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Friday, 30 June 2017

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

Dear Councillor,

A meeting of the **EXECUTIVE** will be held at Surrey Heath House on Tuesday, 11 July 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

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## 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 20 June 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.

|            |  |                  |
|------------|--|------------------|
| <b>5.</b>  | <b>Public Realm Bid to the Local Enterprise Partnership</b>                            | <b>11 - 14</b>   |
| <b>6.</b>  | <b>The Borough of Surrey Heath (Off Street Parking Order) 2017</b>                     | <b>15 - 88</b>   |
| <b>7.</b>  | <b>Requests for Carry Forward of Unspent Budget from 2016/17 to 2017/18</b>            | <b>89 - 96</b>   |
| <b>8.</b>  | <b>Surrey Heath Heritage Service</b>   | <b>97 - 100</b>  |
| <b>9.</b>  | <b>Statement of Community Involvement</b>  | <b>101 - 146</b> |
| <b>10.</b> | <b>Response to Guildford Borough Council's Updated Draft Local Plan Consultation</b>   | <b>147 - 156</b> |
| <b>11.</b> | <b>Response to Rushmoor Borough Council's Draft Submission Local Plan consultation</b> | <b>157 - 172</b> |
| <b>12.</b> | <b>Exclusion of Press and Public</b>   | <b>173 - 174</b> |

**Part 2  
(Exempt)**

|            |   |                  |
|------------|---|------------------|
| <b>13.</b> | <b>Exempt Minutes</b>   | <b>175 - 178</b> |
|            | To confirm and sign the exempt minutes of the meeting held on 20 June 2017 (copy attached). |                  |
| <b>14.</b> | <b>Leisure Facility Procurement Options</b>   | <b>179 - 324</b> |
| <b>15.</b> | <b>Main Square Multi-Storey Car Park Capital Improvements</b>                               | <b>325 - 330</b> |
| <b>16.</b> | <b>Review of Exempt Items</b>   | <b>331 - 332</b> |

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 Council Chamber, Surrey Heath  
House, Knoll Road, Camberley, GU15  
3HD on 20 June 2017**

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+ Cllr Moira Gibson (Chairman)

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

+ Present

- Apologies for absence presented

In Attendance: Cllr David Allen, Cllr Rodney Bates, Cllr Paul Deach, Cllr Paul Innicki, Cllr Jonathan Lytle, Cllr David Mansfield, Cllr Robin Perry, Cllr Chris Pitt, Cllr Pat Tedder and Cllr Valerie White

### **1/E Minutes**

The minutes of the previous meeting, held on 4 April 2017, were confirmed and signed by the Chairman.

### **2/E Questions by Members**

Councillor Rodney Bates received responses to questions on:

- (i) Whether flats in the Borough had been the subject of checks following the fire tragedy at Grenfell House?; and
- (ii) Following the attack outside the Finsbury Mosque, what efforts had been made to reassure the Borough's Muslim community?

Councillor Paul Innicki received assurances on safety of materials to be used in the refurbishment of The Mall, Camberley.

Councillor David Allen received further clarification on budgets which would be attached to projects promoting the Council's Town Centre priorities.

### **3/E End of Year Performance Plan**

The Executive considered a report summarising the performance of the Council against corporate objectives, priorities and success measures, for the period 1 April 2016 to 31 March 2017.

Members welcomed the successes reported on, such as the Joint Waste Contract and whilst it was noted that future reports would better clarify which achievements referred to what target, the following areas were highlighted:

- (i) Case studies – Consideration would be given to using case studies to assist in evaluation, in areas such as services to people living with dementia, subject to maintaining the confidentiality of individual residents;
- (ii) Car Parking – Lower occupancy targets had been set than in neighbouring boroughs because those areas had higher levels of commuters;
- (iii) Temporary Accommodation - Whilst the number of households in temporary accommodation was in constant review, this would be addressed through the Local Plan rather than the annual performance report; and
- (iv) Complaints – The main area generating complaints is planning, where members of the public are dissatisfied with planning outcomes. Further work had been commissioned to address this often very complex form of complaints.

**Resolved, that the 2016/17 End of Year Report be noted.**

#### **4/E Quarter 4 Finance Report**

The Executive received an update on the high level view as to the financial performance of the Council for the year 2016/17, focussing on Revenue, capital, treasury investments, borrowing and debtors.

**Resolved, that the report on the Council's finances, as at 31 March 2017, be noted.**

#### **5/E Reference from Performance and Finance Scrutiny Committee**

Councillor Jonathan Lytle, Chairman of the Performance and Finance Scrutiny Committee outlined the committee's concerns in relation to the Council's Planning Enforcement function and in particular levels of resources to address the range of enforcement issues.

The Regulatory Portfolio Holder acknowledged the concerns, highlighting enforcement after instruction. He noted that he was already working with officers to achieve improvements and recognised that whilst increasing resources will not always improve perception, the recent steps to involve both the Corporate Fraud Team and the Contact Centre would need time to bed in. The key was to find more effective measures and use of powers.

**Resolved, that**

- (i) **The reference from the Performance and Finance Scrutiny Committee on the previous performance of the Planning Enforcement function and its contribution going forward, be noted;**
- (ii) **Measures to improve the service, going forward and in particular the new involvement of the Corporate Enforcement Team and Contact Centre be noted; and**

- (iii) **A further review of the performance of the service be scheduled after 12 months operation with the new measures in place.**

#### **6/E Public Space Protection Orders**

The Executive considered a report on draft Public Space Protection Order to replace the previous Designated Public Place Orders. It was proposed that the new Order, covering controlled alcohol zones, psychoactive substances, begging and responsible dog ownership would be the subject of public consultation. The proposed Order had already been the subject of consultation and reflected, where possible, the comments submitted.

It was proposed that the draft Order be approved for further public consultation and that the Executive Head of Community, in consultation with the Community Portfolio Holder, be authorised to consider any comments arising from the consultation and make the Order, unless there were significant issues resulting from that further consultation.

It was noted that further clarification was being sought from Surrey Police on the status of buskers and 'Big Issue' sellers.

