

Runnymede Borough Council

PLANNING COMMITTEE

Wednesday, 16 April 2003 at 7.30 p.m.

in the Council Chamber

at the Civic Offices, Addlestone



Members of the Committee

Councillors V.E. Barker (Chairman), Mrs. J. Norman (Vice-Chairman), Mrs. F.M. Angell, J.R. Ashmore, Mrs. F.J. Barden, A.G. Collins, J.M. Edwards, J. R. Furey, Mrs. L.M. Gillham, P.A. Greenwood, R. Pate, Mrs. V.A. Smallman, N. Thewlis, A.P. Tollett, and J.R. Whiteley.

and all other Members for information

AGENDA

Notes:

- i) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Committee so resolves.
- ii) The relevant 'background papers' are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to **Mr B.A. Fleckney, Administration & Leisure Department, Committee Section, Civic Offices, Station Road, Addlestone (Tel. Direct Line: 01932 425620). E-mail: bernard.fleckney@runnymede.gov.uk**
- iii) Agendas and Minutes are available on a subscription basis. For details, please ring Mr. B.A. Fleckney on 01932 425620.
- iv) In the unlikely event of an alarm sounding, members of the public should leave the building immediately, either using the staircase leading from the public gallery or following other instructions as appropriate.

COMMITTEE SECTION



LIST OF MATTERS FOR CONSIDERATION

PART I

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

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PART II

Matters involving Exempt or Confidential Information in respect of which reports have not been made available for public inspection

- a) Exempt Information
(No reports to be considered under this heading)
- b) Confidential Information
(No reports to be considered under this heading)

1. NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP

2. MINUTES

To confirm and sign the Minutes of the meeting of the Committee held on 19 March 2003 as a correct record. These Minutes will be contained in the April Summons/Minute Book which will be circulated on 14 April 2003.

3. APOLOGIES FOR ABSENCE

4. DECLARATIONS OF INTEREST

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

Members who have previously declared interests which are recorded in the Minutes to be considered at this meeting need not repeat the declaration when attending the meeting. Members need take no further action unless the item in which they have an interest becomes the subject of debate, in which event the Member must leave the room if the interest is personal and prejudicial.

5. PLANNING APPLICATIONS (DTS)

A list of the planning applications to be determined by the Committee is attached.

If Members have particular queries or interests in certain applications, the application files will be available for inspection and Officers present from 7.00 p.m. prior to the meeting in the ante room of the Council Chamber. This will be an informal opportunity for Members to see further details of applications and representations and to discuss and clarify issues. Copies of all letters of representation will also be placed on the table in the Chamber prior to the meeting and will be available for inspection by Members.

OFFICERS' RECOMMENDATION that -

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

(TO RESOLVE)

Background Papers

A list of background papers is available at the Technical Services Reception

6. POLICY AND IMPLEMENTATION CONTINUOUS IMPROVEMENT PLAN - PROGRESS REPORT (DTS)

1. Purpose of Report

1.1 **The purpose of this report is to review progress on the implementation of the Policy and Implementation Continuous Improvement Plan.**

2. Background Information

2.1 The Forward Planning Best Value Service Review and Continuous Improvement Plan were approved by the Planning Committee on 19 September 2001. Progress on the Improvement Plan was considered by the Planning Committee at its meeting on 4 September 2002 and the Economic Development Committee on 12 September 2002.

2.2 Thirteen targets were identified and specific actions with timescales were identified to monitor their achievement.

3. Report

- 3.1 The following table sets out progress on each of the targets as at 20 March 2003.
- 3.2 A number of changes are proposed to the targets to reflect the completion of certain targets, revised target dates for certain actions and new targets to reflect new areas of the Section's work.
- 3.3 Completion dates for the targets relating to the introduction of the Document Management System (DMS) have had to be put back to Spring 2003 to reflect the revised introduction date for this system.
- 3.4 It is proposed to revise references to the Local Plan Review to reflect the Committee's resolution to undertake the next review in the format of a Local Development Framework as set out in the Planning and Compulsory Purchase Bill. This means that the first review consultation document should be published in Summer 2004.
- 3.5 Targets relating to community involvement in the development of planning policy will take into account the Community Strategy and the work of the Local Strategic Partnership and the Task Groups, when policy is determined by this Committee.
- 3.6 From October 2002 the Section took on the part-time post of Environmental Policy Officer (previously in the Environmental Services Department). A new target has been added to reflect the work of this post.

a) **Target :- Review Procurement Options**

Action	Timescale
Monitor market for service provision by consultants	Meet with Atkins by end 10/01 and Ongoing
Progress Meeting held with Atkins and rates for various levels of staff input obtained	
Liaise with adjoining Local Authorities on resource sharing.	By end 12/01
Progress The use of a Conservation Consultant has been secured through liaison with Spelthorne/Elmbridge. This commenced Jan 2002 for a six month trial period. This was completed successfully and the contract has been extended.	

