deal with all Policy & Implementation correspondence	PIM	April 2004	Corporate introduction of system	Corporate system acquired Policy & Implementation staff	Develop workflow	Initial system introduced September 2003. Workflow being refined to meet need of P & I	CIP
Use DMS in Policy & Implementation to track correspondence from Development Control	PIM	June 2004	Corporate introduction of system	Corporate system acquired Policy & Implementation staff	Develop workflow	Initial system introduced September 2003. Workflow being refined to meet need of P & I	CIP
Link DMS to Local Development Framework database for representations	PIM	Prior to publication of Local Development Framework	Corporate introduction of system	Corporate system acquired Policy & Implementation staff	Develop workflow	Initial system introduced September 2003. Workflow being refined to meet need of P & I	CIP

Target	Lead Officer	Implement by (including milestones)	Barriers to Implementation	Resources required/ Identified	Success Indicators	Progress	Target Origin
Include indicators and targets, including a sustainability audit, in the Local Development Framework	PIM	As integral part of LDF	Lack of formal guidance on sustainability audits and enactment of legislation	Policy & Implementation staff	Published in Local Plan	To be included in line with agreed timetable.	CIP
Continue to work with the NW Surrey Benchmarking Group to develop better performance indicators for Forward Planning Sections	PIM	ongoing	Information from other authorities	Policy & Implementation staff	Regular meetings established between authorities	Working together on LDF's	CIP
Prepare a 'State of Runnymede' baseline environmental study of the Borough	PIM	June 2004	Closely linked to LDF process	Policy & Implementation staff	Initial Statement produced	Baseline work being undertaken as part of LDF	CIP
Examine 94% Building Regulation applications in 10 working days.	PBM	ongoing	Staff shortages	Building Control staff	Target achieved	95% of applications examined within 10 working days	CIP
Examine all Building Regulation applications within average of 10 days.	PBM	ongoing	Staff shortages	Building Control staff	Target achieved	Achieved	CIP
Determine 100% of Building Regulation applications within statutory period.	PBM	ongoing	Staff shortages	Building Control staff	Target achieved	Achieved	CIP
Seek to investigate Building Control complaints within 3 working days and respond accordingly.	PBM	ongoing		PBM	Target achieved	No complaints received	CIP
Respond to all requests for Building Control site inspection received by 10.00am the same day.	PBM	ongoing	Staff shortages	Building Control staff	Target achieved	Achieved	CIP

Target	Lead Officer	Implement by (including milestones)	Barriers to Implementation	Resources required/ Identified	Success Indicators	Progress	Target Origin
Monitor statutory consultees response times using quality assurance processes	DCM/ PBM	ongoing	Resources of consultees	PBM / DCM	All responses received to enable determination within 8 weeks	ongoing	CIP
Agree protocols with statutory consultees including response times and electronic information exchange	DCM		Introduction of DMS. Availability of technology by consultees		Written protocols in place and electronic interface established	Protocol agreed with Environment Agency. Improved response times from Highways Authority.	CIP
Monitor performance against Charter	DCM / PBM	ongoing		DCM/PBM	Compliance with Charter standards. No complaints against performance	Complaints monitored	CIP
Produce guidelines for s.106 agreements reflecting corporate aspirations	DCM	October 2003		DCM	Guidelines completed and in use	Guidelines completed and in use.	CIP
Establish benchmarking comparison with Audit Commission family group	DCM / PBM	ongoing		DCM/PBM	Comparative data available	ongoing	CIP
Review Planning Committee format and arrangements	DTS	May 2004		DTS in consultation with Chairman/Vice Chairman	Review completed, agreed and any action implemented	Review of Public Speaking to Planning Committee	CIP
Introduce electronic document management system to Development Control / Building Control	DCM / PBM	March 2004	Corporate introduction of system	Corporate system acquired	System running live	Building Control live running from Sept. 2003	CIP
Analyse reasons why planning applications are determined outside of Government targets	DCM	On-going on quarterly basis		DCM	All applications determined within guidelines	ongoing	CIP

Target	Lead Officer	Implement by (including milestones)	Barriers to Implementation	Resources required/ Identified	Success Indicators	Progress	Target Origin
Continue to monitor correspondence for timely response	DCM / PBM	ongoing		DCM/PBM	All correspondence answered according to Corporate guidelines	Monitored in individual sections, with departmental random sampling.	CIP
Establish measurements for and monitoring of effectiveness of pre-application discussions	DCM	March 2004	Problem of defining effectiveness measurement	DCM/ Development Control team leaders	Measurements in place	Not yet implemented	CIP
Monitor progress on s.106 and compliance with requirements	DCM	ongoing		Development Control and legal staff	Monitoring undertaken	Quarterly meetings in place.	CIP
Establish measurements for and monitoring of 'added-value' of Development Control process	DCM	March 2004	Problem of defining quality measurement	External consultancy resource?	Measurements in place	Not yet implemented	CIP
Establish peer review of completed developments	DCM	Annually		DCM	Review established	Not yet arranged	CIP
Establish regular tour of completed developments for Members	DTS	Annually		DTS	Tour undertaken	Not yet arranged	CIP
Seek to identify best practice from across the country and implement locally where appropriate	ALL	ongoing		ALL	New initiatives identified and implemented	On-going	CIP
Maintain staff continued professional development	DCM / PBM	ongoing	Availability of appropriate training courses	Establish through annual appraisals and budget process	To RTPi/RICS standards	All staff's training needs identified in October.	CIP

Target	Lead Officer	Implement by (including milestones)	Barriers to Implementation	Resources required/ Identified	Success Indicators	2003 appraisals.	Target Origin
Maintain Annual Design Awards	PIM	Annually		Policy & Implementation staff	Design award competition organised	Awards presented at December 2003 Council Meeting.	CIP
Promote principles of Surrey Design Guide	DCM/ PIM	ongoing	Measurability of success	Development Control staff	Improved design	Surrey Design Guide referred to in application discussions and reports.	CIP
Provide Supplementary Planning Guidance on key issues	PIM	ongoing	Staff workload	Policy & Implementation staff	SPG produced	To be provided as part of LDF preparation.	CIP
Produce and maintain guidance on development in Conservation Areas	PIM	ongoing	Staff workload	Policy & Implementation staff	Guidance produced	To be provided as part of LDF preparation.	CIP
Provide development briefs on major sites	PIM	ongoing	Where sites come forward for development without prior notice	Policy & Implementation staff	Development Briefs produced	To be provided as part of LDF preparation	CIP