#### **Resolved, that**

**(i) The draft Public Space Protection Order be approved for public consultation; and**

**(ii) The Executive Head of Community be authorised, in consultation with the Community Portfolio Holder, to consider any comments arising from the public consultation and to make the Order unless there are any significant issues arising therefrom.**

#### **7/E Response to Hart Borough Council's Local Plan**

The Executive received a report detailing formal representations to Hart District Council on its draft Local Plan. Members noted that it had not been possible to bring the proposed response to the Executive before submission due to the response deadline and the General Election.

**Resolved, that the response set out in the letter at Annex 1 to the Executive report, as Surrey Heath Borough Council's formal representations to Hart District Council's Draft Local Plan, be noted.**

#### **8/E Appointments to Outside Bodies**

The Executive considered a report seeking appointments to outside bodies for the 2017/18 municipal year, following consultation with Group Leaders.

Members noted a query from Surrey County Council as to whether the Mayor could be a Borough Council representative on its Local Area Committee. Subject to clarification on this, the Executive agreed appointments to outside bodies, as indicated below.

**Resolved that**

- (i) the appointments to outside bodies listed below be agreed; and
- (ii) Attendance by the appointed members at meetings of the bodies listed below and at Annex A to the Executive report, be regarded as approved duties, in accordance with the Members' Allowances Scheme.

| <b><u>Organisation</u></b>                                | <b><u>Representative</u></b><br><b><u>2017/18</u></b>                                       |
|---|---|
| Basingstoke Canal Joint Management Committee              | <i>Cllr David Lewis</i>   |
| Blackwater Valley Advisory Committee for Public Transport | <i>Cllr Paul Ilnicki<br/>Cllr Valeri White<br/>Cllr Chris Pitt (Sub)</i>                    |
| Blackwater Valley Countryside Partnership                 | <i>Cllr Chris Pitt<br/>Cllr David Lewis</i>   |
| Briars Centre Management Committee                        | <i>Cllr John Winterton</i>  |
| Camberley Town Football Club – Observer                   | <i>Cllr Valerie White</i>   |
| Chobham Common Liaison Group                              | <i>Cllr Pat Tedder<br/>Cllr Victoria Wheeler</i>  |
| Citizens Advice Bureau Management Committee               | <i>Cllr Robin Perry</i>   |
| Collectively Camberley Ltd                                | <i>Cllr Richard Brooks</i>  |
| Community Noise Forum                                     | <i>Cllr Rebecca Jennings-Evans<br/>Cllr Conrad Sturt</i>                                    |
| Deepcut Village Association                               | <i>Cllr Paul Deach</i>  |
| Fairoaks Airport Consultative Committee                   | <i>Cllr Victoria Wheeler</i>  |
| Farnborough Aerodrome Consultative Committee              | <i>Cllr Josephine Hawkins<br/>Cllr Chris Pitt (Sub)</i>                                     |
| Frimley Community Centre Management Committee             | <i>Cllr Bruce Mansell</i>   |
| Frimley Fuel Allotments Charity(4 year appointments)      | <i>Cllr Paul Ilnicki<br/>Cllr Bruce Mansell<br/>Cllr Robin Perry<br/>Cllr Joanne Potter</i> |

|  |   |
|--|---|
| Heatherside Community Centre Council   | <i>Cllr Paul Ilnicki<br/>Cllr Jonathan Lytle (Sub)</i>  |
| Heathrow Airport Consultative Committee  | <i>Cllr Charlotte Morley<br/>Cllr Robin Perry (Sub)</i>   |
| Henry Smith Charity (4 year appointments)  | <i>Cllr Chris Pitt<br/>Cllr Bruce Mansell<br/>Cllr Ian Sams</i>   |
| Joint Waste Collection Services Committee  | <i>Cllr Mrs Vivienne Chapman<br/>Cllr Josephine Hawkins (Sub)</i>   |
| Local Government Association - General Assembly  | <i>Leader of the Council – Cllr Moira Gibson<br/>Cllr Richard Brooks (sub)</i>  |
| Miss Gomms Trust (4 year appointments)   | <i>Martin Goodway<br/>Cllr Chris Pitt<br/>Cllr Joanne Potter<br/>Rev Russell<br/>Cllr Pat Tedder<br/>Cllr Nick Chambers</i> |
| Mytchett Community Association General Committee   | <i>Cllr Craig Fennell<br/>Cllr Joanne Potter (Sub)</i>  |
| Parking and Traffic Regulation outside London Adjudication Joint Committee (4 year appointments) | <i>Cllr Craig Fennell<br/>Cllr Paul Deach (sub)</i>   |
| RELATE North East Hants and Borders  | <i>Cllr Katia Malcaus Cooper</i>  |
| South East Employers   | <i>Cllr Chris Pitt<br/>Cllr Robin Perry (Sub)</i>   |
| South East England Councils  | <i>Leader of the Council -Cllr Moira Gibson<br/>Cllr Richard Brooks (sub)</i>   |
| Surrey County Playing Fields Association   | <i>Cllr Victoria Wheeler</i>  |
| Surrey Energy and Sustainability Partnership   | <i>No rep as in abeyance</i>  |
| Surrey Heath Age Concern   | <i>Cllr Ruth Hutchinson</i>   |
| Surrey Heath Arts Council  | <i>Cllr Edward Hawkins<br/>Cllr Ian Cullen<br/>Cllr Ian Sams<br/>Cllr John Winterton (Sub)</i>                              |

|  |  |
|--|--|
| Surrey Heath Duke of Edinburgh Award Forum | <i>Cllr Jonathan Lytle</i>   |
| Surrey Heath Local Area Committee          | <i>Cllr Vivienne Chapman Cllr Josephine Hawkins<br/>Cllr Paul Ilnicki<br/>Cllr Rebecca Jennings-Evans<br/>Cllr Valerie White<br/>Cllr Jonathan Lytle (sub)<br/>Cllr John Winterton (sub)<br/>Cllr Pat Tedder</i> |
| Surrey Heath Partnership                   | <i>Leader of the Council – Cllr Moira Gibson<br/>Cllr Vivienne Chapman (Portfolio Holder)</i>  |
| Surrey Heath Sports Council                | <i>Cllr Craig Fennell (Portfolio Holder)<br/>Cllr Charlotte Morley<br/>Cllr Max Nelson<br/>Cllr Victoria Wheeler</i>   |
| <b>Surrey Heath Youth Focus</b>            | <i>Cllr Paul Deach<br/>Cllr Ruth Hutchinson</i>  |
| Surrey Leaders Group                       | <i>Cllr Moira Gibson</i>   |
| Surrey Police and Crime Panel              | <i>Cllr Josephine Hawkins</i>  |
| Surrey Waste Partnership                   | <i>Cllr Mrs Vivienne Chapman</i>   |
| Voluntary Support North Surrey             | <i>Cllr Paul Deach<br/>Cllr Josephine Hawkins (Sub)</i>  |