<p>Review internal working arrangements/procurement methods</p>	<p>Major review implemented</p>
<p>Progress Section has been renamed and reorganised to better reflect activities and priorities. Job titles have been reviewed to reflect actual roles. Use has been made of part-time and temporary staff. This has included staff paid for from Local Transport Plan funds and grant funding (and use of Conservation Consultant referred to above).</p>	

b) Target:- Speed up Local Plan Adoption Process

Action	Timescale
<p>Examine and report on resource issues (including staff resource and structure and office space) of speeding up Local Plan Review process with regard to existing work commitments.</p>	<p>By end 12/01</p>
<p>Progress Local Plan staff resource increased by use of Consultant to take over Conservation consultations. Office Space has been increased as part of Departmental reorganisation.</p>	<p>Completed 05/02</p>
<p>Establish Internal Policy Working Group (including staff from Policy and Implementation and Development Control) to develop policy from a wider knowledge base</p>	<p>By end 10/01</p>
<p>Progress Development Control staff have been involved in preparation of consultation draft SPGs on Trees and Householder Development. Further liaison will take place as Issues & Options Papers are produced.</p>	

c) Target:- Increase Public Awareness and Participation in the Local Plan Process

Action	Timescale
<p>Carry out 'Plain English' Review of all Section publications</p>	Ongoing
<p>Progress Householder and Tree SPGs went to Planning Committee February 2003</p>	
<p>Pursue 'e' routes for information provision of all publications</p>	Ongoing
<p>Progress Adopted Plan text now available on the Internet. CD version of Proposals Map and plan text available May 2002. Proposals Map available on Internet summer 2002. Draft Supplementary Planning Guidance now available on Internet including comments forms. Provide Runnymede Local Plan via the Planning Inspectorate National Planning Portal.</p>	<p>Implemented Implemented Sept 2003</p>
<p>Improve publicity by prioritising resources to those channels identified in the questionnaire which was sent to all objectors to the last Local Plan Review</p>	For next LP Review – ongoing
<p>Progress The Planning and Compulsory Purchase Bill proposes significant changes to the planning policy framework. In light of the forthcoming changes it has been resolved to undertake work under the proposed new system leading to the preparation of a Local Development Framework (LDF). It is anticipated that the first consultation documents will be produced in Summer 2004. Publicity on LP Review to commence Spring 2003.</p>	
<p>Involve the Community effectively in planning policy development <i>Previously this target was to Consider Residents Panel survey of environmental priorities</i></p>	

<p>Progress The adoption of the Community Strategy and the operation of the Local Strategic Partnership have provided a context for setting priorities for policy development. This forms an integral part of the community's involvement with the LDF process. It is also proposed to use the Planning Liaison Group (involving representatives of local amenity groups) to consider planning policy matters. The input from these groups will help to inform the Planning Committee in determining policies.</p>	Ongoing
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<p>Review Section and post titles to better reflect work undertaken. <i>Propose deletion of this target now it has been implemented</i></p>	By end 12/01
<p>Progress Completed. Review of Section carried out. Section and post titles amended.</p>	

d) **Target:- Use DMS to Improve Efficiency/Service Delivery**

Action	Timescale
<p>Adopt DMS to deal with all correspondence</p>	Spring 2003
<p>Progress Awaiting introduction of DMS – now programmed for pilot exercise Spring 2003. Change target date to Spring 2003.</p>	
<p>Use DMS to track consultations from DC</p>	
<p>Progress Awaiting introduction of DMS – see above.</p>	
<p>Link to LDF database for representations</p>	Prior to publication of Deposit Draft
<p>Progress Awaiting introduction of DMS and 'Workflow' software in Spring 2003 to enable automated tracking and retrieval.</p>	

e) **Target:- Develop Better Indicators of Planning Policy Performance**

Action	Timescale
Include indicators and targets in next version of the Local Plan	New Target Date for LDF - Summer 2004
Progress To be included in consultation draft of LDF.	
Continue to work with the NW Surrey Benchmarking Group to develop better performance indicators for Forward Planning Sections	Ongoing
Progress Ongoing	

f) **Target:- Improve Environmental Performance of the Local Plan**

Action	Timescale
Prepare an Environmental Appraisal of the Deposit Version of the next Local Plan Review	New Target Date Summer 2004
Progress Ongoing in tandem with Local Development Framework Preparation.	
<i>Proposed New Action</i> Prepare a 'State of Runnymede' baseline environmental study of the Borough	Target Date June 2003
Progress New Target.	