Ensure that staff salaries and conditions of service remain competitive	DTS	ongoing	Budget availability	Career scheme funded through Planning Delivery Grant	Comparison with other local authorities in region undertaken	Career progression scheme introduced in 2003. Corporate review underway	CIP
<b>Target</b>	<b>Lead Officer</b>	<b>Implement by (including milestones)</b>	<b>Barriers to Implementation</b>	<b>Resources required/ Identified</b>	<b>Success Indicators</b>	<b>Progress</b>	<b>Target Origin</b>
Ensure that staff priorities and targets are clearly set through appraisal process, and reflect corporate aspirations	ALL	ongoing		Identified through budget process	Appraisal forms reflect priorities and targets	Objectives set for all staff through October 2003 appraisals.	CIP
Continue to explore potential for joint working with other authorities	ALL	ongoing	Willingness of partners; legal implications	To be identified	Identification and implementation of joint initiatives	ongoing	CIP
Investigate connection to Planning Portal Programme	DTS	March 2004		To be identified	Seamless connection to Planning Portal in place	Discussions continuing with Planning Portal. Local Plan being loaded.	CIP
Set timescales for response to requests for pre-application discussions. Aim to give verbal/written advice to avoid unnecessary meetings. Monitor compliance	DCM	December 2003		Development Control staff	Timescales set and met	Not yet completed	CIP
Ensure availability of Planning Advice Assistants during office hours	DCM	ongoing	Staff shortages	Existing staff establishment	Continued availability of staff	Availability maintained	CIP
Ensure availability of Building Control Surveyors in person or	PBM	ongoing	Staff shortages	Existing staff establishment	Continued availability of staff	Achieved	CIP

via mobile phones during office hours									
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Target	Lead Officer	Implement by (including milestones)	Barriers to Implementation	Resources required/ Identified	Success Indicators	Progress	Target Origin
Provide PC to access planning data at reception	DCM	September 2003	Need to have all planning back histories scanned	Agreed use of part of Planning Delivery Grant	PC available in Reception	PC acquired. Awaiting back-scanning of paper copies of files.	CIP
Ensure staff receive on-going customer care training	ALL	ongoing		Recent corporate training completed	Low level of complaints	ongoing	CIP
Review content of all application forms and advice notes.	DCM / PBM	December 2003		DCM/PBM	Forms and notes reviewed	All reviewed when placed on website, October 2003.	CIP
Respond sensitively to all genuine requests to provide information for those with mobility difficulties or other special needs that prevent them from attending the Civic Offices	ALL	ongoing		All staff	Response to all reasonable requests; lack of complaints	ongoing	CIP

Arrange annual forum of agents/developers	DCM	March 2004	Willingness of cross-section of agents to attend	DCM	Forum held	Agents indicated that forum not required	CIP
<b>Target</b>	<b>Lead Officer</b>	<b>Implement by (including milestones)</b>	<b>Barriers to Implementation</b>	<b>Resources required/ Identified</b>	<b>Success Indicators</b>	<b>Progress</b>	<b>Target Origin</b>
Maintain contacts with Chambers of Commerce/business community	DTS / PIM	ongoing	Staff availability		Attendance at meetings	Maintained through Business Partnership – forums, Steering Group and Sub-Group.	CIP
Use residents panel for communication on planning issues	DTS / PIM	As required	Need to ensure that residents panel is not overused	Existing resources	Response rate of over 30%	Not yet used, but may be used for LDF preparation	CIP
Continue with 3 yearly ODPM users survey	DCM	March 2004	Lack of returns from applicants	DCM an admin. manager	Provide returns to ODPM within prescribed timescales	Data collected July-September 2003, Survey October – December 2003.	CIP
Provide staff to address residents/amenity group meetings as requested	DTS	As required	Staff availability	within existing staff resources	Positive response to reasonable requests	ongoing	CIP
Ensure that Planning Advice Assistants receive appropriate training	DCM	ongoing	Experience of staff	Budgets available for CPD and post-entry	Low level of complaints	Day release being	CIP

					training			provided for relevant staff.
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Target	Lead Officer	Implement by (including milestones)	Barriers to Implementation	Resources required/Identified	Success Indicators	Progress	Target Origin
Investigate provision of projection facilities in Council Chamber to display plans, photos etc.	DTS	December 2003	Civic Offices re-provision	Approx. £30,000	Report prepared for Corporate Management Committee	Not yet completed	CIP
Provide planning/building control information as part of Annual Report, which is delivered to all households in Borough	DCM / PBM	Annually within DAL's timetable	Availability of space in Report	DCM/PBM	Publication of articles	ongoing Building Control article provided	CIP
Benchmark on broad costs with other local authorities in Audit Commission family group	DCM / PBM	ongoing	Variations in way budgets are formulated	DCM/PBM	Comparisons monitored	CIPFA report for 2002/03 not yet issued	CIP
Seek to find opportunity to maximise income and minimise expenditure	DCM / PBM	ongoing	Building Control restricted in terms of surpluses	DCM/PBM	Achieve income targets in budget; maximise discretionary income	ongoing	CIP
Monitor staff levels in relation to workload	DCM / PBM	ongoing	Availability of qualified/experienced staff	To be identified in Annual Personnel Report	Achievement of performance indicators	ongoing	CIP
Maintain regular liaison with Group Accountant	ALL	ongoing		Existing	Regular contact undertaken	Regular contact maintained as required.	CIP
Examine potential use of external providers to deliver all	ALL	ongoing	Increased costs of consultancy		Opportunities to compare service taken	ongoing	CIP



**ADDITIONAL TARGETS FOR PLANNING COMMITTEE SERVICE PLAN 2004/05**

Target	Lead Officer	Implement by (including milestones)	Barriers to Implementation	Resources required/ identified	Success Indicators	Progress	Target Origin
In considering Tree Preservation Orders, balance impact on owners and location with tree's quality, type and suitability as well as amenity value	DCO	ongoing	Public requests for TPO's	Existing staff	Feedback from Planning Committee and public		LPS
Review application of Conservation Areas and whether to seek Listed Building status	PIM	As part of LDF process ongoing	Staff resources	Policy & implementation staff	Timetable to be set through LDF process		LPS
Continue to monitor proposals for Motorway Service Areas and protect the Green Belt	HP	ongoing		Counsel; specialist advisors (highways, noise etc.) Existing staff	Resist inappropriate development in the Green Belt		LPS
Encourage public speaking where agreed criteria are met	DTS	ongoing Review May 2004		Existing staff	Number of speakers; public response to public speaking; Annual review		LPS
Ensure quality systems are in place to meet BVPI 'Quality of Service' checklist	HP	ongoing	Staff resources		The new BVPI identifies 15 quality criteria and also 21 criteria relating to an electronic planning service. The indicator is a percentage based on the maximum total score of 18 points	The target is set locally and it is proposed to be at 94%	BVPI