## 9/E Appointment of Executive Working Groups

The Executive considered a report proposing the establishment of working groups, their terms of reference and the allocation of seats to those working groups appointed. Members noted the nominations submitted by the Group Leaders.

### **Resolved that**

- (i) The Working Groups detailed below be established;**
- (ii) The Terms of Reference, as amended and attached to the Executive report, be agreed;**
- (iii) The number and allocation of seats on each working group be as indicated below; and**
- (iv) Members and substitute members be appointed to the Working Groups for 2017/18, as listed below:**

|                   |  |
|-------------------|--|
| Camberley Theatre | Cllrs Ian Cullen Edward Hawkins, Paul Ilnicki, Ian Sams, Valerie White, John Winterton and |
|-------------------|--|



|                       |   |
|-----------------------|---|
|                       | Pat Tedder (Cllr Victoria Wheeler as Substitute)  |
| Camberley Town Centre | Cllrs Rodney Bates, Richard Brooks, Mrs Vivienne Chapman, Edward Hawkins, Paul Ilnicki and Robin Perry (Cllrs Colin Dougan and Ruth Hutchinson as Substitutes)  |
| Digital Services      | Cllrs Dan Adams, David Allen, Paul Deach, Colin Dougan, Jonathan Lytle, Charlotte Morley and Robin Perry (Cllrs Paul Ilnicki and Victoria Wheeler as Substitutes)   |
| Equality              | Cllrs Nick Chambers, Bill Chapman, Moira Gibson, Josephine Hawkins, Ruth Hutchinson, Charlotte Morley and John Winterton (Cllr Pat Tedder as Substitute)  |
| Local Plan            | Cllrs Richard Brooks, Bill Chapman, Colin Dougan, Edward Hawkins, Jonathan Lytle, Alan McClafferty, Adrian Page, Conrad Sturt, Pat Tedder and Victoria Wheeler (Cllrs David Allen and Ruth Hutchinson as Substitutes) |

#### **10/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) |
|--------|--------------|
| 11/E   | 3            |
| 12/E   | 3            |
| 13/E   | 3            |
| 14/E   | 3            |

Note: Minutes 11/E, 12/E and 13/E are summaries of matters considered in Part II of the agenda, the minutes of which it is considered should remain confidential at the present time.

#### **11/E Update on Town Centre Acquisitions**

The Executive noted an update on the performance of Town Centre Acquisitions.

#### **12/E Proposal to Invest in the Refurbishment of the Mall Camberley Shopping Centre**

The Executive agreed to note urgent action and make recommendations to the Council on a proposed refurbishment of The Mall, Camberley Shopping Centre.

#### **13/E Property Acquisition**

The Executive made decisions in relation to the possible acquisition of a property.

**14/E Review of Exempt Items**

The Executive reviewed the reports 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**

- (i) The report and minute for Item 13, Performance of Town Centre Acquisitions, remain exempt till further notice; and**
- (ii) The decision on item 14, Refurbishment of the Mall Shopping Centre, Camberley, be made public, but the report and minute to remain exempt for the present time; and**
- (iii) The report and minute on Item 15, Property Acquisition, to remain exempt, but the decision to be made public following the completion of lease negotiations.**

Chairman

## Public Realm Bid to the Local Enterprise Partnership

### Summary

In July 2016 the Council submitted an Expression of Interest to the EM3 Local Enterprise Partnership (LEP) for funding of public realm within Camberley Town Centre. The LEP has agreed that, subject to a successful business case, the funding bid for Surrey for this round of bidding will be the Surrey Heath bid for the public realm improvements.

The Expression of Interest sought funding of £3.5 million pounds from the LEP with a local contribution of £1 million pounds.

### Portfolio: Finance or Regulatory

**Date Portfolio Holder signed off report: 28 June 2017**

### Wards Affected

St Michaels and Town

### Recommendation

The Executive is advised to RECOMMEND that

- (i) Local contributions funding of up to £1,000,000 be agreed for the Public Realm bid scheme; and
- (ii) That contributions be phased over 2017/18 and 2018/19, with payment to be made upon commencement of the works.

## 1. Resource Implications

- 1.1 Developer contributions will be sought to fund these schemes but to enable the works to proceed quickly, initially all of the funding will have to come from the Council. There is a risk that future developer contributions will not meet the whole cost of these works.
- 1.2 The Council currently has £700,000 in Cil and Section 106 contributions that could be used in Camberley Town Centre to fund this work. The remaining money will need to be taken from reserves or Public Works Loan Board borrowing.

## 2. Key Issues

- 2.1 Camberley is identified as a Step up Town by the LEP and the Council, working with Surrey County Council has been successful in securing LEP funding for A30/A331 Corridor improvements (Meadows Roundabout) and Camberley Town Centre Highway Improvements. This bid for public realm improvements to the High Street, Princess Way and Knoll Walk will further complement the aim for Camberley to become a Step up Town. It will also help achieve the Council's

objective of delivering an improved Camberley Town Centre for the benefits of all residents in the Borough.

- 2.2 The current round of LEP funding is from a pot of £8 million pounds, of which £4 million pounds had already been committed. By supporting a bid for £3.5 million pounds from the remaining funding the LEP recognise the importance of the public realm bid in helping to deliver the economic benefits of an improved Camberley Town Centre.

