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Friday, 24 February 2017

To: The Members of the **EXECUTIVE**
(Councillors: Moira Gibson (Chairman), Richard Brooks, Mrs Vivienne Chapman,
Colin Dougan, Craig Fennell, Josephine Hawkins and Charlotte Morley)

Dear Councillor,

A meeting of the **EXECUTIVE** will be held at Surrey Heath House on Tuesday, 7 March 2017 at 6.00 pm. The agenda will be set out as below.

Please note that this meeting will be recorded.

Yours sincerely

Karen Whelan

Chief Executive

AGENDA

Pages

Part 1 (Public)

1. Apologies for Absence

2. Minutes

3 - 10

To confirm and sign the open minutes of the meeting held on 7 February 2017 (copy attached).

3. Declarations of Interest

Members are invited to declare any interests they may have with respect to matters which are to be considered at this meeting. Members who consider they may have an interest are invited to consult the Monitoring Officer or the Democratic Services Officer prior to the meeting.

4. Questions by Members

The Leader and Portfolio Holders to receive and respond to questions from Members on any matter which relates to an Executive function in accordance with Part 4 of the Constitution, Section B Executive Procedure Rules, Paragraph 16.

5.	Five Year Strategy and Annual Plan 2017/18	11 - 24
6.	Allocation and Expenditure of Planning Infrastructure Contributions	25 - 30
7.	Draft Residential Design SPD Consultation	31 - 100
8.	Draft Statement of Community Involvement Consultation	101 - 138
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10.	Camberley International Festival 2017	147 - 148
11.	Write Off of Irrecoverable Revenues Bad Debts	149 - 154
12.	Exclusion of Press and Public	155 - 156

**Part 2
(Exempt)**

13.	Lease of Car Park Space Adjacent to Citizens Advice Bureau and Office Space within the Ian Goodchild Centre	157 - 160
14.	Review of Exempt Items	161 - 162

To review those items or parts thereof which can be released as information available to the public.

**Minutes of a Meeting of the Executive
held at Surrey Heath House on 7
February 2017**

+ Cllr Moira Gibson (Chairman)

+ Cllr Richard Brooks	+ Cllr Craig Fennell
+ Cllr Mrs Vivienne Chapman	+ Cllr Josephine Hawkins
- Cllr Colin Dougan	+ Cllr Charlotte Morley

+ Present

- Apologies for absence presented

In Attendance: Cllr David Allen, Cllr Chris Pitt and Cllr Victoria Wheeler

71/E Minutes

The open and exempt minutes of the meeting held on 10 January 2017 were confirmed and signed by the Chairman.

72/E General Fund Revenue Estimates 2017/18

The Executive noted that, whilst it was for the Council to decide upon the level of Council Tax set, the Executive could make a recommendation. Members were advised that the budget had been prepared on the assumption that Council Tax would be increased by £5 per band D property, being the maximum permitted without requiring a referendum.

It was reported that, from 2017/18 the Council would receive no Revenue Support Grant from Central Government to pay for its services. This included funding for services transferred by Central Government to the Council, such as the Local Council Tax Support Scheme which had replaced Council Tax benefit.

The net cost of Services for 2017/18 was £736k lower than last year. This was due to the significant investments which the Council had made in property during the year. As a result of this investment, there was no longer a need for a general savings target, nor did the Council have to use any of its New Homes Bonus this year to support the revenue budget.

Wages and salaries budgets had increased this year following many years of real term reductions. This reflected the creation of new posts to manage the new investment property function of the Council, but also took account of pressures the Council was facing in respect of pensions and competitive wage costs. The budget had therefore risen to cover these associated costs.

In line with the Council's strategy to increase income, a number of fees and charges had been increased and had been approved in accordance with financial regulations. These changes were reflected within the budget.

The previous Chancellor George Osborne had announced a four year local Government settlement in his 2015 Autumn Statement. Authorities could agree to the settlement if they submitted an efficiency plan. Over 97% of Councils across the country had agreed to the settlement. Although this Council had reluctantly agreed to the settlement, it had objected in the strongest terms to the “negative Tariff” in 2019/20, which was effectively a “tax” on the residents of the borough by Government. It was likely that this would be reviewed as part of the work in connection with the 100% localisation of business rates due to come in in the same year, but no change to this position had been assumed in the financial forecast.

The figures announced last year for 2017/18 had been confirmed in the provisional settlement announced on 15 December 2016 and had been used in calculation of this budget.

The Government had consulted during the year on the future of the New Homes Bonus (NHB). Although it had been confirmed that the scheme would continue, the Government had wanted to “sharpen” the incentive. The provisional settlement indicated that this Council would receive £1.226m in 2017/18, compared to £1.421m in the previous year.

Expenses totalling £645k were being charged directly to reserves set aside for this purpose. The General Fund was estimated to be at least £2m at the end of 2017/18, if the savings and budget were delivered as predicted.

The outcome of the forecast was that savings of about £186k would be required by 2021/22 on the assumption that the reduced New Homes Bonus was used to support the budget. This would need to be covered by a combination of increases in the Council tax base and Business rates, through new construction, as well as income generation from commercial activities and savings in the delivery of services. If the Council was unable to bridge the gap, then services might have to be reduced or stopped to ensure that the budget remained in balance.

The investment in property had transformed the Council’s finances for 2017/18 and more of this would be required if future financial challenges were to be met. Despite the risks attached, this was the only credible way that services could be maintained in the face of reductions in government funding.

Members were reminded that the Council paid a special grant to parishes to compensate them for the change to the tax base due to the introduction of the Local Council Tax support scheme. It was proposed that this grant would remain unchanged from that paid in 2016/17, despite the fact that it was no longer funded by central government.

Recommended to Council that

- (i) the 2017/18 General Fund Revenue Budget of £10,507,079, as set out in Annex A to the agenda report be approved;**

- (ii) the support grant for parishes to compensate them for the effects of the local council tax support scheme be unchanged for 2017/18 compared to 2016/17;**

The Executive noted

- (i) that the budget contained £645,000 as per paragraph 11 of the agenda report, chargeable to reserves set aside for this purpose;**
- (ii) that a minimum revenue payment of £1.389m had been allowed to repay debt;**
- (iii) that the Council no longer received Revenue Support grant which had reduced Government funding by £357,000;**
- (iv) that the provisional NNDR baseline of £1,464,663 and the final settlement would be reported to Council at its meeting on 22 February 2017;**
- (v) that a full report, setting out Council Tax proposals for 2017/18 would be presented to Council on 22nd February 2017;**
- (vi) that, although investments had been made, further savings and income generation through investment would be required as a result of anticipated reductions in Government funding in the future; and**
- (vii) the increase in the Council tax base generated from the development of new housing which delivered an extra £85,000 a year in Council Tax.**

73/E Treasury Strategy 2017/18

The Executive was reminded that the Council's investment portfolio comprised of funds available for longer-term investment, and short term investments sufficient to meet cash flow requirements. Investment income was a significant source of income which was used to maintain services.

The Executive received a report which fulfilled the Council's legal obligation, under the Local Government Act 2003, to have regard to both the Chartered Institute of Public Finance and Accountancy's Treasury Management in the Public Services: Code of Practice and the Department for Communities and Local Government Guidance on Local Authority Investments.

The Council had invested substantial sums of money and was therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of risk were, therefore, central to the Council's Treasury Management Strategy.

In accordance with the CLG Guidance, any changes to levels of investments and borrowing, or to the interest rates forecasted which resulted in changes to the approved treasury management indicators, would be reflected in relevant future reports for the Executive and the Council to consider.

The budget for investment income in 2017/18 was £300,000, based on an average investment portfolio of £25 million, at an interest rate of 1.2%. The budget for external debt interest paid in 2017/18 is £2.8m, based on an average debt portfolio of £124 million, at an average interest rate of 2%. It was noted that if actual levels of investments, borrowing and interest rates differed from those forecast, this would affect actual performance against budget.

Funding for the proposed corporate capital programme for 2017/18 – 2019/20 would need to be funded by borrowing or out of revenue due, as the Council did not hold any capital receipts.

Recommended to Council the adoption of the following:

- (i) the Treasury Management Strategy for 2017/18 as set out in the report;**
- (ii) the Treasury Management Indicators for 2017/18 at Annex A to the agenda report; and**
- (iii) the Minimum Revenue Provision Policy Statement and Estimated Minimum Revenue Provision Payment Table at Annex F to the agenda report.**

74/E Corporate Capital Programme 2017/18 - 2019/20

The Executive received details of the proposed 2017/18 Capital Programme, as shown in Annex A to the agenda report. The Council no longer held a Capital Receipts Reserve. As a result, only in-year receipts could be offset against the proposed spend. Annex C to the agenda report showed that it would not be possible to fund the current Capital Programme from capital receipts and that existing revenue and/or borrowing would have to be used. Additional capital receipts could be realised from the sale of Council assets although there was a risk, in the current climate, that prices would be depressed or that such disposals would not be realised.

The Revenue Capital Fund was estimated to be about £9.0m at 31 March 2017 and would be used to support the Capital Programme if required. However this would reduced the amount of reserve available to support revenue expenditure and hence the General Fund in the future. The Council had undertaken borrowing during 2016/17 to fund significant property acquisitions and should be prepared to do this again should the need arise.

The Executive noted the estimated loss of investment income as a result of the proposed Capital Programme, based on the estimated average rate of poorest performing investments of 0.6% for 2016/17.

Additional capital schemes might be brought during the year for the Executive and Council to consider. These might result in a change to the Prudential Indicators, the Capital Financing Requirement and the Minimum Revenue Payment. If this was the case, those changes would be reflected in the relevant reports for the Executive and the Council to consider.

Recommended to the Council that

- (i) the new capital bids for £3,871k, in Annex A to the agenda report, for 2017/18 be approved, and be incorporated into the Capital Programme;
- (ii) the Prudential Indicators summarised below and explained in Annex D to the agenda report, including the MRP statement, for 2017/18 to 2019/20, in accordance with the requirements of the Chartered Institute of Public Finance and Accountancy's Prudential Code for Capital Finance in Local Authorities 2011, be approved:

Prudential Indicator	2017/18 Estimated £000	2018/19 Estimated £000	2019/20 Estimated £000
Capital Expenditure	3,871	600	600
Capital Financing Requirement	140,653	138,901	137,112
Ratio of financing costs to net revenue stream	35.17%	38.52%	41.36%
Incremental impact of investment decisions on Band D council Tax	-£15.29	£8.27	£0.97
Operational Boundary	157,000	157,000	157,000
Authorised Limit	167,000	167,000	167,000

Resolved to note

- (i) that the Capital Financing Requirement for this Council as at 31 March 2018 was estimated to be £140.653m and as such a Minimum Revenue Payment of £1,392k was required;
- (ii) the provisional Capital Programme for 2018/19 and 2019/20; and
- (iii) the available capital receipts forecast shown in Annex C to the agenda report.

75/E Surrey Pension Fund

The Executive received a report detailing the performance of the Surrey Pension Fund. The Surrey Pension Fund was managed and administered by Surrey County Council on behalf of all Districts, the County and a number of other organisations.

Due to growth in investments and additional payments the fund was now managing to keep pace with liabilities. This had resulted in the deficit falling and the funding level increasing. At the current time, the scheme was over 90% funded.

As a result of legislation, Local Government Pension Schemes had been required to pool their assets. Consequently, the Surrey Pension Fund had joined the "Borders to Coast Fund" which had a total value of £35.9bn.

The Fund was required to have an actuarial review every 3 years and this had last been carried out as at 31 March 2016. The review had indicated that the Fund would 82.6% funded compared with 72.3% in March 2013. As a result, the actuaries were recommending, for this Council, no increase in current contributions or deficit recovery payments for the next 3 years.

Resolved to note the contents of the report.

76/E Drone and Model Aircraft Policy

The Executive was informed that neighbouring authorities had recently adopted a zero-tolerance approach to the operating of Unmanned Aerial Vehicles (UVA) within their parks and open spaces. Consequentially, this was pushing more operators to move across boundaries, increasing the use of the Council's parks and open spaces.

A review of the Borough's Open Space Byelaws was in its early stages and was due to be completed before the end of 2017.

Members noted that a number of UAVs could be flown to capture or observe the images beneath, which had privacy implications of the subsequent use of the material captured. It was also noted that one of the Council's parks, in particular, was on the flight path into Farnborough Airport, which had further implications and restrictions imposed from the Civil Aviation Authority.

Learning to use this type of equipment was usually done through trial and error and so, naturally, results in a number of collisions and accidents, all of which have the potential to be a health and safety risk within Parks and Open Spaces. As these devices had become more affordable, the number of in-experienced operators was also increasing. The Council had seen a significant increase in the number of complaints from not only residents neighbouring its facilities but also from other users of the Parks and Open Spaces.

It was therefore proposed to introduce a Policy stating that permission would not be granted by the Council to any request to use Unmanned Aerial Vehicles on land owned by Surrey Heath Borough Council, whether for recreational or commercial purposes. Exemptions to this Policy would only be considered where users were part of a formalised model aircraft flying club that could demonstrate all health and safety and insurance measures were in place. A licence agreement must be made between the Council and the formalised club before site usage would be established.

It was proposed, for clarity, that the title of the Unmanned Aerial Vehicle Policy should be amended to include reference to Drones and Model Aircraft.

Resolved to adopt the Unmanned Aerial Vehicle Policy, attached as Annex 1 to the agenda report, as amended, prior to a review and amendment of the current Byelaws.

77/E Response to Woking Borough Council's Consultation on land east of Martyrs Lane

The Executive considered a draft response to a consultation by Woking Borough Council.

In 2015, Woking Borough Council had produced a draft Site Allocations Development Planning Document (DPD) which proposed to accommodate future urban growth post 2027 through a series of Green Belt releases to the south of the Woking urban area. This safeguarding strategy was proposed and supported by the evidence base of that time.

Woking Council was now consulting on a proposal to substitute the proposed safeguarded sites to the south of Woking with a single Green Belt site to the north: Martyrs Lane, Horsell, Woking. This 112ha site was proposed to accommodate at least 1200 new homes from 2027.

This Council had not raised any concerns in relation to the proposed safeguarded sites in 2015 when Woking consulted on its draft Site Allocations DPD as they had been located to the south of Woking and some distance from Surrey Heath and its cross boundary interests. However, the Martyrs Lane site represented an entirely different strategy, with the Council looking to accommodate urban growth to the north of Woking, and close to Surrey Heath.

Given the proximity of the site to Surrey Heath, and an apparent lack of supporting evidence base to justify it, there was concern that this change of policy direction could have an adverse impact on residents and business' in Surrey Heath. In addition, Martyrs Lane lay adjacent to the A320, a strategic cross boundary road corridor that served Woking, Runnymede and Surrey Heath at that point. The road was an important route providing access to key service centres such as Woking and Staines, and to the M25. Congestion on the A320 had already been previously identified as an issue for the wider area.

Resolved that the response set out in the letter at Annex 1 to the agenda report be submitted as Surrey Heath Borough Council's formal representations to the Woking Borough Council consultation on land east of Martyr's Lane.

78/E Pay Policy Statement 2017/18

The Executive was advised that, in accordance with Section 38(1) of the Localism Act 2011, the Council was required to update the Pay Policy Statement on an annual basis.

RECOMMENDED to Council that the Surrey Heath Borough Council Pay Policy Statement 2017/18, as attached at Annex A to the agenda report, be approved.

79/E Exclusion of Press and Public

In accordance with Section 100(A)(4) of the Local Government Act 1972, the press and public were excluded from the meeting for the following items of business on the ground that they involved the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Act as set out below:

Minute	Paragraph(s)
80/E	3
81/E	3

80/E Executive Working Group notes

The Executive received the notes of the Camberley Theatre and Arena Working Group meeting held on 24 November 2016 and the Local Plan Working Group held on 19 January 2017.

Resolved that the notes of the Camberley Theatre and Arena Working Group meeting held on 24 November 2016 and the Local Plan Working Group held on 19 January 2017, be noted.

81/E Review of Exempt Items

The Executive reviewed the report which had been considered at the meeting following the exclusion of members of the press and public, as it involved the likely disclosure of exempt information.

RESOLVED that, in relation to minute 80/E above, the notes of the Camberley Theatre and Arena Working Group meeting held on 24 November 2016 and the Local Plan Working Group held on 19 January 2017 be made public.

Chairman

Five Year Strategy and Annual Plan 2017/18

Summary:

To approve the Council's Five Year Strategy and Annual Plan for 1 April 2017 to 31 March 2018.

Portfolio: Leader: Cllr Moira Gibson

Date Signed Off: 21 February 2017

Wards Affected: All

Recommendation

The Executive is asked to approve the refreshed Five Year Strategy and the Annual Plan for 2017/18.

1. Key Issues

- 1.1 The Executive approved a new Five Strategy in August 2016 which sets out the Council's vision and objectives for the next five years. It also includes a number of longer term key priorities in addition to the Council's ongoing service delivery. The Five Year Strategy is a rolling document and a refreshed version is attached as Annex A for approval.
- 1.2 This report also introduces an updated Annual Plan for the Council for 2017/18. The draft version is presented for approval and is contained in Annex B.
- 1.3 The Annual Plan includes an overview of the vision and objectives from the Five Strategy but states the outputs and success measures that will be delivered in 2017/18 for each of the Council's key priorities. These priorities are presented under the headings of Place, Prosperity, Performance and People. The Annual Plan therefore demonstrates the Council's commitment to achieving the Five Year Strategy.

2. Performance Reporting

- 2.1 Progress against the Annual Plan is presented in a mid-year and end of year performance report. These reports are presented to the Executive and Performance and Finance Scrutiny Committee every six months. Monitoring of the Annual Plan in this way ensures accountability and allows the Council to illustrate the on-going strength and continuously improving performance of the Council, against the pre-set performance indicators targets.

2.2 The style of the Annual Plan has evolved over recent years as Officers strive to find the most effective and useful format for the public and Members to use. The current style is designed to ensure the links are made between the Council's longer term objectives, into the deliverables that are effective within a yearly time scale.

2.3 The key priorities can change from year to year as various projects or key stages within projects are delivered. Ongoing service delivery changes less from year to year, so progress is monitored more easily using the success measures contained in the Annual Plan.

3. Resource Implications

3.1 There are no resource implications arising directly from this report.

4. Options

4.1 The Executive has the option to;

- i. Approve the Five Year Strategy set out in Annex A and the 2017/18 Annual Plan set out in Annex B;
- ii. Approve the Five Year Strategy set out in Annex A and the 2017/18 Annual Plan in Annex B with amendments; or
- iii. Not approve the Five Year Strategy or 2017/18 Annual Plan.

5. Proposals

5.1 It is proposed that the Executive approve the Five Year Strategy set out in Annex A and the 2017/18 Annual Plan attached as Annex B.

6. Corporate Objectives and Key Priorities

6.1 The Annual Plan sets out the success measures and outputs that will meet the Five Year Strategy vision and objectives.

7. Equalities Impact

7.1 The Plan itself has not been assessed, as each individual project or work area is subject to an equality impact assessment as appropriate.

8. Risk Management

8.1 It is recognised that a number of the projects for 2017/18 may require specialist resources. Risk assessments will be completed and costings for the resource will be built into the individual business cases.

Annexes	Annex A – Five Year Strategy Annex B –Annual Plan2017/18
Background Papers	None.
Author/Contact Details	Sarah Groom - Transformation Team Manager sarah.groom@surreyheath.gov.uk
Service Manager	Louise Livingston - Executive Head of Transformation

CONSULTATIONS, IMPLICATIONS AND ISSUES ADDRESSED

Resources	Required	Consulted
Revenue	✓	✓
Capital	✓	✓
Human Resources	✓	✓
Asset Management	✓	✓
IT	✓	✓

Other Issues	Required	Consulted
Corporate Objectives & Key Priorities	✓	✓
Policy Framework	✓	✓
Legal		
Governance		
Sustainability		
Risk Management		
Equalities Impact Assessment		
Community Safety		
Human Rights		
Consultation		
P R & Marketing		

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FIVE YEAR STRATEGY



Foreword

Surrey Heath is moving with the times and whilst the next five years will bring its challenges in a fast changing environment there are exciting opportunities too. We are aware of the need to become self-sustaining in terms of our finances, we recognise the requirement to meet the needs of our community in terms of every age range and as technology continues to advance in leaps and bounds Surrey Heath wants to embrace the digital age, making services more accessible.

Surrey Heath is already one of the safest, cleanest and greenest, most prosperous places to live and it is important that we preserve this for future generations. We are committed to securing successful outcomes, whilst rising to the challenges ahead.

We have grouped our approach to these challenges under 4 themes:

Place – continued focus on our vision to make Surrey Heath an even better place to live. Clean, green and safe. Where people enjoy and contribute to a high quality of life and a sustainable future.

Prosperity – to sustain and promote our local economy so people can work and do business across Surrey Heath, promoting an open for business approach that attracts investment and complements our place.

People – to build and encourage communities where people can live happily and healthily in an environment that the Community is proud to be part of.

Performance – to deliver effective and efficient services better and faster.

In this strategy we set out the priorities for each of these themes over the coming 5 years which, in turn, will inform our Annual Plans.



Karen Whelan
Chief Executive



Councillor Moira Gibson
Leader of the Council

Our Responsibilities

Surrey Heath Borough Council is the local authority responsible for planning policy and controlling building development, collection of Council Tax and Business Rates, the collection of waste and recycling, street cleaning, licensing premises, keeping the public safe from noise, pollution or contaminated land and maintaining our car parks, parks and playgrounds.

Our Council is made up of forty elected members from our sixteen wards. The Chief Executive is the Head of the paid staff and has a team of six Executive Heads and two Heads of Service.

Managing Our Finances

We regularly review our services and processes to ensure that they continue to offer value for money. The Medium Term Financial Strategy is our plan to balance the budget over the next five years and works with our Five Year Strategy and Annual Plan to give a full picture of what we are doing.

The Council's net budget of £11m delivers a huge range of services to local residents and businesses. 65% of the budget is funded through Council Tax with the remainder coming from Business Rates, investment income, reserves and Government Grant.

Annually the Council collects £100m from local residents and businesses and only a fraction of this is retained by Surrey Heath for the services it provides. To put this in perspective Surrey Heath received £4.8m in Business Rates and Revenue Support Grant in 2010/11 – by 2016/17 this was £1.8m and by 2019/20 is forecast to be £0.7m.

Despite the financial challenges the Council has faced it has managed to use our funding wisely by increasing income and internal efficiencies thereby not affecting front line services. This will be an increasing challenge as funding is further reduced over the next 5 years.

Five Year Strategy



Place

Objective

We want to make Surrey Heath an even better place where people are happy to live

Priorities

- Deliver an improved Camberley Town Centre for the benefit of all residents of the Borough
- Protect, manage and maintain our parks and public open spaces including the provision of quality leisure facilities
- Encourage sustainable living and construction by promoting high quality building and design standards
- To reduce waste and increase the proportion of waste recycled and recovered
- Work with key partners to continue to keep the borough a very safe place to live

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Prosperity

Objective

We will support and promote our local economy so that people can work and do business across Surrey Heath

Priorities

- Strengthen the Council's financial independence by increasing our own income
- Work with partners to support our urban and rural economy through strategic development planning and economic growth
- Support local businesses by encouraging economic development and improvements to local transport and other infrastructure
- Encourage inward investment by promoting Surrey Heath as a great place to live and work
- Deliver new development within the borough to strengthen the local economy

People

Objective

We will build and encourage communities where people can live happily and healthily

Priorities

- Work with partners to improve the health and wellbeing of our community
- Support older and more vulnerable people to live independently in their own homes and remain active in their local community
- Use our green space to deliver a programme of sport and leisure activities supporting community engagement with all people
- Address housing needs within the community

Performance

Objective

We will deliver effective and efficient services better and faster

Priorities

- Provide excellent customer service delivery
- Improve access to services through the use of technology
- Maximise every opportunity to improve the use of our land and buildings
- Regularly review our services and processes to ensure that they continue to offer value for money
- Maintain services by working collaboratively with partners in the public, private and voluntary sectors
- Demonstrate our performance through monitoring and reporting

Comments and Feedback

Overall, Surrey Heath is a Great Place, with a Great Community and a Great Future but we can't be complacent and we want to hear from our residents and businesses how we can continue to improve the area. Please tell us about the things you want to see happen.

- You can email our Customer Contact centre at enquiries@surreyheath.gov.uk
- You can drop written comments off at our main office
Surrey Heath House, Knoll Road, Camberley, Surrey GU15 3HD
- You can telephone our Customer Contact Centre on **01276 707100**
- You can speak to your local Councillor who will be able to pass your comments back if you wish. Contact details for your Councillor can be found on our website www.surreyheath.gov.uk
- Stay in touch with us via **Twitter** and **Facebook**

 @surreyheath  SurreyHeath



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ANNUAL PLAN

2017/18



Foreword

Our vision for making Surrey Heath an even better place to live, work and enjoy hasn't changed. We know we can't do this alone, so we will continue to work closely with our public, voluntary and private sector partners to deliver this Annual Plan for the community.

Following our major financial investment into Camberley last year we are already seeing financial results and are making good progress on key refurbishment and regeneration schemes; positioning ourselves to deliver significant town centre improvements and much needed new housing over the next few years.

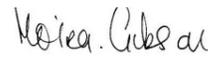
The growth and prosperity of our local economy continues to remain a key priority. We will ensure that we continue to encourage inward investment by showcasing the Borough to a broader audience at events across the country. We will also continue to lobby our Local Enterprise Partnership (Enterprise M3) for multi-million pound investment and infrastructure schemes and deliver a range of initiatives from supporting local business associations to providing free business advice clinics to small/start-up businesses.

We continue to ensure our services are efficiently run to drive improvements to benefit our customers and residents including the offer of a new range of older people's services and preserve our high quality efficient waste and recycling service. Ultimately, our purpose is to provide services according to residents and businesses need and where possible to exceed customer expectation.

We will provide the opportunities and services to support a safe, clean, green, healthy and happy community, including a diverse range of community events. Please help us to ensure Surrey Heath remains an excellent place to live, work and enjoy.



Karen Whelan
Chief Executive



Councillor Moira Gibson
Leader of the Council

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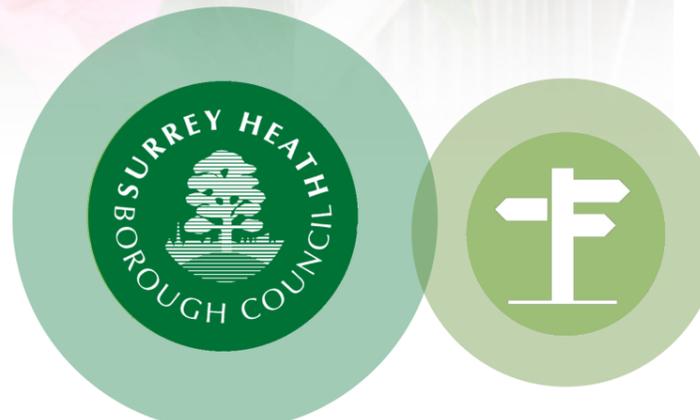
Place

Objective

To make Surrey Heath an even better place where people are happy to live

Priorities

- To deliver an improved Camberley Town Centre
- To promote high quality building and design standards across the Borough
- To reduce waste and increase the proportion of waste recycled and recovered.
- To provide quality leisure facilities



In 2017/18 we will:

Regeneration

- Take forward the refurbishment and rebranding of the Mall shopping centre in Camberley.
- Commence redevelopment of Ashwood House in Camberley into high quality development and aim to maximise the uses on the ground floor.
- Commence redevelopment of Pembroke House on the Frimley Road to provide affordable housing.
- Bring forward proposals for the redevelopment of Camberley's 'London Road Block' including an outline planning application.
- Improve the public spaces across the town centre starting with Princess Way and the High Street.
- Bring forward proposals for the Arena Leisure Centre facility.

In 2016/17 we:

In progressing the regeneration plans for the town centre we have:

- Invested in town centre property to help regenerate Camberley and provide a good return on investment for the Borough Council.
- Acquired further property on London Road Camberley to enable the 'London Road Block' regeneration scheme.
- After a significant procurement exercise appointed Berkeley Homes to redevelop housing at Ashwood House and Pembroke House.
- Delivered improved parking at Main Square car park, introducing contactless payment and the refurbishment of level 5.
- Supported the renewal of 'Collectively Camberley' to promote the town centre for a further five years and delivered a series of events, including Camberley on Ice, Camberley International Festival, Sports Market and The Queens 90th Birthday Picnic celebrations.

Other Services

- Procured a high quality waste and street cleansing contract in partnership with four other local Councils resulting in an annual saving of £330k for Surrey Heath Borough Council.
- Continued to be one of the best performers in the country for recycling waste.
- Took on responsibility for maintaining verges and roundabouts across the Borough to help improve consistency and standards at no additional cost.
- Implemented a night time closure of the High Street on Wednesday, Friday and Saturday nights.