**Public Speaking at the Planning Committee**

- 39.19 Provided that at least three written objections to a planning application have been received, a person who has lodged such an objection may speak against the grant of planning permission at the meeting of the Planning Committee at which the application is to be discussed by complying with these paragraphs 39.19 to 39.27.
- 39.20 A person who wishes to speak against a planning application which appears on the agenda for a meeting of the Planning Committee must make a written request to the Director of Technical Services after the agenda is published but by 12.00 noon two working days before the Committee meeting (i.e. for a meeting on Wednesday, by 12.00 noon on the preceding Monday). The written request must state:-
- i) the planning application number or address, and;
  - ii) his or her name and address.
- No-one may speak against more than one planning application per meeting.
- 39.21 The Director of Technical Services will notify the applicant for planning permission (through the agent or contact address given on his or her application) of any requests from the public to speak against his or her application. If such a speech is in fact made, the applicant will have the right to speak either in person or through a person appointed to speak on his or her behalf. The applicant will also be able to speak if Officers are recommending refusal of the application, but there is no obligation to notify the applicant of the Officers' recommendation.
- 39.22 Only one member of the public may speak against a single application. The member of the public who first lodged his or her request to speak under 39.20, and who has notified his or her presence in any register provided or by such other means as the Chairman may approve, shall have this right. The right may be waived in favour of the next person entitled. Alternatively several members of the public may appoint one person to speak on behalf of them provided there is nobody with a prior right to speak who wishes to exercise it.
- 39.23 With the Chairman's permission, the right shall also extend to an application linked with the specified application, such as an application for listed building consent. Otherwise a person may speak against only one application at any meeting of the Planning Committee unless the Chairman considers that exceptional circumstances exist.
- 39.24 The speaker shall have a maximum of three minutes to address the Committee and must confine his or her remarks to the application specified in the request. The address shall be in the form of a statement, not attempts to question the applicant or other persons.
- 39.25 The applicant for planning permission (or a person on their behalf) may if they so wish have a maximum of three minutes to address the Committee following remarks made by any person

who has spoken against the granting of planning permission about their application, or if Officers recommend refusal.

39.26 After hearing representations and any remarks on behalf of the applicant, the Committee may proceed to debate and determine the application.

39.27 The minutes of the meeting shall record whether representations were made, and by whom and on whose behalf, but need not report their content.



# RUNNYMEDE BOROUGH COUNCIL

## PUBLIC SPEAKING AT THE PLANNING COMMITTEE

### GUIDANCE FOR MEMBERS OF THE PUBLIC AND APPLICANTS

1. If at least three people have written to the Council to object to a planning application, and you are one of them, Runnymede Borough Council allows you to ask to address the Planning Committee. These notes tell you how you can exercise this right and the conditions which apply to it.

2. If you are one of the objectors:

a) you must make a written request to the Director of Technical Services (who is in charge of the Planning Division of the Council). Your request must arrive at his office after the agenda has been published but at the latest by noon two working days before the meeting.

Planning Committee meetings are normally on a Wednesday. If so, the agenda will be published by the previous Wednesday, and the deadline for asking to speak will be noon on the Monday before the meeting.

You must say which planning application you want to speak about (Ideally by giving the application number, but you can give the address), and your name and address. The Council will not necessarily be able to acknowledge your request to speak.

If more than one request to speak is received, we would like objectors to liaise with each other. Please therefore let us have a contact telephone number to facilitate this.

b)

Please remember you can only speak about a single application for planning permission. You cannot normally speak about more than one application, and you may not speak about any other planning matter such as a breach of planning control or a planning policy decision. You may get a representative to speak on your behalf (see also (d) below).

c)

Because the Planning Committee will have a number of applications to consider, only one objector is allowed to speak about each one. If several of you have asked to do so, you can decide which one of you should speak and make this known before or at the meeting.

Otherwise the Chairman at the meeting will call whoever present lodged the first written request to speak. In this case, the only way anybody else will be allowed to speak is if the first person waives his or her right in favour of the next in line.

d)

If you are called to speak, you must only speak about the planning application the Committee is considering, and you must say what you have to say within 3 minutes. You cannot ask questions or get the Committee or Officers into discussion.

The Chairman might ask for clarification of something you have said but will not otherwise comment. You will not be allowed to speak on any other application at the same meeting, unless the Chairman allows you to because it is linked to the first application.

e) Once you have spoken, the Chairman will give the applicant for planning permission (if present) a chance to speak. He or she will also be restricted to 3 minutes.

The Members of the Planning Committee will then consider the application and only Councillors will be able to participate (advised by staff if necessary).

f) Please bear in mind that by law the Council can only take into account certain matters when considering applications. It cannot, for example, pay any attention to the fact that a proposed building may be in breach of a restrictive covenant or might be thought to devalue somebody else's property.

When they are discussing the application, the Councillors will normally try to restrict their remarks to the "planning considerations", although they will realise that there may be other matters which also concern people.

3. If you are the applicant:

a) If any requests are received to speak about your application, the Council's planning staff will try to contact you or your agent to tell you. To do this they will use the contact details given on your planning application. It is very important, therefore, that the address or contact person named on your application is likely to be available if you want to know about this.

b) If the person who has asked to speak to the Committee about your application appears and speaks (see procedure above), or if the Council's Officers recommend refusal of your application, the Chairman of the meeting will give you or a person on your behalf the opportunity to speak.

You do not have to take this opportunity. You can get a representative to speak on your behalf. If nobody turns up to speak about your application, even though they have registered a request to do so, you will be able to speak to the Committee only if the Planning Officers are recommending that your application be refused.

c) Like the earlier speaker, you too will have a maximum of 3 minutes.

The Planning Committee is held in the Council Chamber in the Civic Offices in Addlestone, commencing at 7.30 p.m. It consists of 15 Councillors, details of whom can be obtained by telephoning 01932 425131.

Normally when interested parties attend, those items of interest are taken first to avoid the public having to wait through a long agenda. This is not, however, possible for those who arrive after the meeting has begun. It is therefore recommended that if you intend to speak at the meeting you arrive no later than 19.15 hours on the evening to register your presence otherwise you may lose your right to address the Committee.