### **3. Options**

- 3.1 Members have the option to

- (i) Agree to fund the £1,000,000 local contribution toward the Public Realm scheme or
- (ii) Not agree to fund the local contribution toward the Public Realm Scheme.

- 3.2 Members are asked to agree to fund the £1,000,000 local contribution toward the Public Realm Scheme.

### **4. Proposals**

- 4.1 The Public Realm scheme will provide improvements, including pedestrian priority, within the High Street and improvements to part of Princess Way (to the entrance of the Mall) and to Knoll Walk. This will improve access into the town centre and provide opportunities for public realm improvements for Camberley Town Centre set out in the Council's adopted Camberley Town Centre Area Action Plan and the adopted Camberley Town Centre Masterplan and Public Realm Strategy Supplementary Planning Document.

### **5. Supporting Information**

- 5.1 The Public Realm improvements to the Camberley Town Centre reflect the guidance in the Camberley Town Centre Masterplan and Public Realm Strategy Supplementary Planning Document which was adopted by the Council in April 2015.

### **6. Corporate Objectives And Key Priorities**

- 6.1 This project supports the priorities set out in the Place theme in the Council's Five year Strategy. In particular it supports the Key Priority of Delivering an improved Camberley town Centre for the benefit of all residents in the Borough.

### **7. Policy Framework**

- 7.1 Camberley Town Centre Area Action Plan (2014) and Camberley Town Centre Masterplan and Public Realm Strategy Supplementary Planning Document which was adopted by the Council in April 2015.

## 8. Risk Management

- 8.1 The risks are failure to deliver the regeneration of Camberley Town centre if improvements to the public realm are not undertaken. This bid seek to overcome this.
- 8.2 That without local contributions funding, the scheme business case submission to the LEP will fail. For this reason on this scheme payment of local contributions needs to be supported.

## 9. Consultation

- 9.1 Consultation on the proposed schemes will be undertaken

|                               |  |
|-------------------------------|--|
| <b>Annexes</b>                | <b>None</b>  |
| <b>Background Papers</b>      | None   |
| <b>Author/Contact Details</b> | Jenny Rickard – Executive Head of Regulatory<br><a href="mailto:Jenny.rickard@surreyheath.gov.uk">Jenny.rickard@surreyheath.gov.uk</a> |
| <b>Head of Service</b>        | Jenny Rickard – Executive Head of Regulatory   |

## Consultations, Implications and Issues Addressed

| <b>Resources</b>                      | <b>Required</b> | <b>Consulted</b>  |
|---------------------------------------|-----------------|-------------------|
| Revenue                               | ✓               | <u>21/06/2017</u> |
| Capital                               | ✓               |                   |
| Human Resources                       |                 |                   |
| Asset Management                      |                 |                   |
| IT                                    |                 |                   |
| <b>Other Issues</b>                   | <b>Required</b> | <b>Consulted</b>  |
| Corporate Objectives & Key Priorities | ✓               | <u>21/06/2017</u> |
| Policy Framework                      |                 |                   |
| Legal                                 | ✓               | <u>21/06/2017</u> |
| Governance                            |                 |                   |
| Sustainability                        |                 |                   |
| Risk Management                       |                 |                   |
| Equalities Impact Assessment          |                 |                   |
| Community Safety                      |                 |                   |
| Human Rights                          |                 |                   |
| Consultation                          |                 |                   |
| P R & Marketing                       |                 |                   |

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**The Borough of Surrey Heath (Off Street Parking Places Order) 2017.**

**Summary**

To implement the Borough of Surrey Heath (Off-Street Parking Places) Order 2017 and introduce the proposals laid out in this report. To authorise the Executive Head of Business to consider any objections arising from the public consultation.

**Portfolio:** Business

**Date Portfolio Holder signed off report:** 19 June 2017

**Wards Affected:** All

**Recommendation**

The Executive is advised to RESOLVE to

- (i) implement a 'No Return within 2 hours' restriction in pay and display car parks;
- (ii) to introduce a parking places order in St Georges Road car park in that all vehicles must park within the marked bays;
- (iii) to implement the Borough of Surrey Heath (Off-Street Parking Places) Order 2017; and
- (iv) authorise the Executive Head of Business to consider any objections arising from the public consultation

**1. Background**

- 1.1. There are four pay and display car parks that offer free parking for up to two hours, Bagshot car park, Burrell Road car park, Frimley, Chobham car park and Watchetts Road car park, Camberley. Motorists obtain a free 2 hour parking ticket by pressing the button on the pay and display machine and display the ticket in their vehicle.
- 1.2. When a motorist wishes to stay for longer than 2 hours they are expected to pay the relevant tariff, up to £2.50 for all day parking. However, some customers do abuse the 2 hour free parking facility by returning to the car park every 2 hours and obtaining another free 2 hour parking ticket.
- 1.3. Parking Services have received telephone calls from businesses in Chobham asking for this facility to be stopped.

- 1.4. St Georges Road car park is owned by Surrey Heath Borough Council with access in to the car park controlled by E & J Ground Rents, Winchester. E&J Ground Rents control access to ensure that only permitted vehicles park in the private permit bays within the service area.
- 1.5. The control system for this car park has been out of operation for several years and parking in the unregulated service area has become uncontrolled, unsightly and has resulted in the deterioration of the upkeep of the grassed areas and commercial waste facilities.

## **2. Key Issues**

- 2.1. To revoke the existing Borough of Surrey Heath (Off-Street Parking Places) Order 2003 and the eleven amendments that have been incorporated in to said order and consolidate all these changes in to a new Borough of Surrey Heath (Off-Street Parking Places) Order 2017.
- 2.2. The 'No Return within 2 hours' restriction incorporated in the new Order will need to be advertised on all pay and display car parks.
- 2.3. In these specific car parks customers do obtain a parking ticket for 2 hours free parking. They then return each 2 hours to obtain a new 2 hour free parking ticket and do so throughout the working day. Therefore they are get free parking for longer than the 2 hours and not paying the appropriate tariff for their stay.
- 2.4. The uncontrolled parking in St Georges Road car park has led to the deterioration of the appearance of this car park on a key pedestrian link between Knoll Road and High Street.
- 2.5. Introducing a parking places order on St Georges Road car park will enable Parking Services to install parking bays to control where vehicles are parked. This will also ensure access for waste vehicles and ensure the grassed areas are kept clear and tidy.
- 2.6. The introduction of the Order on St Georges Road car park will need to be advertised in this car park.