Prosperity

Objective

We will support and promote our local economy so that people can work and do business across Surrey Heath

Priorities

- Work with partners to support our economy through strategic development planning and economic growth
- Encourage inward investment
- Support local businesses by encourage improvements to local transport and infrastructure.
- Encourage new developments to strengthen the local economy

In 2017/18 we will:

- Use borrowing to generate investment returns to support services which contribute to economic growth in Surrey Heath.
- Review the Local Plan and produce an 'Issues and Options' document for public consultation.
- Work to increase residential development across the Borough.
- Refresh the Economic Development Strategy.
- Promote Surrey Heath as a location for companies to invest in.
- Work with Camberley High Street stakeholders to help deliver improvements to the High Street.
- Press for a positive outcome from our Local Enterprise Partnership (LEP) funding bids and work up plans for the delivery of the projects to improve the Camberley area transport and roads.
- Encourage and support Surrey County Council to deliver the A30 road improvements and the Meadows roundabout works.
- Work with Business Associations across the Borough to develop projects to deliver improvements.

In 2016/17 we:

- Acquired property to generate an income to maintain services and to support the Council's aspirations for Camberley Town Centre regeneration.
- Supported residential and commercial property development and were accepted onto the Government 'One Public Estate' initiative to work with them to identify publicly owned land for redevelopment.
- Hosted the Surrey Heath Business awards to showcase businesses in the borough.
- Provided over forty start-up businesses with free advice clinics and supported the Borough's business associations.
- Promoted Surrey Heath as a business relocation opportunity at London Olympia's MIPIM Property Exhibition to help spread the 'Open for Business' message.
- Submitted funding applications to the Local Enterprise Partnership for transport and infrastructure projects to support the local economy, with results due later in 2017.



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People

Objective

To support and encourage communities where people can live happily and healthily

Priorities

- To work with partners to improve health and wellbeing
- Support older and more vulnerable people to live independently and remain active
- Use our parks and countryside to enhance sporting and leisure opportunities
- Address housing needs within the community

In 2017/18 we will:

- Work with partners to promote the health and wellbeing of our residents and encourage delivery of activities that promote sport and healthy living.
- Pilot a new dementia respite day care service at the Windle Valley Centre.
- Deliver a new Young Ambassadors programme to encourage community involvement and leadership in young people.
- Encourage an increase in the number of volunteers delivering sport and health related activities and events.
- Re-evaluate and operate our sports facilities to best meet changing customer needs.
- Expand Camberley Youth Theatre and Community Arts Programme.
- Consult on and develop a new Healthy Home Strategy addressing how homes meet the needs of our residents.
- Deliver a programme of high quality community events.

In 2016/17 we:

- Provided a range of services to help vulnerable people live independently in their homes and helped reduced the number of people living in isolation.
- Continued to work with partners to introduce dementia friendly communities.
- We have worked to manage homelessness in the Borough, with nobody staying in Bed and Breakfast for more than 6 weeks.
- Opened the visitor centre in Lightwater Country Park to provide space for school groups and a café.
- Supported the Rio Olympics with events around the Borough and worked with sports clubs to increase sports participation including hosting a sports fair on Park Street.
- Delivered high quality community events such as the Frimley Lodge Live Music Festival, Camberley International Festival, outdoor theatre and Camberley on Ice.
- Developed a play area refurbishment programme.
- Promoted the Workplace Wellbeing Charter to businesses across the Borough and achieved the Commitment Award for ourselves and the Surrey Heath Clinical Commissioning Group.



Performance

Objective

To deliver effective and efficient services better and faster

Priorities

- To improve digital access to services and provide excellent customer care
- Adapt the way we work to meet changing needs and challenges
- To work collaboratively with partners in all sectors
- Maximise use of buildings and land we own

In 2017/18 we will:

- Continue to improve digital access to services, making them more accessible and efficient to all.
- Review our asset management plan to ensure we maximise every opportunity to better use our land and buildings including Surrey Heath House.
- Become the administering authority for the joint waste contract and establish a centralised office to manage the joint waste contract and the non statutory functions of the Waste Disposal Authority.
- Commence the new joint waste contract with our partners.
- Make parts of the Doman Road Depot available to the joint waste contractor to generate additional income to the Council.
- Install a new corporate and guest wireless network in Surrey Heath House to support agile and efficient working.
- Deliver efficient governance arrangements by successfully implementing the outcomes of the Boundary Commission for England's Electoral Review.
- Implement a new Performance Management framework to drive services to be more efficient.
- Continue to explore alternative ways to deliver our services more efficiently.
- Continue to identify commercial opportunities to increase income and support the Council's sustainability.

In 2016/17 we:

- Worked with four local Council's to deliver the new Joint Waste Partnership and appointed Amey as the new contractor to provide the waste and recycling collection service and street cleansing service from 2017/18.
- Worked closely with other local Council's to reduce benefit fraud.
- Reviewed three of our seven departments to ensure our services continue to offer value for money.
- Introduced a new digital system to improve customer service and service delivery in planning, licensing, waste and recycling, environmental health and building control.
- Took advantage of a number of commercial opportunities to increase income and support the Council's future financial sustainability including an agreement to lease part of Knoll Road car park and the Theatre building.
- Re vitalised older peoples services to make them more attractive to customers including the introduction of a choice based meals at home service which increased customer numbers by 9% (257/month)
- Introduced a new café and visitor centre at Lightwater Country Park.
- Established a working group to deliver a proposal for the future of the Arena Leisure Centre facility.

Additional Success Measures

In addition to the various projects outlined in the plan we will measure success by these indicators which focus on matters of particular interest to residents.

Place

Percentage of Household waste sent for Recycling, Reuse and composting
Occupancy of Camberley town centre car parks
%age of food premises achieving 3 stars or above

Prosperity

Increase in Council Tax Base
Increase in business Rates base
Percentage of minor planning applications determined within 8 weeks
Percentage of major planning applications determined within 13 weeks

People

Number of users of the Arena Leisure centre
Number of sports pitch bookings
Number of journeys by community bus in a year
Number of meals on wheels served in the year

Performance

Time taken to process benefit claims
Percentage of complaints responded to within target
Collection rate for Council Tax
Collections rate for Business Rates
Percentage of transactions that take place on line
Customer satisfaction rating of good/excellent to exceed 90%.



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Comments and Feedback

We always welcome comments, suggestions and feedback (critical or otherwise) on our plans and the way we write our documents and communicate them.

- You can email our Customer Contact centre at enquiries@surreyheath.gov.uk
- You can drop written comments off at our main office
Surrey Heath House, Knoll Road, Camberley, Surrey GU15 3HD
- You can telephone our Customer Contact Centre on **01276 707100**
- You can speak to your local Councillor who will be able to pass your comments back if you wish. Contact details for your Councillor can be found on our website www.surreyheath.gov.uk
- Stay in touch with us via Twitter and Facebook



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Allocation and Expenditure of Planning Infrastructure Contributions

Summary

This report recommends the allocation and expenditure of specific funds received via planning obligations as part of Section 106 Agreements and Unilateral Undertakings collected from development schemes in Surrey Heath for specific categories of works.

Portfolio – Business

Date Portfolio Holder signed off report: 16 February 2017

Wards Affected

All

Recommendation

The Executive is advised to RESOLVE that

- (i) the following projects be carried out and funded by funds collected through Planning Infrastructure Contributions;
 - Briar Avenue, Lightwater – Equipped Play space
 - Cheylesmore Drive, Heatherside – Equipped Play Space
 - Chobham Road Recreation Ground, Frimley – Equipped Play Space
 - Evergreen Road, Parkside – Equipped Play space
 - Frimley Lodge Park, Frimley Green – Equipped Play space
 - Lightwater Country Park, Lightwater – Equipped Play space
 - Loman Road, Mytchett & Deepcut – Equipped Play space
 - London Road Recreation Ground, St Michael’s – Equipped Play space
 - Old Dean Recreation Ground, Old Dean – Equipped Play space
 - Borough Wide – Replacement Notice Boards
 - Watchmoor Reserve, Watchetts – Environmental Improvements; and
- (ii) the implementation of the individual schemes be delegated to the Executive Head of Business after consultation with the Business and Finance Portfolio Holders.

The Executive is advised to RECOMMEND to Council that the Capital Programme for 2017/18 be increased by £613,000.

1. Key Issues

- 1.1 The authority to raise and spend planning infrastructure monies on the specific projects stems from Planning Circular 05/2005, which has now been superseded by the National Planning Policy Framework, Policy CP12 Infrastructure Delivery and Implementation of the Core Strategy & Development Management Policies DPD 2012, the Council’s adopted Infrastructure Contributions (Developer Tariff) Scheme

February 2009 and the Developer Contributions Supplementary Planning Document 2011.

- 1.2 The principles behind applying the tariff scheme to new development proposals is to ensure that all development, including small scale development, addresses the collective impact of development proposals on existing local infrastructure provision.
- 1.3 Planning Infrastructure Contributions (PIC) must be spent in accordance with the Council's 'Developer Contributions Supplementary Planning Document 2011, adopted by the Council's Executive on 18th October 2011. This now allows for the collection of infrastructure contributions under the following categories:
 - Primary Education
 - Secondary Education
 - Transport,
 - Libraries and Museums
 - Open Space
 - Outdoor recreation (Incl LEAP, NEAP & MUGA)
 - Indoor sports facilities,
 - Community facilities,
 - Waste and recycling
 - Environmental improvements
 - Town Centre management

The tariff scheme criteria together with the unilateral undertakings and s106 agreements signed as part of the approved planning permissions do not allow for funding of projects outside these categories.

- 1.4 Contributions collected for libraries and transport, are not spent by SHBC but under the agreed tariff scheme are allocated and spent by Surrey County Council on identified new transport infrastructure and library facilities. The contributions made on the remainder of the PIC categories is held and overseen by SHBC.
- 1.5 Of the funding categories for which SHBC is responsible, the agreed tariff scheme requires that the majority of the sums raised are spent on equipped play space with reduced proportions spent on the other identified category areas.
- 1.6 With contributions collected through s106 agreements there are time constraint requirements on the Council to allocate and spend the monies on projects within a specific time scale. Even where such time constraints do not apply, the PIC monies that have already been collected need to be spent in accordance with criteria as set out in the tariff scheme as well as in a timely and reasonable manner.
- 1.7 The monies collected under PIC cannot be used for the general maintenance of existing play space sites (see paragraph 1 above).

- 1.8 As new development schemes come forward and make contributions under the Developer Contributions SPD, different categories of proposed works will come forward for consideration.

2. Resource Implications

- 2.1 The monies earmarked for the expenditure on the identified projects have already been collected through Planning S106 agreements and unilateral undertakings. There are no additional resource implications for the Council should this proposal be agreed. The maintenance costs relating to the identified projects are already accounted for within on-going maintenance budgets and the proposed expenditure will not therefore increase existing maintenance costs. In addition new equipment will have at least a 10 year guarantee hence, additional maintenance costs will be kept low.

3. Options

- 3.1 The options before the Executive are as follows:
- (i) To AGREE the list of identified projects to which Planning Infrastructure Contributions can be allocated.
 - (ii) To NOT AGREE the list of identified projects or the expenditure of Planning Infrastructure Contributions.

- 3.2 The Executive is advised to agree options (i).

4. Proposals

- 4.1 The list of projects for which member approval is sought to implement with the PIC monies collected is listed in the recommendations above.

5. Supporting Information

- 5.1 Work has been undertaken with the Leisure Services Team in relation to identifying suitable Equipped Play Space, Environmental Improvements and Community Facilities projects for which PIC can be utilised.

6. Corporate Objectives And Key Priorities

- 6.1 The proposals contained in this report support Objective 1 of making Surrey Heath an even better place where people are happy to live through the protection, management, maintenance and enhancement of public green spaces and supports sustainable living, construction and development. The proposal is in line with the Play Areas and Playgrounds in Surrey Heath report approved at Leisure and

Environment Scrutiny Committee in September 2011 and strategy on Play Space provision in the Borough.

- 6.2 These proposals also support Key Priority 4 to keep Surrey Heath a clean, green and safe place for the continued wellbeing of our borough

7. Policy Framework

- 7.1 The relevant planning policies are as follows: Policy CP2: Sustainable Development and Design, Policy DM16: Provision of Open Space and Recreational Facilities and Policy DM14 Community and Cultural Facilities of the Surrey Heath Core Strategy and Development Management Policies 2012 and Policy CC7: Infrastructure and Implementation of the South East Plan 2009.

8. Legal Issues

- 8.1 The categories of the proposed infrastructure have been specifically identified in the Unilateral Undertaking and s106 Agreements submitted as part of the grant of planning permission and as such the contributions need to be spent on the identified infrastructure categories. The identified projects also comply with the CIL (Community Infrastructure Levy) regulations that came into force in 2010.

9. Governance Issues

- 9.1 None arising.

10. Sustainability

- 10.1 The spending of Planning Infrastructure Contributions and delivery of projects to enhance and expand infrastructure provision in the borough, in accordance with the list of projects put forward in this report, will deliver additional and enhanced facilities to address the increased pressures on existing facilities from new development. The delivery of projects identified in this report would enable a sustainable approach being achieved when dealing with the pressures of new development on infrastructure facilities provided by SHBC.

11. Risk Management

- 11.1 The key risk identified is that the approach taken by SHBC in levying PIC can be challenged at appeal. Therefore, it is necessary to take action to demonstrate that funds are being allocated to identified infrastructure projects and the projects being provided. Other risks to the projects identified in this report arise from the PIC funding drying up due to uncertainties in the housing and development market, which ultimately affect the funding stream from developer contributions and thus the ability to deliver future projects. However, a significant sum has already been collected to date and a steady stream of new PIC

funding continues to be made as development schemes are implemented. As such it is not considered likely that the proposed funding revenue won't be met for the identified projects.

12. Equalities Impact

- 12.1 An equalities impact assessment has been undertaken for the projects identified in this report. The funding of the proposed projects will ensure that all residents in the borough have access to high quality equipped play facilities and improved leisure and community facilities irrespective of age.

13. Human Rights

- 13.1 No matters arising.

14. Community Safety

- 14.1 Ensuring that the Borough's play areas are improved and upgraded to a high standard where children as well as adults are able to recreate in a well-designed safe environment. In addition the provision of new community facilities will ensure that the wider community benefits from better facilities within the Borough.

15. Consultation

- 15.1 Internal consultation has been undertaken between the Section 106 Implementation Officer, the Development Manager and the Leisure Services Team.

16. PR And Marketing

- 16.1 This will provide positive PR opportunities across the borough.

17. Officer Comments

- 17.1 The proposed funding of the identified projects by utilising developer contributions (secured and collected via Section 106 Agreements and Unilateral Undertakings) will help address deficiencies that arise from new development in the borough and the resulting increase in demand and usage of existing infrastructure facilities. The proposed works identified in the schedule will contribute towards ensuring that the borough is providing improved public infrastructure for existing and future residents and that new development is not having a detrimental impact on the built environment and the quality of living in the borough.

Background Papers	None
Author/Contact Details	Steven Appleby - Community Infrastructure Delivery Officer Steven.applyby@surreyheath.gov.uk
Head of Service	Jenny Rickard – Executive Head of Regulatory

Consultations, Implications and Issues Addressed

Resources	Required	Consulted
Revenue	✓	
Capital	✓	<u>10/05/2016</u>
Human Resources	✓	<u>10/05/2016</u>
Asset Management		
IT		
Other Issues	Required	Consulted
Corporate Objectives & Key Priorities	✓	<u>10/05/2016</u>
Policy Framework		
Legal		
Governance		
Sustainability		
Risk Management		
Equalities Impact Assessment		
Community Safety		
Human Rights		
Consultation		
P R & Marketing	✓	<u>10/05/2016</u>

Review Date:

Version:

Draft Residential Design SPD Consultation

Summary

The document entitled “Residential Design Guide Supplementary Planning Document, Regulation 13 Consultation Draft”, (March 2017) sets out principles to help ensure that the Borough receives high quality new residential development to create attractive and well-functioning environments which people are happy to live in. Members are asked to approve the document for public consultation purposes.

Portfolio - Regulatory

Date Portfolio Holder signed off report 13 February 2017

Wards Affected

All

Recommendation

The Executive is advised to RESOLVE that the Draft Residential Design Guide Supplementary Planning Document – Regulation 13 Consultation be approved for public consultation.

1. Key Issues

- 1.1 The Draft Residential Design Guide SPD is a consultation document which is intended to be released for public comment in March 2017. The SPD will cover the whole of the Borough including town centres, and rural and urban areas. It will be flexible enough to be applicable to the full range of residential scales from small householder projects right up to the creation of large areas of new urban fabric.
- 1.2 The 2017 Design Guide will replace the Borough’s following design guidance for residential development:
 - Residential Development in Settlement Areas – Development Control Guidelines Supplementary Planning Guidance, 2002
 - Design for House Extensions Leaflet; undated

Both of these documents are now dated as they were prepared under an early legislative regime. They are simpler documents and do not deal with the detail and scope of residential design covered by the proposed 2017 Residential Design Guide. Development Management officers have had limited success in recent years in using these older documents to lift design quality in the borough.

- 1.3 At present the key Local Plan policies relating to residential design are DM9 of the CS&DMP DPD and TC11 of the Camberley Town Centre AAP. Both policies set out a series of high level non-specific design principles to guide all forms of development in the Borough. The Residential Design Guide SPD provides detailed and specific guidance for residential development based on these more general principles.

- 1.4 The SPD has been prepared to support Development Management Officers when they are negotiating with developers for good design solutions, and for the Council when it determines residential planning applications in the Borough. However, its main 'audience' is the development industry. The SPD is intended to help raise the bar for residential design in the borough enabling all areas of Surrey Heath to benefit from improved high quality living environments.
- 1.5 The purpose of the SPD is to give guidance to the development industry, the Council and the public on how to ensure that good design is achieved in new residential development in the borough. It is intended that the SPD will enable the Council to effectively defend its decisions at appeal on matters relating to the design of residential developments.
- 1.6 The SPD sets out to:
1. provide detailed design principles and guidance for all scales of residential development across all areas of the borough
 2. Enable designers and the Council to be able to quickly and easily check whether or not a residential proposal meets the Council's quality standards for residential design.
- 1.7 The primary purpose of the consultation document is to seek stakeholders views on:
- The scope of the document; and
 - Whether the proposed design principles and guidance are considered appropriate.
- 1.8 The comments and views received during the public consultation period will be used to prepare the final version of the SPD. Production of the final version of the Guide is expected to be completed in early summer 2017 with adoption in late summer 2017.

2. Resource Implications

- 2.1 There are no resource implications arising from the preparation of, and consultation on, the Consultation Draft Residential Design Guide Supplementary Planning Document beyond those allowed for within the budget for 2016/2017.

3. Options

- 3.1 The options before the Executive are to:
- AGREE to the release of the Regulation 13 Residential Design Guide SPD for consultation purposes
 - AGREE to the release of the Regulation 13 Residential Design Guide SPD for consultation purposes subject to specified amendments

- To NOT AGREE to the release of the Regulation 13 Residential Design Guide SPD for consultation purposes

4. Risk

- 4.1 Not agreeing to publication of the document for consultation purposes would delay production of the Guide and leave the Council without detailed guidance for assessing whether an application represents poor or high quality residential design and the means to negotiate for good design solutions.

5. Proposals

- 5.1 It is proposed that the Consultation Draft Residential Design Guide SPD be released for a 5 week consultation period in mid-March 2017.
- 5.2 A copy of the draft SPD will be circulated with this agenda item.

6. Supporting Information

- 6.1 A draft SEA/HRA scoping assessment has been undertaken to support the SPD. This has concluded that a Strategic Environmental Assessment and Habitats Regulation Assessment is not required.

7. Corporate Objectives And Key Priorities

- 7.1 Underpins Objective 1 of the Corporate Plan - *Making Surrey Heath an even better place where people are happy to live* by helping to ensure that residential environments receive high quality development which enhances the area and maintains and improves residential amenity.
- 7.2 The SPD also supports Objective 3 – *building and encouraging communities where people can live happily and healthily*.

8. Policy Framework

- 8.1 The National Planning Policy Framework and the Council's adopted Local Plans:
- Core Strategy & Development Management Policies DPD 2012.
 - Camberley Town Centre Area Action Plan 2014

9. Legal Issues

- 9.1 None at this stage

10. Consultation

- 10.1 The Development Management Team has already had considerable input into the preparation of the SPD.

10.2 The Regulation 13 consultation will ensure that the local community and other interested parties can be involved in the preparation of the document. The SPD will be subjected to a 5 week consultation period and will be advertised through local newspapers, letters, emails, the Council's web site and social networking sites.

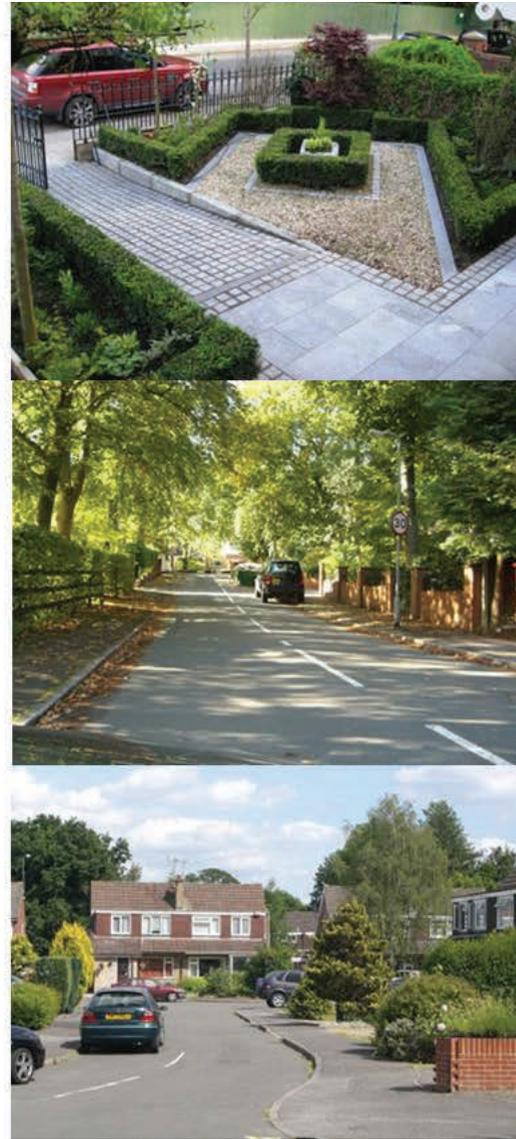
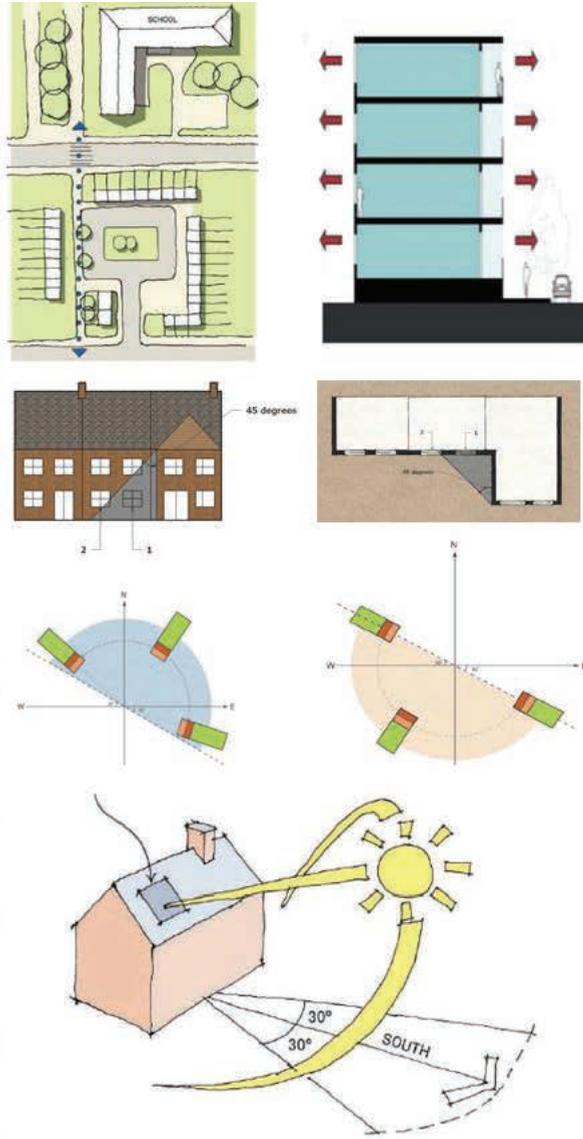
Annexes	Annex 1- Residential Design Guide Supplementary Planning Document – Regulation 13 Consultation Draft
Background Papers	Residential Development in Settlement Areas – Development Control Guidelines Supplementary Planning Guidance, 2002 Design for House Extensions Leaflet; undated
Author/Contact Details	Helen Murch - Senior Planning Officer Helen.murch@surreyheath.gov.uk
Head of Service	Jenny Rickard – Executive Head of Regulatory

Consultations, Implications and Issues Addressed

Resources	Required	Consulted
Revenue	✓	
Capital	✓	
Human Resources		
Asset Management		
IT		
Other Issues	Required	Consulted
Corporate Objectives & Key Priorities	✓	
Policy Framework	✓	
Legal	✓	
Governance		
Sustainability		
Risk Management		
Equalities Impact Assessment		
Community Safety		
Human Rights		
Consultation		
P R & Marketing	✓	

Review Date:

Version:



SURREY HEATH

MARCH 2017

RESIDENTIAL DESIGN GUIDE

REGULATION 13 CONSULTATION DRAFT



Great Place • Great Community • Great Future

INFORMATION ON CONSULTATION

This document is a consultation draft of a residential design guide for Surrey Heath. It is intended that the Guide will eventually be adopted as a Supplementary Planning Document.

The public and other stakeholders are now invited to submit comments and views on the proposed content of the Residential Design Guide.

The draft Guide is out for consultation for 5 weeks. Comments can be returned via:

- E-mail to planning.policy@surreyheath.gov.uk;
- or by post to The Planning Policy and Conservation Team, Surrey Heath Borough Council, Surrey Heath House, Knoll Road, Camberley GU15 3HD .

All comments must be received by 5pm Tuesday 18 April 2017

If you have any questions regarding this document please contact Planning Policy at planning.policy@surreyheath.gov.uk

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I INTRODUCTION

- 1.1 Surrey Heath Borough Council recognises that the design of the residential environment has a significant impact on people's quality of life. Poorly designed dwellings and neighbourhoods can contribute to poor physical and mental health in residents whilst well designed good quality residential areas can generate wellbeing and pride in the people who live there.
- 1.2 The Council is therefore committed to ensuring that the design of residential development contributes to making distinctive, sustainable and attractive places in the Borough which provide for better health and wellbeing and a high quality living environment for all residents.
- 1.3 The preparation of this design guide has been undertaken to help secure the high quality, well designed living places which are vital if the Council is to deliver a **Great Place • Great Community • Great Future** vision for all.

Purpose

- 1.4 This Residential Design Guide Supplementary Planning Document (Residential Design Guide) supports Local Plan design policies by setting out what the Council considers to be good residential design. Its purpose is to provide guidance to the development industry, the Council and the public on how to ensure that the Borough's future housing development has the required high quality and inclusive design to help deliver the great place, community and future desired for Surrey Heath. The Guide sits alongside, and should be read in conjunction with, other Borough design guidance documents relating to local character.

Scope

- 1.5 The Guide relates to all new residential development in the Borough. This includes:
 - New housing units in the form of infill through to new neighbourhoods;
 - Conversions and residential intensifications of existing buildings;
 - Householder improvements (e.g. extensions & curtilage developments).
- 1.6 The Guide only addresses those areas of residential design where there are specific Surrey Heath requirements. It does not provide guidance on matters already addressed by national Building Regulation requirements (e.g. energy and water efficiency and disabled access).
- 1.7 The Borough benefits from a number of specific and detailed local area character documents in the form of supplementary planning documents (SPD) and conservation area appraisals. This Residential Design Guide sits alongside these documents and should be read in conjunction with them.

Status

- 1.8** This document is a draft Residential Design Guide for Surrey Heath that has been prepared for consultation purposes. Its primary purpose is to seek public views on the scope and content of the draft Design Guide. The responses received during the consultation period will inform the final version of the Design Guide.
- 1.9** Once adopted developers will be expected to take the Guide into account, along with the requirements of any specific character based SPD's when designing any form of new residential development in the Borough. Where Design and Access statements (DAS) are required to be submitted as part of a planning application they will be expected to set out how the standards detailed in this Guide have informed the design of the residential scheme.
- 1.10** The Residential Design Guide will be a material consideration taken into account by the Council when considering pre-application proposals, determining residential planning applications, and at appeals.
- 1.11** It is recognised that the principles set out in this Guide may not be applicable in all situations. It is also recognised that innovative, high quality design solutions may come forward that do not fully comply with the requirements of the Guide. In order to provide for a flexible approach in applying the Guide, where applications depart from the Guide's principles, the Council will look to applicants for robust design justification for this departure. This justification will be taken into account as a material consideration when considering the design merits of such proposals.