**CONTACT:**

Director of Technical Services  
Technical Services Department  
Runnymede Borough Council  
Civic Offices  
Station Road  
Addlestone  
Surrey KT15 2AH  
Telephone: 01932 425131  
Fax: 01932 425149  
email: [technical@runnymede.gov.uk](mailto:technical@runnymede.gov.uk)  
DX 46350 ADDLESTONE



# Appeal Decision

Site visit made on 9 March 2004

by **Martin Andrews MA BSc(Econ) DipTP(Dist) MRTPI**

an Inspector appointed by the First Secretary of State

The Planning Inspectorate  
4/09 Kite Wing  
Temple Quay House  
2 The Square  
Temple Quay  
Bristol BS1 6PN  
☎ 0117 372 6372  
e-mail: enquiries@planning-  
inspectorate.gsi.gov.uk

Date

12 MAR 2004

**Appeal Ref: APP/Q3630/A/03/1133351**

**22 Crown Road, Virginia Water, Surrey GU25 4HT**

- The appeal is made under section 78 of the Town and Country Planning Act 1990 against a refusal to grant planning permission.
- The appeal is made by Mr Cameron against the decision of Runnymede Borough Council.
- The application (Ref. RU.03/1007), dated 5 August 2003, was refused by notice dated 30 September 2003.
- The development proposed is the erection of a rear conservatory.

## Decision

1. For the reasons given below I allow the appeal and grant planning permission for the erection of a rear conservatory at 22 Crown Road, Virginia Water, Surrey in accordance with the terms of the application Ref. RU.03/1007 dated 5 August 2003 and the plans submitted therewith subject to the following conditions:
  - 1) The development hereby permitted shall be begun before the expiration of five years from the date of this decision.
  - 2) The base wall of the conservatory shall match the walls of the existing dwelling.

## Reasons for the Decision

2. The Council refers in general terms to the character of the area and the quality of its townscape. However in my view the only substantive issue that arises from the erection of the conservatory in this position at the back of the dwelling is whether it would unreasonably affect the living conditions for the occupiers of No. 20, the adjoining property.
3. Ostensibly the Council's view that it would do so has some force, as the structure is on the large side, measuring 5m x 3.6m x 3.1m in depth, width and height respectively, and is close to the flank boundary. In this context I note that the Council's Supplementary Planning Guidance (SPG) has a 3m maximum depth as a guide and that the structure would also, at least notionally, breach the 60 degree rule in the SPG intended to protect adjoining occupiers from an unacceptable loss of outlook and light.
4. However the SPG does not appear to recognise that conservatories, as glazed, 'lightweight' structures, do not have the same degree of impact in terms of loss of outlook and light as extensions built in 'solid' materials. And in this case because of the shallow pitched roof, the effective height in terms of the immediate outlook from No. 20 would be 2.1m, only slightly more than the existing fence. Similarly the tapered end of the conservatory reduces the depth along the boundary to 4m. Moreover the conservatory would be erected on a north

facing elevation with overshadowing (insofar as an entirely glazed structure can overshadow) confined to a very short period at sunset.

5. Bearing these points in mind, together with the fact that the occupiers of No. 20 do not appear to have objected to the proposal, on balance I see no unacceptably harmful conflict with Runnymede Borough Local Plan Second Alteration Policies HO9 & BE2 and the Council's SPG. I shall therefore allow the appeal subject, in the interests of securing a harmonious development, to a condition that the base walls of the conservatory shall match those of the existing dwelling.

*Martin Adams*

INSPECTOR

PLANNING APPLICATIONS DETERMINED BY  
 \*\*\*\*\*  
 DIRECTOR OF TECHNICAL SERVICES  
 \*\*\*\*\*

FROM 1ST TO 12TH MARCH 2004

<u>APP. NO.</u>	<u>LOCATION AND PROPOSAL FOLLOWED BY DECISION</u>
03/1296	Land adj. Wey Navigation Canal, New Haw Works to four Oak trees and two Alder trees, felling of seven Pine trees. (Amended description 12/11/03) <b>DECISION: NO OBJECTION</b>
03/1449	Land adj. 89 Common Lane, New Haw Variation of Condition 2 of planning permission RU.00/0737 to extend the duration of the outline planning consent. <b>DECISION: GRANT</b>
04/0003	22 Weir Road, Chertsey Erection of first floor side extension over existing garage and alterations to existing first floor window. <b>DECISION: GRANT</b>
04/0018	Miralda, Lyne Lane, Lyne, Chertsey Erection of a detached bungalow and garage. <b>DECISION: REFUSE</b>
04/0019	The Indoor Riding Arena, Bishopsgate House, Bishopsgate Road, Englefield Green, Egham Conversion of indoor riding arena into a garage and chauffeur's rest room ancillary to Bishopsgate House. <b>DECISION: GRANT</b>
04/0020	The Abbey Barn, Abbey Green, Chertsey Internal alterations to form additional office floorspace and provision of external condenser enclosure (Listed Building Consent). <b>DECISION: GRANT</b>
04/0021	The Abbey Barn, Abbey Green, Chertsey Internal alterations to form additional office floorspace and provision of external condenser enclosure. <b>DECISION: GRANT</b>

<u>APP. NO.</u>	<u>LOCATION AND PROPOSAL FOLLOWED BY DECISION</u>
04/0024	74 Ongar Place, Addlestone Erection of single storey side and rear extension incorporating a garage and covered porch following demolition of existing garage. <b>DECISION: GRANT</b>
04/0028	19 Addlestone Park, Addlestone Erection of single storey side and rear extension. <b>DECISION: GRANT</b>
04/0029	51-53 Brighton Road, Addlestone Submission of reserved matters (landscaping) for the outline planning approval granted for the demolition of existing dwellings and erection of 11 flats with associated access and covered parking. <b>DECISION: GRANT</b>
04/0031	18 Crosslands, Chertsey Erection of two storey side extension and loft conversion incorporating rear and side dormer windows. (Revised plans received 26/02/04) <b>DECISION: REFUSE</b>
04/0032	Weybridge Garden Centre, New Haw Road, Addlestone Erection of timber supports for plant misting and irrigation system and provision of plant shade area. <b>DECISION: REFUSE</b>
04/0033	42 Bourneside Road, Addlestone Erection of two storey rear and single storey front extensions. <b>DECISION: GRANT</b>
04/0050	2 Goring Road, Staines Erection of part two storey, part single storey side extension incorporating attached garage following demolition of existing garage. <b>DECISION: GRANT</b>
04/0051	42 Simons Walk, Englefield Green, Egham Extension to existing roof to create additional living accommodation and insertion of new window in west elevation and extension of existing dormer window in north elevation. <b>DECISION: REFUSE</b>