## **3. Resource Implications**

- 3.1. Borough of Surrey Heath (Off-Street Parking Places) Order 2017 will need to be advertised in the car parks and in the local paper starting a 4 week consultation period.
- 3.2. Any unresolved objections to be considered by the Executive Head of Business.
- 3.3. Should the Order be approved a Notice will need to be advertised in the car parks and in the local paper informing the public that the Order is in force.



- 3.4. Tariff boards will need to be amended, with one erected in St Georges Road car park to enable enforcement.

#### **4. Proposals**

- 4.1. It is proposed that the Executive approves:

- a) The introduction of a 'No Return within 2 hours' in all Pay and Display car parks as part of the Borough of Surrey Heath (Off-Street Parking Places) Order 2017;
- b) The introduction of parking controls in St Georges Road car park which will become a free, controlled car park in the Borough of Surrey Heath (Off-Street Parking Places) Order 2017;
- c) The introduction of the Borough of Surrey Heath (Off-Street Parking Places) Order 2017.
- d) To delegate authority to the Executive Head of Business to consider any unresolved objections.

#### **5. Options**

- 5.1. The options before the Executive are:

- a) To introduce or not introduce a 'No Return within 2 hours' in all Pay and Display car parks as part of the Borough of Surrey Heath (Off-Street Parking Places) Order 2017.
- b) To introduce or not introduce a parking places order on St Georges Road as part of the Borough of Surrey Heath (Off-Street Parking Places) Order 2017.
- c) To delegate the authority to the Executive Head of Business to consider any unresolved objections.
- d) Not to delegate the authority to the Executive Head of Business to consider any unresolved objections and for all unresolved objections to be reported to the Executive for their consideration

#### **6. Corporate Objectives and key priorities**

- 6.1. Corporate Object 1: We want to make Surrey Heath an even better place where people are happy to live.

#### **7. Policy Framework**

- 7.1. Surrey Heath Car Parking Strategy Policy 5 – Off Street Provision in Local Centres calls for the review of the usage and occupancy of off-street car parks in local centres with regard to the views of local traders, parish councils and

community groups, who shall be consulted in regard to existing provision and car park management.

## **8. Legal Issues**

8.1. All actions pursuant to the Road Traffic Regulation Act 1988.

## **9. Sustainability**

9.1. This will ensure that the parking regulations in all car parks are current, enforceable and allows for a more flexible Parking Service in light of future technologies.

## **10. Equalities Impact**

10.1. No change.

## **11. Consultation**

11.1. Order to be advertised in all car parks and in the local paper, members of the public will be able to support or object to the order.

|                               |  |
|-------------------------------|--|
| <b>Annexes</b>                | <b>The Borough of Surrey Heath (Off Street Parking Places) Order 2017</b>  |
| <b>Background Papers</b>      | <b>Surrey Heath Parking Strategy</b>   |
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**THE BOROUGH OF SURREY HEATH**  
**(OFF-STREET PARKING PLACES) ORDER 2017**

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**THE BOROUGH OF SURREY HEATH**  
**(OFF-STREET PARKING PLACES) ORDER 2017**

Surrey Heath Borough Council (hereinafter called “the Council”) in exercise of its powers under Section 32, 33, 35 and 124 of the Road Traffic Regulation Act 1984 (hereinafter referred to as “the 1984 Act”), the Traffic Management Act 2004 (thereinafter referred to as “the 2004 Act” and all Regulations and Order made in exercise of the powers conferred by the 2004 Act and all other enabling powers, with the consent of Surrey County Council in accordance with Section 39(3) of the 1984 Act and after consulting the Chief Officer of Police in accordance with Paragraph 20 of Schedule 9 to the 1984 Act hereby makes the Borough of Surrey Heath (Off-Street Parking Places) Order 2017:-

**PART I**  
**GENERAL**

Commencement and Citation

1. (1) This Order shall come into operation on xx<sup>st</sup> June 2017 and may be cited as The Borough of Surrey Heath (Off-Street Parking Places) Order 2017.

(2) The following Orders are hereby revoked:-

The Borough of Surrey Heath (Off-Street Parking Places) Order 2003

The Borough of Surrey Heath (Off-Street Parking Places) (Amendment No 1) Order 2003 (not proceeded with)

The Borough of Surrey Heath (Off-Street Parking Places) (Amendment No 2) Order 2003

The Borough of Surrey Heath (Off-Street Parking Places) (Amendment No 3) Order 2005

The Borough of Surrey Heath (Off-Street Parking Places) (Amendment No 4) Order 2008

The Borough of Surrey Heath (Off-Street Parking Places) (Amendment No 5) Order 2009

The Borough of Surrey Heath (Off-Street Parking Places) (Amendment No 6) Order 2009

The Borough of Surrey Heath (Off-Street Parking Places) (Amendment No 7) Order 2009

The Borough of Surrey Heath (Off-Street Parking Places) (Amendment No 8) Order 2010

The Borough of Surrey Heath (Off-Street Parking Places) (Amendment No 9) Order 2012

The Borough of Surrey Heath (Off-Street Parking Places) (Amendment No 10) Order 2017

The Borough of Surrey Heath (Off-Street Parking Places) (Amendment No 11) Order 2017

## Interpretation

2. In this Order, except where the context otherwise requires, the following expressions have the meanings hereby respectively

“Authorised Vehicle” means a vehicle of a class specified in Column 3 of Schedule 1 to this Order;

“Cashless Parking”, means a cashless payment made via a telephone, smartphone, computer, other method or device, either allowing a vehicle to park for a period of time or to pay the relevant charge as notified via a telephone, smartphone, computer, pay station or other device;