2 BACKGROUND

Planning Policy context

National Planning Policy Framework (NPPF)

- 2.1** The National Planning Policy Framework (NPPF) sets a clear agenda for Local Planning Authorities to ensure that new development is of good design and contributes positively to making places better for people.
- 2.2** The need for high quality and inclusive design is seen as embracing all forms of development including individual buildings, public and private spaces and wider area development schemes (Paragraph 57).
- 2.3** Good design is seen as going beyond just aesthetic considerations and is expected to also address the connections between people and places and the integration of new development into the natural, built and historic environment. (Paragraph 61)

- 2.4** Local Planning Authorities are expected to ensure that development:
- functions well and adds to the overall quality of an area;
 - establishes a strong sense of place;
 - optimises the potential of the site to accommodate development;
 - creates and sustains a mix of uses and support local facilities and transport networks;
 - responds to local character and history;
 - creates safe and accessible environments;
 - is visually attractive.
- 2.5** Paragraph 64 of the NPPF states that permission is expected to be refused for development of poor design that fails to take the opportunities available for improving the character and qualities of an area and the way it functions.

Local Policy

- 2.6** Local design policies can be found in the Surrey Heath Local Plan which currently consists of the Core Strategy & Development Management Policies DPD 2012 (CS&DMP DPD) and the Camberley Town Centre Area Action Plan 2014.
- 2.7** This Guide has been prepared to provide detailed guidance for residential development in relation to these design policies, particularly DM9 of the CS&DMP DPD.
- 2.8** The Residential Design Guide is intended to be read and used as a companion document to other Council design publications. At the time of writing this included:
- Western Urban Area Character SPD 2012
 - Camberley Town Centre Masterplan and Public Realm Strategy SPD 2015
 - Lightwater Village Design Statement 2007

- West End Village Design Statement 2016
- Yorktown Landscape Strategy 2008
- Local Heritage Assets SDP 2012
- Various Conservation Area Appraisals

Up to date details of the Council's design publications can be found at <http://www.surreyheath.gov.uk/design-surrey-heath>

Strategic Environmental Assessment

- 2.9** The Council undertook a screening assessment under Regulation 9(1) of the Environmental Assessment of Plans and Programmes Regulations 2004 on whether or not a Strategic Environmental Assessment was required for this SPD. The Council concluded from this assessment that an environmental assessment was not required.

Habitats Regulation Assessment

- 2.10** Assessment was also undertaken under the Habitats Regulations to determine whether an Appropriate Assessment was required. It was concluded that as the SPD will not set the framework for future plans or projects there is no pathway (either direct or indirect) for significant effects to arise. As such it was considered that an Appropriate Assessment of the Residential Design Guide was not required.

3 HOW TO USE THE GUIDE

3.1 This guide sets out design considerations for all scales and types of residential development. It works from strategic issues down to detailed matters and reflects the sequence by which successful places are designed. **Particular attention should be paid to the specific guidelines set out in the orange boxes in Chapters 4 - 10.**

3.2 All developments will need to be designed in light of the Council’s overarching design principles set out in Chapter 4. Table 3.1 should also be used to determine which of the specific guidelines in Chapters 5-10 are likely to be applicable to a particular development.

Residential Design Checklist

3.3 Developers must also refer to the residential design checklist contained in Section 11 of this document. The checklist will be used by the authority to assess residential planning applications and it is strongly recommended that developers use it at the early stages of the design process to help guide and inform the development of the project.

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Table 3.1: How to use the Residential Design Guide

Design Issue	Householder	Small development (1-9 units)	Medium development (10-49 units)	Large Schemes	
				Large development (50-100 units)	New neighbourhoods & settlements
Strategic design themes	X	X	X	X	X
Design Process					
Need for Vision	X	X	X	X	X
Concept Plans		X	X	X	X
Master and plot plans			X	X	X
Community involvement	X	X	X	X	X
Layout					
Connectivity		X	X	X	X
Street design & enclosure		X	X	X	X

Design Issue	Householder	Small development (1-9 units)	Medium development (10-49 units)	Large Schemes	
				Large development (50-100 units)	New neighbourhoods & settlements
Defining Public Private Space		X	X	X	X
Density		X	X	X	X
Creating mixed neighbourhoods		X	X	X	X
Plots		X	X	X	X
Parking	X	X	X	X	X
Built form					
Building positioning	X	X	X	X	X
Building scale massing & form	X	X	X	X	X
Architectural detailing	X	X	X	X	X
Amenity					
Privacy	X	X	X	X	X
Outlook	X	X	X	X	X
Daylight and sunlight	X	X	X	X	X
Private amenity space	X	X	X	X	X
Curtilage development					
Boundary treatments	X	X	X	X	X
Provision for cycles, bins & meter cabinets	X	X	X	X	X
Hardstanding & vehicle crossovers	X	X	X	X	X
Specific householder development					
Extensions	X				
Roof alterations	X				

4 STRATEGIC RESIDENTIAL DESIGN THEMES FOR SURREY HEATH

4.1 Drawing upon national and local policy context, this Guide is underpinned by the following broad residential design themes:

Putting PEOPLE first

Our homes and neighbourhoods are where we spend much of our time and they are important to us to maintain physical, emotional and mental wellbeing. They provide us with shelter and opportunities for rest, sanctuary, recreation and social interaction. Poor quality housing has a considerable negative impact on quality of life, life chances and sense of community. It is important that the design of residential developments is human scale and focussed around the needs of people and communities, rather than cars.

Creating a sense of PLACE

Every development should draw on the opportunities presented by the local context to create a sense of place. This will involve using landscape, streets, open spaces buildings and fine details to create or re-inforce places of strong positive identity. In Surrey Heath, the heathland, extensive tree coverage and military heritage will be particularly important assets in the creation of place identity.



Delivering SUSTAINABLE places

Residential developments are an opportunity to help people live in a more sustainable manner. This includes establishing mixed communities and creating places where walking and cycling are the preferred means of getting around for short trips. It also means providing mixes of uses within walking distances to support communities, maximising opportunities to reap the benefits of passive solar designs and ensuring that housing supports biodiversity and protects important ecosystems.

Improving QUALITY

Improving the quality of life for the residents of Surrey Heath is one of the key priorities of the Council. Improving residential design quality in the Borough is part of this priority. All new residential development will therefore be expected to deliver high quality design and should aim to deliver excellence and innovative in design wherever possible. Developments will also be expected to support the maintenance of existing good quality design in the locality of a site and take opportunities to improve design quality where it is lacking.

Principle 4.1

Designers will be expected to demonstrate how their residential design has addressed the Council's 4 strategic themes of:

- **Putting people first**
- **Developing a sense of place**
- **Creating sustainable places**
- **Improving quality**

The remainder of the SPD sets out specific areas of detailed design which designers should give particular attention to.



5 DESIGN PROCESS EXPECTATIONS

5.1 Surrey Heath will expect development proposals seeking planning permission to have evolved through an iterative design process. Larger schemes (50+ net new units) will be expected to follow all of the steps identified in Table 5.1.

5.2 For larger schemes (50+ net new units) the Council requires the design of the project to have been subject to review at pre-application stage by Design South East. Further information on this process can be found on the Council's website at <http://www.surreyheath.gov.uk/design-surrey-heath>

The need for Vision

5.3 Successful developments are underpinned by a guiding design vision. Once established and adopted by all parties, the vision anchors and guides the design team and enables it to communicate clearly and simply what the development is seeking to be and achieve.

5.4 The applicant's team should develop their design vision early in the development process and then clearly articulate it to the local authority.

Table 5.1 Design Process Steps

STEP 1	Site analysis	Site & its context
		Opportunities and constraints
		Understanding of policy environment
STEP 2	Interpreting the brief	Vision setting
		Concept plan
STEP 3	Engagement	Community and neighbour engagement
		Local authority pre-application discussions
		D:SE Panel Review process (where applicable)
		Statutory consultee engagement
STEP 4	Detailed design	Concept refinement
		Masterplanning
		Plot plans
		Preparation of Design and Access Statements
		Detailed design
		Further pre-application discussions
STEP 5	Submission	Planning application

The Concept Plan

- 5.5** For medium and larger schemes the vision should be supplemented by a high level concept plan. The aim of the concept plan is to show in a simple and clear way the key design principles that underpin the layout of the proposed development. It should include an indicative layout and illustrate key components such as access points, focal points, broad street and green space layouts and key site features to be retained. A concept plan is a higher level strategic document than a masterplan.
- 5.6** Together the vision and concept plan can sum up what kind of place is being created. This allows the developer, local authority and the local community to discuss how the basic structure of the proposals can be evolved and improved.

Principle 5.1

All non-householder developments will be expected to set out the guiding vision for the development. Medium and larger sized developments should also provide a concept plan in the Design & Access Statement.



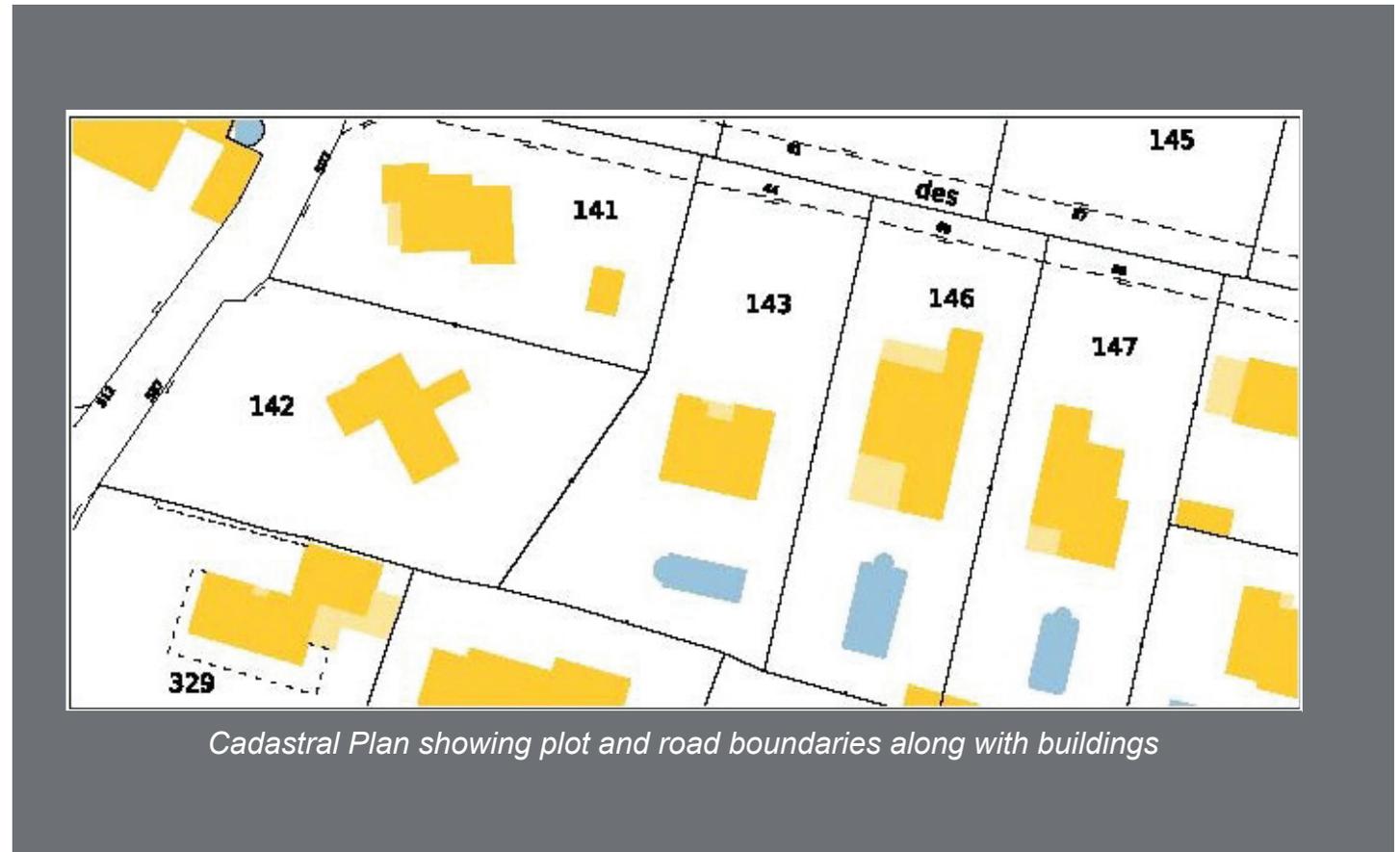
Figure 5.1: Illustration of a Concept Plan
Example reproduced with permission of Thakeham Homes & Barton Willmore

Providing masterplans and plot plans

5.7 More detail of the design will be provided in masterplans. For medium and large sized development, developers will also be expected to provide plot plans (sometimes referred to as conveyancing or platting plans) showing the extent of public and private ownership and all plot boundaries as part of their application.

Principle 5.2

Developments of 10 or more dwellings will be required to provide plot plans to clearly identify ownership boundaries and public/private spaces.



Cadastral Plan showing plot and road boundaries along with buildings

Community involvement

5.8 It is recommended that developers and designers seek the views and opinions of the local community to inform preparation of proposals. For householder developments this will be

neighbours. The extent of community involvement in larger developments will depend on the project's scale and complexity of issues.

5.9 Details of the community engagement process and results should form part of the Design and Access Statement (DAS).

6 LAYOUTS

6.1 The large structural elements of a residential development are vital in terms of setting whether it functions well and looks good. These structural elements (or bones) include landscape, street and open space networks, use mixes, plot and building layouts. Carefully thought out layouts create the permanent ‘bones’ upon which great places can be created and maintained. Poor layouts create poor places which are difficult to correct going forward.

6.2 Designers should pay particular regard to the following layout matters to ensure that great places can be created:

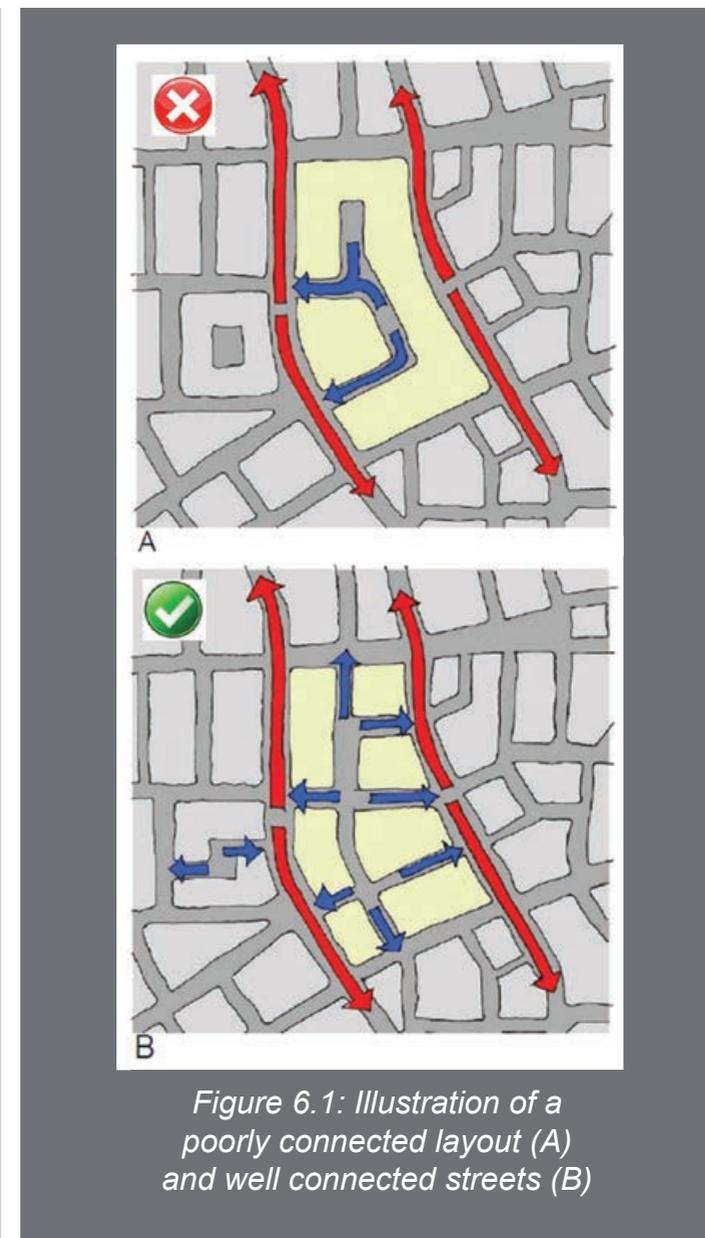
Connectivity

6.3 Woven through both the urban and rural areas of Surrey Heath is a network of public spaces made up of streets, parks, public open spaces and paths. This framework allows people to get to where they want to go and to spend time outdoors.

6.4 Some parts of Surrey Heath have dense networks of connected spaces and routes for pedestrians, cyclists and vehicles that are easy to understand and navigate. Other areas are poorly connected and less permeable with streets and estates isolated by cul de sac layouts and lack of connections to surrounding areas (Fig 6.1). Developers may find local character guidance set out in other SPD’s useful in identifying whether the development site lies in an area of good or poorly connected streets.¹

6.5 New development will be expected to connect into and extend the surrounding route and space network in a high quality, safe and legible way. Although the Council does not wish to create vehicular rat runs through residential areas, cul de sac layouts will generally be resisted unless connectivity to surrounding areas can be introduced via open space or footpath/cycle links. New footpaths/cycleways should be high quality, acting as corridors for green infrastructure and generally lit by low level solar powered lighting. Designers should also look for opportunities to improving existing poorly connected places.

¹ Up-to-date details of local character guidance can be found on the Council’s website at <http://www.surreyheath.gov.uk/design-surrey-heath>



Principle 6.1

Residential developments should:

- **Connect into and complement the local existing network of routes and public open spaces.**
- **Ensure that the internal network of routes and public open spaces is well connected, legible, direct and safe.**
- **Ensure connections for pedestrians, cyclists and public transport are given the highest priority.**
- **Look for opportunities to create connections into/ through neighbouring land so that a well connected network can be created in the event of future land release and development.**

Street design and enclosure

6.6 Streets are the bedrock of places and make up the greater part of the public spaces within Surrey Heath. They allow people access in, out, and through places, are spaces of social interaction and are vital in creating the character of an area. Street quality has a significant impact on how those living, working and visiting Surrey Heath experience the Borough and it is important that they are legible, safe and attractive places to be in.

6.7 Many of Surrey Heath's existing streets have a strong green character reflecting the heavily treed nature of the Borough and its links to the heathland. The council wishes to perpetuate and enhance this soft green character in its streets to re-inforce the special characteristics and identity of the Borough. Designers will be encouraged to make use of green infrastructure in the form of street trees, planted verges, green walls and gardens in new residential development to help maintain the strong green character of the Borough.



Camberley streets with a very soft green character

6.8 Residential streets should have building height to street width ratios that provide for a good sense of enclosure without overwhelming people who are using the streets. Street design should fall within the following height to width ratios.²

	MAXIMUM	MINIMUM
Mews	1:1.5	1:1
Streets	1:3	1:1.5
Squares	1.5	1:4

² Street widths should be measured from the front of the building on one side of the street to the front of the building on the other side of the street. This will mean front gardens, pavements, cycle lanes, verges and road carriageways are included in the street width



An example of poor street design. The space is dominated by provision for cars and garages, and has an unattractive townscape



Buildings, boundary treatments and trees have been used to enclose this street successfully



Poor street enclosure resulting from a wide street and lack of tall buildings or trees

Principle 6.2

Residential developments should:

- Be based on streets designed as places primarily for people. Particular attention will need to be given to streets needing to carry high levels of vehicle movement.
- Create a legible hierarchy of streets based on street character and form. Street layouts dominated by cul de sac type layouts will be resisted.
- Use street layouts that make walking and cycling more attractive and convenient for short trips than using the private motor car. Distances by foot and cycle should be shorter and more direct than by car.
- Create animated and active streets by using fine grain development and designing strongly active frontages on the network of streets and other routes. Blank or poorly active frontages (including buildings that turn their side or backs onto the street) will be resisted.
- Not contain overly engineered streets led by highway requirements.
- Use focal points, enclosure, setbacks, pressure vacuums, deflections and other townscape features to create visually interesting streets. Street will be expected to be visually rich and create a sense of excitement and drama for people using them.
- Use trees, vegetation, gardens and open spaces to create a strong soft, green character to streets.
- Design in spaces within the street to facilitate social interaction. This could include pause points, small amenity spaces, seating and squares.
- Ensure streets are safe places by considering the needs of vulnerable users and providing active frontages, good lighting, clear, obstacle free routes for pedestrians and designing in traffic calming measures to restrict vehicle speeds.

Shared spaces

6.9 Shared spaces are streets and areas of public realm in which all uses have equal status. They involve the introduction of features which influence driver behaviour to reduce vehicle speeds and create places that encourage a high level of social interaction between residents. They work best in short residential streets such as mews, cul de sacs and rural lanes.

6.10 Shared streets are increasingly being promoted in Surrey Heath. Although the Council welcomes this approach it is important that the design is carefully considered to ensure that the needs of all road users (including vulnerable groups such as children, elderly and disabled) are catered for.

Principle 6.3

Principles governing the design of shared spaces in Surrey Heath:

- **Motorists should be treated as 'guests', who will be expecting to find other people walking, playing and cycling in the street space.**
- **Shared spaces should generally be restricted to short lengths of streets. Developments of over 80 dwellings should contain a mixture of shared space and zones where the movement of vehicles takes a higher priority.**
- **Long stretches of surface with no refuge areas for vulnerable road users should be avoided.**
- **Materials and form should encourage safe play and social interaction between residents.**
- **Provision for car parking needs to be effectively integrated into the street in a safe and attractive manner.**



Example of a good shared surface and pedestrian friendly street

Density

- 6.11** Surrey Heath has a limited supply of land for housing and thus it is important that this important resource is used efficiently to deliver the new residential development that the borough needs. This will involve intensifying the urban fabric both in terms of numbers of houses or bedrooms(density) and in the amount of built mass.
- 6.12** Building at higher density creates a more intense environment which can be visually and socially exciting. It can also allow for additional populations to help maintain and support vital local facilities such as public transport systems, local shops and community centres. High quality, denser development at locations which are sustainably located will be encouraged, provided they are supported by adequate green infrastructure. This could include pocket parks, roof gardens, green walls, community gardens and communal amenity space. Such locations are likely to include Camberley Town Centre and the string of town and neighbourhood centres along the B3411.

- 6.13** This Council considers it important to not prescribe acceptable maximum densities for the borough, instead relying on good design to improve living standards and reflect the character of the area in the face of intensification.

Principle 6.4

Housing development should seek to achieve the highest density possible without adversely impacting on the amenity of neighbours and residents or compromising local character, the environment or the appearance of an area. Residential developments in higher intensity locations (Camberley town centre and centres along the B3411) will be expected to be supported by generous green infrastructure provision.

Uses and mix

- 6.14** Mixed and balanced communities are seen as being important in delivering the sustainable, high quality great places for Surrey Heath's residents. Mixes of densities and dwelling types, sizes and tenures are seen as being vital in the creation of attractive neighbourhoods and the borough will actively pursue this in all non-householder applications. It is also expected that developments over 100 net new units will incorporate a range of non-residential uses such as shops, schools, community and health facilities, as well as employment uses.
- 6.15** Details of the Council's housing mix need in terms of housing size, tenure and specialist accommodation types are outlined in the latest SHMA. Designers are encouraged to discuss with the Borough at an early stage the specific nature of the mixes that a residential development site should look to deliver.

Principle 6.5

All non-householder residential development should contribute to the provision of balanced communities through the provision of a mix of residential densities, housing forms, sizes and tenures. Larger residential development sites will also be expected to deliver a mix of uses.

Plots

6.16 Plots are important elements in the character of an area. Their sizes, especially the widths along a street frontage are key determinants of the rhythm of buildings and spaces along a street, how active it will be and the grain of development in an area.

6.17 Streets with regular, clearly defined plot rhythms that are fine grain create the most interesting and attractive street scenes. Development that disrupts the rhythm of existing plots can create unattractive, inactive streetscenes (Fig 6.2).

Principle 6.6

New residential development will be expected to respond to the size, shape and rhythm of surrounding plot layouts.

Fine residential plot divisions will be supported and encouraged, particularly in intensifying urban areas. Loss of fine grain plots layouts will generally be resisted.

Plot boundaries to the front, side and rear will be expected to be clearly and strongly defined. Proposals with weak or absent plot definition and plot layouts that are out of context with the surrounding character will be resisted.



Fig 6.2: Examples of acceptable and unacceptable plot rhythms

Parking

6.18 Space to park cars places a significant burden on the design of residential layouts. Balancing the expectations of residents and visitors for adequate parking spaces near to properties with the need to ensure parking does not unduly impact on the street scene and safety and amenity of people is a key consideration.

6.19 In order to create attractive and well-functioning layouts it is important that the space to park vehicles is carefully considered at the early stages of the design process.

high quality hard and soft landscaping to provide appealing and functional parking spaces will be required. Developers will be expected to use porous surfacing for parking areas and encouraged to use different materials and colours to delineate parking bays and road carriageways.

6.22 Parking can be provided in a number of ways:

- On plot;
- In communal mews/parking courts;
- On street.

6.23 The Council accepts that different parking layouts are likely to be required in different locations and developments may need a mix of solutions. Low density schemes, for instance will find it easier to predominantly accommodate parking on-plot whilst higher intensity schemes in more urban locations may need to use solutions involving undercrofts or on street provision. Whatever solution is used, it is important that it is high quality and that the residential layout is not visually and functionally dominated by parked cars.

General standards

6.20 Surrey Heath is a borough dominated by its heathland and tree assets and it will be expected that parking solutions will reflect this nature with significant use of soft green landscaping. Parking solutions involving large areas of hard surfacing will be resisted.

6.21 It is also expected that the quality of parking solutions will be high. Use of



Use of different materials to delineate parking bays creates a high quality solution

Principle 6.7

Parking layouts should be high quality and designed to:

- Reflect the strong heathland and sylvan identity of the borough. All parking arrangements should be softened with generous soft landscaping and no design should group more than 3 parking spaces together without intervening landscaping;
- Ensure developments are not functionally and visually dominated by cars;
- Maintain activity in the street without adversely affecting the attractiveness of the streetscene;
- Minimise impact on the amenity of residents;
- Be safe, overlooked and convenient for users;
- Be spaces that are visually and functionally attractive in the street scene.



Domination of the frontages by car parking leading to a loss of enclosure and green character



On-plot frontage parking that does not dominate the street scene and provides space for softening vegetation

Parking space standards

6.24 For details on the number and sizes of parking spaces in residential schemes developers should contact County Highways at Surrey County Council to ascertain the adopted standards.

On-plot parking

6.25 On-plot parking can occur to the front, side or rear of dwellings. It may include integral or stand-alone garages and carports.

6.26 The Council's preference is for parking to be to the side or rear where adverse impacts on the street scene and amenities can be more effectively managed. Where parking has to be provided to the front it is important that the visual impacts are mitigated as far as possible. Potential solutions include landscaping, staggered buildings, separation and use of boundary treatments. It is also important that buildings are set back far enough from the road to enable cars to be comfortably parked in front. Enclosure of front on-plot parking areas with vegetation will be strongly encouraged.

6.27 On-plot parking generally requires many crossovers onto the highway. In heavily treed landscapes the landscape screen along plot boundaries is a key element of local character. In such locations a single shared drive may be required from the street to serve dwellings with on plot parking.

Principle 6.8

On-plot parking should generally be provided to the side or rear. Where front of plot parking is proposed this should be enclosed with soft landscaping and not:

- **Dominate the appearance of the plot or the street scene with extensive hard surfacing or multiple or over wide vehicle cross overs.**
- **Result in vehicles overhanging the pavement or lying hard up against habitable rooms.**

Parking Courts

6.28 Communal parking courts are private car parking areas, typically positioned either to the front or rear of dwellings. Parking courts are used for flats and intense terraced housing.



A front parking with a variety of surface treatments and enclosed with soft landscaping

6.29 Parking courts should be designed as attractive, busy, safe spaces in their own right.

Principle 6.9

Car parking courts should be designed with active frontages and to be multi-purpose.

Parking courts should be attractive places with high quality hard and soft landscaping.

Dwellings with frontages onto streets should not have their main frontage to rear parking courts.