APP. NO.      LOCATION AND PROPOSAL FOLLOWED BY DECISION

- 04/0052      Bishopsgate House, Bishopsgate Road, Englefield Green, Egham  
Erection of single storey rear extension to swimming pool incorporating fitness area. (Revised plans received 18/02/04)  
**DECISION:**                      **GRANT**
- 04/0055      Staff Accommodation Block, Bishopsgate House, Bishopsgate Road, Englefield Green, Egham  
Conversion of existing staff block and garage block to the rear of the property into 5 No. x flats to be used by staff ancillary to Bishopsgate House.  
**DECISION:**                      **GRANT**
- 04/0056      Woodlawn, Green Lane Close, Chertsey  
Erection of single storey rear extension, conversion of car port to garage with pitched roof over and front porch following demolition of existing lean-to.  
**DECISION:**                      **GRANT**
- 04/0060      30 Heathervale Road, New Haw  
Erection of single storey front and rear infill extension and pitched roof over existing and proposed rear infill extension.  
**DECISION:**                      **REFUSE**
- 04/0063      37 Sayes Court, Addlestone  
Erection of single storey rear extension following demolition of existing extension and insertion of bay window on the front elevation.  
**DECISION:**                      **GRANT**
- 04/0066      23 The Causeway, Staines  
Display of a freestanding 2.4m high non-illuminated sign.  
**DECISION:**                      **REFUSE**
- 04/0067      Land at Lyne Lane, Thorpe  
Erection of a stable block comprising 3 stables and a tack room and a detached barn to store field maintenance equipment and hay.  
**DECISION:**                      **GRANT**
- 04/0068      Faradean, Temple Gardens, Staines  
Erection of a rear conservatory and a loft conversion incorporating alterations to the roof and dormer windows in the front, rear and side extensions.  
**DECISION:**                      **REFUSE**

APP. NO.      LOCATION AND PROPOSAL FOLLOWED BY DECISION

- 04/0073      Burley Orchard Cottage, Herrings Lane, Chertsey  
Works to Sycamore trees.  
**DECISION:**                      **GRANT**
- 04/0076      14 Wavendene Avenue, Egham  
Erection of single storey rear extension and attached garage to side following  
demolition of existing garage and conservatory and conversion of roof space  
to habitable accommodation incorporating dormer and velux windows.  
**DECISION:**                      **REFUSE**
- 04/0080      2 Farleigh Road, New Haw  
Erection of single storey front and side extension, insertion of dormer window  
to the front and roof lights to the rear to create habitable accommodation in  
roof space.  
**DECISION:**                      **GRANT**
- 04/0081      4 Rowhurst Avenue, Addlestone  
Works to Oak trees.  
**DECISION:**                      **GRANT**
- 04/0084      Land rear of Squirrels Leap and Meadside, Faris Lane, Woodham  
Demolition of existing garage, construction of new two storey, five bedroom  
dwellinghouse with integral double garage and relocation of access drive.  
**DECISION:**                      **REFUSE**
- 04/0086      Catalina, Portnall Rise, Virginia Water  
Erection of garden shed to rear of property.  
**DECISION:**                      **REFUSE**
- 04/0109      8 Burleigh Close, Addlestone  
Erection of two storey side extension following demolition of existing garage.  
**DECISION:**                      **GRANT**
- 04/0120      52 and 53 Hythe Road, Staines  
Erection of part two storey and part single storey rear extensions to both  
properties and conversion of the two semi-detached properties into 4 No. x  
one bed flats.  
**DECISION:**                      **REFUSE**

APP. NO.      LOCATION AND PROPOSAL FOLLOWED BY DECISION

- 04/0132      24 Windsor Street, Chertsey  
Removal of existing outbuildings and conservatory and the erection of a single storey extension (Listed Building Consent).  
**DECISION:**                      **GRANT**
- 04/0133      24 Windsor Street, Chertsey  
Removal of existing conservatory and outbuildings and erection of a single storey rear extension to ground floor flat.  
**DECISION:**                      **GRANT**
- 04/0144      Land rear of 23-25 Addlestone Park, Addlestone  
Erection of a detached four bedroom dwellinghouse with integral garage.  
**DECISION:**                      **GRANT**
- 04/0157      Sainsbury's Petrol Filling Station, Heriot Road, Chertsey  
Alterations to kerbline to create new tanker fleet access and associated works.  
**DECISION:**                      **GRANT**

**DELEGATED DECISIONS IN CONSULTATION WITH CHAIRMAN & VICE-CHAIRMAN**

<b><u>APP. NO.</u></b>	<b><u>LOCATION AND PROPOSAL FOLLOWED BY DECISION</u></b>
03/1383	Co-op Welcome, 51-53 Green Lane, Addlestone Installation of an illuminated fascia sign and one projecting sign. <b>DECISION: GRANT</b>
04/0010	Mayside, Middle Hill, Englefield Green Erection of a two storey side extension incorporating double garage following demolition of existing garage. <b>DECISION: GRANT</b>
04/0012	5 Paddocks Way, Chertsey Erection of part two storey part single storey side extension incorporating a garage and single storey front extension with pitched roof over following demolition of existing detached garage. (Revised plans received 18/02/04) <b>DECISION: GRANT</b>
04/0036	Holme Place, Kingswood Rise, Englefield Green, Egham Erection of single storey rear extensions. <b>DECISION: GRANT</b>
04/0091	Land at Station Road, Addlestone Installation of an internally illuminated advert panel to form an integral part of bus shelter. <b>DECISION: GRANT</b>
04/0092	Land at Church Road, Addlestone Installation of an internally illuminated advert panel to form an integral part of bus shelter. <b>DECISION: GRANT</b>
04/0103	Land at Guildford Road, Chertsey Installation of an internally illuminated advert panel to form an integral part of bus shelter. <b>DECISION: GRANT</b>
04/0104	Land at Bridge Road, Chertsey Installation of an internally illuminated advert panel to form an integral part of bus shelter. <b>DECISION: REFUSE</b>





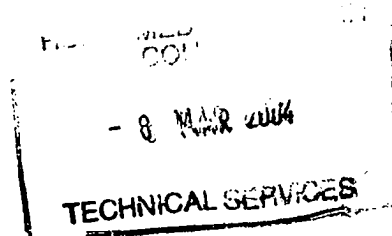
**ENVIRONMENT  
AGENCY**

**Our Ref :** FM/2003/000147-1/2

**Your Ref :** RU.03/1203

**Date :** 04 March 2004

Borough Technical Services Officer  
Runnymede Borough Council  
Civic Offices  
Station Road  
Addlestone  
Surrey  
KT15 2AH



Attn: Colin Harrison

Dear Colin

**7 DWELLINGS - LAND ADJACENT TO 97 POOLEY GREEN ROAD, EGHAM**

I write with regard to your letter of 20 February 2004 concerning the above proposal to which the Environment Agency objected in a letter dated 17 November 2003.

Given that there do not appear to be any practicable options available for providing dry access or floodplain compensation for the development, the Environment Agency has no alternative but to maintain its objection to this application.

