



RUNNYMEDE BOROUGH COUNCIL

PLANNING COMMITTEE

3 March 2004

APPENDICES

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Runnymede
Local
Development
Framework

Local Development Scheme

DRAFT FEBRUARY 2004

Runnymede Borough Council

RUNNYMEDE BOROUGH COUNCIL

DRAFT LOCAL DEVELOPMENT SCHEME

Introduction

The Local Development Scheme (LDS) for Runnymede sets out the current framework for planning policies in the Borough and the programme for its replacement with Local Development Documents (LDDs) over the next three years.

The Council is responsible for the production of a Local Development Framework (LDF). This will be a portfolio of local development documents that will progressively replace the Adopted Runnymede Borough Local Plan and set out the spatial strategy for Runnymede.

This LDS includes a list of the LDDs that the Council intends to produce. These include development plan documents (DPDs) and supplementary planning documents (SPDs).

This LDF has been prepared under the provisions of the Planning and Compulsory Purchase Act 2004 in consultation with the Government Office for the South East.

The LDF will provide a strong and reasoned basis for the consideration and negotiation of development proposals and developer contributions within the Borough. It will also:

- Implement, at the local level, the objectives and development requirements of the Regional Spatial Strategy (South East Plan).
- Bring together and co-ordinate the spatial activities of a number of Council functions and those of other agencies.
- Establish an audit trail to justify policies and proposals and to support any future bids for public funding as part of a coherent strategy.
- Establish a sound evidence base to support policies and proposals, to enable effective monitoring of outcomes and to provide a basis for Runnymede's input to the development of the Regional Spatial Strategy.
- Promote investment in, and regeneration of, under-used land.

Saved Plans

The Surrey Structure Plan 2004 will be saved for three years or until it is superseded by the Regional Spatial Strategy for the South East.

The Runnymede Borough Local Plan (Second Alteration) 2001 can be saved for three years from the commencement of the Act. Where policies are up to date and comply with the relevant government and regional guidance and the Core Strategy, they may be saved beyond that.

Parts of the Local Plan will be replaced by the Core Strategy when it is adopted in October 2005 and further parts will be replaced by the Housing DPD and Principal Development Control Policies when they are adopted in September 2006. The Development Plan Documents along with the Regional Spatial Strategy (RSS) and Minerals and Waste Local Plans will comprise the statutory development plan for the Borough.

Schedule of Local Development Documents

PHASE 1

Document Title	Status	Brief Description	Chain of Conformity	Early Stakeholder Engagement	Consultation on Issues / Options	Consultation on Preferred Options / Proposals	Submission to Sec of State	Est. Date for Adoption
Statement of Community Involvement	Required Document	Statement of how the community will be involved in the LDF process	To conform with regulations and RBC Consultation Strategy	Feb-May 2004	Jul - Aug 2004	Oct - Nov 2004	Feb 2005	Oct 2005
Core Strategy	Development Plan Document	Provides vision and spatial strategy for development	RSS, Structure Plan (Until replaced)	Feb-May 2004	Jul - Aug 2004	Oct - Nov 2004	Feb 2005	Oct 2005

PHASE 2

Document Title	Status	Brief Description	Chain of Conformity	Early Stakeholder Engagement	Consultation on Issues / Options	Consultation on Preferred Options / Proposals	Submission to Sec of State	Est. Date for Adoption
Primary Development Control Policies	Development Plan Document	Generic policies for the control of development.	Relevant PPSs, Structure Plan & RPG (until replaced by RSS)	Mar - May 2005	Jul - Aug 2005	Oct - Nov 2005	Jan 2006	Sep 2006

Document Title	Status	Brief Description	Chain of Conformity	Early Stakeholder Engagement	Consultation on Issues / Options	Consultation on Preferred Options / Proposals	Submission to Sec of State	Est. Date for Adoption
Housing	Development Plan Document	Housing site allocations, phasing, affordable housing, design/density and special residential areas.	PPS3, PPS1 core strategy and RSS. Regional Housing Strategy. Take account of Surrey Structure Plan 2004 and the Runnymede Community Strategy.	Mar - May 2005	Jul - Aug 2005	Oct - Nov 2005	Jan 2006	Sep 2006
Planning Obligations	Supplementary Planning Document	Requirements / mechanisms for securing infrastructure and other provision	Core Strategy and National Policy	Mar-May 2005	N/A	Oct-Nov 2005	N/A	Jan 2006
Highways Issues	Supplementary Planning Document	Requirements for car parking and associated matters	Adopted DPD policy and current national guidance.	Mar-May 2005	N/A	Oct-Nov 2005	N/A	Jan 2006

PHASE 3 (Adoption extends beyond the LDS three year programme)

Document Title	Status	Brief Description	Chain of Conformity	Early Stakeholder Engagement	Consultation on Issues / Options	Consultation on Preferred Options / Proposals	Submission to Sec of State	Est. Date for Adoption
Addlestone Town Centre Strategy	Area Action Plan	Statement of how the community will be involved in the LDF process	PPS6, RSS, Take account of Community Strategy	May – Jun 2006	Sep-Oct 2006	Dec 2006 – Jan 2007	Mar 2007	Oct 2007
Chertsey Town Centre Strategy	Area Action Plan	Strategy for maintaining the vitality and viability of small centres.	PPS6, RSS, Core Strategy, Take account of Community Strategy	May – Jun 2006	Sep-Oct 2006	Dec 2006 – Jan 2007	Mar 2007	Oct 2007
Egham Town Centre Strategy	Area Action Plan	Strategy for maintaining the vitality and viability of the town centre.	PPS6, RSS, Core Strategy, Take account of Community Strategy	May – Jun 2006	Sep-Oct 2006	Dec 2006 – Jan 2007	Mar 2007	Oct 2007
Small Centres Strategy	Area Action Plan	Strategy for maintaining the vitality and viability of the small centres.	PPS6, RSS, Core Strategy, Take account of Community Strategy	May – Jun 2006	Sep-Oct 2006	Dec 2006 – Jan 2007	Mar 2007	Oct 2007
Leisure and Open Space	Supplementary Development Document	Guidance on the protection and provision of leisure facilities and open space	Core strategy and take account of Community and Cultural Strategy	May – Jun 2006	N/A	Dec 2006 – Jan 2007	N/A	Mar 2007

Document Title	Status	Brief Description	Chain of Conformity	Early Stakeholder Engagement	Consultation on Issues / Options	Consultation on Preferred Options / Proposals	Submission to Sec of State	Est. Date for Adoption
Designing for Access	Supplementary Development Document	Guidance on designing accessible buildings and public areas	PPS1, Core Strategy and take account of Community Strategy	May – Jun 2006	N/A	Dec 2006 – Jan 2007	N/A	Mar 2007