Where parking courts are provided to the front of development they should be enclosed with strong soft landscape screens and not be dominant elements in the streetscene.

On-street parking

6.30 If well designed on-street parking can add to the vibrancy and variety of a street scene. The Council's preference is for visitor and non-allocated parking to be provided on-street where possible and appropriate to local character.

6.31 Where on-street parking is proposed, then the street must be purposefully designed to accommodate it. Parking bays may accommodate parallel, perpendicular or angled spaces.

Principle 6.10

Where provided, on-street parking will be expected to be high quality in terms of layout and materials.

On-street parking should not dominate the street scene and must be integrated with other street features. Positioning of on-street parking should not dominate adjoining plots and residential uses.

Street car parking will be expected to be placed in a landscaped street setting utilising hard and soft features of a high quality.

Where bays are provided, they should accommodate no more than a cluster of 3 cars.

Where the width of the road has been increased to accommodate on-street parking designers will be expected to employ features such as increasing building height, street trees or other planting to ensure that the street is well enclosed.



A lack of space for on-street parking, no marking of parking bays and lack of softening landscaping creates an unattractive, poor street environment that is unsafe for pedestrians



Attractive on-street parking solutions in a landscaped setting

Defining Public/private space

6.32 It is important that the boundaries between public and private space are clearly defined. Poorly defined spaces create confusion as to ownership and use. This can lead to spaces becoming neglected, avoided and unattractive.

Principle 6.11

Boundary treatments of at least 1m in height will need to be provided in residential environments to clearly define the boundaries of public and private space.

Developments that leave space with unclear ownership will be resisted.



Poor definition makes it unclear what space is in private ownership and what is public



Good definition of public/private spaces

7 BUILT FORM

Building positioning

Building lines

- 7.1** Front building lines help to define the street and the degree of street enclosure. Rear building lines are important in protecting neighbour amenity, especially at 2 storey levels. Where dwellings are detached or semidetached, building lines along the side walls can help maintain visual gaps and protect the amenities of neighbours.
- 7.2** The Council will expect new developments to give careful consideration to all forms of setbacks.
- 7.3** Occasional variation from a common front building line may provide opportunities to add visual interest to townscapes. Developers may consider using this as a design feature where positive opportunities arise and no adverse impact on neighbour amenity would be likely to arise.

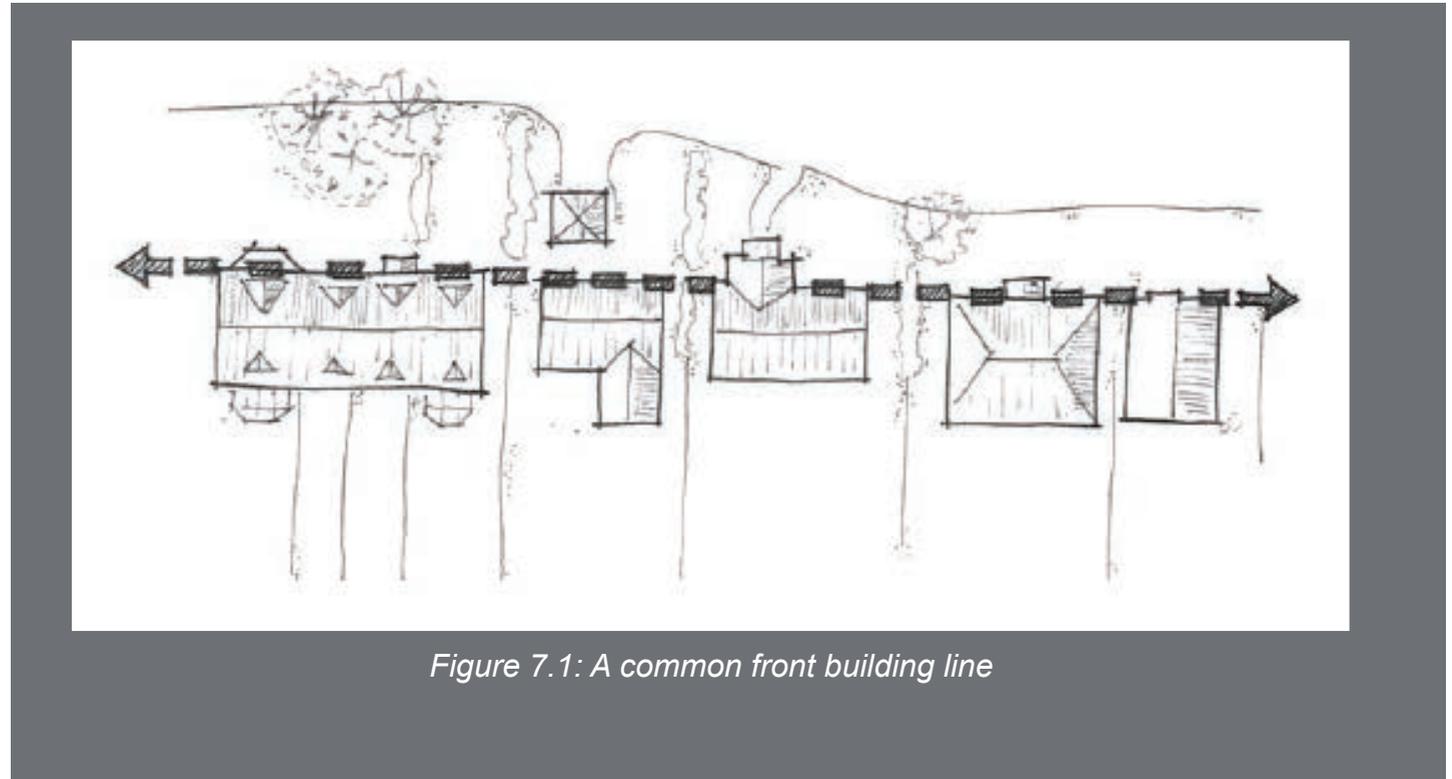


Figure 7.1: A common front building line

Principle 7.1

Setbacks in new developments should complement the streetscene, avoid impacting on neighbour amenity and allow for suitable landscaping and open

space. Setbacks that erode character, street enclosure and amenity of neighbours will be resisted.

Solar & sustainable design

- 7.4** The Council strongly encourages designers to design buildings to minimise energy consumption by taking advantage of the sun's energy. This opportunity should be considered at the early stages of the design process.
- 7.5** Passive solar design involves orientating buildings to maximise the entry of low winter sun for passive solar heating. Facades with generous fenestration with no overshadowing need to be orientated buildings within 30 degrees of due south to gain from solar heating (Fig 7.2). When employing passive solar design designers will also need to consider how to maximise solar collection during winter and minimise overheating during summer months.
- 7.6** Active Solar Gain –uses building facades and roofs to collect solar energy for conversion into electricity or hot water. Any aspect within 30 degrees due south is ideal (Fig 7.3). The Council is supportive of active solar micro renewable technologies where they do not have a detrimental impact on the appearance of the building and street scene.

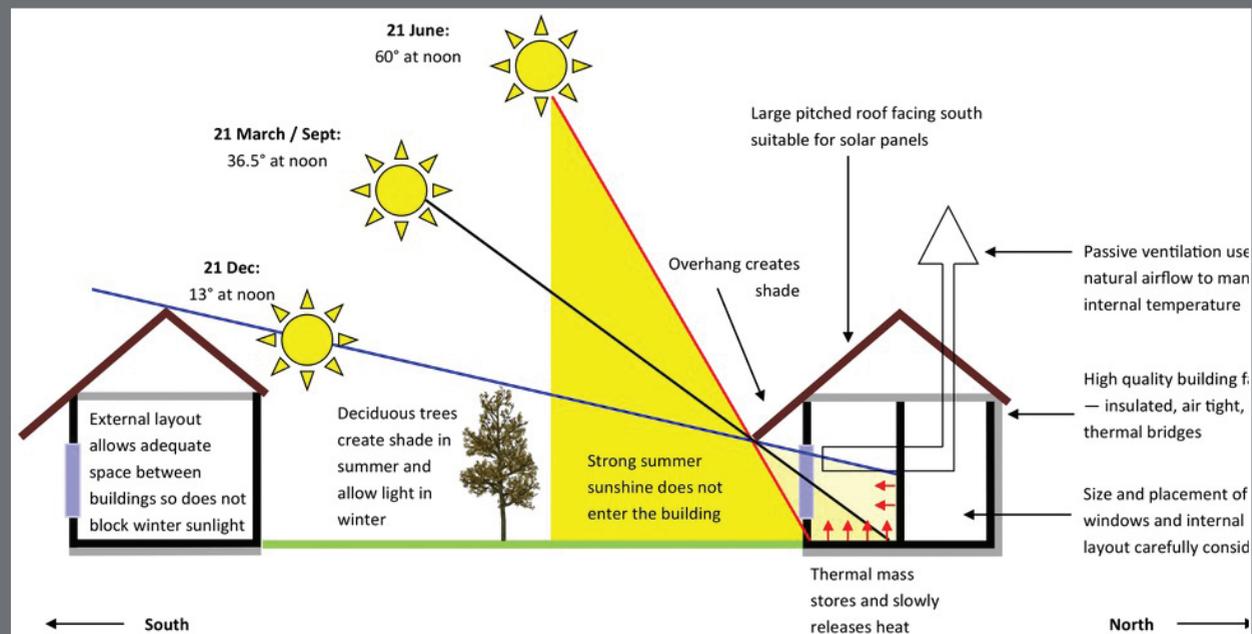


Figure 7.2: Principles of passive solar design

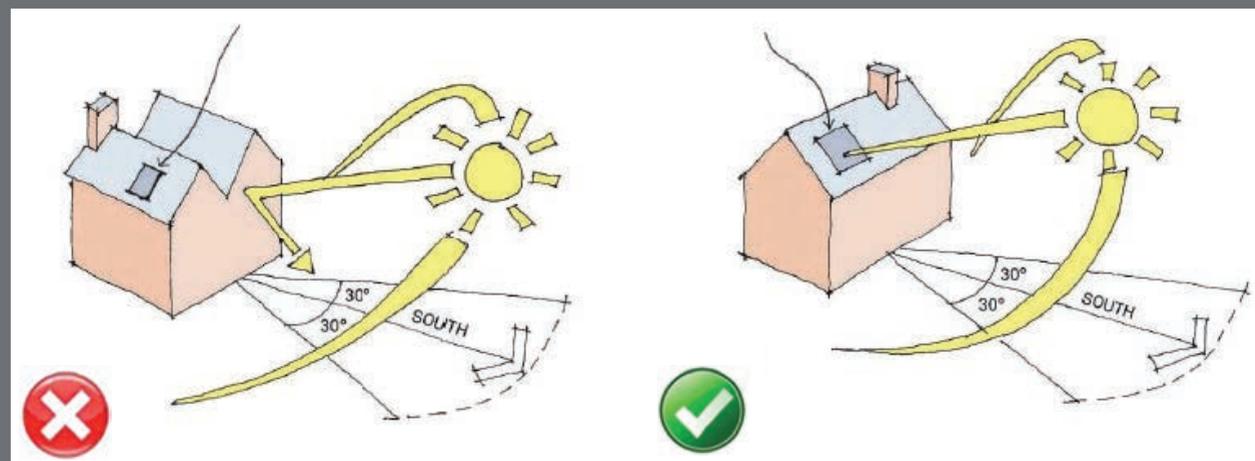


Figure 7.3: Active solar design principles

Principle 7.2

The Council will expect new residential developments to make optimal use of natural light and warmth so as to minimise the use of energy for lighting and heating.

Proposals that fail to incorporate passive solar design will be resisted unless there is strong justification for not integrating it into a building or site.

Developments that overshadow existing light dependant micro-renewal technologies (e.g. photovoltaics, and solar hot water panels) on neighbouring properties will be resisted.

Building scale, massing & form

Height

- 7.7** The height of a building has an important impact on the character and enclosure of a streetscene. Buildings that are too low in relation to the width of a street provide low levels of enclosure and unsatisfying street scenes, whilst buildings that are too high in relation to the width of a street create dark, overwhelmed spaces that do not feel human scale.
- 7.8** Buildings that are out of context with their neighbours in terms of height may also create unsatisfactory visual and physical relationships. There is also a greater likelihood of an overly tall building having adverse impacts on residential amenity.
- 7.9** In general, the more rural and suburban areas of the borough tend to have building heights of 2 storey with ridge heights of around 7.5 – 8m with occasional 3 storey status or focal point buildings. This low height is a strong defining element in the character of these lower density areas and the Council will seek to maintain this.



Two storey suburban residential accommodation in Surrey Heath



Taller residential development in a tighter Surrey Heath environment

7.10 Building heights are more varied in tighter urban environments and can often be in excess of 3 storeys. In urban local and town centre locations³ residential buildings of 3 storeys or more will be encouraged, subject to impacts on street and residential amenities being satisfactorily resolved.

7.11 Where there is concern that a buildings height could adversely impact on the street or neighbour amenities designers should consider setting the upper floor/s back from lower storeys (Fig 7.4)

³ Urban local and town centre locations are defined as Camberley, Bagshot, Frimley, Watchetts & Frimley Green

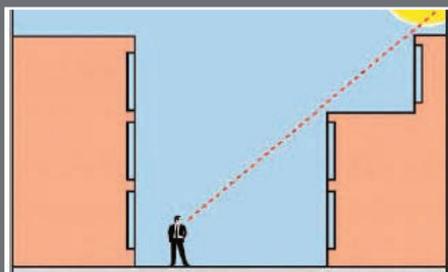


Fig 7.4: Use of upper floor setback to maintain light to public and private realm

7.12 Developers may need to supply details of the street widths to building height ratios along with information on topography and the scale of neighbouring properties to enable the Council to assess how a proposal's height may fit into the street scene and impact on neighbour amenities.

Principle 7.3

The Council will expect buildings heights to help enclose the street without overwhelming it.

In suburban and rural areas building heights will generally be expected to be lower with occasional taller buildings acting as visual focal points. Higher buildings will be more acceptable in tight urban locations such as local and town centre environments.

Building heights should not result in adverse impacts on residential amenities and will be expected to enable a building to integrate well into its surrounding context.

Scale & massing

7.13 The footprint that a building makes on the ground, along with its height, and the amount of space around it determines the mass of a dwelling and the impact it has on the street scene.

7.14 Most existing residential areas have discernible patterns of massing and it would be expected that new development would reflect this pattern. Strong juxtapositions in bulk and massing are unlikely to be acceptable because of their damaging impact on neighbour amenity and the quality of the streetscene.

Principle 7.4

New residential development should reflect the spacing, heights and building footprints of existing buildings, especially when these are local historic patterns.



Street with an interesting & rich roofscape



A richness in new townscape can also be achieved through the use of strong roof rhythms along with some variation to provide visual interest

Roofscapes

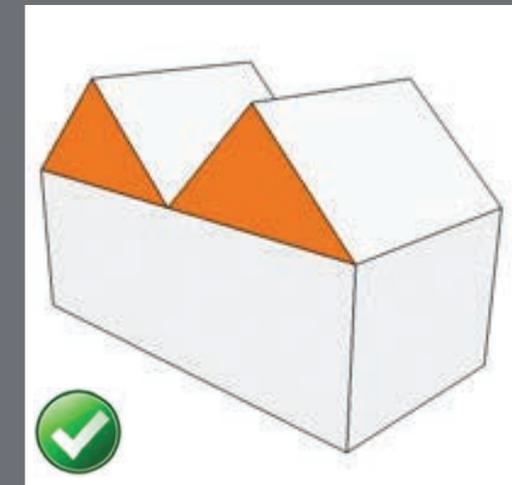
7.15 Rooflines, roof shapes and chimneys can have an important influence on the character of a street scene. Designers should consider this aspect of their proposals carefully and look to use the roofscapes they create to enhance buildings and townscapes. In higher intensity developments, developers will be expected to consider using roof spaces to provide green infrastructure.

7.16 In Surrey Heath traditional residential roof forms are based on pitches with hips and gables with various forms of dormers. More contemporary styles have explored flat and curved roof forms.

7.17 Buildings that are overly deep were historically bridged with a double pitched roof. More contemporary approaches have been to propose a large element of flat roof behind short pitched to span the depth, often leaving unattractive and contrived roof forms.



Corner plots are particularly good locations to consider opportunities to introduce variations in roofscapes for visual interest and the creation of focal points.



Historic double pitch form



An overly deep building with an awkward roof form

Active frontages

7.18 There should be a strong relationship between the street and the buildings and places that frame it. Buildings should front onto the street and animate it with 'active' frontages to provide interest, life and vitality to public realm.

7.19 Active frontages mean:

- Frequent doors & windows, with few blank walls;
- Narrow frontage buildings, giving vertical rhythm to the streetscene;
- Articulation of facades, with projections such as bays and porches;
- Key habitable rooms fronting onto the street so that lively internal uses are visible from the public realm.



Example of a place with frequent doors and windows onto the street



An inactive frontage with a largely blind façade at street level

Principle 7.5

Proposals to introduce roof forms on residential development that diverge from the prevailing character of residential development will be resisted unless it can be demonstrated that the proposals would make a positive contribution to the streetscape.

Where a building has been designed to reflect traditional forms and styles flat roof should not be used to span overly deep buildings.

Minimum internal space standards

7.20 In 2015 the Government produced national internal space standards covering dwelling sizes and storage requirements⁴. Developers will need to take these into account when designing new residential developments.

Principle 7.6

As a minimum, the Council will expect new housing development to comply with the national internal space standards.

Adaptable Homes

7.21 The Council considers it important that homes are flexible enough to adapt to the changing needs of occupants over time. Lessons may be learnt from historic housing forms such as Victorian and Edwardian terraces, which have proved very adaptable to modern living.

⁴ DCLG; Technical housing standards – nationally described space standard; March 2015

⁵ <http://www.lifetimehomes.org.uk/pages/lifetime-homes-principles.html>

The Council encourages applicants to consider applying the Lifetime Homes Standards to residential developments⁵. Lifetime Homes standards look to create dwelling spaces that are accessible, adaptable and flexible.

Principle 7.7

Buildings should be designed so that they have longevity and can be adapted over time.

Architectural detailing

7.22 Architectural detailing has an important role to play in setting the quality of a development. It is also important in setting or re-inforcing the character of an area.

7.23 Architectural details include windows proportions and style, doors, chimneys, eave lines, cills, window to wall ratios, string courses, corners, fenestration, roof overhangs, colour, materials, gables & hips, pediments and brickwork styles (Fig 7.5).

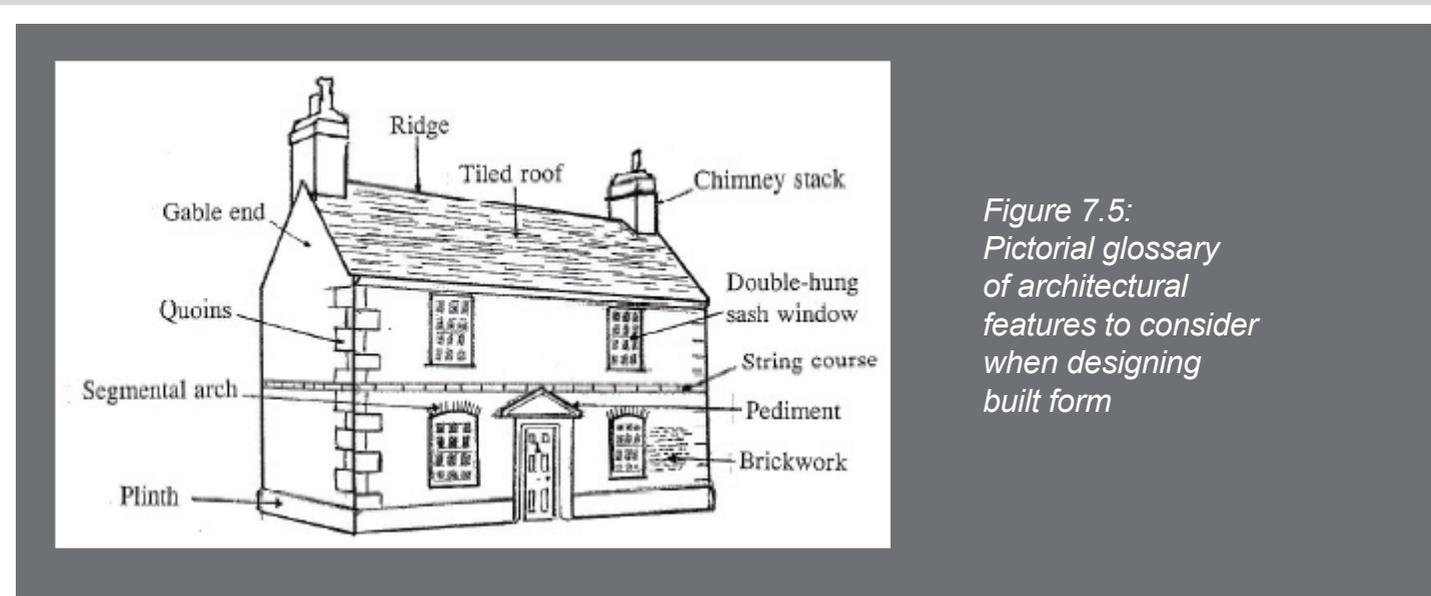


Figure 7.5: Pictorial glossary of architectural features to consider when designing built form

7.24 The Council will expect developments to exhibit high quality architecture which reinforces the design vision for the scheme. The design should be carefully considered to create a rational, coherent whole with a visually pleasing balance of proportions. The use of high quality materials will be an added important element in creating an architecturally satisfying development.

7.25 Developments can take a contemporary or traditional approach and can be designed with formal or informal styles. Attention to detail is vital to ensure that a development is successful. Buildings where the elements have been well put together will be pleasing to the eye, will last well and will complement the spaces they face, whatever the style of architecture.

7.26 This Council values architectural honesty. Pastiche designs that incorporate a mix of historic styles and detailing will generally be resisted as this typically creates a confused, poor quality visual appearance that does not specifically relate to any specific building style or age. If a traditional/vernacular language is being applied it is important that details (such as windows and doors) are convincing. Where designers seek to mix architectural styles to create a contemporary approach, the Council will look for attention to detail and high quality with strong architectural justification for the proposals.



A confusing clash of building form and architectural detailing

Principle 7.8

Designers should use architectural detailing to create attractive buildings that positively contribute to the character and quality of an area. Buildings that employ architectural detailing that is unattractive, low quality or is not honest or legible will be resisted.

Windows

- 7.27 Windows are particularly important detailed features on a building. Designers will be expected to pay particular attention to window proportions, positioning, symmetry, frame thicknesses, recessing/projection and surrounding decoration (e.g brickwork arches). If a traditional vernacular design language is being applied it is important that details are as convincing, rather than paying lip service to tradition.
- 7.28 Window to wall ratios will also need to be considered. Public facing elevations that have large area of blank wall with limited amounts of glazing will be unacceptable.
- 7.29 Ground windows that are distinctly taller than fenestration on upper floors help to maintain balance and harmony and create pleasing compositions (Fig 7.6). Either recessing windows, or enabling them to project beyond a façade provides an elevation with articulation and visual richness.

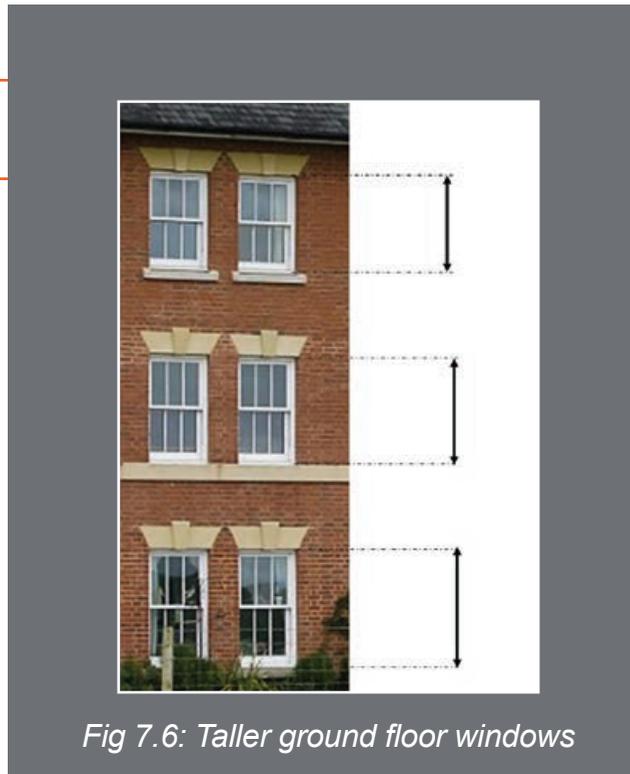
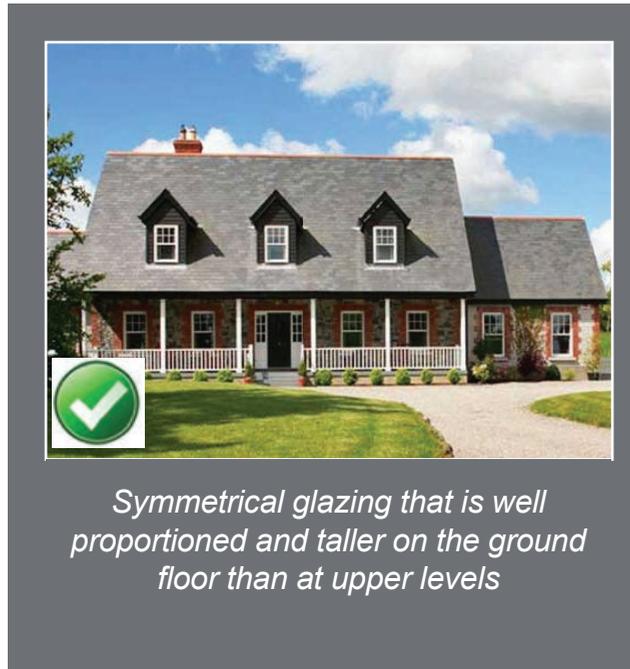


Fig 7.6: Taller ground floor windows



Symmetrical glazing that is well proportioned and taller on the ground floor than at upper levels



Examples of acceptable and unacceptable window detailing based on vernacular traditions

Principle 7.9

Window design visible in the public realm should be high quality and create visually balanced and harmonious compositions. Poor quality window design will be resisted, especially where it will be visible in the street scene

Large areas of blank wall with limited glazing should be avoided on elevations visible from the public realm.

8 AMENITY

- 8.1 Residential amenity, in the form of light, privacy, outlook and provision of outdoor amenity space, is a detailed but important design matter that has a very strong influence on the quality of resident's living environment.
- 8.2 New residential developments should provide future occupiers with high quality amenities and do not undermine the residential amenities of occupiers of neighbouring properties.

Privacy

- 8.3 It is important that people are able to enjoy a degree of privacy which makes them feel comfortable inside their dwellings and also able to enjoy their private outdoor spaces without feeling overlooked or overheard. Areas of particular sensitivity are habitable rooms, the first 3m of private space behind a rear elevation and balconies or terraces which are the sole source of private outside space for a home.
- 8.4 A number of design solutions for maintaining privacy in new development and with neighbouring properties are available:

- **Distance**
A minimum distance of 20m is this Council's generally accepted guideline for there to be no material loss of privacy between the rear of two storey buildings directly facing each other (i.e. a back to back relationship). For two storey rear to side relationships it may be possible to reduce the separation distance to 15m.

However, there are instances where this minimum separation distance to maintain privacy may not be appropriate. Extra separation may be needed where there are significant changes in level between buildings, or where new development is greater than 2 storeys in height.

Equally, in more compact contexts (in centre of towns and villages and infill plots), or where the development is single storey, it may not be appropriate to provide the conventional separation distances. Alternative design solutions to maintain privacy will be needed in such instances. Potential solutions include:

- **Oblique angles**
Positioning of buildings and angled

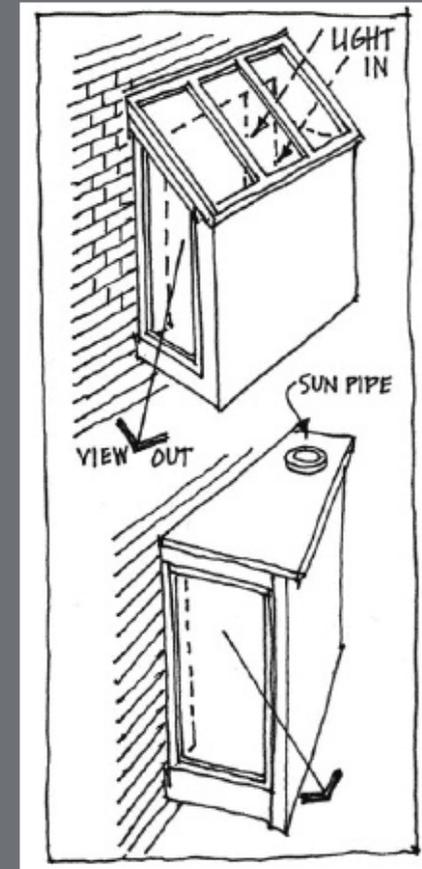


Fig 8.1: Oblique window solutions

windows to create oblique views are useful tools to reduce overlooking (Fig 8.1). Where buildings are angled at more than 30 degrees from each other separation distances can often be reduced to 15m. Angled windows need to be designed to maintain adequate light levels to the rooms they serve.