“Charging Days and Hours” in relation to a Parking Place means the period specified in Column 6 of Schedule 1 to this Order, excluding Bank Holidays or public holidays;

“Civil Enforcement Officer” means a person as defined by the 2004 Act to supervise and enforce *inter alia* the provisions on this Order;

“Council” means the Council of the Borough of Surrey Heath;

“Days and Hours of Operation” means the days and times that the Parking Order is in force;

“Disabled Person’s Badge” has the same meaning as in the Disabled Persons (Badges for Motor Vehicles)(England) Regulations 2000;

“Driver” in relation to a vehicle waiting in a parking place, means the person driving the vehicle at the time it entered the parking place or until it is proved to the contrary the Owner shall, notwithstanding that the Owner is a Limited Company or other legal person, be deemed to be the Driver and responsible for any non-compliance with or contravention of this Order;

“Electric Charging Point” means an Authorised Vehicle adjacent to a parking bay for the purposes of recharging the battery of an Electric Vehicle by way of a connection lead;

“Electric Vehicle” means a vehicle that is powered entirely or partially by electricity and is capable of being charged from an external source;

“Electric Vehicle Parking Bay ” means a parking bay provided in any Parking Place and indicated by surface markings and signage located within the boundaries of the Parking Place, where a charging point is provided for the use of charging electric powered vehicles;

" Hand Held Device" is a device used by a Civil Enforcement Officer to verify valid and expired parking events against cashless payment systems and for the issue a Penalty Charge notice where applicable;

“Maximum Height” is the restriction by means of a height restriction barrier at a Parking Place entrance/exit, physically preventing vehicles over this height from entering;

“Minimum Height” is the Minimum Height of a vehicle which will include ladders, luggage boxes, cycles and similar items that have been fitted permanently or temporarily on the roof of said vehicle for the sole purpose of transporting that equipment as notified by a sign adjacent or in the vicinity of a parking bay or parking area within a Parking Place;

“Motor Vehicle” has the same meaning as in the Road Traffic Act 1988;

“Owner” in relation to a vehicle, means the person registered as the keeper with the Driver and Vehicle Licensing Agency;

“Parking” in relation to a vehicle means where that vehicle is stopped for any period, whether or not the Driver or another person is present in or at the vehicle;

“Parking Bay” means any area of a Parking Place which is provided for the leaving of a vehicle and indicated by markings on the surface of the Parking Place ;

“Parking Place ” means any area of land specified by name in Column 1 of Schedule 1 provided by the Council under Section 32(1) of the Act of 1984 for use as a parking place; and

“Parking Ticket Machine” means an apparatus located in a Parking Place for accepting payments and issuing Pay and Display Tickets;

“Passenger Vehicle ” mean a Motor Vehicle (other than a Motorcycle) constructed or adapted solely for the carriage of not more than eight passengers (exclusive of the Driver), without a trailer attached;

“Pay and Display Parking Place” means a parking place whereby the driver must obtain a Pay and Display Ticket from a Parking Ticket Machine and display the ticket in the Relevant Position for the duration of their visit as described in Section III

“Pay and Display Ticket” means a ticket issued by a Parking Ticket Machine indicating the payment of the charge, if applicable, the date on which the ticket is valid and the time that the parking event expires;

“Pay Station” means an apparatus located in a Parking Place for accepting payments

“Penalty Charge” has the same meaning as in Section 92 of the 2004 Act. The Penalty Charge shall be set at Band 2 as set out in Section 1 of the Civil Enforcement of Parking Contraventions (Guidance on Levels of Charges (England) General Regulations 2007;



“Permit” means a device issued by the Council to be used strictly upon the terms and conditions of issue of the permit;

“Relevant Position” means;

(a) in respect of a Disabled Person’s Badge

(i) the Badge is shown inside the windscreen on the dashboard or fascia of the vehicle, or

(ii) where the vehicle is not fitted with a dashboard, fascia or windscreen, the Badge is shown in a conspicuous position on the vehicle,

and in each case so that the date of expiry, the name of the issuing authority and the serial number are clearly visible and able to be read easily from outside the vehicle, and

(b) in respect of a Pay and Display Ticket or Permit

(i) the Pay and Display Ticket or Permit is shown inside the windscreen, or

(ii) where the vehicle is not fitted with a dashboard, fascia or windscreen, the Pay and Display Ticket or Permit is shown in a conspicuous position on the vehicle,

and in each case so that the front face and all of the information including any expiry time and date, any date of validity and any reference number is able to be read easily from outside the vehicle;

“Reserved”, in respect of a Parking Place, means not available for parking by the public, or otherwise reserved for a particular Class of Vehicle, or purpose, or a vehicle for which a specific Permit has been issued;

“Virtual Parking Permit” means an electronic Permit issued by the Council or authorised agents to be used strictly upon the terms and conditions of issue of the Permit;

3. References in this Order to any statute or statutory instruments shall include and refer to any statute or statutory instrument amending consolidating or replacing them respectively from time to time and for the time being in force.

## **PART II USE OF PARKING PLACES**

### Use of Parking Place

4. Each Parking Place specified in Column 1 of Schedule 1 (as delineated on the plans attached to this Order) may be used, subject to the following provisions of this Order, as a Parking Place for such classes of vehicles, in such positions, on such days and during such hours and on payment of such charges as are specified in relation to that Parking Place in the Schedule.

5. Where in Schedule 1 a Parking Place is described as available for vehicles of a specified class or in a specified position, the Driver of a vehicle shall not park the vehicle in that Parking Place unless it is of the class and in the position specified.

#### Maximum Waiting Period

6. Except with the express consent of an authorised Officer of the Council, the Driver of a vehicle shall not park the vehicle in the Parking Place for longer than the maximum period permitted for waiting specified in Column 7 of Schedule 1 to this Order in relation to that parking place.