Core Strategy

General	
Subject Matter	Strategic document setting out the vision and spatial strategy for providing Runnymede's development needs to 2016. This is based on an agreed vision for the Borough and will include a key a general strategy for its achievement.
Geographical Area	Borough – wide
Status	Development Plan Document
Conformity	RPG9 (RSS), Having regard to Surrey Structure Plan and The Community Strategy for Runnymede
Timetable	
Early Stakeholder & Community Engagement	Feb – May 2004
Consultation on Issues & Options	Jul – Aug 2004
Consultation on Proposals	Oct – Nov 2004
Submit to Sec of State	Feb 2005
Examination	May – Jun 2005
Est. date for Adoption	Oct 2005
Production	
Organisational Lead	Head of Planning Services
Political Management	Planning Committee to approve issues, options and proposals and review evidence and results of consultation. Planning Committee to make recommendations to Full Council at preferred options and submissions stages.
Internal Resources	Asst P&I Manager, Policy Team, GIS support, Cross-departmental LDF Sustainability Group
External Resources	None identified
Stakeholder Resources	Community Strategy Task Groups and LSP to provide key link to community. Development Industry Expertise (HBF etc) Runnymede Business Partnership
Data / Studies Required	Review of Community Strategy Targets / Aims, Leader's Position Statement and assessment of land use implications.
Action	APIM / Community Strategy Task Groups

Statement of Community Involvement

General	
Subject Matter	Statement setting out how the Council will engage with the local community in the preparation of the development framework and in the determination of significant planning applications.
Geographical Area	Borough – wide and involving organisations beyond the Borough
Status	Required Document
Conformity	To at least meet the minimum requirements of the regulations and have regard to the Council's Communications Strategy
Timetable	
Early Stakeholder & Community Engagement	Feb – May 2004
Consultation on Issues & Options	Jul – Aug 2004
Consultation on Proposals	Oct – Nov 2004
Submit to Sec of State	Feb 2005
Examination	May – Jun 2005
Est. date for Adoption	Oct 2005
Production	
Organisational Lead	Head of Planning Services
Political Management	Planning Committee to approve issues, options and proposals and review evidence and results of consultation. Planning Committee to make recommendations to Full Council at preferred options and submissions stages.
Internal Resources	Asst P&I Manager, Policy Team, GIS support, Cross-departmental LDF Sustainability Group
External Resources	None identified
Stakeholder Resources	Community Strategy Task Groups and LSP and Planning Liaison Group to provide key link to community.
Data / Studies Required	Review of Regulations / Communications Strategy Consideration of potential of existing stakeholder links. Establishment of Consultee database.
Action	PPO / PO / Community Strategy Task Groups

Primary Development Control Policies

General	
Subject Matter	Set of generic policies for the control of development within the Borough. These will guide development for which there is no site-specific or locational guidance elsewhere in the Local Development Framework.
Geographical Area	Borough-wide
Status	Development Plan Document
Conformity	To accord with PPS12, PPS1 (and other relevant PPSs) and the emerging core strategy and RSS. To take account of the Surrey Structure Plan 2004 and the Community Strategy for Runnymede.
Timetable	
Early Stakeholder & Community Engagement	Mar – May 2005
Consultation on Issues & Options	Jul – Aug 2005
Consultation on Proposals	Oct – Nov 2005
Submit to Sec of State	Jan 2006
Examination	Mar – Apr 2006
Est. date for Adoption	Sep 2006
Production	
Organisational Lead	Head of Planning Services
Political Management	Planning Committee to approve issues, options and proposals and review evidence and results of consultation. Planning Committee to make recommendations to Full Council at preferred options and submissions stages.
Internal Resources	Asst P&I Manager, Policy Team, Development Control Section, GIS support, Cross-departmental LDF Sustainability Group
External Resources	None identified
Stakeholder Resources	Community Strategy Task Groups and LSP to provide key link to community. Involvement of developers / builders and residents / amenity / special interest groups.
Data / Studies Required	
Action	APIM / Development Control Section

Housing

General	
Subject Matter	Housing site allocations, phasing of housing development, affordable housing provision, design and density of housing and areas of special residential character.
Geographical Area	Urban Area
Status	Development Plan Document
Conformity	To accord with PPS3, PPS1 and the emerging core strategy and RSS. To take account of the Surrey Structure Plan 2004 and the Runnymede Community Strategy.
Timetable	
Early Stakeholder & Community Engagement	Mar – May 2005
Consultation on Issues & Options	Jul – Aug 2005
Consultation on Proposals	Oct – Nov 2005
Submit to Sec of State	Jan 2006
Examination	Mar – Apr 2006
Est. date for Adoption	Sep 2006
Production	
Organisational Lead	Head of Planning Services
Political Management	Planning Committee to approve issues, issues, options and proposals and review evidence and results of consultation. Housing Committee to approve proposals for affordable housing Planning Committee to make recommendations to Full Council at preferred options and submissions stages.
Internal Resources	Policy & Projects Officer, Policy Team, Housing and Community Services Department, Development Control Section, GIS support, Cross-departmental LDF Sustainability Group
External Resources	None identified
Stakeholder Resources	Community Strategy Task Groups and LSP to provide key link to community. Housebuilders and residents / amenity groups.
Data / Studies Required	Housing completions / trajectories, urban capacity study, urban area residential character analysis
Action	PPO / Policy Section

Proposals Map

General	
Subject Matter	Map showing extent of policy areas.
Geographical Area	Borough-wide and including inset maps for parts of Borough
Status	Development Plan Document
Conformity	To accord with adopted DPDs.
Timetable	
Core Strategy	Oct 2005
Primary DC Policies	Sep 2006
Housing DPD	Sep 2006
Production	
Organisational Lead	Policy & Implementation Manager
Political Management	Adoption delegated to Director of Technical Services to reflect current adopted development plan policies and proposals.
Internal Resources	Asst P&I Manager, GIS, IT support to web-enable
External Resources	None identified
Stakeholder Resources	
Data / Studies Required	
Action	APIM / GIS

Planning Obligations

General	
Subject Matter	Guidance on the Council's requirements and mechanisms for securing infrastructure and other necessary and related social and cultural provision through developments in the Borough.
Geographical Area	Borough-wide.
Status	Supplementary Planning Document
Conformity	To accord with adopted DPD policy and current national guidance.
Timetable	
Early Stakeholder & Community Engagement	Mar-May 2005
Consultation on Preferred Options/Proposals	Oct-Nov 2005
Estimated Date for Adoption	Jan 2006
Production	
Organisational Lead	Head of Planning Services
Political Management	Planning Committee to approve issues, options and proposals and review evidence and results of consultation. Proposals to be considered by Housing and Planning and Economic Development Committees. Planning Committee to make recommendations to Full Council at adoption stage.
Internal Resources	Projects Officer / Development Control / Legal Section / Property Management Group
External Resources	None identified
Stakeholder Resources	LSP to provide key link to Community. Advice on Highways / LTP / Education / Libraries required from SCC. Input required from development industry, health service providers and further and higher education providers.
Data / Studies Required	
Action	PO

Highways Issues

General

Subject Matter Guidance on the Council's requirements for the provision of development related car parking and associated matters including transport plans and facilities for delivery vehicles.