RUNNYMEDE BUSINESS PARTNERSHIP

a) **Target:- Increase Business Awareness of the Partnership and its Activities**

Action	Timescale
Continue to increase numbers of organisations on the Partnership data base Target 1 – 1500 organisations Target 2 – 1600 organisations	By 12/01 By 12/02

Action	Timescale
<p>Progress Target 1 completed. Target 2 date to be put back to summer 2003 to tie in with preparation of next Business Directory.</p>	Summer 2003
<p>Target major employers for sponsorship/ involvement (seek to secure funding for 3 newsletters and 3 forum events per year)</p>	Ongoing
<p>Progress Funding secured for 3 newsletters and 4 forum events in last year. Sponsorship agreed for next newsletter and 3 forum events (April/June/September 2003).</p>	

b) **Target:- Double the Number of Businesses Participating in the Loyalty Scheme**

Action	Timescale
<p>Attract 46 new firms to the scheme</p>	By end October 2003
<p>Progress 61 firms in scheme (net gain of 15 firms). Comment – further promotional push planned for late summer/autumn.</p>	

c) **Target:- Review the Potential for Running a ‘Meet the Buyers’ Event**

Target effectively completed – propose deletion of target.

Action	Timescale
<p>Complete questionnaire survey of all businesses on data-base to establish level of interest/support</p>	By end 02/02
<p>Progress Survey completed – insufficient support to justify holding event – other means of encouraging local purchasing being explored.</p>	

d) **Target:- Seek long-term sponsorship for Partnership running costs.**

Target emphasis has changed – propose deletion of this target

Action	Timescale
Approach 10 major potential sponsors	By end 03/02
<p>Progress Not completed – major companies approached to support Yellow Bus Scheme instead as this is seen as a better sponsorship opportunity.</p>	

e) **Target:- Continue to Develop the Runnymede Travel Initiative**

Action	Timescale	
<p>Establish dedicated Operational School Bus Service for one year pilot at two local Secondary Schools</p>	By end 01/02	
<p>Progress Completed – scheme launched on 25 February 2002. Contract extended to 2003/04</p> <p>New 'trial' service has been launched at Jubilee High School (initially from 4 March to 11 April 2003). Formal launch of service for remainder of school year – 8 April 2003.</p>		
<p>Extend provision of cycle shelters to Junior Schools</p>	By end 09/02	
<p>Progress New cycle shelters completed (Dec.'02) at: Royal Holloway, University of London Pyncroft Grange Primary School, Chertsey Christ Church Junior School, Ottershaw Manorcroft Primary School, Egham Englefield Green Infant School</p>		By end 12/02
<p>New cycle shelters to be installed at: Royal Holloway, UoL (additional shelters) Jubilee High School (additional shelter) New Haw Junior School St Ann's RC School, Chertsey Stepgates Community School, Chertsey</p>		By end 03/03
<p>Encourage at least 10 Local Schools to prepare and adopt Travel Plans</p>	By end 12/02	

Progress 10 School Travel Plans completed, and 2 in preparation.	
Comment Only 1 of the Travel Plans has been formally adopted. Target should be set for adoption of all other Travel Plans, by end April 2003	

By end 04/03

f) **Target:- Prepare an Economic Development Plan for the Borough**

Action	Timescale
Prepare Draft Strategy	Complete Consultation by end 05/03
Progress A draft Economic Strategy has been prepared in line with the target in the Community Strategy. It is presently out to consultation, and will be reported to the Economic Development Committee for approval.	
Adopt Economic Strategy	By end 10/03
Progress See above.	