#### Parking in Correct Position

7. The Driver of a vehicle using a Parking Place shall not leave the vehicle in any position in the Parking Place except in such position as may be indicated by white lines, barrier posts, or other similar indication and shall not obstruct the access road over the Parking Place, and if positions are provided in the Parking Place for specified classes of vehicle shall neither leave any vehicle of such specified class in any other position, nor leave any vehicle in a position provided for any other class of vehicle. This article shall not operate so as to preclude any vehicle displaying a disabled persons badge from being parked in any Parking Bay provided for private Motor Vehicles generally.

#### Parking Spaces Reserved for Permit Holders

8. The Driver of a vehicle using a Parking Bay shall not leave that vehicle in such Parking Bay as may by signs and/or surface markings be indicated as being Reserved or for permit holders unless that vehicle displays in the Relevant Position a Permit issued by Surrey Heath Borough Council for that Parking Bay.

#### Parking Bays Reserved for Holders of a Disabled Person's Badge

9. The Driver of a vehicle using a Parking Bay shall not leave that vehicle in such Parking Bay as signs and/or surface markings may indicated as being Reserved for disabled Drivers unless that vehicle displays in the Relevant Position a Disabled Persons Badge issued in accordance with the provisions of The Disabled Persons (Badges for Motor Vehicles) Regulations 2000.

#### Parking Spaces Reserved for Electric Vehicle Charging

10. The Driver of a vehicle using a Parking Bay shall not leave that vehicle in such Parking Bay as may by signs and/or surface markings be indicated as being Reserved for Electric Vehicle charging unless that vehicle is connected to the Electric Vehicle charging point.

#### Parking Bays Reserved for Vehicles of Minimum Height

11. The Driver of a vehicle using a Parking Bay shall not leave that vehicle in such Parking Bay as may, by signs, be indicated as being Reserved for vehicles with a Minimum Height.

### Entering, Exiting and Speed in Parking Places

12. Where in a Parking Place signs are erected or surface markings are laid for the purpose of:-
- (a) indicating the entrance to, exit from the Parking Place, or maximum vehicle speeds,
  - (b) indicating that a vehicle using the Parking Place shall proceed in a specified direction within the Parking Place,
- no person shall drive or cause or permit to be driven any vehicle,
- (c) so that it enters the Parking Place otherwise than by an entrance, or leaves the Parking Place otherwise than by an exit, so indicated, or
  - (d) in a direction other than that specified, or
  - (e) so that it exceeds the indicated maximum vehicle speed.

### Double Yellow Lines

13. Where within the boundaries of a Parking Place there are surface markings or double yellow lines, no person shall cause or permit any vehicle to be parked on such yellow lines.

### Requirement for Excise Duty Licence and Insurance

14. The Driver of a vehicle subject to Excise Duty by virtue of Section 1 of the Vehicle Excise and Registration Act 1994 when used or kept on public roads shall not permit such vehicle to wait in a Parking Place unless the necessary licence for using or keeping the vehicle on public roads has been taken out and is visibly displayed on such vehicle and unless there is in relation to the use of the vehicle by the Driver such policy of insurance as complies with the requirements of the Road Traffic Act 1988.

### Stopping of Engines

15. The Driver of a Motor Vehicle using a Parking Place shall stop the engine as soon as the vehicle is in position in the Parking Place, and shall not start the engine except when about to change the position of the vehicle in or to depart from the Parking Place.

### Sounding of Horns etc.

1. The Driver of a vehicle using a Parking Place shall not sound any horn or other similar instrument except when about to change the position of the vehicle in or to depart from the Parking Place.

### Prohibited Activities

17. No person shall, except with the permission of a person authorised by the Council in that behalf, drive or permit to be driven any vehicle in a Parking Place for any purpose other than the purpose of leaving that vehicle in the Parking Place in accordance with the provisions of this Order or for the purpose of departing from the Parking Place.
18. No person shall, without the written consent of the Council, use a vehicle while it is in a Parking Place in connection with the sale of any article to persons in or near the Parking Place or in connection with the selling or offering for hire of their skill or services.
19. No person shall in a Parking Place, without the written consent of the Council, which may be given on such terms and conditions as it thinks fit
  - 1) sell or offer for sale anything whatsoever;
  - 2) make any collection of money or articles for charitable or other purposes;
  - 3) advertise or publish by any means any event, display, entertainment, sale, business, shop, organisation, collection or other thing; or
  - 4) erect or cause or permit to be erected any tent, booth, stand, building or other structure.
20. No person shall in a Parking Place
  - 1) wantonly shout or otherwise make any loud noise to the disturbance or annoyance of users of the Parking Place or residents of premises in the neighbourhood;
  - 2) play any ball game or game using a ball;
  - 3) ride any bicycle, moped, scooter or motorcycle unless proceeding directly to or from an area designated or otherwise permitted to be used for the parking of these vehicles;
  - 4) use any roller skates or blades, skate or snake boards;
  - 5) remain in the Parking Place after being told to leave by an officer, employee or person engaged by the Council or police officer;
  - 6) use any threatening, abusive or insulting language, gesture or conduct with intent to put any person in fear or so as to occasion a breach of the peace or whereby a breach of the peace is likely to be occasioned;
  - 7) without the consent of any person duly authorised by the Council, leave or cause to be left unattended, other than in a designated trolley park, any shopping or supermarket trolley

- 8) light or cause or permit to be lit any fire, stove or cooker.
21. No person shall, without the written consent of the Council, use any part of a Parking Place or any vehicle left in a Parking Place
    - (1) for sleeping or camping or washing purposes; or
    - (2) for eating or cooking; or
    - (3) for the purpose of servicing or washing any vehicle or part thereof other than is reasonably necessary to enable that vehicle to depart from the Parking Place;

#### Careless or Dangerous Driving

22. No person shall drive a Motor Vehicle in a Parking Place in such manner as would give rise to an offence of careless or dangerous driving in terms of Sections 2 and 3 of the Road Traffic Act 1988 if the offending driving had taken place on a road or in any manner such as to cause concern, nuisance or damage to other users of the Parking Place and/or their vehicles.

#### Reasons to be in a Parking Place

23. No person shall come onto, be in or upon any Parking Place or annex, office, store, stairway, lift well, or other associated structure thereof on foot or cycle for any purpose other than the removal of any vehicle properly parked in the Parking Place in accordance with the provisions of this Order or for the deposit or removal of goods therein.