Geographical Area Borough-wide.

Status Supplementary Planning Document

Conformity To accord with adopted DPD policy and current national guidance.

Timetable

Early Stakeholder & Community Engagement Mar-May 2005

Consultation on Preferred Options/Proposals Oct-Nov 2005

Estimated Date for Adoption Jan 2006

Production

Organisational Lead Head of Planning Services

Political Management Planning Committee to approve issues, options and proposals and review evidence and results of consultation. Planning Committee to make recommendations to Full Council at adoption stage.

Internal Resources Projects Officer / Development Control

External Resources None identified

Stakeholder Resources LSP to provide key link to Community. Advice on Highways / LTP required from SCC. Input required from development industry.

Data / Studies Required

Action

Programme Management

Programme management will be the responsibility of the Assistant Policy & Implementation Manager.

The three-year programme for the production of the LDF is set out on the following chart. It is proposed to have two Examinations over the three-year period and the Planning Inspectorate (PINS) has been informed of this.

An LDF Project Team has been established to help identify any issues arising in the LDF project. It comprises the policy officers involved in preparing the LDF and colleagues from the Development Control Section. It meets on a fortnightly basis to review progress and resolve issues.

A core officers group has been established with a remit to consider the corporate environmental implications of the developing LDF. It also provides a forum for discussion of other corporate issues such as the use of existing community links and relationships with other strategies. Membership includes members of the LDF Project Team from the Technical Services Department and the following staff from other Departments:

<i>Officer</i>	<i>Department</i>
Policy Officer	Chief Executive
Head of Housing Needs and Strategy	Housing & Community Services
Head of Law	Administration and Leisure
Projects and Support Manager	Administration and Leisure
Principal Accountant	Finance

The Annual Monitoring Report (AMR) will provide a publicly available progress report on the LDS and will identify any elements that are not being implemented on schedule and any reasons for this. It will also provide an opportunity to identify any necessary changes to the LDS.

Supporting Statement

Planning Policy Context for the LDF

The following paragraphs briefly describe the national, regional and county level planning policies that apply to Runnymede. The LDDs that make up the Runnymede Local Development Framework will need to comply with these policies and set out how they are to be applied at the local level to reflect local needs and priorities.

National Policy

The government sets out its national planning policies in a series of documents covering different topics such as Housing and Green Belt. These used to be called Planning Policy Guidance Notes (PPGs) but these are being replaced by Planning Policy Statements (PPSs). The national policies should not be repeated in the LDF. The LDF will describe how these policies will apply at the local level in accordance with local priorities.

Regional Policy

The current regional guidance is set in Regional Planning Guidance 9, South East and covers the period up to 2016. This is due to be replaced by a Regional Spatial Strategy (RSS) which will be called 'The South East Plan' and is presently being prepared by the South East England Regional Assembly. The RSS will have an increasingly important role as it will replace the Structure Plan as well as the current regional guidance. In particular it will provide the means of setting the amount of housing to be provided in all the boroughs and districts in the region. Additional regional plans and strategies that will be relevant include:

- Regional Housing Policy
- Regional Waste Strategy
- Regional Minerals Strategy
- Regional Transport Strategy
- Regional Tourism Strategy

County Policy

The Surrey Structure Plan was approved in 2004 and covers the period to 2016. However, under the government's new planning system it will be replaced by the new Regional Spatial Strategy (the South East Plan) well before 2016.

The County Council are also responsible for a number of other strategies and plans which will be considered as part of the LDF development process. These are:

- Surrey Minerals Local Plan
- Surrey Waste Local Plan
- Surrey Local Transport Plan
- Surrey Countryside Strategy
- Surrey Heritage Strategy
- Surrey Design

Community Strategy & Other Strategies

Listed below are the local strategies and plans that will inform and guide the development of the LDF.

Community Strategy

The Community Strategy for Runnymede was launched in December 2002 and is reviewed annually. This is a key strategy for the Borough and the LDF will provide its spatial expression and a key means of its implementation.

Economic Strategy

The Runnymede Economic Strategy was adopted in June 2003 and is reviewed annually. It provides a statement of the Council's objectives and key targets for supporting the local economy. It is prepared in consultation with the local business community.

Communications and Consultation Strategies

These are statements of the Council's intentions to communicate internally and externally with stakeholders and to involve them in the determination of the Council's policies and priorities. They will inform the preparation of the Statement of Community Involvement.

Housing Strategy

This sets out the Council's plans for providing good quality housing within the Borough. It prioritises the provision of affordable homes and supporting people to live independently. It sets a target for bringing the Council's housing stock up to the Decent Home Standard and improving unfit private properties and bringing them into use.

Other Strategies

In preparing the LDF account will be taken of the following strategies where they are relevant to particular LDDs.

Runnymede Cultural Strategy 'Runnymede Life'
Crime and Disorder Reduction Strategy

Joint Working

It is not intended to establish a joint planning board with neighbouring authorities. Given the need to provide the spatial expression of the Runnymede Community Strategy it is not presently proposed to jointly produce any LDDs.

The potential for the joint production of LDDs with other local authorities will be kept under review through participation in the Surrey Planning Working Group (all Surrey Districts and Surrey County Council) and a North Surrey LDF best practice group (with Elmbridge, Epsom and Ewell and Spelthorne)

Structure of the LDF

The key document of the LDF will be the Core Strategy. This will set out the vision for Runnymede along with the objectives and spatial strategy to achieve that vision. All LDDs will comply with the Core Strategy and help to achieve its objectives. The Core

Strategy will identify key areas in the Borough within which certain policies will apply (Green Belt, Area Liable to Flood, Urban Area, Town Centres, Shopping Cores etc.)

For ease of use the main policies used for controlling development will be in a separate DPD (these are the policies used when considering planning applications and provide a useful guide for people thinking of carrying out a development as to whether it is likely to be acceptable). These will apply across the Borough. The development control policies will replace a large number of existing policies in the current adopted local plan. A schedule showing which local plan policies will be replaced and by which DPD is attached at the end of the LDS.

The three year programme includes the preparation of a DPD on housing. This will identify any specific sites for housing and provide guidance for the residential development of unidentified sites including requirements for affordable housing. It will also identify areas of special residential character where particular design and density policies may apply. It will replace all the policies in the Housing chapter of the Adopted Local Plan apart from HO9 which will be replaced by the Development Control DPD. It will also replace Recreation policies R2 and R3.

The Evidence Base

The main source for the evidence base will be a computerised data store using standardised meta tags (labels for data streams describing their content, source, date and other key information). Spatial data will link to the Council's GIS system.

Key data will be made available in the following general topic areas:

- principal physical, economic, social and environmental characteristics of the area
- principal purposes for which land is used
- size, distribution and composition of population
- communications, transport system and traffic
- any other considerations affecting these matters

The evidence base will be developed, managed and maintained by the Council's Environmental Policy Officer.