- **Window design**

Roof lights, slit windows, high level windows and smaller vertically proportioned windows can be used to maintain privacy as well as provide adequate internal light levels.

- **Obscure glazing**

Obscure glazing will be appropriate for bathrooms and exceptionally can be considered for other rooms provided that there is clear glazing to another window in the room which does not overlook another property.

- **Screening**

Provided it does not create significant overshadowing small ground floor extensions, walls, fencing, hedges, trees and general landscaping can be used to provide screening to private spaces.

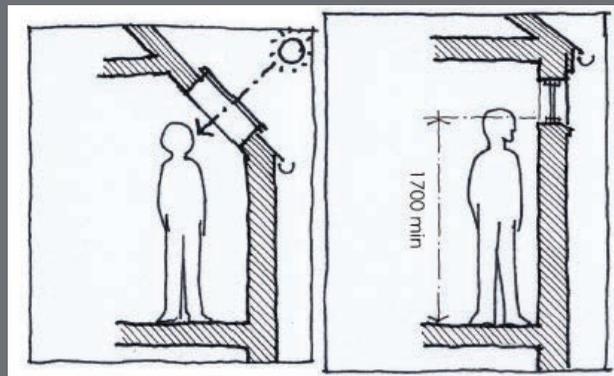


Figure 8.2: High level windows



Domestic kitchen lit by slit windows and rooflights



Fig 8.3: Screening provided by an extension and wall

- **Gardens**

Use of small front gardens can help maintain privacy for habitable rooms facing the street

- **Room layout**

Designing the internal layout to concentrate habitable rooms away from adjacent properties where overlooking may be an issue.

Principle 8.1

New residential development should be provided with a reasonable degree of privacy to habitable rooms and sensitive outdoor amenity spaces. Developments which have a significant adverse effect on the privacy of neighbouring properties will be resisted.

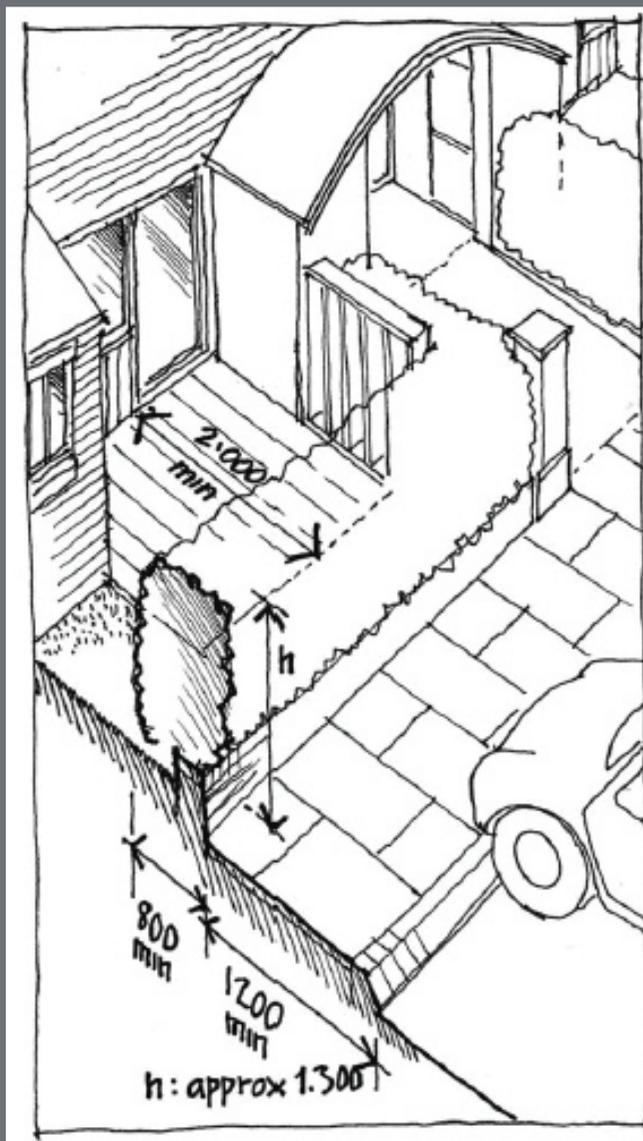


Figure 8.4: Small enclosed front gardens providing privacy to habitable rooms

Outlook

8.5 Although there is no right to a view, residents should be able to enjoy good quality outlook to the external environment from habitable rooms, without adjacent buildings, walls, parked vehicles or storage materials being overbearing or visually intrusive. Outlook from the home to exterior spaces keep people in touch with their wider surroundings, the prevailing weather and the rhythm of the day and seasons. Contact with nature and the social life of the community people live in has been shown to be important in maintaining human health and mental wellbeing.

8.6 A poor outlook relationship is caused when the height and bulk of a development, or the proximity of parked vehicles, dense high vegetation or storage materials, significantly dominate the outlook of a habitable room or area. Topographical changes can also create overbearing relationships and poor outlooks.

8.7 Poor outlook is also created when rooms are only served by:

- obscurely glazed windows;
- roof lights that only provide a small sky vista;
- Small oblique windows.

Such design solutions to provide outlook are considered inadequate and should be avoided.

Principle 8.2

All habitable rooms in new residential development should maintain at least one main window with an adequate outlook to external spaces where nearby man-made and natural features do not appear overbearing or visually intrusive.

Daylight and Sunlight

8.8 Daylight and sunlight animate and enhance resident's enjoyment of interior spaces. Good natural light reduces the energy needed to provide light for everyday activities, while controlled sun penetration can also help to meet part of the winter heating requirement.

Daylight access

8.9 It important for the maintenance of people's health and well-being to ensure that habitable rooms in people's homes are well lit by natural daylight to facilitate a range of daily activities. It is easy for people to manage light levels in dwellings if there is too much daylight but impossible to do anything about it if there is too little. Building Regulation requirements will set the standards for internal illuminations in new dwellings but it is also important that designers consider lighting of outdoor spaces and the impact of the development on the amount of daylight reaching habitable rooms and external spaces of neighbouring dwellings.

8.10 Design solutions to achieve good quality internal lighting of new homes include:

- providing glazing areas in habitable rooms that is not less than 20% of internal floor area of room;
- dual aspect dwellings (Fig 8.5);
- Ensuring habitable rooms are served by glazing that has a vertical sky component of no less than 27%.

8.11 One or all of these solutions may be required to ensure people will have comfortable light levels in their habitable rooms.

8.12 Potential design solutions to prevent material loss of daylight to neighbouring windows and overshadowing of habitable external spaces include:

- Applying a 25 degree vertical angle from a point 2 m above the floor at the façade is not obstructed. (Fig 8.6) This typically results in separation distances of 10m;
- Avoiding obstruction to light by ensuring that the centre of an existing window serving a habitable room does not fall within 45 degrees of a line drawn from the edge of an

extension or a new development (Fig 8.7).

The 45 degree rule is applicable to 2 storey extensions. A 60 degree rule is typically applied by this authority for single storey extensions. Designers should note that the 45/60 degree rule is only an indicator and the acceptability of a development proposal will also be dependent on ground levels on site and the orientation of buildings.

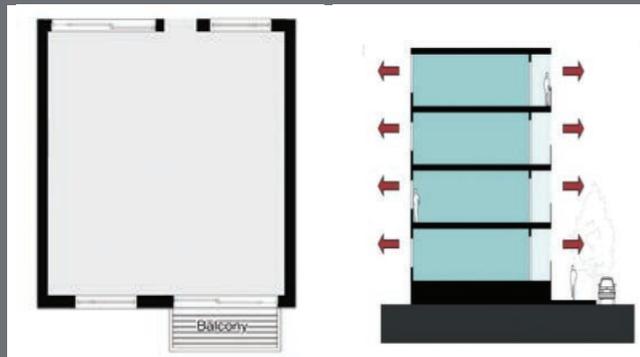


Fig 8.5: Elevation plan for a dual aspect one bedroom flat

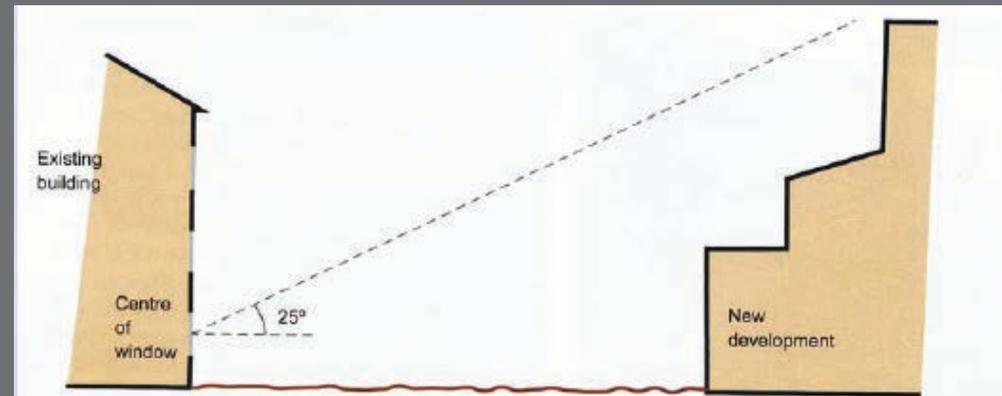
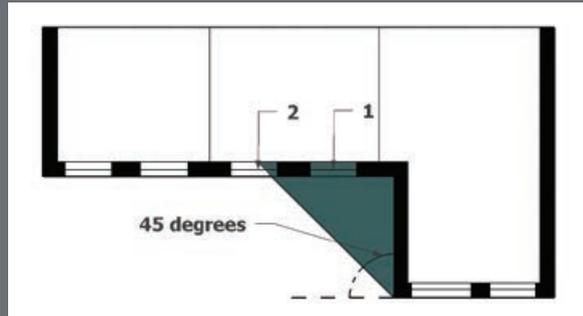
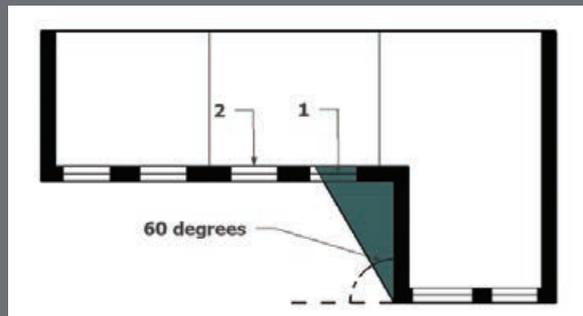


Fig 8.6: The 25 Degree Rule (Source: BRE Guide to Daylighting & Sunlighting)



Window 1 will be materially affected by light loss as the middle of the window is within the 45 degree line created by the proposed single storey extension.

As the 45 degree line does not pass through the centre of window 2 it would not be considered to be materially affected.



Window 1 will be materially affected by light loss as the middle of the window is within the 60 degree line created by the proposed two storey extension.

As the 60 degree line does not pass through window 2 it would not be considered to be materially affected.

Fig 8.7: The 45 Degree Rule (Source: BRE Guide to Daylighting & Sunlighting)

Sunlight access

8.13 Provided it can be controlled, people love sunlight and likewise, its absence has a damaging effect. Not only does sunlight have beneficial health effects for people, it also has the potential to reduce energy consumption in homes. Neighbours will often be particularly distressed if new development threatens their existing private sunny spaces.

8.14 Accordingly, when drawing up their plans developers should consider the needs of both new and existing neighbouring development to have sun access in habitable spaces. This includes both indoor and outdoor spaces. The needs for people who spend a large proportion of their day indoors, including older people, demand particular consideration.

8.15 Potential design solutions to provide good quality solar access include:

- Providing for direct sunlight to enter at least one habitable room for part of the day through-out the year. Dual aspect dwellings will assist with this.

- Providing private external spaces (patios, gardens, balconies, roof terraces) that receive direct sunlight for part of the day in the period between 1st April and 30th September.

8.16 Sunlight has a significant impact on thermal comfort and energy consumption. In winter it can make an important contribution to heating, but excessive solar gain can cause discomfort in summer. Careful design can control sunlight to maximise the benefits of solar access whilst minimising overheating. Further information on passive and active solar design is contained in Section 7.

8.17 Where there is doubt about the quality of daylight or sunlight access to new dwellings, or the maintenance of light access to existing neighbouring development, developers may be required to produce plans illustrating sky components and shadow paths at the winter solstice and spring/autumn equinox.

Principle 8.3

The occupants of new dwellings should be provided with good quality daylight and sun access levels to habitable internal rooms and external spaces.

Dual aspect dwellings are strongly encouraged. Where single aspect dwellings are proposed, developers should demonstrate how good levels of ventilation, daylight and sun access will be provided to habitable spaces. Single aspect residential units that are north facing should be avoided.

Developments should not result in occupants of neighbouring dwellings suffering from a material loss of daylight and sun access.

Private outdoor amenity space

8.18 This Council considers the provision of high quality, private open space to serve homes to be a necessity. This form of space serves a number of important household functions including allowing people enjoying contact with nature as part of their home life, clothes drying, growing food and pursuing domestic leisure activities.

8.19 In the context of increasing intensification of residential development and the specification of minimum internal space standards, it is important to ensure that this private outdoor amenity

space is provided in adequate amounts and is of a high quality. Accordingly, the Council has established minimum space standards for the provision of external private amenity space in all forms of property. Developers will be encouraged to exceed these standards where the site allows for this. Where developments are not able to meet the minimal outdoor amenity space standards the Council may consider accepting lower standards provided this is robustly justified and it can satisfy itself that the outdoor amenity space provided will be of a very high quality.

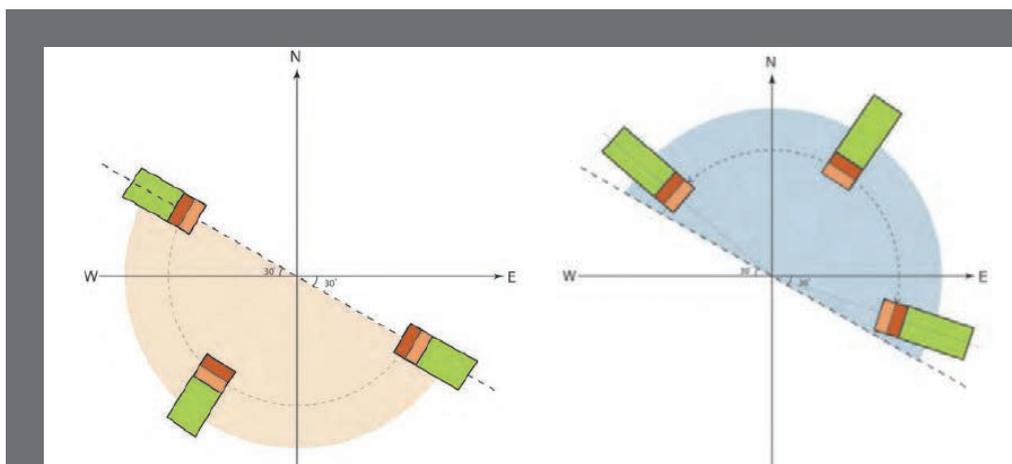


Fig 8.8: Differing garden space requirements depending on orientation

Private outdoor amenity space standards for houses

8.20 The amount of garden space (including front, side and rear spaces) may vary widely but new developments must provide for a minimum amount of private amenity space in the form of gardens. The minimum amount will vary depending on the orientation of the house. Homes with private amenity spaces facing predominantly north will need to provide larger private gardens than those facing the sun with a predominantly southern orientation (Figure 8.8 & Table 8.1).

Outdoor amenity space standards for flats & maisonettes

8.21 Given the benefits of people having access to good quality private outdoor amenity space, especially in more intense living environments, the Council will expect developers of flatted proposals to provide high quality outdoor amenity space which is an important visual and functional focal point of the design.

Principle 8.4

Table 8.1 : Minimum outdoor amenity space size standards for houses (sq m)

House size	Minimum standard/unit for outdoor amenity spaces facing predominantly south (sqm)	Minimum standard/unit for outdoor amenity spaces facing predominantly north (sqm)
1 bed	40	50
2/3 beds	55	65
4+ beds	70	85

Private outdoor garden spaces should:

- Be roughly rectangular in shape;
- Screened by fences or walls to provide privacy;
- Receive direct sunlight;
- Able to accommodate bin and cycle storage;
- Not be heavily overshadowed by trees and tall hedges;
- Directly accessible from habitable rooms;
- Have level access from the home.

Garden spaces that are separated from the dwellings they serve will generally be resisted.



Roof top courtyard with barge BBQ area & access to sustainable Community Garden full of home grown fruit & vegetables



A high density scheme with generous communal space and balcony provision



All too often balcony spaces are provided but are rendered unusable due to their small size, orientation to the north or proximity to highly trafficked and noisy roads.

Communal amenity space

8.22 Designers should provide attractive communal amenity space which serves all residents. All too often, communal amenity spaces in flatted developments become neglected, unused low quality spaces which serve flat occupants poorly and make little positive contribution to townscapes.

8.23 Where space at ground floor level is limited, innovative solutions such as the provision of communal garden space at first floor levels or above will be encouraged.

Principle 8.5

A minimum of 10sqm of communal open space per flat should be provided. This should be:

- **connected to the building,**
- **easily accessible to all residents,**
- **screened from public view,**
- **free of vehicles, and**
- **located to receive sunlight for a substantial part of the day.**
- **Actively overlooked to provide surveillance and security**

Private amenity space for flats

8.24 Private outdoor amenity space on flatted developments is also considered important, especially in tight urban environments and the Council will expect this space to be provided, particularly in new build developments. Private communal space can take the form of small contiguous gardens for ground floor flats and private balconies for flats above ground (Figure 8.9).

8.25 In many respects, this private outdoor space is considered more important for people than communal space and thus it is important that it is high quality. Equally it is important that this private outdoor space does not compromise the privacy of adjoining dwellings.

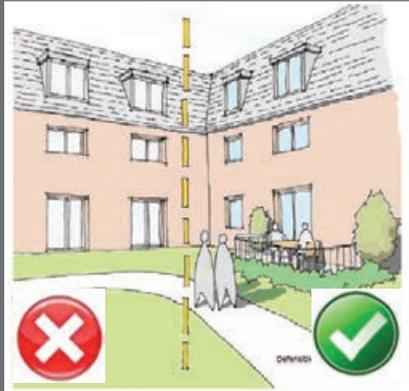
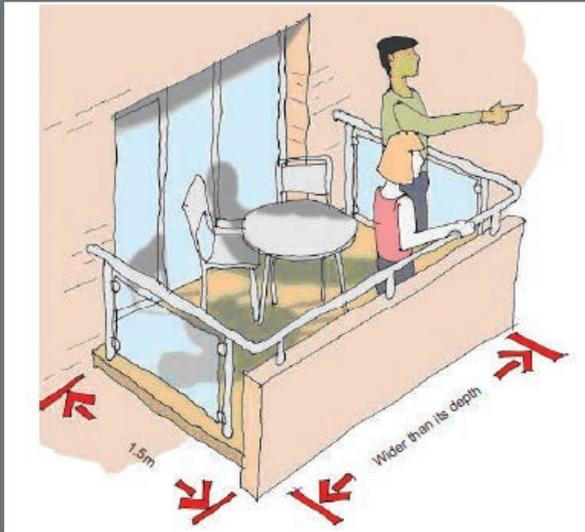


Fig 8.9: Minimal standards for private outdoor amenity space in flats



Private outdoor amenity space standards for Residential Care Homes

8.26 Residential Care Homes will be expected to provide private amenity space at the same level as flatted developments.

Principle 8.6

Flatted developments will be expected to provide private outdoor amenity space for each unit.

All ground floor flats should have access to a well-defined private area of amenity space which:

- directly adjoins and is accessible from the flat;
- Has a minimum depth of 3m;
- Is the same width of the dwelling it serves;
- Is clearly identified by boundary treatments, including railings, low wall or a hedge;
- Has a privacy screen between dwellings.

Unless conservation, privacy or heritage issues negate against the use of balconies, all flats above ground floor should be provided with balconies which:

- Are a minimum of 1.5m deep;
- Are wider than their depth;
- Provide for privacy. Screens, recesses and orientation are potential design solutions to provide for this.

Predominantly north facing balconies with no access to sunlight during the year, or balconies in close proximity to adjoining main roads which will be materially affected by noise and air pollution will not be considered to have fulfilled the obligation to provide outdoor amenity space for flat occupants.

Principle 8.7

Usable, high quality private outdoor amenity space will be required for all new Residential Care Home developments.

9 CURTILAGE DEVELOPMENT

Boundary treatments

- 9.1** Boundary treatments are important in helping to define defensible space, establishing the boundaries between public and private space and setting the character of a street.
- 9.2** Strongly defined boundaries help to convey entitlement, clear ownership and maintenance responsibility, privacy and home security. The absence of clearly defined boundaries, between public and private space can lead to confusion over ownership and responsibility leading to neglect and poor quality spaces between buildings and public realm.
- 9.3** The cumulative effect of boundary treatments in a street is a very significant component of street character and quality. Good quality boundary treatments define the pattern of plots and frontages along a street and create visual interest through the provision of rhythm and variety of materials and form.



A good mix of different boundary treatments helping to define the plots and create a strong unified character.



Inactive, unrelieved wooden fencing that deadens the street scene.

- 9.4** Poor quality boundary treatments erode street character and quality and can create environments that feel unsafe. This can result from:
- A lack of strong front and side boundary treatments;
 - Absence, or very weakly present boundary treatments;
 - Partial removal of boundary treatment to accommodate parking;
 - Erosion of existing boundary treatments by the insertion of ill-considered new styles of treatments that are out of keeping;
 - Long unbroken stretches of high, blank walls or fences;
 - Use of poor quality boundary treatments materials (e.g. close boarded fencing) fronting public realm areas.

- 9.5** Given the importance of boundary treatments in setting the quality of a development and streetscene the Council will expect developers to consider this aspect of their designs very carefully and provide a high quality design response. Particular consideration will need to be given to boundaries which are visible in the public realm. Figure 9.1 illustrates the typology of boundary treatments to public realm areas that the designers should draw upon when developing their schemes.
- 9.6** Where existing boundary treatments make a consistent and positive contribution to the character of the street, this design should be adhered to.

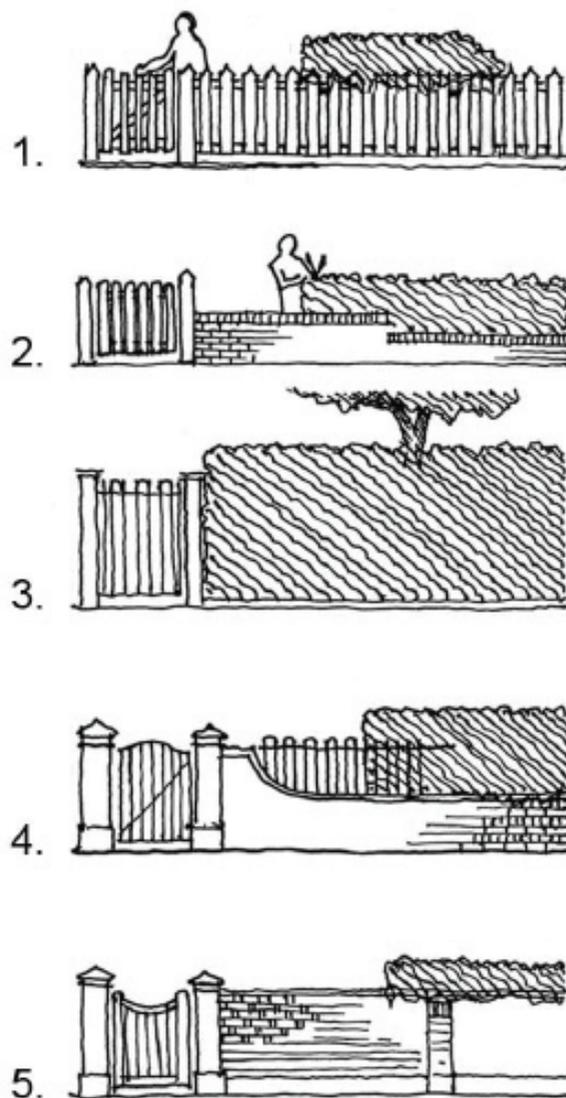
Principle 9.1

All boundary treatments in residential developments will be expected to be high quality and reflect the character of the development and the surrounding context.

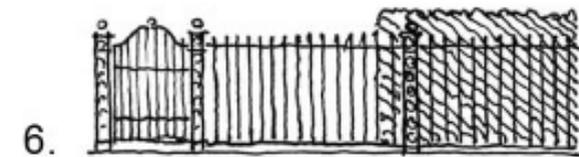
Treatments to the public realm will be expected to be visually interesting and very high quality. Long lengths of unrelieved hard boundary treatments will be resisted.

Wooden shiplap or panel fencing is considered an unacceptable boundary treatment when visible from the public realm.





1. **Picket fence:** usually in village setting. Matching timber gate
2. **Low wall with hedge:** usually in suburban contexts
3. **Full height hedge:** usually in well established suburban settings. Often associated with extensive tree planting, creating a predominantly 'arcadian' streetscape. Timber or railing gates.
4. **Wall with railings and/or hedge:** usually with substantial gate piers and the wall 'swept' to full height at the piers. Mainly in towns or well established suburbs although sometimes at a large house or village.
5. **Full height wall:** usually with substantial gate piers and intermediate piers. Brick (English garden wall bond is appropriate) with copings. Mainly in towns or well established suburbs.
6. **Full height railings:** a 'formal' boundary usually appropriate in town contexts.
7. **Full height close boarded fence:** normally more appropriate as side or rear boundary. This can present a 'dead' frontage to a streetscape.
8. **Some other design solutions:** (a) thick and thin alternate open boarded fence. Visually more attractive and less wind resistant than close boarded full height fencing and less formal than railings. (b) railings set behind hedge planting to give a softer appearance.



8a. Rough sawn, stained white or green can be very attractive.

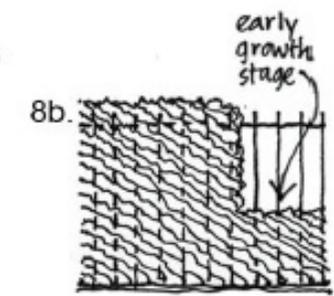
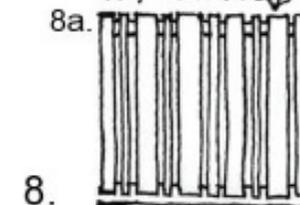


Figure 9.1: Potentially acceptable forms of boundary treatments to public realm areas

Provision for Cycles, Bins & meter cabinets

Waste and recycling storage

- 9.7** It is important that the design of bin storage is considered at an early stage in the design process.
- 9.8** The Borough currently has a fortnightly domestic waste collection service. Normal householder bins are as follows:
- 9.9** Shared bins may need to be provided in flats or care homes.
- 9.10** It is important that the waste storage requirements are handled in purpose built spaces that are sufficient in size, easily accessible and which do not generate offensive smells or negatively impact on street scenes.
- 9.11** The Council's strong preference is for refuse storage areas to be located to the rear or side of dwellings where they are invisible in the public realm. Bin stores in front of dwellings, even when well screened have a poor negative visual impact on the street.

	<p>Dark green food waste collection container (23L) (outdoor)</p> <ul style="list-style-type: none"> • Width: 13" (330mm) • Depth 16" (410mm) • Height 18" (460mm) • Height (lid open) 30" (765mm)
	<p>Recycling bin (240L as standard)</p> <ul style="list-style-type: none"> • Width: 23" (585mm) • Depth 30" (755mm) • Height 43" (1100mm) • Height (lid open) 60" (1525mm)
	<p>Refuse bin (180L as standard)</p> <ul style="list-style-type: none"> • Width: 20" (505mm) • Depth 30" (755mm) • Height 43" (1100mm) • Height (lid open) 60" (1525mm)

- 9.12** Early discussion with the LPA during pre-application discussions is recommended so that waste management is considered as an integral part of the design process.



Discrete sustainable bin store design adding to green infrastructure



Waste storage provision that dominates the street scene

Cycle storage

9.13 This Council actively supports the development of cycling as a sustainable transport mode. Good quality space to accommodate the storage of bikes is expected to be specifically designed in at an early stage for each dwelling. This can be external or internal space but it is important that cycle parking is

additional to space used for other uses, e.g. balconies, lobbies and hallways. Cycle storage facilities on balconies or in hallways will not be acceptable.