However I do understand that the Committee, in weighing up all material considerations, may wish to grant permission for this development. In that event I would request that the following conditions be attached to any planning permission given. I would emphasise that these conditions would only partly mitigate the adverse effects of the development on the floodplain, and the Environment Agency would emphatically not regard them as justifying such development.

**PLANNING CONDITIONS**

**CONDITION:** The dwellings shall be constructed with underfloor voids, with the oversite concrete finished at existing ground level and with the underside of the floor structure set at or above the 1 in 100 year (+ 20% flow to account for climate change) flood water level of 15.27 m AOD(N).

**REASON:** To prevent the increased risk of flooding due to impedance of flood flows and reduction of flood water storage capacity.

**CONDITION:** Prior to the construction of the replacement dwelling hereby approved details of the openings and any associated grilles to the underfloor voids 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 retained thereafter.

**REASON:** To ensure that free passage of flood water through the under-floor voids of the building is provided for.

*(Note: The Environment Agency asks to be consulted on any details submitted in compliance with this condition).*

**CONDITION:** All spoil and building materials stored on site before and during construction shall be removed from the area of land liable to flood upon completion.

**REASON:** To prevent the increased risk of flooding due to impedance of flood flows and reduction of flood storage capacity.

**CONDITION:** There shall be no raising of existing ground levels on the site within the area liable to flood, other than in accordance with the approved details.

**REASON:** To prevent the increased risk of flooding due to impedance of flood flows and reduction in flood storage capacity.

**CONDITION:** Prior to the commencement of any development hereby permitted detailed drawings of any walls, fences or other means of enclosure within or around the site shall be submitted to and approved in writing by the local planning authority. The design of any wall, fence or other means of enclosure must be permeable to flood water. Development shall be carried out in accordance with the approved details and thereafter retained.

**REASON:** To prevent obstruction to the flow and storage of floodwater with a consequent increased risk of flooding.

#### Sustainable Drainage

In addition to the above, the Environment Agency would recommend that sustainable drainage measures be implemented at the site. Please refer to the attached information sheet which gives guidance on the use of sustainable drainage techniques for development of this scale.

#### **DECISION NOTICE**

Would you please forward a copy of the decision notice to this office quoting our reference. A copy of this letter has been sent to the agent. If you have any further queries please do not hesitate to contact me on the number below, quoting the reference cited at the beginning of this letter.

Yours faithfully



**SARAH PAXMAN**  
**Development Planning Officer**

Direct dial: 01276 454323

Direct fax: 01276 454352



### General surface water drainage information

The Agency is focussing its resources on high risk applications so we are unable to comment on the flood risk issues associated with small developments outside the flood plain. The following is offered to aid developers in managing the surface water runoff issues for information purposes only as a pointer towards best practice for surface water disposal.

Surface water run-off should be controlled as near to its source as possible through a sustainable drainage approach to surface water management. This approach involves using a range of techniques including soakaways, infiltration trenches, permeable pavements, grassed swales, ponds and wetlands to reduce flood risk by attenuating the rate and quantity of surface water run-off from a site. This approach can also offer other benefits in terms of promoting groundwater recharge, water quality improvement and amenity enhancements. Approved Document Part H of the Building Regulations 2000 sets out a hierarchy for surface water disposal which encourages a sustainable drainage (SUDs) approach.

- In accordance with Approved Document Part H of the Building Regulations 2000, the first option for surface water disposal should be the use of sustainable drainage methods (SUDS) which limit flows through infiltration e.g. soakaways or infiltration trenches, subject to establishing that these are feasible, can be adopted and properly maintained and would not lead to any other environmental problems. For example, using soakaways or other infiltration methods on contaminated land carries ground water pollution risks and may not work in areas with a high water table. Where the intention is to dispose to soakaway, these should be shown to work through an appropriate assessment carried out under BRE Digest 365.
- Flow balancing SUDS methods which involve the retention and controlled release of surface water from a site may be an option for some developments at this scale providing balanced surface water flows do not exceed a discharge rate of approx. 5 litres/second/hectare. Flow balancing should seek to achieve water quality and amenity benefits as well as managing flood risk.
- Further information on SUDS can be found in PPG25 appendix E, in the CIRIA C522 document Sustainable Urban Drainage Systems-design manual for England and Wales and the consultation draft Framework for Sustainable Drainage Systems (SUDS) in England and Wales. The framework consultation document provides advice on design, adoption and maintenance issues. This will form the basis of a Code of Practice on SUDS and is available electronically on both the Environment Agency's website at: [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk) and CIRIA's website at: [www.ciria.org.uk](http://www.ciria.org.uk)
- Where it is intended that disposal be made to public sewer, the Water Company or its agents should confirm that there is adequate spare capacity in the existing system and that they would be willing to accept any increases to flows.

<b>RU.03/1327</b>	Date reg: 14.11.03	Ward	FOXHILLS
<b>LOCATION:</b>	TRUMPS FARM LANDFILL SITE, KITSMEAD LANE, LYNE		
<b>PROPOSAL:</b>	DISCHARGE OF PLANNING CONDITIONS 8, 10 AND 11 OF RU.03/0200 IN RESPECT OF A LANDFILL GAS ASSESSMENT; DETAILS OF MONITORING OF DUST, PARTICULATES, BIO AEROSOLS AND ODOUR AND A SCHEME OF SURFACE WATER MANAGEMENT.		
<b>TYPE:</b>	DISCHARGE OF CONDITIONS. (County Matter Consultation)		
<b>APPLICANT:</b>	Surrey County Council		

Local Plan: Policies relevant to the consideration of this application are:

Second Alteration, April 2001: GB1, NE7, NE10  
Surrey Waste Local Plan 1997: 5, 14, 10, 7

1. Site

- 1.1 Trumps Farm Landfill site is a closed landfill site owned and controlled by Surrey County Council (SCC). The landfill closed to waste imports in 1999 and the restoration works were completed in 2002. The site is currently in the after-care phase.
- 1.2 The site is located on the eastern side of Kitsmead Lane and close to the M3 motorway.
- 1.3 The site is within the Green Belt and the Landscape Problem Area.

2. History

- 2.1 *RU.95/0692* Variation of terms of planning permission RU.80/1125 dated 18.2.81 so as to enable infilling to continue until 31.12.2000 with restoration being completed by 31.12.03.
- 2.2 *RU.96/0885* Completion of tipping and restoration of landfill.
- 2.3 *RU.03/0200* Construction and operation of two green waste in-vessel composting units for a temporary period of up to two years.