The following studies and monitoring regimes will provide information for the development of LDDs

- Urban Capacity Study – Initial study completed for Structure Plan, will be updated to December 2004 base for Housing DPD.
- Housing completions, permissions and land supply monitoring.
- Commercial completions and vacancy monitoring

- Town Centre Retail / Land Use Survey
- Urban Area Character Appraisal
- Housing Needs Survey

Monitoring and Review

The LDS will be subject to annual review including the production of an Annual Monitoring Report (AMR) in accordance with the Regulations. This will review the production of LDDs against the timetable set out in the LDS and the performance of existing LDDs. It will also assess the need for new or updated LDDs in light of new national or regional guidance and any changes in local priorities.

The Review will cover the period from 1 April to 31 March and will be conducted during May and June each year, commencing in 2005. The Annual Monitoring Report will be published in September of each year following consideration by the Council's Planning Committee.

Resources

In-House Resources

The following in-house resources will be available for the preparation of local development documents for the period to March 2006. Certain posts are subject to securing Planning Delivery Grant monies if they are to be extended beyond that time.

Head of Planning Services	10%
Policy & Implementation Manager	30% (+20% on RSS matters)
Asst. Policy & Implementation Manager	75%
Policy & Projects Officer	75%
Policy & Information Officer	75%
Environmental Policy Officer	75%
Projects Officer	50% (100% of p/t post)
Graphics Officer	20% (40% of p/t post)
Development Control Staff Input	10% (equivalent)
TOTAL	420% (4.2 FTE)

In addition to the LDF Project Team, an internal LDF sustainability officer group has been set up drawing in officers from all departments of the Council to consider LDF sustainability issues from a corporate viewpoint.

External Resources

No external resources have been identified as being required. The need to draw on external resources will be kept under review as part of the project management process. The Council may appoint temporary staff to undertake survey and analysis work as part of the overall project. Use may also be made of funds from the Planning Delivery Grant to commission studies to support the development of LDF policies (such as the needs assessments for town centres required under the draft PPS6 which would inform the town centre policies)

Risk Assessment

Staff turnover – It is recognised that the introduction of the new planning system and the availability of monies from government for implementing changes may result in a shortage of suitably qualified and experienced staff. However, the Policy and Implementation Section, which will bear the vast majority of the workload, presently has a full complement of staff. The Council will shortly be reviewing the performance pay system and has already introduced an enhanced remuneration package to help retain recent graduates.

Political Issues – Runnymede has a very stable political composition and Members have been supportive of the need for additional staff to produce the LDF. Members will be engaged throughout the process, through their involvement in the Community Strategy Task Groups and LSP and their roles in the preparation of other key strategies.

Soundness / Legal Challenge – GOSE and PINS will be kept informed of our emerging DPDs in order to ensure, as far possible, their soundness. The process of DPD production including stakeholder involvement, SEA and SA will be fully audited. The LDF will be supported by a comprehensive and robust evidence base as described above.

Internal Resources – The current assessment is that adequate resources are available to implement the LDS subject to receipt of Planning Delivery Grant monies to fund the additional staff resources and any further studies required. This will be kept under review as work progresses on the LDF.

External Resources – There is concern that the programme may be affected by the capacity of PINS to accommodate what is likely to be a large number of LDD and SCI Examinations within a short space of time. Statutory consultees, such the Environment Agency, may also have difficulty in handling the large number of LDF consultations that they are likely to receive over the next three to four years. These factors could affect our programme but is outside of our control. The LDS programme does have some margin for slippage built in to accommodate any such problems.

**Schedule of Policies in the
Runnymede Borough Local Plan
(Second Alteration)
Adopted April 2001**

This schedule lists all current local plan policies and what is proposed for them under the LDF format within the first three years of the LDS programme.

The abbreviations used are:

Core Strat	Core Strategy
DC LDD	Development Control LDD
Hsg LDD	Housing LDD
Plg Obs LDD	Planning Obligations LDD

Chapter	Policy	Replace by / Save / Delete
General	GEN1	DC LDD
	GEN2	DC LDD
Green Belt	GB1	Delete
	GB2	DC LDD
	GB4	DC LDD
	GB5	DC LDD
	GB6	DC LDD
	GB7	DC LDD
	GB8	DC LDD
	GB9	DC LDD
	GB10	DC LDD
	GB12	DC LDD
	GB13	DC LDD
Housing	HO1	Hsg LDD
	HO2	Hsg LDD
	HO3	Hsg LDD
	HO4	Hsg LDD
	HO5	Hsg LDD
	HO6	Hsg LDD
	HO7	Hsg LDD
	HO8	Hsg LDD
	HO9	DC LDD
	HO10	Hsg LDD
	HO11	Hsg LDD
Local Economy	LE1	Core Strat
	LE2	DC LDD
	LE3	DC LDD
	LE4	DC LDD
Shopping	SHO1	DC LDD
	SHO2	DC LDD
	SHO3	DC LDD
	SHO4	DC LDD
	SHO5	DC LDD
	SHO6	DC LDD
	SHO7	DC LDD

Chapter	Policy	Replace by / Save / Delete
Town Centres	TC1	Core Strat
	TC2	DC LDD
	TC4	Delete
	TC5	Delete
	TC6	Delete
	TC7	Delete
	TC8	Delete
	TC9	Delete
	TC10	Delete
	TC11	Delete
	TC12	Delete
	TC13	Delete
	TC14	Delete
	Movement	MV1
MV2		Delete
MV3		DC LDD / Plg Obs LDD
MV4		DC LDD
MV5		DC LDD
MV6		Core Strat
MV7		Core Strat
MV8		Delete
MV9		DC LDD
MV10		DC LDD
MV11		DC LDD
MV12		DC LDD
MV13		Core Strat
MV14		Core Strat
Natural Environment	NE1	DC LDD
	NE2	DC LDD
	NE3	DC LDD
	NE4	DC LDD
	NE7	Save
	NE8	Save
	NE10	Save
	NE11	Save
	NE12	Save
	NE13	Save
	NE14	Save
	NE15	Save
	NE16	Save
	NE17	Save
NE18	Save	
NE20	Save	
Built Environment	BE1	Core Strat / LDS
	BE2	DC LDD
	BE4	Save
	BE5	Save
	BE5A	Save
	BE6	Save
	BE7	Save
	BE8	Save

Chapter	Policy	Replace by / Save / Delete
	BE9	Save
	BE10	Save
	BE11	Save
	BE12	Save
	BE13	Save
	BE14	Save
	BE15	Save
	BE16	Save
	BE17	Save
	BE18	DC LDD
	BE19	DC LDD
	BE20	Delete
	BE21	DC LDD
	BE22	DC LDD
	BE23	DC LDD
	BE24	DC LDD
	BE25	DC LDD
Recreation	R1	Core Strat
	R2	Core Strat / Detail in Plg Obs LDD
	R3	Core Strat / Detail in Plg Obs LDD
	R4	Core Strat
	R5	Delete
	R6	Save
	R7	Save
	R8	Delete
	R9	Save
	R10	Delete
	R11	Save
	R12	Delete
	R13	Delete
	R14	Delete
	R15	Delete
	R16	Save
Services	SV1	Delete
	SV2	Save
	SV2A	Save
	SV3	Save
	SV4	Save
Community Services	C1	Delete
	C2	Delete