9.14 Cycle storage facilities should be easily accessible to occupiers and wherever possible, be integral to the design of the

residential development. Where external cycle facilities are provided they should be constructed of durable materials, relate to the design of the main residential building, be easily accessible and not have a detrimental impact on the street scene.



Cycle storage solutions that reflect and blend in with the house design



Awkward & difficult to access storage of cycles, using valuable indoor space

Meter cabinets

- 9.15** It is recognised that utility companies prefer meter cabinets to be located on external elevations that are easily accessible from the street. However, it is also important that the meter cabinets do not undermine the attractiveness of buildings and the street scenes by virtue of their design and positioning.
- 9.16** Meter boxes need not be standard white units and the council would encourage a bespoke approach that fits in with the character of the building they are positioned on and the wider area. However, they should be designed to and positioned to ensure a balance between accessibility and unobtrusiveness.

Principle 9.2

All new residential development will be provided with meter cabinets and space for storage of cycles & bins in a manner that functions well and does not compromise the visual amenities of the building and street scene.



Cabinet design that blends with the house materials



Visually dominant meter cabinets that are unattractive features on the building and in the street scene

Hardstanding and vehicle cross-overs

- 9.17** If not carefully designed, driveways and hardstanding areas can create hard, unattractive environments that break down the rhythm of plot definitions and landscaping, increase flooding and reduce biodiversity.
- 9.18** Provision of new vehicle crossings can result in a loss of front boundary definitions and if inadequate space is available in front of a dwelling for parking, result in vehicles:
- hanging over pavement areas, potentially causing problems for pedestrians; or
 - lying hard up against habitable rooms, affecting outlook.
- 9.19** It is important for this Council that new vehicle crossings and areas of hardstanding on residential properties do not contribute to a deterioration of the streetscene, a loss of biodiversity, reduced pedestrian safety or increased flooding.

9.20 Potential solutions for minimising adverse impacts of hardstanding include:

- using porous materials such as gravel or blocks;
- keeping driveways and parking areas only as large as necessary;
- Integrating areas into the overall landscaping schemes;
- Ensuring the spaces is enclosed as much as possible by soft planting, walls or other boundary treatments which are in keeping with the character of the area.

Principle 9.3

New hardstanding areas will be expected to be constructed in porous materials and cover only the minimum space necessary. Hardstanding that is not designed as part of a soft landscaping scheme, or which results in a deterioration of the streetscene, will be resisted.



Enclosed green approaches to hardstanding that make positive contributions to the street scene and help to reduce the potential for flooding



Hardstanding areas that dominate the front of the properties and have resulted in the loss of soft landscaping and plot enclosure

10 FURTHER GUIDANCE FOR SPECIFIC TYPES OF DEVELOPMENT

10.1 This section provides additional guidance for those looking to extend or alter their existing homes

Extensions

General guidance on extensions

10.2 Extensions to houses, both individually and cumulatively can have a profound effect on the appearance of an area and on the amenities enjoyed by the occupiers of adjoining properties.

10.3 Inappropriately designed extensions can result in a loss of privacy, be overbearing and over shadow adjoining properties. Section 9 sets out a series of design solutions that designers of extensions can use to ensure that neighbour amenities are protected.

10.4 Extensions also have the potential to erode garden spaces and gaps which contribute to visual amenity and character. Designers should pay careful attention to the character of the area and the nature of the gaps between buildings and plot boundaries.

10.5 Extensions also need to respect the main building they relate to in terms of style, form and detailing. They also need to be subordinate.

10.6 Design solutions to achieve subordination and consistency in extensions include:

- Using lower ridge heights, setbacks and extensions widths no more than half the width of the existing dwelling;
- Using the existing building as the main reference point for appearance, materials and details such as ridge, verge and eave finishes, head and cills, brick coursing, dressing and quoin work;
- Using a roof form & slope that reflects the main building. Flat roofed extensions will generally be resisted;
- Matching window style, form and positioning ;
- Matching brickwork of the existing house in terms of colour, type, size and brick bond and mortar joints;

- Matching roofing materials in terms of colour, type, size;
- Copying windows, joinery and doors detailing in terms of design, proportions, recessing and positioning.

Principle 10.1

Extensions should not result in a material loss of amenity to neighbouring properties as a result of overshadowing, eroding privacy or being overbearing.

Extensions which erode garden spaces and gaps which contribute to visual amenity and character will be resisted.

Extensions will be expected to be subordinate and consistent with the form, scale and architectural style & materials of the original building. Developments that are over-dominant or out of keeping will be resisted.



A building with two extensions that do not follow the design of the main dwelling in terms of window style, string course and brick colouring

10.7 The following sections provide specific, more detailed guidance for common forms of extensions to houses.

Front extensions

10.8 Although consideration needs to be given to amenity issues, the primary consideration for the design of front extensions (including porches) will be the impact on the streetscene and local character.

10.9 Generally front extensions will only be acceptable where the building is set well back from the street frontage in a large plot, or where the building is set back further from the street than the prevailing building line.

Principle 10.2

Front extensions should not protrude too far forward from the main building line, or be prominent in the street scene. Two storey front extensions will only be acceptable where the building is set well back from the street.

Side extensions

- 10.10** Amenity issues and impact on the street scene and local character are both important considerations for the design of side extensions.
- 10.11** Side extensions should remain subservient to the main building and maintain the design of the original main building (Fig 10.1).
- 10.12** In many areas of Surrey Heath gaps between buildings are important components of street scenes and the character of the area. Locality specific design documents for the Borough should also be consulted when designing side extensions as they will often identify and detail the nature of important gaps in residential areas. Gaps between buildings are also important for amenity reasons. Typically, a gap of 1m from a building side to the boundary is needed to allow for adequate servicing and rear access.

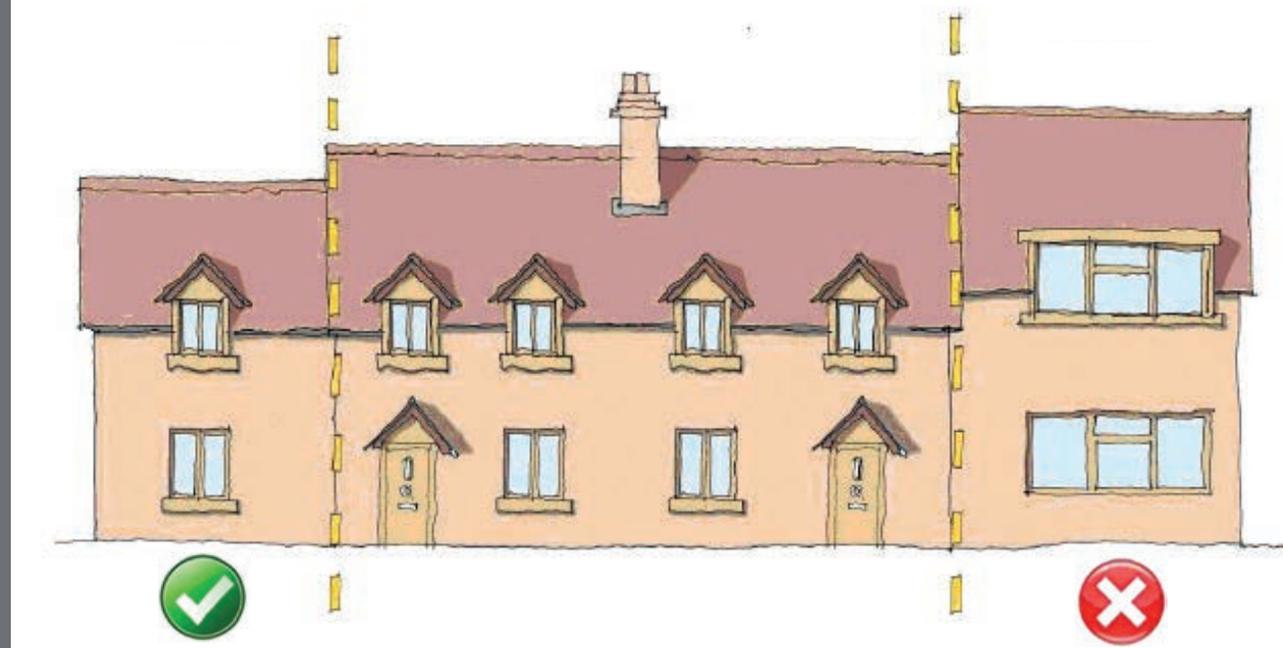


Figure 10.1: Acceptable and unacceptable side extension designs

Principle 10.3

Side extensions should not erode neighbour amenities or the character of the street scene and local area. Proposals should remain sympathetic and subservient to the main building and not project beyond the building line on the street.

Important gaps between buildings should be maintained. A minimum gap of 1m between the building and the side boundary should normally be retained to provide for access and servicing.

Rear extensions

10.13 Amenity issues will be the primary considerations in the design of rear extensions.

10.14 Rear extensions should be sympathetic and subservient to the original design of the building (Fig 10.2). Particular regard needs to be given to potential overshadowing and loss of privacy,

outlook and light of adjoining properties. This is especially important with 2 storey extensions which can create an unacceptable sense of enclosure or have an overbearing impact (Fig 10.3).

10.15 Use of flat roofed rear extensions as balconies will not generally be acceptable.

Principle 10.4

Rear extensions should not materially erode neighbour amenities. Proposals should be sympathetic and subservient to the design of the main building. Eaves heights of single storey extensions should not exceed 3m within 2m of a side or rear boundary.

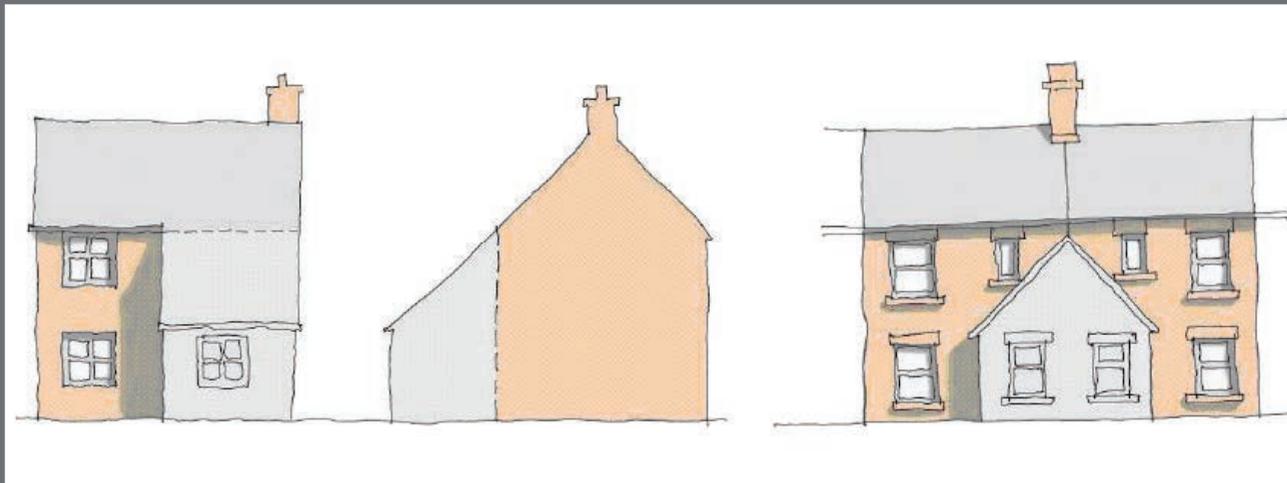


Fig 10.2: Sympathetic single storey rear extensions



Figure 10.3: An oversized two storey rear extension that results in a loss of light and has an overbearing impact on the adjoining property

Roof alterations (including dormers)

10.16 Additional residential space in existing dwellings can sometimes be created by altering and increasing roof spaces through the use of dormers, roof lights and extension of gables and ridge and eave heights.

10.17 Changes to roofscapes can be particularly prominent in the streetscene and it is important that their design is well considered and high quality. In conservation areas, or locations where overlooking would be material, roof alterations may not be appropriate.

10.18 Acceptable design solutions for converting roof spaces include:

- Positioning dormer windows within the main roof, by being set back from eaves, hips and ridgelines (Fig 10.4);
- Ensuring dormers do not dominate the roof or existing building. They should be the same size or preferably smaller than the windows below and occupy no more than half the width or depth of the roof slope (Fig 10.4);
- Aligning dormers with windows below (Fig 10.5);

- Keeping dormer cheeks as narrow as possible and finished in lead, tiles, slates or other traditional materials;
- Using gable end extensions where full gables are part of the existing street character;
- Raising roof and eave heights only where buildings in the local context are significantly taller;
- Using roof lights that are flush with the roof slope and located on rear roof slopes. Roof lights should not dominate roofscapes that are visible in the street scene.

Principle 10.5

Roof alterations should be sympathetic and subservient to the design of the main building and not undermine streetscene or local character. Dormers must be set back from the sides and ridgeline of the roof and not occupy more than half the width and depth of the roof slope.

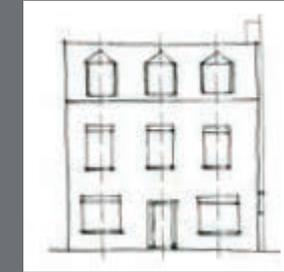


Figure 10.4: Dormer windows need to complement and align with the fenestration of the façade

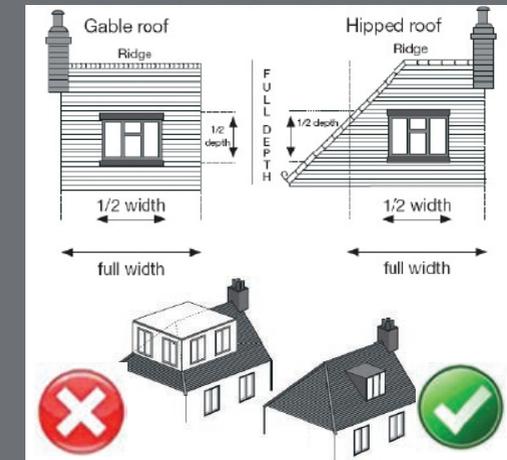


Figure 10.5: Dormers should be of an appropriate size and position



Figure 10.6: Relationship to existing roof design and bulk is important

II RESIDENTIAL DESIGN CHECKLIST

11.1 A checklist will be used by Surrey Heath when assessing the design of a residential application. It is recommended that developers use the checklist set out in Table 11.1 at an early stage in the design process to help inform the development of the design.

11.2 Applications for residential development of 10 or more units (net) will be expected to include a fully completed copy of the Checklist in their application.

Table 11.1 Residential Design Checklist

Check point		YES	PARTIALLY with design justification provided	NO with design justification provided	NO with no design justification provided	N/A
1	Has the development addressed the Council's 4 strategic design themes? (Section 4)					
2	Is the design vision and development concept clearly set out in the Design & Access Statement? (Section 5)					
3	Has a plot plan showing the extent of public and private ownerships been provided to support the application? (Section 5)					
4	Does the development connect into the local network of streets & green spaces and provide a legible internal street layout that is direct, safe and gives priority to pedestrians & cyclists? (Section 6)					
5	Have the streets been provided with a good sense of enclosure (Section 6 & 7)					
	Does the layout and building form & detailing provide an attractive townscape? (Section 6 & 7)					
6	Are shared surfaces short and designed with vulnerable users as the priority, rather than cars? (Section 6)					

Check point		YES	PARTIALLY with design justification provided	NO with design justification provided	NO with no design justification provided	N/A
7	Does the density of the development make the most efficient use of the site without compromising amenity and local character? (Section 6)					
8	Does the development provide a mix of densities, housing forms, sizes tenures and use mixes? (Section 6)					
9	Do the new plots reflect the rhythm of plot layouts in adjoining/surrounding areas? (Section 6)					
10	Are the parking layouts subordinate to the development, plot and streetscene? (Section 6)					
	Do parking layouts create/maintain active frontages and reflect the sylvan identity of the borough? (Section 6)					
11	Is public/private space ownership clearly defined by strong boundary treatments. (Section 6 & 9)					
12	Does the development create positive building lines, or maintain those that already exist? (Section 7)					
	Has optimal use been made of passive solar design? (Section 7)					

Check point		YES	PARTIALLY with design justification provided	NO with design justification provided	NO with no design justification provided	N/A
13	Does the scale, height, footprint, setbacks and massing of the development reflect the surrounding context? (Section 7)					
14	Does the roof form make a positive contribution to the street scene? (Section 7)					
15	Is the development adaptable over time and does it at least provide at least the national minimum internal space standards? (Section 7)					
16	Do the architectural details (windows, doors, chimneys, brickwork, cills, string courses, gables, hips, fenestration, colour eave lines etc) create an attractive building that is legible, symmetrically balanced and which contributes positively to the quality of an area? (Section 7 & 10)					
17	Has the development been designed to provide the new occupiers of development, and their surrounding neighbours with adequate levels of privacy, light, sunlight and outlook? (Section 8 & 10)					
18	Does the development provide at least the minimum levels of outdoor private amenity space? (Section 8)					

Check point		YES	PARTIALLY with design justification provided	NO with design justification provided	NO with no design justification provided	N/A
19	Are boundary treatments high quality and reflective of local character, especially those fronting public realm areas? (Section 9)					
20	Have cycle & bin storage and meter cabinets been designed to be subordinate in the street scene, function well and be attractively integrated with the development? (Section 9)					
21	Have new vehicle cross overs and hard standing areas been designed to minimise impacts on the street scene, particularly in relation to soft landscaping, extent of hard surfacing and the number of entrances? (Section 9)					
22	Is the extension subordinate to the main building and consistent with its scale, form and architectural and material detailing? (Section 10)					
23	Is the roof alteration sympathetic & subservient to the design of the main building (Section 10)					
24	Are dormers set back from the sides and ridgeline of the roof & not occupying more than half the width and depth of the roof slope? (Section 10)					

GLOSSARY

Active frontages	Elevations that add interest, life and vitality to the public realm through the use of frequent doors and windows, narrow frontage buildings, articulation of facades with projections and lively internal uses visible from the outside or spilling onto the street.
Building line	The line formed by elevations of buildings along a street. Building lines can exist along the front and rear of a line of buildings.
Bulk	The combined effect of the arrangement, volume and shape of a building or group of buildings. Also called massing.
CSDMP DPD	Core Strategy & Development Management Policies Development Plan Document
DAS	Design and Access Statement
Daylight	Volume of natural light which enters a dwelling to provide satisfactory illumination of internal accommodation between dawn and dusk
DCLG	Department of Communities and Local Government
Density	The number of buildings or floorspace in relation to a given area of land. In this Guide, density is more than just the number of residential units/ha.
Design Principle	An expression of one of the basic ideas guiding the design of a development.
D:SE	Design South East
Dual aspect dwelling	A dual aspect dwelling is one with opening windows on two external walls, which may be on opposite sides of the building or around a corner.
Focal point	A building, structure, tree or other element that stands out from its background by virtue of height, size or some other aspect of design.
Grain	The pattern of the arrangement and size of buildings and their plots in a settlement and the size of street blocks and junctions.

Habitable rooms & areas	Defined as living and dining rooms, conservatories, kitchen, bedrooms and those frequently used garden areas such as patio's close to the house.
Human scale	The use within development of elements that relate well in size to the biology of an individual human being and their assembly in a way that makes people feel comfortable rather than overwhelmed.
Larger schemes	Residential schemes with 50 or more new units (net)
Layout	The way buildings, routes and open spaces are placed in relation to each other.
Lifetime Homes	This refers to 16 design criteria that together create a flexible blueprint for accessible and adaptable housing in any setting. The standard is managed by Habinteg Housing Association and the criteria are set out in full on www.lifetimehomes.org.uk .
Public realm	Includes streets, cycle links, footpaths, open spaces, play areas, street furniture and public art.
Private realm	Those spaces that belong to or are controlled by the occupier of individual or groups of dwellings. These include front, side and rear garden areas, parking courts and separate pedestrian links where they have been designed to connect private space; such as the rear of terraces.
Scale	The impression of a building when seen in relation to its surroundings, or the size of parts of a building or its details, particularly as experienced in relation to the size of a person.
Sense of Place	Features that create local distinctiveness
SHMA	Strategic Housing Land Availability Assessment
SPD	Supplementary Planning Document
Sunlight	Direct light from the sun
Vertical Sky Component	The Vertical Sky Component (VSC) is a measure of the amount of visible sky available from a point on a vertical plane. The reference point used for the calculation is usually the centre of the vertical face of the window.

Draft Statement of Community Involvement Consultation

Summary

The Statement of Community Involvement (SCI) sets out how the Council will involve the community in both the preparation of the Local Plans and associated Development Plan Documents such as Area Action Plans. It forms part of the Local Plan.

Portfolio: Regulatory

Date Portfolio Holder signed off report: 13th February 2017

Wards Affected

All

Recommendation

The Executive is advised to RESOLVE that the draft Statement of Community Involvement (SCI) be published for a six week consultation process.

1. Key Issues

- 1.1 The Executive agreed the Local Development Scheme for the production of a new Local Plan in October 2016. The SCI will form part of the Local Plan. The Council's previous SCI was adopted in May 2012. This document is an update to the 2012 SCI and takes into account changes in legislation and guidance since 2012. The Document reflects that adopted in 2012. The changes are:
- Duty to Co-operate requirements
 - Updated community contacts
 - Changes around Neighbourhood Planning
- 2.2 The updated SCI will support the Council's Plan Making process. The Council needs to consult on the proposed updated SCI before it can consider adopting it in a final form at a later Executive.

2. Resource Implications

- 2.1 Production of the draft SCI has been undertaken in-house. There are no resource implications beyond that provided for within the agreed budget for 2016/17.

3. Options

- 3.1 The Executive has two options as follows:
- a) AGREE that the draft Statement of Community Involvement (SCI) as circulated be published for consultation; or

- b) NOT AGREE the publication and consultation of the draft Statement of Community Involvement (SCI).

4. Proposals

- 4.1 Whilst no specific timescales are set out by the Town and Country Planning (Local Development) (England) Regulations 2004 (as amended) in relation to SCIs, it is proposed to undertake public consultation for a period of 6 weeks as this is considered an appropriate timescale.
- 4.2 Following consultation, the SCI will be taken back to Executive for adoption.

5. Corporate Objectives And Key Priorities

- 5.1 The SCI supports the following objectives:
- Making Surrey Heath an even better place where people are happy to live.
 - Building and encouraging communities where people can live happily and healthily
 - Sustaining and promoting our local economy so that our people can work and do business across Surrey Heath

6. Policy Framework

- 6.1 The SCI will form part of the Local Development Framework.

7. Legal Issues

- 7.1 There are not considered to be any legal issues with respect to the SCI.

8. Governance Issues

- 8.1 None arising.

9. Sustainability

- 9.1 The SCI does not require sustainability appraisal (SA), strategic environmental assessment (SEA) or an Habitats Regulations Assessment (HRA).

10. Consultation

- 15.1 The draft SCI will be subject to public consultation in accordance with Regulation 26 of the Town and Country Planning Regulations (Local Development) (England) 2004 (as amended) following agreement by the Executive.

Annexes	Statement of Community Involvement – Consultation Draft
Background Papers	None
Author/Contact Details	Jane Ireland – Planning Policy and Support Manager Jane.ireland@surreyheath.gov.uk
Head of Service	Jenny Rickard – Executive Head of Regulatory

Consultations, Implications and Issues Addressed

Resources	Required	Consulted
Revenue	✓	18 th January 2017
Capital		
Human Resources		
Asset Management		
IT		
Other Issues	Required	Consulted
Corporate Objectives & Key Priorities	✓	18 th January 2017
Policy Framework		
Legal	✓	18 th January 2017
Governance		
Sustainability		
Risk Management		
Equalities Impact Assessment	✓	18 th January 2017
Community Safety		
Human Rights		
Consultation		
P R & Marketing	✓	18 th January 2017

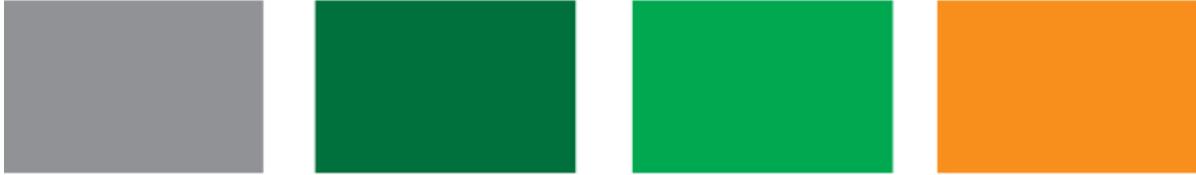
Review Date:

Version: 1

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SURREY HEATH BOROUGH COUNCIL

LOCAL PLAN



Statement of Community Involvement (SCI) Draft for Consultation 2017



Great Place • Great Community • Great Future

Foreword

The Statement of Community Involvement (SCI) forms part of the Surrey Heath Local Plan. The document has been prepared in accordance with Section 18 of the Planning and Compulsory Purchase Act 2004 (as amended).

Surrey Heath Borough Council is consulting on an updated version of the SCI previously adopted by the Council in May 2012

The SCI sets out how the Council will involve the community in the preparation of the Surrey Heath Local Plan and planning applications.

Should you have any queries regarding this document including whether you would like a copy in large print, Braille or another language, please contact the Council on 01276 707100 or alternatively e-mail planning.policy@surreyheath.gov.uk

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1 Introduction

What is a Statement of Community Involvement?

- 1.1 Local Planning Authorities are required to produce a Statement of Community Involvement (SCI) in accordance with Section 18 of the Planning and Compulsory Purchase Act 2004 (as amended). The SCI sets out how the Local Planning Authority intends to achieve continuous community involvement in the preparation of the Local Plan and determination of planning applications in their area in the preparation of the Local Plan and in the determination of planning applications in their area. The aim of continuous community involvement throughout the process is to produce consensus.
- 1.2 In producing its SCI, the Council wishes to promote effective public participation in the planning system. This will ensure that all sections of the community (local residents, businesses, landowners, groups, organisations) and stakeholders (national and regional organisations) have an opportunity to be actively involved at an early stage of the planning process. This involvement will continue through the preparation and revision of Local Plan documents and in significant development control decisions. This SCI sets out how the Council will involve its communities and stakeholders.

National Planning Policy

- 1.3 In March 2012, the Government published new national planning policies. These are set out in the National Planning Policy Framework (NPPF). The key aims are to:
- Make sure a local plan, produced by communities, is the cornerstone of the planning system
 - Make planning more accessible for everyone
 - Raise design standards
 - Protect the natural and historic environment
 - Create a presumption in favour of sustainable development
 - Ensure that planning is as simple and as quick as possible, meaning that approval processes are simplified and thus supporting economic growth

Localism Act

- 1.4 Alongside the NPPF, the Localism Act has also come into force. The key changes the Act has brought in are:
- Community right to challenge – allowing local community groups the chance to procure important local services and deliver them for the borough
 - Neighbourhood Planning (changes proposed in the draft Neighbourhood Planning Bill 2016 will be taken into account in future reviews of the SCI)
 - Community right to bid – allowing local groups the opportunity to bid for buildings that the local authority has placed on a list of community assets
 - Abolition of Regional Strategies
 - Duty to co-operate – local authorities must work together, and with other prescribed bodies to co-operate on planning issues to provide outcomes

Duty to Involve

- 1.5 Section 138 of the Local Government and Public Involvement in Health Act 2007 imposes a duty on all local authorities to involve local representatives when carrying out "any of its functions" by providing information, consulting or "involving in another way".

- 1.6 The idea is that local authorities must consult a balanced selection of the individuals, groups, businesses or organisations the authority considers likely to be affected by, or have an interest in, their actions and functions.
- 1.7 The duty is wide ranging and applies to the delivery of services, policy, and decision making.
- 1.8 Authorities must not discriminate in the way they inform, consult or involve local people. They must promote equal opportunities for people to engage and get involved.

Duty to Co-Operate

- 1.9 Section 33A of the Planning and Compulsory Purchase Act 2004 (local development), implemented through the Localism Act 2012, imposes a duty on a local authority to co-operate with specific bodies in relation to planning of sustainable development and strategic matters. A 'strategic matter' is defined as:
- a) sustainable development or use of land that has or would have a significant impact on at least two planning areas, including (in particular) sustainable development or use of land for or in connection with infrastructure that is strategic and has or would have a significant impact on at least two planning areas, and
 - b) sustainable development or use of land in a two-tier area if the development or use –
 - i. is a county matter,
 - ii. has or would have a significant impact on a county matter.
- 1.10 Regulation 4 of the Town and Country Planning (Local Development) (England) Regulations 2012 outline the specific bodies prescribed for the purposes of Section 33A (1) (c) of the Planning and Compulsory Purchase Act 2004. These bodies and other key stakeholders and community groups to be consulted are set out in Appendix 2 of this document.