3. Application

- 3.1 Planning permission was granted by Surrey County Council, subject to conditions, to allow 'in vessel' composting of household green waste for a temporary period of up to 2 years on an area of land on the western side of the landfill in the vicinity of the site control compound. The two 'in vessel' containers comprise of specialist low-density polyethylene (LDPE) tunnels called 'Ecopods', measuring 60m long by 3m wide by 2m high. The temporary facility will process approximately 1,600 tonnes of household green waste a year. Each ecopod has a handling capacity of 200 tonnes of green waste. The temporary permission expires on the 31<sup>st</sup> of May 2005.

3.2 Further details have been submitted in respect to planning conditions 8 (The submission of a Landfill Gas Risk Assessment to assess the risk from migrating gas), 10 (A programme for the monitoring of dust particulates, bioaerosols and odour) and 11 (The construction of a surface water drainage system, incorporating surface water source control measures).

#### 4. Consultations

4.1 As with all 'County Matter' applications the primary consultations are undertaken by the County Planning Authority including neighbour notifications.

4.2 The County Highways Authority have raised no objections.

4.3 To date no letters of representation have been copied to the Council.

4.4 The Borough Environmental Protection Officer (BEPO) has been consulted and has raised concerns about the suitability of the programme for monitoring odour.

4.5 Any further consultation replies received via the County Council will be reported at the meeting.

#### 5. Planning Considerations

5.1 The site lies within the Green Belt where there is a general presumption against inappropriate development, except in very limited circumstances relating to agriculture and forestry and other developments are only acceptable in very special circumstances. The proposal stands to be determined on its respective merits, having regard to the relevant policies and other material considerations.

5.2 The Committee has been consistent in its opposition and criticism of Trumps Farm as a waste disposal site especially in relation to its visual impact on the local landscape and associated pollution problems. Policy NE7 of the Council's Local Plan raises objection to any increased tipping within the closed site and wishes to see the site restored to a lower profile than that approved, together with appropriate pollution control measures. The site is also subject to Policy NE8 and located within the Landscape Problem Area. Within these areas the Council will seek to improve the appearance of the landscape.

5.3 Under application RU.03/0200 the Committee raised strong objections to the proposal on the following grounds:

- i) The proposed development, if permitted, is likely to encourage similar proposals in respect of other land in the vicinity, which might then be difficult to resist, the cumulative effect of which, if permitted would further detract from the character and amenities of the area.

- ii) The proposal conflicts with the policy for the preservation of the Metropolitan Green Belt, as defined and described in Policies PE1 and PE2 of the Surrey Structure Plan 1994, Policies LO4 and LO5 of the Surrey Structure Plan Deposit Draft December 2002 and Policy GB1 of the Runnymede Borough Local Plan Second Alteration April 2001.
- iii) The proposal would serve to both perpetuate and increase the severe environmental damage which has already been caused to this area of Green Belt countryside and to local amenity contrary to the Surrey Structure Plan 1994 Policy and Surrey Waste Local Plan 1997 WLP7.
- iv) The Planning Authority does not consider that sufficient reasons have been put forward in support of this application to justify the acceptance of the proposed composting units within the Green Belt and to local amenity especially in regard to potential odour issues. As a result the proposals would be contrary to Policies PE1, PE2 and DP32 of the Surrey Structure Plan 1994, Policies LO4 and LO5 of the Surrey Structure Plan Deposit Draft December 2002, Policy WLP7 of the Surrey Waste Local Plan 1997 and Policies NE7 and NE10 of the Runnymede Borough Local Plan Second Alteration April 2001.
- v) The proposals would generate additional traffic which would intensify commercial activities within this prominent Green Belt area and further detract from the visual and general amenities of the area and its open character.

5.4 The Committee also requested that if the County Council were minded to grant permission, despite the objections raised, all technical matters should be clearly resolved before the grant of planning permission.

5.5 The methodology of emissions monitoring under condition 10 of RU.03/0200 seeks to compare concentrations of odour, airborne bioaerosols and inhalable dust. Samples are to be taken at a number of variable location to include:

- i) Upwind of the site to provide background levels.
- ii) Downwind of the particular activity, but within 5 metres.
- iii) Downwind of the particular activity at between 50 metres and 200 metres depending on access limitations and obstructions.

5.6 It is proposed that there will be four composting cycles over the period of a year, and samples will be taken from at least 2 of these cycles to cover seasonable influences. Samples will be taken at the shredding stage, 4 weeks into the composting cycle and whilst the pod is emptied.

- 5.7 The Borough Environmental Protection Officer (BEPO) has strong concerns given the limited information, which has been submitted in relation to planning condition 10. They advise that the programme of monitoring details a very limited sampling regime. The BEPO advises that operatives upon the site could reasonably conduct weekly or even daily odour and dust checks without significant cost. Concerns are also raised that the programme of monitoring makes no reference to a procedure for responding to complaints, and any remedial actions to be taken should an odour, dust or particulate problem be identified.
- 5.8 Concerns are also raised that insufficient regard has been given to the minimisation of odour. The arrangements for the management of green waste at the start of the process, and for the management and storage of the final product so as to minimise odour, have not been fully considered by the monitoring programme.
- 5.9 In application RU.03/0200 it was indicated that the green waste would be delivered to the site directly from transfer stations (Leatherhead, Slyfield, Charlton Lane and Epsom) using articulated bulk delivery vehicles (artics). In addition green waste would be delivered from 6 recycling centres (Lyne Lane, Witley, Cranleigh, Farnham, Swift Lane and Wilton Road) using roll-on/off vehicles. The green waste would then be shredded on site and supplied by conveyor to the ecopods. The processing time would take no longer than 12 weeks from the time of shredding. It was proposed that the finished product was to be used on the Trumps Farm landfill site as a soil improver. It was also stated that some of the finished product would be stockpiled to the south of the compound.
- 5.10 The BEPO advises that both the management of green waste at the start of the process and the management and storage of the finished product would be undertaken in the open air. Green waste deposited on the site at the start of the process may have already spent a significant amount of time at a civic amenity site and/or in transit. Therefore unless it is shredded and introduced to the eco pods within a few hours of receipt, it could generate odour, insects and rodent pest nuisance. In addition the final processing of the compost and its storage on site are also potential sources of odour, particularly as the material will continue to "mature" once blocked into a storage pile. The monitoring programme provides no details for the arrangements and locations for the screening of the finished compost and for the odour monitoring and control of the process compost storage area.
- 5.11 In respect to planning condition 11 (Surface water drainage), this was imposed following consultation with the Environment Agency to ensure that the proposals did not create pollution of the water environment. The drainage plan confirms that the area in which the composting is to take place is already covered by an impermeable surface, which discharges into a drainage ditch. They advise that the in-vessel system of composting does not produce a free leachate so it is very unlikely that any liquid from the composting process will escape from the vessels.