Abbreviations

General

AMR	Annual Monitoring Report
DPD	Development Plan Document (Those LDDs that form part of the Development Plan and have been subject to independent examination)
GOSE	Government Office for the South East
LDD	Local Development Document (The planning documents that make up the LDF)
LDF	Local Development Framework (The portfolio of documents that will replace the Local Plan)
LDS	Local Development Scheme (The programme for producing, monitoring and reviewing the LDF)
PINS	The Planning Inspectorate
RPG	Regional Planning Guidance
RSS	Regional Spatial Strategy
SEERA	South East England Regional Assembly
SPD	Supplementary Planning Document (Those LDDs that are not part of the development plan but provide supplementary guidance for development plan policies)

Key Staff involved in LDF Production

HPS	Head of Planning Services
PIM	Policy & Implementation Manager
APIM	Assistant Policy & Implementation Manager
PPO	Policy & Projects Officer
EPO	Environmental Policy Officer
PIO	Policy & Information Officer
PO	Projects Officer
GISM	Geographical Information System Manager
CC	Conservation Consultant

PROPOSED PROCEDURE FOR THE PREPARATION OF THE CORE STRATEGY AND DEVELOPING A SPATIAL VISION

1. Introduction

- 1.1 The following paragraphs set out the steps proposed for the preparation of the Core Strategy in accordance with draft government guidance.
- 1.2 The Core Strategy will be a key part of the Local Development Framework (LDF) as it will set out the vision, objectives and spatial strategy for the Borough. All other Development Plan Documents (DPDs) must be in conformity with it.

2. Process

- 2.1 The Core Strategy will be part of the Development Plan (which means that it will be subject to independent examination and a binding Inspectors Report). The procedure should therefore follow the general approach to Development Plan Document (DPD) preparation shown on the diagram on the following page.
- 2.2 For the core strategy there are certain specific considerations specified in the draft guidance. In particular it states that the Core Strategy should:
- Assess the development and land use implications of various existing strategies
 - Establish a clear, long term (at least 10 years) spatial vision for the area. This will guide the objectives, core policies and monitoring and implementation frameworks.
 - Establish the requirement for new housing derived from the RSS (or Structure Plan until RSS is adopted).
 - Identify broad locations for delivering housing and any other strategic development needs (employment, retail, leisure, community and transport development) in accordance with the Sustainable Communities agenda.
 - Include clear and concise policies for delivering the strategy which will apply to the whole Borough, or to areas of it, but not to specific sites.
 - Include a key diagram to illustrate the broad strategy for the area
- 2.3 There is a discrepancy between different draft government guidance documents as to whether or not the Core Strategy should include the generic development control policies and proposed housing sites. Our draft LDS

follows GOSE's interpretation and places these in separate LDDs. This will allow greater flexibility to change these documents without the need to review the long-term strategy every time.

3. The Initial Stages

- 3.1 Work has already commenced on gathering the necessary evidence base to inform and support the process of preparing the LDF. This has included the gathering and systematic storage of environmental, social and economic data and the carrying out of capacity and other studies. The LDF will also draw on studies prepared for other Departments such as the Housing Needs Survey.
- 3.2 Further work is needed to provide information on such matters as the current role and performance of our town centres and to identify significant development proposals likely to come forward.
- 3.3 A key role of the Core Strategy is to establish a long term (towards 2026) vision for the Borough which is shared, as far as possible, by all stakeholders. The following sections set out a possible approach to developing such a vision.

4. Establishing the Spatial Vision

- 4.1 As a means of arriving at a spatial vision for the Borough it will be necessary to consider in broad terms what possible outcomes could be achieved within the available options. From this it will be possible to arrive at a vision that is realistic and achievable through the LDF process.
- 4.2 One key decision will be determining the strategy approach to the location of development. The LDF will be required to identify locations for new housing development. The requirement from the emerging Structure Plan is for 2,200 new homes from 2001 to 2016. We are confident that the requirement can be accommodated within the existing urban area without a significant change in the current policies.
- 4.3 The housing requirement is likely to increase when the Structure Plan is replaced by new regional guidance. There is also a need to look beyond 2016 and consider how longer-term development requirements will be accommodated. The Core Strategy should also identify general locations for any other strategic development such as employment, leisure or retail
- 4.4 The following scenarios set out some of the possible outcomes of alternative strategies for locating development in the Borough. Some of the advantages and disadvantages of the alternative strategies are also identified. Such approaches could be used in combination.
- 4.5 It is not necessary or appropriate at this stage to identify any preferred option as the purpose of the various scenarios is to provide stakeholders with some focus for debate to help establish a vision from which the core strategy's objectives can be derived.

- 4.6 Consideration of these scenarios and their implications should help to address some of the key questions that the Core Strategy must address including:
- Where should new housing be located?
 - Should we seek a balance between homes and jobs? – and what would that balance be in light of changing work patterns?
 - What is the role of our town centres? – and what will it be in the future?

5. The Scenarios

5.1 *Scenario 1 – Urban Extension*

Provide for additional housing through release of reserve sites and other green belt land if required. Retain the scale and density of development of existing town centres and residential areas with limited additional development in the urban area (including redevelopment of employment land for housing).

For

- Readily identified source of housing land available for development
- Development of large sites could maximise benefits in terms of affordable housing / infrastructure / variety of housing types
- Would help preserve scale / character of existing urban area

Against

- Not as sustainable as town centre locations in terms of access to facilities and public transport nodes
- Loss of open land / green belt
- Contrary to Structure Plan / other guidance

5.2 *Scenario 2 – Suburban Intensification*

Retain existing open land and avoid significant increases in the scale of development in our town centres by spreading additional housing throughout the urban area. This could include redevelopment of employment land for housing.

For

- Spreads the impact of new development
- Retains open land in the Borough

Against

- Housing would not be located in the most sustainable locations in terms of access to services and public transport
- Likely to result in small scale developments which may not provide affordable housing or infrastructure

5.3 *Scenario 3 – Urban Intensification*

Retain existing open land and significantly increase the scale of development in town centres to provide the bulk of the housing requirement. This model could incorporate changes and/or extensions to town centres to reflect the importance of public transport hubs. Retain current densities/scale of development in other existing residential areas and focus development and infrastructure investment in town centres.

For

- Likely to be most sustainable option – (places most new housing close to facilities / public transport hubs)
- Concentrates investment in locations where most people will benefit
- Increasing town centre population would increase facilities able to be supported by the town centres to the benefit of all.
- Helps preserve the scale / character of the rest of the urban area.
- Complies with national and other policy guidance.