Purposes and Benefits of Community Involvement

- 1.11 Community involvement should be a continuous process which enables the local community to say what (at a stage when this can make a difference) sort of place it wants to live in. The benefits of involving a wide range of people and organisations throughout the planning process include:
- Increased focus on the priorities identified by the local community;
 - Increased understanding of the process;
 - Consensus and ownership of the process;
 - Influencing site specific proposals.
- 1.12 In coming to a view as to what should be included in the SCI, the Council has had regard to certain principles. The principles underpinning community involvement in planning are as follows:
- Arrangements should be built on an understanding of local needs and be fit for the purpose

- The community and stakeholders should be involved as early as possible to provide people with a chance to discuss issues and options and the potential to make a difference
- Use of methods which encourage engagement and are relevant
- Providing feedback on decisions and an opportunity to see how ideas have developed through the process
- Clear processes and rules on engagement so that people understand when they can participate and the rules for doing so.
- Building community involvement into the process from the start and links to other community involvement processes such as Community Strategies.

Who will be involved

- 1.13 The legal requirements for community involvement and public participation are set out in the Town and Country Planning (Local Development) (England) Regulations 2012. These are reproduced in Appendix 1 of this document. The Borough Council will meet the legal requirements for involving the community in the preparation of the Local Plan. The Council will seek to involve everyone who lives, works or has an interest in Surrey Heath. Community involvement will be inclusive seeking to reach either all of those most affected or an appropriately chosen representative group. Special effort will be made to try to include groups that are traditionally hard to reach (see paragraph 1.14 below). The Localism Act 2011 sets out a requirement for Local Planning Authorities to undertake on-going Duty to Co-operate with neighbouring authorities and other prescribed bodies in taking forward plan preparation

Hard to Reach Groups

- 1.14 Hard to reach groups are those that are traditionally under-represented in formal consultation. In Surrey Heath the following groups are considered particularly hard to reach:
- Black and Minority Ethnic (BME) Groups including Gypsies and Travellers
 - Disabled People
 - Young people
 - Older People
 - Lesbian, Gay, Bi-Sexual and Transgender (LGBT) groups
 - Low income groups
- 1.15 The Council will work with these groups to see how to best involve them in the Local Plan consultation process. For example attending meetings of the Youth Council.

2 Links with other Plans and Strategies

Surrey Heath Five Year Strategy

2.1 The Surrey Heath Five Year Strategy sets out the vision, corporate objectives and key priorities of the Borough Council. The Local Plan has particular relevance to the following corporate objectives:

- Making Surrey Heath an even better place where people are happy to live
- Sustaining and promoting our local economy so that our people can work and do business across Surrey Heath
- Building and encouraging communities where people can live happily and healthily

Surrey Heath Consultation Strategy

2.3 The Consultation Strategy is a corporate document that will apply to all consultation whether it is strategic, conducted by service areas, to inform organisational development or in conjunction with partners.

2.4 Consultation can be aimed at a varying range of people: the residents of the borough, stakeholders in a particular issue, hard to reach groups, a targeted group, users of a service, partners of the Council such as the Police, other local authorities, Members, Council staff and local businesses etc. The area of consultation may require that more than one group is surveyed and that different methods of consultation are used.

Links with other documents

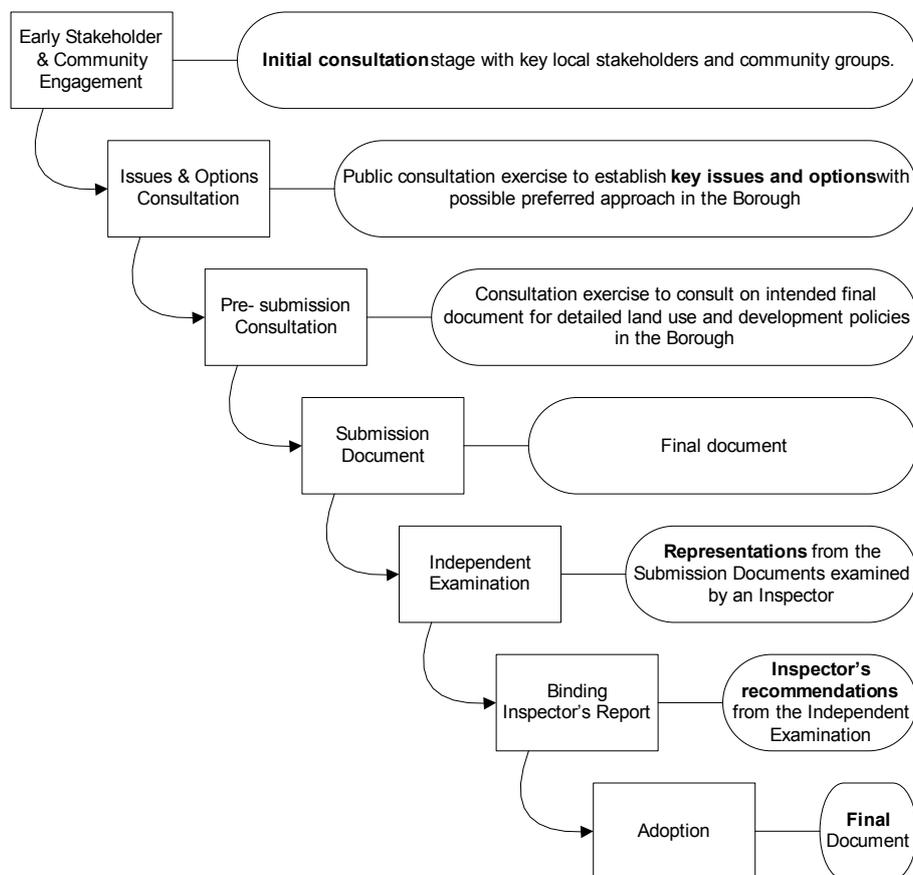
2.5 Wherever possible regard will also be had to other documents which reflect the aspirations of local communities. Such documents could include Neighbourhood Plans, Parish Plans and Village Design Statements. These documents help to build links within the community, strengthen the evidence base and gather opinion. The factual information, views, opinions and priorities for action that these documents provide can inform the development plan process. Community led plans are an inclusive approach to planning at a local level and require minimal officer support.

3 The Local Plan

The Local Plan

3.1 Local Planning Authorities are required to produce Local Plans as set out in the Town and Country Planning (Local Planning) (England) Regulations 2012. Surrey Heath's 'Local Plan' currently consists of a suite of Local Development Documents (LDD's) such as the Core Strategy and Development Management Policies DPD and the Camberley Town Centre Area Action Plan (AAP) DPD. Work on a new Local Plan will commence in 2017

Diagram 1 The Local Plan Process



- 3.2 The legal requirements for community involvement and public participation for the Local Plan are set out in the Town and Country Planning (Local Development) (England) Regulations 2012 (see Appendix 1). Community involvement will be undertaken at each of the stages set out in Appendix 1. Community involvement will be inclusive seeking to reach either all of those most affected or an appropriately chosen representative group. Special effort will be made to try to include groups that are traditionally hard to reach. The organisations that comprise the specific and general consultation bodies for the Local Plan are listed in Appendix 2. The list includes statutory consultees, key stakeholders and general community groups. The Council also retains a list of those groups/individuals which the Borough Council will also seek to involve in the Local Plan process as appropriate to their interests.
- 3.3 Tables 1 – 4 set out the stages at which community involvement will occur, who will be consulted, when it will occur and how organisations and individuals will be involved. Paragraphs 3.4 – 3.8 below explain how representations will be considered in the process.

Table 1 Procedures and Methods for Public Involvement in Local Development Documents that are not a Local Plan/SPD

Document	Consultation & Notification What we will do	When will you be involved?	How will you be involved?
Local Development Scheme (LDS)	Provisions to consult the Secretary of State have been removed by the enactment of the Localism Act 2011. There is now no legal requirement for consultation or notification.		The LDS will be monitored on an annual basis and reviewed as required. The Council will accept representations seeking changes to the LDS at any time. These will be considered at the time of the LDS review.
Statement of Community Involvement (SCI)	Provisions to consult on the SCI as outlined in Regulation 26 of the Town and Country Planning Regulations (Local Development) (England) 2004 (as amended) have been revoked following the publication of the Town and Country Planning Regulations (Local Development) (England) 2012.		The SCI will be monitored on an annual basis and subject to review as deemed appropriate by the Local Authority. At this time, all statutory consultees and identified stakeholders will be consulted in writing.
Authorities' Monitoring Report (AMR)	The AMR will be produced on an annual basis (typically December). Following the enactment of the Localism Act 2011, the provision to consult the Secretary of State has been repealed.		The AMR will be reviewed annually. The AMR will be published on the Council website and copies made available for inspection at local libraries and for purchase on request.

Table 2 Procedures and Methods for Public Involvement in Local Plans

Activity	Involvement & Notification What we will do	When will you be involved?	How will you be involved?
Early Community Involvement/ Issues and Options Stage/ Pre-Submission Stage Consultation (Regulation 18)	<p>Notify specific and general consultation bodies as the local planning authority consider appropriate.</p> <p>Dependant upon the subject matter of the Local Plan, the Local Planning Authority may employ further engagement techniques as deemed appropriate e.g.</p> <ul style="list-style-type: none"> • Workshops for key stakeholders • Presentations to parish councils • Major articles in Council's Heathscene magazine to all households • Issue press release(s) 	<p>Specific and general consultation bodies will be notified of the consultation period prior to the publication of the document.</p> <p>The consultation will run for a period not less than 6 weeks.</p>	<p>Documentation to be published on the website and placed in local libraries and at parish council offices.</p> <p>Dependant upon the subject matter of the Local Plan, the Local Planning Authority may employ further engagement techniques as deemed appropriate.</p>
Publication of a local plan (Regulation 19) and Representations relating to a local plan (Regulation 20)	<p>Make Submission Documents and statement of the representations procedure available for inspection in accordance with Regulation 35 (see appendix 1) and send to statutory consultation bodies.</p> <p>Send to general consultation bodies invited to make representations under Regulation 18:</p> <p>A statement of the representations procedure; A statement of the fact that the Submission Documents are available</p>	<p>Specific and general consultation bodies will be notified of the consultation period prior to the publication of the document.</p> <p>The consultation will run for a period not less than 6 weeks.</p>	<p>Documentation to be published on the website and placed in local libraries and at parish council offices.</p> <p>Any person may make representations about a local plan which the local planning authority proposes to submit.</p>

Activity	Involvement & Notification What we will do	When will you be involved?	How will you be involved?
	for inspection and of the places and times at which they can be inspected.		
Independent Examination (Regulation 24)	<p>A Pre-Examination Hearing will occur 6 weeks prior to the Examination in Public (EiP)².</p> <p>At least 6 weeks before the examination starts, the Council will</p> <ul style="list-style-type: none"> • Publish details on website • Notify people who made representations of the date the examination starts and name of person appointed to hold examination 	All those who have submitted a representation will be notified of the dates and times of both the Pre-Examination Hearing and the EiP.	All those who have submitted a representation will be invited to attend both the Pre-Examination Hearing and the EiP. An Independent Programme Officer appointed to oversee the Examination process will advise these individuals / organisations of the timetable on behalf of the Planning Inspector. Those that have previously stated their intent to provide oral evidence at the EiP will be asked whether they still wish to do so.
Adoption (Regulation 26)	<p>As soon as is reasonably practicable after the Local Planning Authority adopt a Local Plan they must:</p> <ul style="list-style-type: none"> • Make available the adopted document/adoption statement/sustainability appraisal report for inspection (includes web site) • Notify anyone who requested to be notified of adoption • Send an adoption statement to the Secretary of State 		All statutory consultation bodies and anyone else who submitted a representation will be notified. Copies of the adopted document will be sent to specific consultation bodies and be made available to others on the website, at local libraries or for purchase.

² The Planning Inspectorate - Examining Development Plan Documents: Procedure Guidance August 2009 (2nd Edition)

Table 3 Procedures and Methods for Public Involvement in Supplementary Development Documents (SPD)

Activity	Involvement & Notification What we will do	When will you be involved?	How will you be involved?
Public Participation (Regulation 12) ¹	<p>Copies of SPD documents and a statement of the SPD matters will be made available for inspection at Council Offices and such other places considered appropriate (local libraries, Parish Council Offices and website).</p> <p>The Council will also notify the general public via local advertisement/press releases where deemed appropriate and carry out a targeted engagement with local residents for site specific SPD's.</p>	<p>Specific and general consultation bodies, identified by the Council as relevant to the context of the SPD, will be notified of the consultation prior to the publication of the document.</p> <p>The consultation will run for a period not less than 4 weeks. The Council will opt to consult for 6 weeks in the context of SPD's to ensure maximum opportunity for engagement.</p>	<p>For site specific SPD's, the Council will seek to engage with local residents/businesses through forums such as Community Planning Events, Neighbourhood Forums and Focus Groups in the early stage of developing the SPD and continue engagement through to adoption.</p> <p>For issue based SPDs appropriate groups and organisations will be involved in developing options and approaches. Where the issue also has wider public interest general surveys will also be undertaken.</p>
Adoption (Regulation 14) ¹	<p>As soon as is reasonably practicable after the Local Planning Authority adopt a SPD they must:</p> <ul style="list-style-type: none"> • Make available for inspection at Council Offices and such other places considered appropriate (local libraries, Parish Council Offices and website) the adopted document, adoption statement and a summary of issues raised during consultation and how they were addressed; • Notify anyone who requested to be notified of adoption 		<p>All relevant statutory/general consultation bodies and anyone else who submitted a representation will be sent the adoption statement.</p>

¹ See Appendix 1

Table 4 Procedures and Methods for Public Involvement in Evidence Base Documents supporting the Local Development Framework

Activity	Involvement & Notification What we will do	When will you be involved?	How will you be involved?
Evidence Base Documents e.g. Strategic Housing Land Availability Assessment/ Employment Land Review	<p>No statutory requirement to consult</p> <p>Depending on the subject matter, the Council will engage with local residents/organisations where deemed appropriate.</p> <p>e.g. Call for Housing sites as part of the Strategic Housing Land Availability Assessment (SHLAA)</p>	<p>As appropriate to each document at Regulation 18 and 19 stages in the context of Local Plan's.</p> <p>As appropriate to each document at Regulation 12 stage in the context of SPD's.</p>	<p>Groups and organisations appropriate to the subject matter will be invited to comment on evidence base documents where deemed appropriate.</p> <p>Documents once published will be available on the website, at libraries and on request. Documents will be publicised and comments invited as part of the work on the relevant Local Plan.</p>
Strategic Environmental Assessment/ Sustainability Appraisal (SA/SEA)	<p>As required by the Environmental Assessment of Plans and Programmes Regulation 2004, the Council will:</p> <ul style="list-style-type: none"> Produce a Scoping Report at Regulation 12³ stage for statutory consultation bodies to comment prior to undertaking the Options Consultation on Local Plan's and AAP's Produce an Initial Sustainability Report for statutory consultation bodies and the public to comment on. This will be produced at the same time as the Options consultation for Local Plan's and Area Action Plans (AAP's) <p>For the Environmental Report (Reg</p>	<p>As appropriate to each document at Regulation 18 and 19 stages.</p>	<p>Appropriate groups and organisations will be invited to participate in the Scoping process, in particular this will include: English Heritage, Natural England and the Environment Agency.</p> <p>Draft versions of final documents will be sent to appropriate statutory consultees for comment before final publication.</p> <p>Documents once published will be available on the website, at libraries and on request. Publication will be publicised and comments invited as part of the work on the relevant Local Plan.</p> <p>Where the SA/SEA is the subject of</p>

Activity	Involvement & Notification What we will do	When will you be involved?	How will you be involved?
	<p>13)³ the Council will:</p> <ul style="list-style-type: none"> • Send a copy to each statutory consultation body • Publicise the Report to all those having an interest in or likely to be affected by the plan or programme being assessed. • Advise where the document can be viewed or purchased. • Invite comments • Any person may make representations during the 6 weeks from the date of notice. • We must consider those representations <p>At the adoption of the Local Plan the Council will as soon as reasonably practicable (Reg 16)³:</p> <ul style="list-style-type: none"> • Make copies of the final Environmental report available to view or purchase. • Publicise the Report • Advise consultees of adoption <p><i>In addition, the Council will:</i></p> <ul style="list-style-type: none"> • <i>Publish summary of comments received on website</i> 		<p>an objection through the Local Plan process, all those who have submitted a representation of objection will be invited to attend the Examination. The Programme Officer will advise these individuals / organisations of the timetable on behalf of the Inspector.</p> <p>At adoption all statutory consultation bodies and anyone else who submitted a representation will be notified. Copies of the adopted document will be sent to specific consultation bodies and be made available to others on the website, at local libraries or for purchase.</p>

³ See The Environmental Assessment of Plans and Programmes Regulations 2004

How will Comments and Responses on Local Development Documents be dealt with?

- 3.4 In the early stages of drawing up ideas and options for the Local Development Documents including Local Plans, the Local Planning Authority will aim to acknowledge receipt of relevant representations on the day they are received. On occasions where a significant number of representations are received, all representations will be acknowledged within 2-3 working days. A summary of comments received will be produced and published on the website.
- 3.5 At the Pre-Submission public participation stage (Regulation 19) a standard response form will be produced which those wishing to comment will be encouraged to use. The Local Planning Authority will aim to acknowledge receipt of representations on the day received. All representations will be acknowledged within 2-3 working days. A summary of comments received will be produced and made available on the Council's website at the time of submission to the Secretary of State.
- 3.6 All representations² received will be made available to the public. At each stage a report to the Executive will be produced listing a summary of all representations received, and if appropriate, an Officer Response to representations. The report will also carry a recommendation as to what change if any should be made. The results of any such consultation will be reported and taken into account in decisions made by, and on behalf of, the Council.

² Some consultation responses may be deemed 'inappropriate' for publication i.e. libellous or threatening comments and will not be made public at the discretion of the Council.

4 Planning Applications

- 4.1 The Council has a duty to consider all valid planning applications it receives, regardless of whether or not they reflect adopted policies. Most people become involved in planning as a result of commenting on or submitting a planning application. The majority of planning applications received are minor developments for which meeting the statutory minimum requirement on consultation is sufficient.

Minor Developments

- 4.2 Planning applications falling within this category include:

- Dwellings schemes of 1-9 units or less than 0.5hectares (including Gypsy and Traveller pitches);
- For all other uses Office/light industrial, general industrial, retail), a minor development is one where the floorspace to be built is less than 1,000 square metres or where the site area is less than 1 hectare;

Major Developments

- 4.3 A major development includes the following:

- Dwellings schemes of 10 units or above and sites over 0.5 hectares(including Gypsy and Traveller pitches);
- For all other uses, a major development is one where the floorspace is 1,000 square metres or above or where the site area is above 1 hectare.

Other Development

- 4.4 Other development includes the following:

- Householder applications
- Change of Use (no operational development)
- Advertisements
- Listed Building extensions/alterations
- Listed Building demolition
- Application for relevant demolition of an unlisted building within a Conservation Area
- Certificate of Lawfulness (191).

- 4.5 The Council will consult in accordance with the statutory requirements of the Town and Country Planning (General Development Procedure) Order 2015as follows: to consult with the Parish Council, to notify immediately adjoining neighbours, consult with statutory bodies as appropriate and for some applications advertise in a local newspaper (e.g. listed building consent). Departures from the Development Plan are advertised by a site notice and in a local newspaper. In addition, applications are publicised on a Weekly List which is available on the Council's website. Following the case officer site visit a wider neighbour notification can be undertaken if deemed appropriate. Neighbours are given 21 days to respond to the first notification and either 14 or 7 days for subsequent notifications of amended plans.

- 4.6 In addition the Council will consult other non-statutory bodies and organisations which represent specialist interest groups, such as the Surrey Wildlife Trust. Where a major planning application has implications for a service provider such as the Health Service these will be consulted at an early stage in the process.
- 4.7 Comments supporting or objecting to a proposal may be made by anyone regardless of whether they have received a letter or been individually notified. However, the Council can only take into account material planning considerations.
- 4.8 Comments should be submitted as soon as possible, although the Council will take into account any representations received up to the date on which the decision is made. The Council will not determine any application within a period of 21 days from the date on which notification letters are sent out or within the consultation period. Occasionally, it may be necessary to write and publish reports on planning applications for the Planning Applications Committee agenda before the expiration of the 21 day period. In such cases comments received post-publication will be reported orally at the committee meeting. Comments received are made available for public inspection on the Council's website and at the Council Offices and none can be treated as confidential³.
- 4.9 The Council will neither acknowledge nor respond to letters commenting on applications, nor enter into correspondence on the details or merits of proposals and this is stated in notification letters, site notices and on the website.
- 4.10 The Council's practice is not to negotiate amendments to applications unless they are of a minor nature that will not normally require re-consultation. In a few cases though, amendments may be appropriate. Where such revisions are significant and raise new issues that could lead to further comment, the Council will re-notify those who were initially notified of the application and any others who have commented upon it. 14 days are usually given for re-consultation comments.

Deciding Applications

- 4.11 The majority of applications are determined under authority delegated to Executive Head of Regulatory after full consideration of all the planning issues and comments received. Planning applications can also be referred to the Council's Planning Applications Committee. Public speaking at Planning Applications Committee meetings will be permitted in respect of a planning application and any other related consent applications to be determined by the Committee, where:
- a) there have been 10 or more written representations from separate households, or a petition signed by more than 50 signatories with addresses, in respect of an application for development within an urban area or village settlement, as defined by the Development Plan or
 - b) there have been 5 or more written representations from separate households, or a petition signed by more than 25 signatories with addresses, in respect of an application for development outside an urban area or village settlement, as defined by the Development Plan.

³ Some consultation responses may be deemed 'inappropriate' for publication i.e. libellous or threatening comments and will not be made public at the discretion of the Council.

- 4.12 In order to be counted in relation to the public speaking procedure, the representations or petitions must have been received no later than 10 working days before the date of the Committee meeting.
- 4.13 Where an application triggers the public speaking procedure, all those who have submitted written representations in compliance with paragraph 4.12 above, will be notified and invited to register to speak at the Committee meeting.

Surrey County Council Planning Applications

- 4.14 Some planning applications are determined by the County Council, including proposals affecting County owned land (e.g. schools) and proposals for mineral working and waste disposal. The Borough Council is consulted on these proposals but does not make the ultimate decision. Consultation responses in respect of these applications should be sent to the County Council.

Community Involvement at the Pre –Application Stage

- 4.18 The majority of planning applications are submitted without any prior approach to the Council. However, pre-application discussions with prospective developers/applicants and/or their agents are welcomed and are treated as confidential.
- 4.19 The Council will encourage applicants and developers to discuss their proposals with their neighbours or the community before submitting their formal application. This will not affect the statutory notifications undertaken by the Council upon registration of the application. Table 5 sets out suggestions for approaches that could be adopted by applicants. The benefit of early engagement with the community is that this may reduce delays when an application is submitted. The applicant will also be able to demonstrate how the views of the local community have been incorporated or why this was not possible.
- 4.20 In reporting the outcome of any pre-planning application consultation, applicants should indicate:
- The method of consultation used
 - Who was consulted and the level of involvement
 - How the matters raised in the consultation were addressed by the applicant.
- 4.21 The level of community engagement should reflect the scale of the proposed development.
- 4.22 The Borough Council will remain impartial during pre-application engagement. The extent of the Borough Council's role will be to maintain a watching brief during the process.

What the Council cannot do

- 4.23 The Council can only request, not require developers to involve the local community. The Council cannot refuse planning applications because a developer refuses to contact and involve the local community.

Table 5 Suggested measures for applicants to involve the public at the pre – application stage

Development Type	Letter/ leaflet to and/or discuss with neighbour	Meeting or other event to discuss proposals with neighbours and community/ amenity groups	Exhibition and/or public meeting with neighbours, local businesses and community/ amenity groups and consultation bodies	Publicise proposal on a website	Design exercise or similar. Event should be publicised in local media
Minor Development	Yes	Yes			
Smallscale Major Development	Yes	Yes	Yes	Yes	
Largescale Major Development	Yes	Yes	Yes	Yes	Yes

APPENDICES

Appendix 1

Stages in the preparation of a Local Plan

The following stages are taken from the Town and Country Planning (Local Development) (England) Regulations 2012.

Preparation of a local plan

18.—(1) A local planning authority must—

- (a) notify each of the bodies or persons specified in paragraph (2) of the subject of a local plan which the local planning authority propose to prepare, and
- (b) invite each of them to make representations to the local planning authority about what a local plan with that subject ought to contain.

(2) The bodies or persons referred to in paragraph (1) are—

- (a) such of the specific consultation bodies as the local planning authority consider may have an interest in the subject of the proposed local plan;
- (b) such of the general consultation bodies as the local planning authority consider appropriate; and
- (c) such residents or other persons carrying on business in the local planning authority's area from which the local planning authority consider it appropriate to invite representations.

(3) In preparing the local plan, the local planning authority must take into account any representation made to them in response to invitations under paragraph (1).

Publication of a local plan

19. Before submitting a local plan to the Secretary of State under section 20 of the Act, the local planning authority must—

- (a) make a copy of each of the proposed submission documents and a statement of the representations procedure available in accordance with regulation 35, and
- (b) ensure that a statement of the representations procedure and a statement of the fact that the proposed submission documents are available for inspection and of the places and times at which they can be inspected, is sent to each of the general consultation bodies and each of the specific consultation bodies invited to make representations under regulation 18(1).

Representations relating to a local plan

20.—(1) Any person may make representations to a local planning authority about a local plan which the local planning authority propose to submit to the Secretary of State.

(2) Any such representations must be received by the local planning authority by the date specified in the statement of the representations procedure.

(3) Nothing in this regulation applies to representations taken to have been made as mentioned in section 24(7) of the Act.

Submission of documents and information to the Secretary of State

22.—(1) The documents prescribed for the purposes of section 20(3) of the Act are—

- (a) the sustainability appraisal report;
- (b) a submission policies map if the adoption of the local plan would result in changes to the adopted policies map;
- (c) a statement setting out—
 - (i) which bodies and persons the local planning authority invited to make representations under regulation 18,
 - (ii) how those bodies and persons were invited to make representations under regulation 18,
 - (iii) a summary of the main issues raised by the representations made pursuant to regulation 18,
 - (iv) how any representations made pursuant to regulation 18 have been taken into account;
 - (v) if representations were made pursuant to regulation 20, the number of representations made and a summary of the main issues raised in those representations; and
 - (vi) if no representations were made in regulation 20, that no such representations were made;
- (d) copies of any representations made in accordance with regulation 20; and
- (e) such supporting documents as in the opinion of the local planning authority are relevant to the preparation of the local plan.

(2) Notwithstanding regulation 3(1), each of the documents referred to in paragraph (1) must be sent in paper form and a copy sent electronically.

(3) As soon as reasonably practicable after a local planning authority submit a local plan to the Secretary of State they must—

- (a) make available in accordance with regulation 35—
 - (i) a copy of the local plan;
 - (ii) a copy of each of the documents referred to in paragraph (1) (a), (b) and (c);
 - (iii) any of the documents referred to in paragraph (1) (d) or (e) which it is practicable to so make available, and
 - (iv) a statement of the fact that the documents referred to in sub-paragraphs (i) to (iii) are available for inspection and of the places and times at which they can be inspected;
- (b) send to each of the general consultation bodies and each of the specific consultation bodies which were invited to make representations under regulation 18(1), notification that the documents referred to in paragraphs (a)(i) to (iii) are available for inspection and of the places and times at which they can be inspected; and
- (c) give notice to those persons who requested to be notified of the submission of the local plan to the Secretary of State that it has been so submitted.

Consideration of representations by appointed person

23. Before the person appointed to carry out the independent examination under section 20 of the Act makes a recommendation under section 20(7), (7A) or (7C)(a) of the Act the person must consider any representations made in accordance with regulation 20.

Independent examination

24.—(1) At least 6 weeks before the opening of a hearing held for the purpose of giving persons the opportunity to appear before and be heard by the person appointed to carry out the independent examination under section 20 of the Act, the local planning authority must—

- (a) make the matters mentioned in paragraph (2) available in accordance with regulation 35; and
- (b) notify any person who has made a representation in accordance with regulation 20 and not withdrawn that representation, of those matters.

(2) The matters referred to in paragraph (1) are—

- (a) the date, time and place at which the hearing is to be held, and
- (b) the name of the person appointed to carry out the independent examination.

Publication of the recommendations of the appointed person

25.—(1) The local planning authority must comply with section 20(8) of the Act—

- (a) as soon as reasonably practicable after receipt of the report of the person appointed to carry out the independent examination under section 20 of the Act, or
- (b) if the Secretary of State gives a direction under section 21(1) or (4) of the Act after the person appointed to carry out the independent examination has made a recommendation under section 20(7), (7A) or (7C) of the Act, as soon as reasonably practicable after receipt of the direction.