Note

The following item was proposed by Members of the Planning Committee when considering the Best Value – Forward Planning Service, Scoping and Challenge Report on 20 June 2001

g) **Target:- Investigate greater liaison between the three Chambers of Commerce**

Action	Timescale
Consult the Chambers to establish their views on the need for greater liaison and what form it might take	Ongoing liaison through Business Partnership
Progress Chambers have held joint meeting and work together on Business Partnership (all Chambers are represented on Sub-group B and on Steering Group)	

h) **New Target:- Promote Business Partnership Activities in Local Media**

Action	Timescale
Secure publication of six articles per year in the local press relating to Partnership activities and events	Ongoing

<p>Progress Press releases issued on travel initiatives, town plans and economic strategy.</p>	
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OFFICERS' RECOMMENDATION that -

- i) progress on meeting the targets in the Continuous Improvement Plan be noted;**
- ii) the implementation dates and actions be amended as identified in the table above to reflect the following factors :-**
 - a) target date for actions dependent on the introduction of the Document Management System be amended to Spring 2003 to reflect the date for its introduction;**
 - b) targets relating to the Local Plan Review be amended to refer to the preparation of a Local Development Framework with a target date for the publication of consultation material of summer 2004;**
 - c) delete targets that have been completed or that are no longer relevant;**
- iii) the new target for preparation of baseline 'State of Runnymede' environmental study be endorsed.**

(TO RESOLVE)

Background Papers

None

7. SURREY'S COUNTRYSIDE: THE FUTURE RURAL STRATEGY 2003: CONSULTATION DRAFT, JANUARY 2003 (DTS)

1. Purpose of Report

1.1 Runnymede Borough Council has been invited to comment upon Surrey County Council's Rural Strategy 2003, Consultation Draft, published January 2003. Views are sought by 22 April 2003.

2. Background Information

2.1 Countryside Strategies for Surrey have been produced successively in 1990, 1994 and 1997. They are non-statutory policy documents providing supplementary planning advice. The Consultation Draft is the outcome of a review of the 1997 Strategy, and is aligned with the County's corporate plan: Making Surrey a Better Place, and engages the issues raised in the Rural White Paper 2000.

2.2 The Consultation Draft highlights key issues facing rural Surrey, proposing a number of actions to be promoted through partnership working. The Strategy encompasses the role of rural towns and villages, the open countryside and the urban fringe (which can create important landscape, wildlife and access corridors) proposing action to support the vital linkages between them.

2.3 The Strategy raises issues that will be considered as part of the Runnymede Borough Local Plan Review. This review will be undertaken in the context of the new planning framework contained within the Planning and Compulsory Purchase Bill. The Committee was advised of this approach at its meeting in February 2003, when one of the first topic papers forming the 'Local Development Document' (LDD) was received. The remainder of this item

examines the content of the strategy and sets out a proposed response in the context of the future work of this Council in the development of the LDD.

3. Policy and Technical Considerations

3.1 The Rural Strategy seeks to respond to the needs and aspirations of people who live and work in rural areas, and those who visit Surrey's countryside, aiming to guide necessary change. It states that the actions arising from the Strategy need to be sustainable, tailored to the needs of individual rural communities, and shaped by local people's views.

3.2 The objectives of the Rural Strategy are:

- to promote thriving rural communities with a high level of self-reliance and security, and good access to high quality public services;
- to encourage a diverse and vibrant rural economy supporting stable levels of employment;
- to conserve the rural environment in a sustainable way, to enhance it where appropriate and enable local people and visitors to enjoy it for leisure and recreation; and
- to ensure the active participation of all those concerned with actions to sustain Surrey's rural communities, rural economy, rural environment and countryside access.

3.3 The Rural Strategy is a non-statutory document, and promotes partnership working between organisations to implement the proposed actions, and provide service delivery. The draft document envisages that this will involve the active participation of local people and voluntary action. The draft also states that some of the actions will be wholly or partly funded and led by the County Council, but also that many will be funded and led by other organisations.

Implementation

3.4 The current Countryside Strategy 1997, has seven Working Groups which are responsible for progressing and co-ordinating action to implement the strategy. (Runnymede currently provides Officer support to the Landscape Working Group.) In line with the Rural White Paper and the structure of the draft Rural Strategy, it is proposed to rationalise the working groups into three sector forums:

- Rural Communities
- Working in the Countryside
- Countryside Conservation and Access

3.5 Each of these sector forums has a series of separate working groups or task groups, represented by a number of organisations, whose purpose will be to promote and support implementation action, develop co-operation, and ensure information flow between all partners in the sector. All Working Group meetings and sector forum events will be organised and co-ordinated by the County.

3.6 The draft Strategy proposes that Parish and Town Councils will become more active partners in the implementation process, as well as organisations such as the Countryside Agency, the Surrey Voluntary Service Council (SVSC), the National Association of Local Councils, Borough and District Councils, Surrey Wildlife Trust, and English Heritage, to name but a few.