Against

- Achievement of the necessary amount of housing within town centres is likely to result in development predominantly of flats / apartments which may not match with housing demand.
- There would be a significant change in the scale / character of town centres (which may not necessarily be a negative impact)

5.4 *Scenario 4 – New / Enlarged Settlements*

Provide for development requirements through the growth of new or existing settlements within the green belt. This option would involve the development of new or enlarged settlements at locations such as the Qinetiq site at Longcross and/or through increased development at existing residential locations in the green belt such as Lyne or Stroude.

For

- Readily available developable land
- New settlements would provide significant new infrastructure

Against

- Unsustainable location in terms of access to facilities / public transport
- Loss of Green Belt
- Loss of rural character of existing settlements

5.5 *Scenario 5 – Use of Employment Land*

Provide the bulk of residential development through the redevelopment or change of use of commercial / employment sites for housing.

For

- Minimises the quantum of built development in the Borough

- Would promote the redevelopment of reasonably large sites likely to provide affordable housing and other benefits.
- Could bring vacant commercial buildings / sites into beneficial use.

Against

- Could create an imbalance between work and jobs resulting in increased need to travel to work
- Possible upturn in office market may affect availability / viability of this scenario

5.6 *Scenario 6 – Infrastructure Constrained*

This would use the constraints of existing infrastructure to guide the location of development. This would particularly apply to transport infrastructure including highway capacity but could include consideration of the capacity of the health and education facilities and the supply of water.

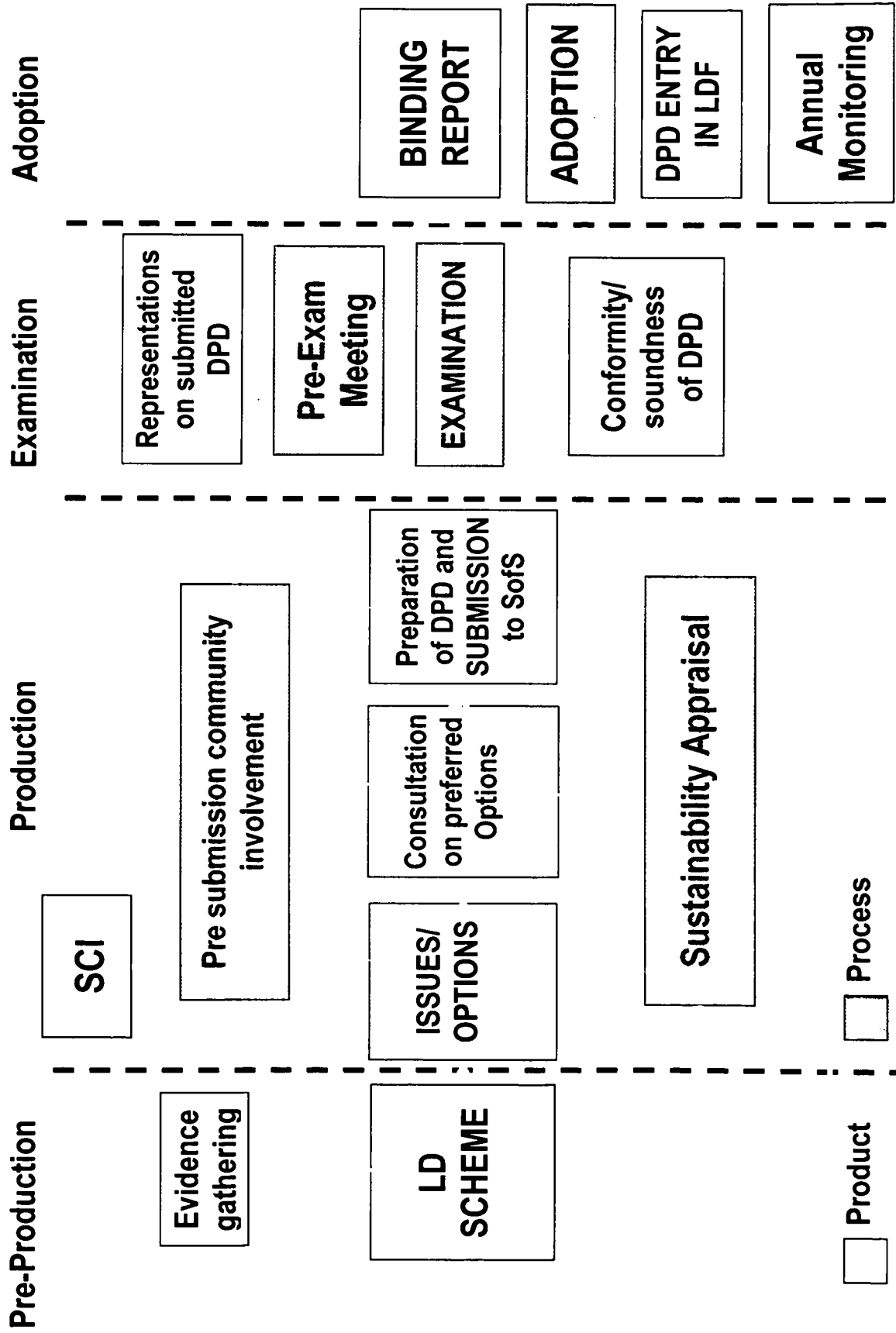
For

- Should minimise impacts of additional traffic and population.

Against

- May not result in development in the most sustainable locations

DPD Process



PROPOSED PROCEDURE FOR THE PREPARATION OF THE STATEMENT OF COMMUNITY INVOLVEMENT

The following steps are proposed for the preparation of the Statement of Community Involvement in accordance with draft government guidance.

- i) Establish Baseline Structure of Community and Stakeholders
 - Identify all sections of community, especially under-represented groups (may include residents / community groups, those dependent on services in the area)
 - Consider how groups might be involved in the process (including consulting on the most suitable methods for them)
 - Where necessary help to build the capacity for hard-to-reach or under-represented groups to be properly involved.