(2) When the local planning authority comply with section 20(8) of the Act they must—

- (a) make the recommendations of the person appointed and the reasons given by that person for those recommendations available in accordance with regulation 35; and
- (b) give notice, to those persons who requested to be notified of the publication of those recommendations, that the recommendations are available.

Adoption of a local plan

26. As soon as reasonably practicable after the local planning authority adopt a local plan they must—

- (a) make available in accordance with regulation 35—

- (i) the local plan;
 - (ii) an adoption statement;
 - (iii) the sustainability appraisal report; and
 - (iv) details of where the local plan is available for inspection and the places and times at which the document can be inspected;
- (b) send a copy of the adoption statement to any person who has asked to be notified of the adoption of the local plan; and
- (c) send a copy of the adoption statement to the Secretary of State.

Public participation in a supplementary planning document

12. Before a local planning authority adopt a supplementary planning document it must—

- (a) prepare a statement setting out—
- (i) the persons the local planning authority consulted when preparing the supplementary planning document;
 - (ii) a summary of the main issues raised by those persons; and
 - (iii) how those issues have been addressed in the supplementary planning document; and
- (b) for the purpose of seeking representations under regulation 13, make copies of that statement and the supplementary planning document available in accordance with regulation 35 together with details of—
- (i) the date by which representations must be made (being not less than 4 weeks from the date the local planning authority complies with this paragraph), and
 - (ii) the address to which they must be sent.

Representations on supplementary planning documents

13.—(1) Any person may make representations about a supplementary planning document.

(2) Any such representations must be received by the local planning authority by the date specified pursuant to regulation 12(b).

Adoption of supplementary planning documents

14. As soon as reasonably practicable after the local planning authority adopt a supplementary planning document they must—

- (a) make available in accordance with regulation 35—
- (i) the supplementary planning document; and
 - (ii) an adoption statement; and
- (b) send a copy of the adoption statement to any person who has asked to be notified of the adoption of the supplementary planning document.

Availability of documents: general

35.—(1) A document is to be taken to be made available by a local planning authority when—

- (a) made available for inspection, at their principal office and at such other places within their area as the local planning authority consider appropriate, during normal office hours, and
- (b) published on the local planning authority's website,

(2) In relation to any document made available under these Regulations, except a local plan or supplementary planning document which has been adopted or approved, the local planning authority may cease to make the document available once the period specified in paragraph (3) has expired.

(3) The period mentioned in paragraph (2)—

- (a) where the document relates to a supplementary planning document or to the local planning authority's statement of community involvement, is 3 months after the day on which the supplementary planning document or statement of community involvement is adopted;
- (b) where the document relates to a local plan, is the 6 week period referred to in section 113(4) of the Act that applies as regards the local plan concerned.

(4) Where a local planning authority adopt, or the Secretary of State approves, a revision to a local plan or a supplementary planning document, as soon as reasonably practicable after the revision is adopted or approved, the local planning authority must incorporate the revision into the local plan or the supplementary planning document made available in accordance with this regulation.

Copies of documents

36.—(1) A person may request from the local planning authority a copy of a document made available in accordance with regulation 35.

(2) The local planning authority must provide a copy of the document to that person as soon as reasonably practicable after receipt of that person's request.

(3) The local planning authority may make a reasonable charge for a copy of a document—

- (a) provided in accordance with paragraph (2), or
- (b) published as required by or under Part 2 of the Act.

Appendix 2

Consultation bodies for the Local Plan

Specific Consultation Bodies

- (a) the Coal Authority,
- (b) the Environment Agency,
- (c) Historic England (formerly part of English Heritage),
- (d) the Marine Management Organisation,
- (e) Natural England,
- (f) Network Rail Infrastructure Limited (company number 2904587),
- (g) Highways England (formerly the Highways Agency)
- (h) a relevant authority any part of whose area is in or adjoins the local planning authority's area,
- (i) any person—
 - (i) to whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003, and
 - (ii) who owns or controls electronic communications apparatus situated in any part of the local planning authority's area,
- (j) if it exercises functions in any part of the local planning authority's area—
 - (i) a Clinical Commissioning Group;
 - (ii) a person to whom a licence has been granted under section 6(1)(b) or (c) of the Electricity Act 1989;
 - (iii) a person to whom a licence has been granted under section 7(2) of the Gas Act 1986(a);
 - (iv) a sewerage undertaker; and
 - (v) a water undertaker;
- (k) the Homes and Communities Agency; and
- (l) where the local planning authority are a London borough council, the Mayor of London;
- (m) Civil Aviation Authority
- (n) Transport for London
- (o) Enterprise M3 Local Enterprise Partnership
- (n) Office of Rail regulation

General Consultation Bodies

- (a) voluntary bodies some or all of whose activities benefit any part of the local planning authority's area,

- (b) bodies which represent the interests of different racial, ethnic or national groups in the local planning authority's area,
- (c) bodies which represent the interests of different religious groups in the local planning authority's area,
- (d) bodies which represent the interests of disabled persons in the local planning authority's area,
- (e) bodies which represent the interests of persons carrying on business in the local planning authority's area;

Where deemed appropriate, the Council will also consult with relevant Equalities Groups, whose activities benefit the whole or part of the Authority's area.

Local Representatives of Equality Groups in Surrey heath

Religious/Ethnic Minority Leaders in Surrey Heath:	
Churches Together in Camberley and Churches @ GU16 for Frimley	
Bengali Welfare Association (Muslim representative)	Al-Kharafi Centre, 282 London Road, Camberley, GU15 3JP
Chairman of Nepalese Buddhist Community UK	109 Kings Ride, Camberley, Surrey, GU15 4LJ E-mail: 3376@surrey.pnn.police.uk
The Buddhist Community Centre UK (BCCUK) Youth Association	E-mail: gyalmu_sherpa@hotmail.com E-mail: krishnaradha25@hotmail.com
SH Sikh Association	Cadet Hall Crawley Ridge
BME Development Manager	Surrey Community Action, Astolat, Coniers Way, New Inn Lane, Burpham, Guildford, Surrey GU4 7HL
Surrey Faith Links Advisor	Kauser.Akhtar@cofeguildford.org.uk Emma.Beswick@cofeguildford.org.uk
Older People	
Centres for Older People	Windle Valley Centre Day Care Centre

	for Older People
Centres for Older People	Tringhams West End Centre Tringham Hall Benner Lane West End Woking Surrey GU24 9PW
Surrey Heath Age Concern	http://www.sh-ac.org.uk/
University of 3 rd Age	71 Watchetts Drive Camberley GU15 2PF
Young People	
Tomlinscote School Students Representatives	Tomlinscote School
Kings International College Student Representatives	Kings International College
Collingwood College Student Representatives	Collingwood College
SH Youth Council	https://surreyheathyc.org.uk/
Disability	
Delivering Empowerment Coordinator	Families Directorate - Adult Social Care Management Team Surrey County Council The Squirrels, The Horseshoe, Bolters Lane, Banstead, SM7 2BQ
Disability Initiative	Resource Centre Knoll road Camberley Surrey GU15 3SY
Disability Access Surrey Heath (DASH)	12 Youlden Drive Camberley Surrey GU15 1AL
Surrey Deaf Forum	Surrey Coalition of Disabled People Room 5, Astolat, Coniers Way, Burpham, Guildford, Surrey, GU4 7HL

Gender	
Your Sanctuary	Operations Manager Your Sanctuary E-mail: Fiamma@yoursanctuary.org.uk E-mail: Kareng@yoursanctuary.org.uk
Bagshot Women's Association and Trustee of the Surrey Federation of Women's Institutes (SFWI)	Aysgarth 1 College Ride Bagshot Surrey GU19 5EW
Sexual Orientation	
Gay Surrey	Studio 108 15 Church Street Weybridge Surrey KT13 8NA Email: info@gaysurrey.org
Voluntary Services	
Voluntary Services	Ian Goodchild Centre Knoll Road Camberley

Glossary of Terms for Community Involvement

Throughout this document a number of abbreviations have been used as follows:

AAP Area Action Plan.	A Development Plan Document Plan for a specific area, such as the Camberley Town Centre AAP.
Amenity Bodies	these are groups that operate within Surrey Heath such as local village societies, historic trusts, preservation societies, open space societies etc.
AMR Authorities Monitoring Report.	An annual report which includes an update of how Local Plan policies are being delivered.
BME's	stands for Black and Minority Ethnic groups whose needs should be recognised and addressed
Citizens Panel	Local residents who have volunteered to provide information and input to the Council on issues and problems in the Borough and comments on proposed policies and documents.
DPD Development Plan Document.	The Town and Country Planning (Local Planning) (England) Regulations 2012 refers to these as the Local Plan. It is the main planning policy document produced by the Council and forms the statutory development plan for the area.
CS&DMP DPD Core Strategy & Development Management Policies DPD.	The Council's current Local Plan and is a Development Plan Document.
Focus Groups	These would be set up to discuss local issues or options for development and would comprise a cross section of individuals representing the local community
Key Stakeholders	These are the organisations whose input into the community or the issue being considered is particularly important. For example for health issues the local Clinical Commissioning Group would be a key stakeholder.
LDD Local Development Document.	This is a document or documents prepared by a local planning authority individually or in cooperation with one or more other local planning authorities, which contains statements regarding : (i) the development and use of land which the local planning authority wish to encourage during any specified period; (ii) the allocation of sites for a particular type of development or use. The Local Plan Development Plan Document is a Local

	Development Document.
LDF Local Development Framework.	This is the name given to a portfolio of local planning documents that help guide and manage development. These include Development Plan Documents and Supplementary Planning Documents. The LDF also places a strong emphasis on having a sound and up-to-date evidence base.
LDS Local Development Scheme.	The Local Development Scheme (LDS) sets out Surrey Heath Borough Council's programme for preparing future planning documents. It outlines what documents the Council will be working on and a timetable for the production of these documents.
Local Plan	A Local Plan document sets out the policies and site allocations which will form the basis for future land use planning and be used to determine planning applications. These documents are statutory documents accorded legal status under the Planning and Compulsory Purchase Act 2012.
Neighbourhood Forums	these are groups set up to represent their neighbourhood input into the planning process who could meet regularly to discuss planning issues affecting the local area and provide an opportunity for community involvement. Such groups could be formed in response to a single issue or large scale planning application or meet regularly as a recognised community group involved with the Borough Council in planning matters.
SA/SEA Sustainability Appraisal incorporating a Strategic Environmental Assessment.	A Sustainability Appraisal (SA) is a tool used to appraise planning policy documents in order to promote sustainable development. Social, environmental and economic aspects are all taken into consideration. Sustainability Appraisal (SA) is a compulsory requirement under the 2004 Planning and Compulsory Purchase Act and the 2001/42/EEC European Directive.
SCI Statement of Community Involvement.	The Statement of Community Involvement (SCI) sets out the Council's approach for involving the community in the preparation and revision of local development documents and planning applications.
SEA Strategic Environmental Assessment.	Strategic Environmental Assessment (SEA) is the process by which environmental considerations are required to be fully integrated into the preparation of plans and programmes. In plan making it is usually incorporated into the Sustainability Appraisal document.
SHBC Surrey Heath Borough Council.	Surrey Heath Borough Council is the Local Planning Authority.
SPD	These are documents that provide further information and

Supplementary Planning Document	additional detail to the policies within the Local Plan.
Stakeholders	Those organisations and individual s having a particular interest in an issue or proposal by virtue of residency, ownership, service provision or statutory responsibility etc.

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Council Finances as at 31st December 2016

Summary

To inform Executive of the position of the Council Finances as at 31st December 2016

Portfolio - Finance

Date Signed Off: 10 February 2017

Wards Affected - All

Recommendation

The Executive is advised to NOTE the Revenue, Treasury and Capital Position as at 31st December 2016.

1. Key Issues

- 1.1 This is the third quarter monitoring report against the 2016/17 approved budget, which provides an update on the Revenue, Treasury and Capital budget position as at 31st December 2016.

2. Resource Implications

Revenue Budget

- 2.1 Actuals against budget for the 3rd quarter are shown in the attached annex. The Council is anticipated to come in approximately £100k under budget excluding the £200k overall savings target. Once the income from the Mall and associated properties, which was not budgeted for, is taken account of there is likely to be a surplus

Capital Budget

- 2.2 Up to the third quarter almost £123m has been spent or committed on capital projects of which £122m has been spent on property acquisition principally the Mall, House of Fraser Building and Albany Park. This is support of the Council's Key Priorities 1 and 2 and has been done to enable regeneration and to generate income to support services going forward.

Treasury Investments

- 2.3 The Council currently has £34m invested in a variety of banks, building societies and funds. From analysis done by our advisors the Council has managed to achieve a combined 4.06% return for the last quarter which puts it well above the LA average of 0.90%. This means that the investment income is likely to be £100k higher than budgeted.

A list of investments held at the 31st December 2016 is shown in Annex B

Borrowing

- 2.4 The Council has borrowed £130.7m to fund property acquisitions. Based on the advice of our Treasury advisors this is made up of a mixture of longer term loans from the Public Works Loans Board and shorter loans from other local authorities.

3. Debtors

Sundry Debts

- 3.1 Sundry debts include all debts except those relating to benefits. At 31 December 2016 these amounted to £1.149m compared with £1.002m for the same period last year. Debtors have risen due to property rents from recent acquisitions being invoiced in December, £164K, for the quarter but paid in January.

Housing Benefit Debts

- 3.2 These debts arise when an overpayment in housing benefit has been made and thus has to be recovered. At 31st December 2016 the balance was £649k, compared with £669k at the end of the last quarter. During the last 3 months £88k was collected and £68k of new were debts raised.

4. Options

- 4.1 The report is for noting only.

5. Proposals

- 5.1 It is proposed that the Executive is advised to NOTE the Revenue, Treasury and Capital Position for the period to 31st December 2016.

6. Supporting Information

- 6.1 None

7. Corporate Objectives and Key Priorities

- 7.1 This item addresses the Council's Objective of delivering services efficiently, effectively and economically.

8. Sustainability

- 8.1 Budget monitoring and financial control are important tools in monitoring the financial sustainability of the Council.

8.2 Key services are being maintained despite financial constraints

9. Risk Management

9.1 Regular financial monitoring enables risks to be highlighted at an early stage so that mitigating actions can be taken.

Background Papers	None
Author/Contact Details	Kelvin Menon - Executive Head of Finance Kelvin.menon@surreyheath.gov.uk
Head of Service	Kelvin Menon - Executive Head of Finance

Consultations, Implications and Issues Addressed

	Required	Consulted	Date
Resources			
Revenue	✓		
Capital	✓		
Human Resources			
Asset Management			
IT			
Other Issues			
Corporate Objectives & Key Priorities			
Policy Framework			
Legal			
Governance			
Sustainability			
Risk Management			
Equalities Impact Assessment			
Community Safety			
Human Rights			
Consultation			
P R & Marketing			

Review Date:

Version:

Detail on the Revenue Budget Position at 31st December 2016

Services are asked to explain budget page variances greater than £25k between their profiled budget and actual expenditure to date and also what impact this could have at the year-end if any.

The statements below show the actual position against profiled budget as at the 31st December 2016 excluding pension and asset recharges. These have been excluded as they are not in the control of the services themselves.

Corporate Service

Budget for period £1,156k, Actual for Period £1,133k. predicted Year end impact - £14k favourable.

Savings due to sale of Website software to another Authority and IER Grant offset in part by increase in postage costs.

Legal and Property Service

Budget for period £129k, actual for period £-171k. Predicted year end impact £Nil

The reported surplus is due to the phasing of the 2016/17 maintenance and repairs programme which will be commenced before the end of the year and the phasing of rents. Although the vacant unit in Ashwood House has created a shortfall against budget this will be offset by the rent from Albany park which was not budgeted for.

Regulatory

Budget for period £2,051k, actual for period £1,823k. Predicted year end impact £Nil

The actuals includes £40k grant from One Public estate which will be spent by the end of the year. Homelessness current underspend of £35k but likely to be carried forward. Local plan underspend of £26k due to timing of work. There is also a risk that the costs of appeals may exceed the budget but it is too early to predict this with any certainty. There are also a number of smaller under/overspends that will be cleared by the end of the financial year.

Transformation

Budget for period £1,331k, actual for period £1,304k, Predicted year end impact £nil

Grants underspent in Community safety and economic development which will be placed in reserves at the year end for 2017/18.

Business

Budget for period £427k, actual for period £665k. Predicted year end impact £200k adverse.

The Theatre is performing better than last year with a particularly successfully pantomime however this is still short of the challenging budget set for 2016/17 which was higher than that in the original business case and will be corrected in the 2017/18 budget. Steps have been taken to reduce costs and increase income through changes to the staffing structure and programming policy which will have a positive impact in the future.

Community

Budget for period £3,148m, Actual for period £2,921m, predicted year end impact £80k favourable.

The council is anticipating to receive £30k for a recycling award due to good recycling performance. Street cleaning is forecast to be £50k under budget due to savings in the delivery of the service and lower than expected inflationary increases. £36k underspend on PPP fund but this will be returned to reserves at the end of the year for use in 2017/18

Finance

Budget for period £1,921m, actual for period £1,198m Predicted year end impact £30k favourable.

There are a number of small savings reported including Audit Fees, Insurance, Improved Council Tax arrears an additional NDR legal fee income. The big variance of £723k favourable is as a result of the timing of Housing Benefit payments against grant received.

Payroll

Salaries are now showing a favourable variance of £70k favourable. This includes the £192k vacancy factor and the £235k Star Chamber savings target. In addition there are one off reorganisation salary costs of £125k which were not budgeted for as they arise when the reorganisation is done and will be recovered from future savings.

Investment Interest

Due to the performance of the Councils investments this is likely to end the year with £100k additional income.

Town Centre

Income was not included within the budgets at the start of the year in relation to Town Centre investments as this was not envisaged at that time. Based on

the business plan submitted by the councils' advisors this should generate at least £500k in the period to the end of the year

INVESTMENTS as at 31st December 2016

	£
Lloyds Bank Call Account	600,023
Goldman Sachs Bank	2,000,000
Total Banks	2,600,023
Coventry Building Society	2,000,000
National Counties Building Society	1,000,000
Nationwide Building Society	2,000,000
Total Building Society	5,000,000
Debt Management Office	3,000,000
Total Banks, Building Societies and DMO	10,600,023
Glasgow City Council	2,000,000
Lancashire County Council	2,000,000
Total Local Authorities	4,000,000
AAA Rated MM Fund - Aberdeen (SWIP)	2,989,369
AAA Rated MM Fund - Blackrock	2,900,000
AAA Rated MM Fund - Insight	1,013,528
AAA Rated MM Fund - Standard Life (Ignis)	3,000,000
Total Money Market Funds	9,902,897
CCLA Property Fund	2,068,730
M & G Investments - Global Dividend Fund	1,194,921
M & G Investments - Strategic Corp Bond Fund	2,045,351
Threadneedle - Global Equity Income Fund	1,224,035
Threadneedle - Strategic Bond Fund	1,996,849
Total Longer Term Investments	8,529,887
Total Invested (excluding the NatWest SIBA)	33,032,807
NatWest SIBA	996,109
NatWest International Account	606,940
Total Invested (including NatWest SIBA)	34,635,856
Total Invested (Including SIBA & War Stock)	34,635,856

Annex C

CAPITAL MONITORING 2016/17 QUARTER 3

	B/Fwd From 2015/16	General Fund Adjustments	Approved Bids 2016/17	Total 2016/17 Programme	Current Spend & Commitments	Funds Available
	£'000	£'000	£'000	£'000	£'000	£'000
Legal						
Property Acquisition Strategy	1,035	-	-	1,035	483	552
Ashwood House	47	-	375	422	473	51
C & R Camberley TC	-	-	85,906	85,906	85,906	0
House of Fraser	-	-	18,713	18,713	18,713	0
Albany Road	-	-	15,925	15,925	15,925	0
Sub Total	1,082	-	120,919	122,001	121,500	501
Transformation						
Civica Financial System	30	-	-	30	2	28
Wifi Surrey Heath House	-	-	35	35	35	0
Cloud server system	-	37	75	112	112	-
Sub Total	30	37	110	177	149	28
Business						
Main Square Refurbishments	-	-	165	165	165	-
PIC Monies	127	-	-	127	30	97
Camberley Park & Obelisk	42	-	-	42	-	42
Wellington Park	20	-	-	20	-	20
Deanside Diamond Ridge Woods Picnic Area	35	-	-	35	-	35
Lightwater CP Visitor Centre	29	-	-	29	17	12
Theatre Seating	-	-	90	90	92	2
Sub Total	253	-	255	508	305	203
Community						
Disabled Grants	-	-	600	600	583	17
Maintenance	-	-	20	20	26	6
Adaptions	-	-	5	5	3	2
Sub Total	-	-	625	625	612	13
Corporate						
Public Web Portal	12	-	-	12	-	12
Telephone System	25	-	-	25	-	25
Sub Total	37	-	-	37	-	37
Regulatory						
Openspace works	259	-	-	259	100	159
Sub Total	259	-	-	259	100	159
GRAND TOTAL OF ALL SCHEMES	1,661	37	121,909	123,607	122,666	941

Camberley International Festival 2017

Summary

Following on from the success of the first Camberley International Festival (CIF), which took place in June last year, a second festival is planned from 7th-17th June 2017.

The festival will once again be a celebration of culture and the arts across Camberley and will further enhance the town's image as a highly desirable place to live, work and visit.

Portfolio – Corporate

Date Signed Off: 8 February 2017

Wards Affected

Town

Recommendation

The Executive is asked to note the proposal for the second Camberley International Festival in June 2017.

1. Key Issues

- 1.1 The CIF was launched in 2016 as part of Camberley Theatre's 50th Anniversary celebrations and proved very successful. Articles appeared across the media including Surrey Life, Essential Surrey's Summer Festival and interviews on BBC Radio Surrey, Sussex & Berks. The 2017 CIF has already been promoted on the BBC Radio 2 folk show.
- 1.2 BAFTA Award winning actress Juliet Aubrey was the patron of the festival last year and has agreed to continue in 2017.
- 1.3 Artist bookings for the festival are already in place and a day of free music and literature will take place across Camberley on June 10th. The festival finale is a proposed carnival and entertainment event taking place at the London Road Recreation Ground on Saturday June 17th.
- 1.4 The 2017 CIF will ensure on-going promotion and marketing of Camberley Town Centre, the Council's number 1 priority, increasing footfall to both the town and Camberley Theatre in particular.

2. Resource Implications

- 2.1 A budget of £15,000 has been allocated from the existing Town Centre budget to deliver the Camberley International Festival 2017. Using Camberley Theatre to host ticketed events and including Collectively

Camberley's Rooftop Cinema, fringe elements will be added to the pubs, cafes and outdoor spaces across Camberley to create a vibrant festival. Literature, short films, drama, comedy, contemporary dance, spoken word and live music will all be represented over the ten days and nights.

3. Options

- 3.1 The Executive is invited to NOTE that the second Camberley International Festival will take place in June 2017 and comment on the proposal.

4. Sustainability

- 4.1 If the festival continues to be successful it is anticipated to become an annual event, attracting national and recognition in subsequent years.

5. PR and Marketing

- 5.1 PR and Marketing will be handled in house by the marketing team. The event will generate a positive interest in Camberley.

6. Officer Comments

- 6.1 It is anticipated that the festival could be an annual event with growth in popularity and stature year on year. This will result in increased footfall in Camberley Town Centre over the festival period along with hotel, restaurant and shop revenues increasing, as the festival encourages visitors to Camberley.

Annexes	None
Background Papers	None
Author/contact details	Jo Bartlett – Media and Events Jo.bartlett@surreyheath.gov.uk
Head of Service	Richard Payne – Executive Head of Corporate

Write Off of Irrecoverable Revenues Bad Debts**Summary**

To approve the write-off of irrecoverable revenues bad debts over £1,500

Portfolio - Finance

Date signed off: 3 February 2017

Wards Affected

All

Recommendation

The Executive is asked to RESOLVE that bad debts totalling £32,111.48 in respect of Council Tax and £185,161.30 in respect of Non-Domestic Rates to be written-off in 2016-17.

1. Resource Implications and Key Issues

- 1.1 Attached at Annex A is a schedule of bad debts for Council Tax and Business Rates, the individual amounts of which are greater than £1,500. Financial Regulation 26.1 requires that any bad debt in excess of £1,500 shall only be written-off with the approval of the Executive.
- 1.2 All of the debts have been subject to the relevant recovery action and tracing enquiries have been undertaken.
- 1.3 The Council's enforcement agents (bailiffs) have also been unable to recover the debts from any forwarding address obtained from the tracing undertaken and the debt is now considered irrecoverable.
- 1.4 In respect of the Council Tax write offs, the Council bears 13% of the total, namely £4,174.49. The precepting authorities bear the remainder of the costs. In respect of the business rate write offs, the Council bears 40% of the total, namely £74,064.52.
- 1.5 To put into context the value of the debts that are being submitted for write off, this needs to be compared to the net collectable debits for 2016/17, which are:
- | | |
|----------------|---|
| Council Tax | £ 65.98m therefore write off is 0.049% (0.075% 2015/16) of the net collectable debit for 2016/17. |
| Business Rates | £ 38.3m therefore write off is 0.48% (0.42% 2015/16) of the net collectable debit for 2016/17 |
- 1.6 The Council Tax arrears as at 31 March 2016 for all years from 1993 were £1.74m. During 2016/17 continued our proactive approach to reducing the previous all year arrears.

- 1.7 The Council Tax arrears collection continues to make judicious use of all the recovery options made available to the Council by the Council Tax (Administration and Enforcement) Regulations. The recovery options available include making special payment arrangements, direct deduction from a debtor's wages or benefits and in cases where all other options are not available or have failed the use of Enforcement Agents. In 2016/17 we also added the use bankruptcy petitions and Charging Orders.
- 1.8 Business Rates had arrears of £1.02m as at 31 March 2016, in respect of all year debts from 1990. Monitoring arrears on Business Rates is affected by the addition to the list of new properties on a retrospective basis.
- 1.9 Previous year arrears, excluding fluctuations due to rateable value changes, have reduced by £77k. Again, we use all the legal methods available to us carefully to ensure that we maximise collection but allow viable businesses to continue trading.

2. Options

- 2.1 The debts are now deemed to be irrecoverable and therefore should be written off. The only other option would be to leave them in the accounts which would show a false situation.

3. Proposals

- 3.1 It is proposed that the debts as set out in Annexe A, having been deemed irrecoverable, be written off.

4. Supporting Information

- 4.1 Attached in Annex A is a listing of the individual debts for write-off showing the name of the debtor, year the debt arose, the reason for the write-off and the amount of the debt.

5. Legal Issues

- 5.1 In accordance with advice from the Information Commissioner's office personal details of debtors subject to write-off can only be made public if a full risk analysis as regards possible vulnerability has been undertaken. In all cases being recommended for write-off the authority holds insufficient information as to the debtor's circumstances e.g. age group or possible disability, to perform a proper risk assessment and therefore all cases should remain on the confidential part of the agenda.

6. Risk Management

- 6.1 As some of these debtors may be vulnerable, if any of their personal details were placed in the public domain the Council could be subject to legal action.

7. Human Rights

7.1 See Paragraph 6.1

8. Officer Comments

8.1 Surrey Heath continues to have one of the highest collection rates in the country and continues to pursue non payers through the courts. However despite these efforts some debts are uncollectable and therefore need to be written off.

ANNEXES	Annex A Council Tax Write-offs and NDR Write-offs
BACKGROUND PAPERS	None
AUTHOR/CONTACT DETAILS	Robert Fox – Revenues and Benefits Manager robert.fox@surreyheath.gov.uk
HEAD OF SERVICE	Kelvin Menon – Executive Head of Finance Kelvin.menon@surreyheath.gov.uk

CONSULTATIONS, IMPLICATIONS AND ISSUES ADDRESSED

	Required	Consulted	Date
Resources			
Revenue	N/A		
Capital	N/A		
Human Resources	N/A		
Asset Management	N/A		
IT	N/A		
Other Issues			
Portfolio Holder	Yes		
Corporate Objectives & Key Priorities	N/A		
Policy Framework	N/A		
Legal	Yes		
Governance	N/A		
Sustainability	N/A		
Risk Management	N/A		
Equalities Impact Assessment	N/A		
Community Safety	N/A		
Human Rights	N/A		
Consultation	N/A		
P R & Marketing	N/A		

Review Date:

Version: 1.0

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By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Exclusion of Press and Public

Recommendation

The Executive is advised to RESOLVE that, under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the ground that they involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Act, as set out below:

<u>Item</u>	<u>Paragraph(s)</u>
11 (part)	1
13	3
14	3

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