Runnymede Context

3.7 The context of the draft Rural Strategy needs to be assessed in terms of defining the relevant 'rural' characteristics and issues within the Borough.

3.8 The type and extent of 'countryside' land uses in Runnymede are varied, requiring better definition. For instance, 68% of the total land area of the Borough is defined as Green Belt, of which 22% (1,740 hectares) comprises agricultural land (with 85 agricultural holdings). A good proportion of the 'greener' areas within the Borough can be described as 'urban fringe', with a high proportion of land dedicated to golf courses, horse pasture, mineral workings, as well as open spaces and recreational resources such as the Thames Valley, Runnymede Meadows, woodland areas, Virginia Water and Windsor Great Park.

- 3.9 Traditional agriculture has been declining in the Borough, and currently only 0.5% of the economically active are employed in agriculture and forestry, with just 0.1% employed in mineral extraction. Economic considerations will be focused on the uses identified above, including some aspects of rural diversification. The recommended responses to the strategy are set out in Appendix 'A' to this report. However, the following issues are highlighted for the attention of the Committee.

Rural Communities

- 3.10 A number of issues are raised with regard to those who live and work in rural communities. Whilst the concept of 'rural communities' is less of an issue in Runnymede than in other parts of Surrey, there are certain related issues that have an impact on those who live and work in the Borough, including access to services, crime and community safety, housing, and transport. However, these issues form a key part of the Borough's Community Strategy, the Housing Strategy, Safer Runnymede, Runnymede Travel Initiative and the LDD. The issues raised are therefore being addressed at the Borough level and the benefit of the Rural Strategy is marginalised in view of the nature of the area and the policy approaches already in place.

4. Conclusion

- 4.1 The Rural Strategy is a good resource in terms of drawing together the numerous rural strategies and initiatives in operation throughout the County, providing a sound over-arching approach. The Consultation Draft highlights key issues facing rural Surrey, proposing a number of actions to be promoted through partnership working. Its relevance to Runnymede is marginal in view of the nature of the area, but the policy approaches are complementary in terms of many of the key issues, particularly access to services, crime and community safety, housing, and transport.

OFFICERS' RECOMMENDATION that -

- i) Runnymede Borough Council endorse and support the draft Rural Strategy 2003, mindful of the comments provided in Appendix 'A';**
- ii) the comments in Appendix 'A' be forwarded to Surrey County Council as this Council's formal response to the draft strategy.**

(TO RESOLVE)

Background Papers

None

8. APPEAL DECISIONS

The Planning Inspectorate has recently determined the appeal mentioned below. The appeal decision is available for inspection in the Members' Room.

<u>Site/Development</u>	<u>Decision</u>
Brookfield House, Portnall Rise, Virginia Water – planning appeal regarding erection of a tennis pavilion.	DISMISSED

(FOR INFORMATION)

Background Papers

Appeal decision

9. 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 is attached at Appendix 'B'. If Members have any particular matters they wish to raise, prior notice to the Chairman would be of assistance.

(FOR INFORMATION)

Background Papers

None

10. STANDING ORDER NO. 42 - URGENT ACTION (DAL)

Acting in accordance with Standing Order 42 the following action has been undertaken by the Officer shown below after consultation with the Chairman:

<u>Officer</u>	<u>Action Taken</u>	<u>Central Index No.</u>
Director of Technical Services	Making of Tree Preservation Order on a Horse Chestnut tree at 25 Marsh Lane, Addlestone	522
Director of Technical Services	Enforcement action and Stop Notices in respect of unauthorised hardcoreing at Willow Farm, Ottershaw.	523

(FOR INFORMATION)

Background Papers

Proforma on Head of Corporate Administration's Standing Order 42 file

11. EXCLUSION OF PRESS AND PUBLIC

If Members are minded to consider any of the foregoing reports in private, it is the

OFFICERS' RECOMMENDATION that -

where appropriate, the press and public be excluded from the meeting during discussion of report(s) under Section 100A(4) of the Local Government Act 1972 on the grounds that the report(s) in question would be likely to involve disclosure of exempt information of the description specified in the appropriate paragraph of Part I of Schedule 12A of the Act.

(TO RESOLVE)

PART II

Matters involving Exempt or Confidential Information in respect of which reports have not been made available for public inspection.

a) Exempt Information

(No reports to be considered under this heading)

b) Confidential Information

(No reports to be considered under this heading)