- ii) Identify Key Areas Where Community / Stakeholder Involvement Will be Required
 - Identify areas where community/stakeholder input will affect soundness (i.e. where a policy topic should be informed by those involved in its delivery or use e.g. health, housing or retailing)

- iii) Establish With Community & Stakeholders How They Wish to be Involved
 - Generate interest and identify our aspirations and priorities for community involvement (ref to corporate Communications and Consultation Strategies)
 - Identify issues likely to attract high level of community interest (where RBC will need to focus resources for participation)
 - Identify limitations on community/stakeholder ability to get involved
 - Manage community / stakeholder expectations (ensure they have realistic view of possible outcomes)

- iv) Assess Resources Available
 - Consider how to make most effective use of resources (including potential for hiring facilitators etc)
 - Consider scope for combining activities eg with Community Strategy
 - Retain flexibility to hold additional participation exercises as issues emerge/develop

- v) Consider Which Methods of Involvement to Use and When
 - Outline which participation techniques would be used at different stages of the LDD process
 - Consider the use of innovative methods (special events organised by facilitators, planning for real, focus groups, one-to-one meetings and open meetings) to involve hard-to-reach groups (young people, people with disabilities, ethnic minorities and new residents)
 - Consider when to use formal or less formal methods

- vi) Identify the Appropriate Means of Reporting Back
 - Adopt a transparent approach to reporting back on stakeholder involvement to build confidence in the process
 - Set out minimum standards for acknowledging and reporting back on formal representations

- vii) Soundness & Compliance
 - Ensure SCI meets tests for soundness (see ODPM Guide to Procedures)
 - Ensure SCI complies with the minimum standards set out in the Regulations

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

1.0 Role of Local Plans / Local Development Frameworks (LDF)

1.1 Site selection and land assembly

1.2 The proposed tools for the identification and allocation of sites for appropriate town centre uses, will involve the considerations outlined below:

- a) *Assessing the need for development:* Local need assessments should be carried out as part of the LDF process, and updated regularly, at least every five years. They should take account of the hierarchy of centres identified by the RSS, and the catchment areas of each centre. They should consider the quantitative and qualitative factors in assessing the need for additional retail and leisure development, while the need for office floorspace should be considered as part of an authority's assessment of overall need for land and floorspace for employment.
- b) *Securing the appropriate scale of development:* The scale of new facilities should be directly related to the role and function of the centre and the catchment they seek to serve. For instance, local centres will generally be inappropriate locations for large scale new development, and local planning authorities should consider setting an upper floorspace limit for the scale of developments in such centres, directing developments above these limits to district and town centres.
- c) *Applying the sequential approach to site selection:* Local planning authorities are encouraged to consult with the development industry in planning for growth, and be realistic and flexible in identifying sites and accommodation appropriate for the identified need. Central or highly accessible locations within existing centres should be given priority, followed by edge-of-centre locations, and then out-of-centre locations.
- d) *Assessing the impact of proposed development on existing centres:* In selecting sites for allocation in local plans / LDFs, local planning authorities should have regard to the objective of promoting vital and viable town centres, and make an explicit assessment of the likely impact of the proposed development on such centres.
- e) *Ensuring locations are accessible:* Local planning authorities should be mindful of the Government's objective to reduce the need to travel, to reduce reliance on the car, to facilitate multi-purpose journeys, and ensure everyone has access to a range of facilities. Therefore in selecting sites for allocation, full regard should be made to the need for accessibility by a choice of means of transport, and the impact on car use, traffic and congestion.
- f) *Specific local circumstances:* Factors such as physical regeneration, employment, economic growth, and social inclusion may also be material considerations in selecting sites for allocation.

1.3 Assembling sites

A 5-year supply of sites should be allocated to meet anticipated demand for town centre uses over that period. In appropriate centres, local planning authorities are encouraged to consider using compulsory purchase (CPO) powers to ensure that suitable sites within or on the edge of centres are brought forward for development.

Comments

In contrast to the collection of an evidence base for town and smaller centre strategies, the local need assessments required for site selection and land assembly, may go beyond the realistic resources and expertise available within local planning authorities. It is unlikely that they could be achieved within the current RSS and LDF timetables, unless external assistance is engaged. This may be covered by funds available under the Planning Delivery Grant, and it is suggested that the Government factors these costs into their next allocation to local planning authorities.

Allocating a 5-year supply of sites, and assessing the need for additional floorspace for retail, leisure and office developments in specific centres, appears unrealistic given the fluctuations and constantly evolving nature of the market. This will be particularly difficult to quantify in smaller towns and suburban centres such as those in Runnymede, where growth may be dependent upon a fairly limited number of available sites, and where flexibility would need to be employed in order to secure appropriate development. It may also become a source of conflict with developers who will expect local planning authorities to be flexible in terms of identifying uses for particular sites.

However, it is acknowledged that without some form of regulation, problems can arise with a proliferation of similar uses in particular centres, for instance, the growth of office development in Chertsey over recent years, some of which still remains vacant. A local assessment demonstrating the need for the re-balancing of town centre uses may be more appropriate, indicating the consolidation of some uses, and the promotion of others.

There seems to be a lack of reference throughout the draft PPS to the importance of attracting residential development in town centres, which is also essential for the vitality and viability of existing centres.

1.4 Managing growth in smaller centres

- 1.5 Local planning authorities should strengthen local centres by ensuring that there is a range of facilities in local centres, consistent with the scale and function of the centre, to meet people's day to day needs and to promote social inclusion. Local strategies should be prepared to assess where deficiencies exist in the provision of local shopping and other facilities, and involve the local community and retailers in the strategy to ensure that planned new facilities genuinely meet local needs. Government guidance on 'Strategies for Smaller Centres' to accompany PPS6, is to be published in due course.

Comment

There is limited scope for local planning authorities to influence the type of uses needed in a particular centre purely through the planning process, apart from adopting a flexible approach to changes of use. Specific deficiencies identified in the provision of local shopping and other facilities in an existing centre, may be addressed through effective centre management, or through liaison with established organisations such as the Chambers of Commerce, or the Runnymede Business Partnership.

2.0 Implications for Development Control

- 2.1 The policies in the draft PPS are to be applied to all proposals for new development, redevelopment, extensions, changes of use involving development, renewals, and applications to remove or vary planning conditions, such as the addition of mezzanine floors, or changing the range of goods sold. The key considerations for identifying

sites for allocation as set out in the previous section, apply equally to the assessment of planning applications.

2.2 Local planning authorities should require applicants to demonstrate that:

- *There is a need for the development* - particularly if a retail or leisure development is proposed in an edge-of-centre or out-of-centre location, or contrary to the local plan/LDF. Local planning authorities are to take account of both the quantitative need for additional floorspace, and the qualitative need;
- *The development is of an appropriate scale*, assessed either in relation to the role and function of the existing centre, or in accordance with the LDF, which may set out the maximum floorspace which will be acceptable in particular centres for different facilities;
- *There are no more central sites for the development* – developers must also apply the sequential test to the selection of sites (except in the case of extensions to existing development);
- *There are no unacceptable impacts on existing centres* - assessments should be carried out where edge-of-centre development or significant town centre development is proposed, which could impact upon other centres;
- *Locations are accessible* by a choice of means of transport, assessing the likely impact of the development on car use, local traffic levels and congestion in the town centre.

2.3 The draft PPS indicates that proposals located within existing centres are not required to demonstrate need or satisfy the sequential approach, although the scale and nature of the development in relation to the role of the centre should be considered. Extensions to existing out-of-centre retail stores are also exempt from the sequential approach. The draft PPS indicates that in considering whether sites are suitable, viable and available, local planning authorities should take into account any genuine difficulties in operating the applicant's business model from the sequentially preferable site. However it will not be sufficient for an applicant to claim that the class of goods it proposes to sell can not be sold from the town centre.