- 5.12 The plan advises however that in the event of abnormal conditions any liquid will be prevented from leaving the impermeable surface by utilising absorbent granules. Information submitted advises that both the drainage ditch and underlying ground water are routinely monitored.
- 5.13 In response to the above planning condition, the County Council have forwarded a copy of the Environment Agency's response. The Environment Agency's letter dated 17<sup>th</sup> September 2003 advises that the details submitted fully satisfy planning condition 11. Given this response, it is considered that the details submitted are acceptable, and no further issues be raised in respect of surface water drainage and surface water source control measures.
- 5.14 In respect of planning condition 8, the condition was imposed, following consultation with the Environment Agency. However in their letter dated 17<sup>th</sup> September 2003, the Environment Agency advise that they do not comment on landfill gas assessments, and the evaluation should be undertaken by the Local Planning Authority (the County Council). Surrey County Council have also advised that following further discussion with the Environment Agency, they have confirmed that they will be willing to formally comment on the submitted Landfill Gas Assessment. Surrey County Council have however advised that following further discussion with the Environment Agency, they now confirm that they will be willing to formally comment on the submitted Landfill Gas Assessment.
- 5.15 This Authority has no expertise in determining the submitted "Landfill Risk Assessment" and the BEPO has advised that the Health and Safety Executive are the relevant body to advise on such assessments. The County Council should therefore consult with The Health and Safety Executive to ensure that the Executive is satisfied before discharging this planning condition.

#### Officers' Recommendation

- 1) **NO OBJECTIONS** be raised in respect to the content of the surface Water Management Plan as the details submitted are considered to comply with planning condition 11 of RU.03/0200.
- 2) **NO OBJECTIONS** be raised to the Landfill Risk Assessment provided Surrey County Council fully consult with the Health and Safety Executive, the Environment Agency and any other relevant bodies to ensure that the details submitted fully meet the requirements of Planning Condition 8 of RU.03/0200.
- 3) **OBJECTIONS** be raised to the discharge of condition 10 ("Programme for the monitoring of dust, particulates and odour") on the grounds that the monitoring programme details a very limited sampling regime, and insufficient regard has been given to the potential of the proposal to create odour problems.

The County Council be further advised of the Council's concerns in respect of the following matters:

- A) The programme of monitoring makes no reference to a procedure for responding to complaints, and the remedial actions to be taken should an odour/dust or particulate problem be identified.
- B) The site should be monitored to ensure that the final agreed programme is adhered to and that the operations are completed within the approved time limit.
- C) With regard to the Programme for monitoring dust, particulates and odour (condition 10), the following concerns be addressed by the applicant:
  - i) Further information regarding the limited sampling regime, and why monitoring checks could not be undertaken on a more frequent basis.
  - ii) The programme makes no reference to the management of the green waste at the start of the process, and for the management and storage of the final product.
  - iii) The timescale between the receipt of waste on site and its introduction to the eco pod should be addressed, and the timescale minimised so as to reduce potential odour problems.
  - iv) Further information is also requested in relation to the arrangements for storing and screening the finished compost on site, and details for the monitoring and control of odour for the compost storage area.

Informative

1. The applicant is advised that this decision relates to the following drawing numbers received on the dates shown :-

<u>Drawing Number:</u>	<u>Date Received:</u>
Covering letter	13.11.03
"Landfill Risk Assessment"	13.11.03
"Surface Water Management"	13.11.03
"Programme for the monitoring of dust, particulates and odour"	13 .11.03

Any permission hereby granted shall not be construed as authority to carry out works on the highway. The applicant is advised that a licence 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.

RU.03/sj/Index1838  
RU.03/1327/PJ/JM

Mr P. Jenkins  
01932 425110

5110

22nd December 2003

Linda Way,  
Administrative Assistant,  
Minerals, Waste and County Development,  
Surrey County Council.

**DX 31509 KINGSTON**

Dear Ms Way,

**TOWN AND COUNTRY PLANNING ACT 1990  
COUNTY MATTER APPLICATION**

**Site:** Land at Trumps Farm Landfill, Kitsmead Lane, Chertsey

**Proposal:** Landfill gas risk assessment; details of monitoring of dust, particulates, bio aerosols and odour; scheme of surface water management pursuant to conditions 8, 10 and 11 of Planning Permission ref: RU.03/0200 dated 2nd July 2003

(RU.03/1327)

I refer to your letter of consultation dated 24th November in respect of

The application was reported to the Council's Planning Committee on 17th December and it was resolved that:

- 1) **NO OBJECTIONS** be raised in respect to the content of the surface Water Management Plan as the details submitted are considered to comply with planning condition 11 of RU.03/0200.
- 2) **NO OBJECTIONS** be raised to the Landfill Gas Risk Assessment provided Surrey County Council fully consult with the Health and Safety Executive, the Environment Agency and any other relevant bodies to ensure that the details submitted fully meet the requirements of Planning Condition 8 of RU.03/0200.
- 3) **STRONG OBJECTIONS** be raised to the discharge of condition 10 ("Programme for the monitoring of dust, particulates and odour") on the grounds that the monitoring programme details a very limited sampling regime, and insufficient regard has been given to the potential of the proposal to create odour problems.

Continued....

With specific regard to condition (10) the Committee wished the County Council to address the following concerns:

- A) The programme of monitoring makes no reference to a procedure for responding to complaints, and the remedial actions to be taken should an odour/dust or particulate problem be identified.
- B) The site should be monitored to ensure that the final agreed programme is adhered to and that the operations are completed within the approved time limit.
- C) With regard to the Programme for monitoring dust, particulates and odour (condition 10), the following concerns be addressed by the applicant:
  - i) Further information regarding the limited sampling regime, and why monitoring checks could not be undertaken on a more frequent basis.
  - ii) The programme makes no reference to the management of the green waste at the start of the process, and for the management and storage of the final product.
  - iii) The timescale between the receipt of waste on site and its introduction to the eco pod should be addressed, and the timescale minimised so as to reduce potential odour problems.
  - iv) Further information is also requested in relation to the arrangements for storing and screening the finished compost on site, and details for the monitoring and control of odour for the compost storage area.

The Committee asked that in view of its strong objections and the above concerns, the Borough Council be re-consulted on any amended or new application to discharge condition (10). I would be pleased if you could therefore keep me informed on this.

The Committee also wished the Borough Council to be copied in on all consultation responses in respect of the discharge of all three conditions.

In addition, the Committee requested further information in respect of landfill gas generation at the site. The Committee wished to be advised on the levels of landfill gas being generated at the site and how this was being managed. I would welcome a report or any information you have on this matter in order for me to inform my Members.

Yours sincerely,

**P. Jenkins,**  
**Head of Planning**