2.4 Debate has recently been focussed on the need to control the development of additional floorspace in retail developments with the ad hoc introduction of mezzanine floors. The draft PPS indicates that a planning condition should be introduced to limit any internal alterations to increase the amount of retail floorspace, including the addition of mezzanine floors.

3.0 Monitoring and Review

3.1 Annual Monitoring Reports

3.2 The following matters will be required to be kept under regular monitoring and review by local planning authorities, in order to ensure the on-going effective management and planning of town centres:

- the network and hierarchy of centres (at both regional and local levels);
- the need for further development;
- the outcome of the strategies for local shopping and services; and
- the vitality and viability of centres.

3.3 Health Checks

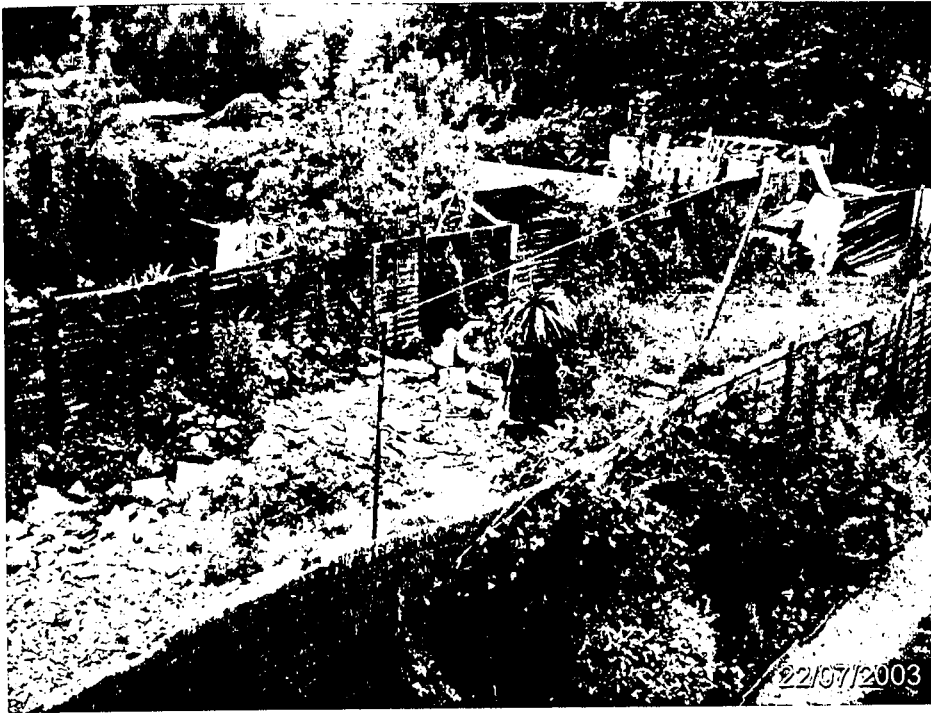
3.4 These are recommended by the draft PPS6 in order to inform the review of allocations and policies in the network and hierarchy of centres. Information should

be gathered on a wide range of issues, including: the quality, quantity and convenience of retailing and other uses in the area, and the potential for growth or change of centres; population change; economic growth or decline; expenditure patterns; diversity of uses; retailer representation; shopping rents; proportion of vacant street level property; commercial yields; pedestrian flows; accessibility; customer views and behaviour; perception of safety and occurrence of crime; and the environmental quality of the town centre.

Comment

Comprehensive monitoring of commercial uses and vacancies in the Borough is already carried out by the Council, including property and land acquisition, and the analysis of rental values, etc. Health Checks would provide a thorough overall assessment of existing centres, which would provide a valuable resource for the evidence base of the Local Development Framework. Such assessments may go beyond the scope of current local planning authority resources, and could only be achieved with external assistance.

APPENDIX 'E'



PLANNING APPLICATIONS DETERMINED BY

 DIRECTOR OF TECHNICAL SERVICES

FROM 2ND TO 13TH FEBRUARY 2004

<u>APP. NO.</u>	<u>LOCATION AND PROPOSAL FOLLOWED BY DECISION</u>
03/0579	Casaverde, Faris Lane, Woodham Erection of two storey side extension, first floor front extension, insertion of dormer and alterations to the roof and floor layout. DECISION: GRANT
03/1098	95 Crockford Park Road, Addlestone Insertion of rear dormer to create accommodation in roof. (Retrospective) DECISION: REFUSE
03/1329	White Timbers, Woodham Park Way, Woodham, Addlestone Erection of detached single storey dwelling house. DECISION: REFUSE
03/1372	12 Chaseside Gardens, Chertsey Erection of detached double garage. DECISION: GRANT
03/1430	11 Northcroft Villas, Englefield Green, Egham Erection of a conservatory to the rear of the property. DECISION: REFUSE
03/1436	10 Meadow Gardens, Staines Erection of single storey rear extension and two storey side extension. DECISION: REFUSE
03/1444	124 Byfleet Road, New Haw, Addlestone Erection of single storey rear extension following demolition of existing conservatory and outhouse. DECISION: GRANT
03/1446	Kingsmead, Ruxbury Road, Chertsey Erection of single storey rear extension and increase in height and alterations to roof to allow first floor accommodation incorporating two rear dormer windows and velux windows to front and rear. DECISION: REFUSE

APP. NO. LOCATION AND PROPOSAL FOLLOWED BY DECISION

- 03/1450 52 Franklands Drive, Addlestone
Alterations to roof to allow additional accommodation on first floor and insertion of windows.
DECISION: **GRANT**
- 03/1454 Royal Holloway University of London, Kingswood Hall, Coopers Hill Lane, Englefield Green
Erection of 2 No. x cycle shelters to the north of the campus.
DECISION: **GRANT**
- 03/1460 23 Ayebridges Avenue, Egham
Erection of a first floor rear extension and two bay windows to the front of the property. (Amended application to increase height of ridge of the rear extension and increasing ridge of main dwelling by 600mm.)
DECISION: **REFUSE**
- 03/1461 The Ferry House, Laleham Reach, Chertsey
Erection of detached two-storey dwelling with attached double garage.
DECISION: **GRANT**
- 03/1478 13 Brock Way, Virginia Water
Erection of a two-storey detached dwelling with accommodation in the roof, alteration to vehicular access onto Brock Way and erection of entrance gates following demolition of existing dwelling and outbuildings.
DECISION: **GRANT**
- 03/1482 Cherry Garth, 11 Kingswood Close, Englefield Green
Erection of dormer window in side elevation.
DECISION: **GRANT**
- 03/1483 Foxwoods, Trumps Green Road, Virginia Water
Outline application for the erection of 4 No. x two storey detached dwellings with integral double garage and vehicular access onto Trumps Green Road following demolition of the existing dwelling. (Revised application)
DECISION: **REFUSE**
- 03/1486 Enterprise House, Delta Way, Egham
Installation of 3 No. x air conditioning units on the rear elevation of the building.
DECISION: **GRANT**