#### Complying with directions or instructions

24. No person shall refuse or fail to comply with a direction or instruction in terms of this Order given to them by any person authorised by the Council in that behalf or by a Police Office.

#### Means of Passage

25. Except with the written consent of the Council no person shall use a Parking Place as a means of passage on foot or by vehicle.

#### Closure of Parking Place

26. Notwithstanding the provisions of this Order the Council may by notice posted on or near the Parking Place close any Parking Place or part thereof, or reserve such Parking Place or part thereof, for any period either generally or in respect of a particular class or classes of vehicle and a Driver of any vehicle which is subject to the closure notice shall not park in or otherwise use the Parking Place when it has been so closed.

#### Mobile Homes etc.

27. For the avoidance of doubt mobile homes, caravans and trailers are specifically excluded from entry to the Parking Places included in this Order and shall not be towed into any of them.

#### Charge

28. The charge for an Authorised Vehicle parking in a Parking Place during the charging hours subject as hereinafter provided shall be that specified in Column 8 of Schedule 1 to this Order or as amended in accordance with the 1984 Act

### **PART III PAY AND DISPLAY**

#### Use of Pay and Display Parking Place

29. The Driver of a vehicle using a Pay and Display Parking Place shall, upon parking the vehicle in the Parking Place, obtain a valid Pay and Display Ticket from a Parking Ticket Machine located in said Parking Place by:
- (1) obtaining a free parking ticket by pressing the green button on the front of the parking ticket machine for the authorised period referred to in Column 8 of Schedule 1; or
  - (2) purchasing a Pay and Display Ticket for the relevant duration referred to in Column 8 of Schedule 1; or
  - (3) making a Cashless Parking prepayment for the relevant duration referred to in Column 8 of Schedule 1; or
  - (4) entering their vehicle registration number in to the device provided to obtain free parking for the authorised period.
30. Where a Driver has obtained a ticket from the Parking Ticket Machine, the Driver shall, prior to leaving the vehicle in the Parking Place, display the free or paid for Pay and Display Ticket in a Relevant Position in the vehicle. Where a virtual parking transaction has been made the enforcement officer will validate the virtual transaction using a Hand Held Device.

#### Length of stay

31. No person shall cause or permit a vehicle to wait during the charging hours in a Pay and Display Parking Place specified in Column 6 of Schedule 1 for longer than the period for which the Pay and Display Ticket was obtained or payment was made and shall not cause or permit the vehicle to return to that Parking Place within two hours of leaving the Parking Place as specified in Column 7 of Schedule 1.

#### Defective Apparatus

32. Where any Parking Ticket Machine is defective it shall be the responsibility of the Driver of a vehicle to obtain a Pay and Display Ticket of the appropriate denomination or kind from an alternative Parking Ticket Machine or make a Cashless Parking payment via any alternative parking device where available.

**PART IV  
PAY ON FOOT SYSTEM**

Use of Pay on Foot Parking Place

33. The Driver of a vehicle using any of the Pay on Foot Parking Places is required to pay the relevant tariff as shown in Column 8 of Schedule 1 of this Order.
34. Payment can be made via a Pay Station using cash or payment card or by using Cashless Parking or having a valid parking permit issued by the Council.
35. The Driver of an Authorised Vehicle who intends to park in a Parking Place shall stop at the barrier at the entrance to the Parking Place to allow for the capture of the vehicle registration registration number.
36. The Driver shall immediately upon the raising of the barrier drive to a Parking Bay.

Method of Payment of Charges At A Pay Station

37. The following provisions shall govern the method of payment of the charge at a pay station by Drivers:
  - (1) When the Driver intends to remove their vehicle from the Parking Place they shall ensure payment has been made at a pay station or via any Cashless Parking method.
  - (2) The Driver is to enter the registration number in to the pay station using the touch screen.
  - (3) Upon the acceptance of the registration number or following the procedure notified on the pay station to validate a parking event where a registration number is not recognised the pay station will state the charge to be paid by the Driver who shall pay either by inserting notes or coins into the pay station, making a payment using a credit or debit card at the pay station or another cashless payment system.
  - (4) After the Driver has complied with paragraph (3) above the pay station shall notify the Driver that the payment is accepted and they can leave the Parking Place.
  - (5) The Driver shall return to their vehicle and immediately to the barrier at the exit of the Parking Place.
  - (6) If the Driver fails to drive the said vehicle immediately to the barrier at the exit of the Parking Place and because of such delay the exit barrier does not accept that the full charge has been paid in accordance with paragraph (3) above, they shall be liable to pay the balance of charges then due as specified in Column 8 of Schedule 1 to this Order in accordance with paragraphs (3) to (5) of this Article.



- (7) When at the exit of the Parking Place the barrier, having validated that exit is authorised, the barrier will raise and the Driver shall immediately drive their vehicle from the Parking Place.
- (8) In the event of a Driver of an Authorised Vehicle being unable to verify the registration number at a pay station, the Driver is to follow the procedure shown on the pay station and enter to the best of their recollection the day and time when they believed they entered the parking place for their current parking event and pay the relevant tariff shown on the pay station.
- (9) If a period of 10 minutes has elapsed from the expiration of the period allowed from the payment of the tariff at the pay station prescribed by paragraph (3) above, the exit barrier shall prevent exit from the Parking Place. The Driver shall return to the pay station, re-enter their registration number and pay the additional charge as shown on the pay station in accordance with paragraphs (3) to (5) of this Article.
- (10) Failure to make the appropriate payment will render the Driver liable to pay the Penalty Charge.

#### Use of Cashless Parking

38. The following provisions shall govern the use of Cashless Parking to authorise exit from the Parking Place at the exit barrier by Drivers:
- (1) The Driver is to ensure that the appropriate tariff has been paid using a cashless parking and then the Driver shall return to their vehicle and immediately drive to the exit from the Parking Place.
  - (2) When the vehicle arrives at the exit barrier the payment via cashless parking will be validated and the barrier will raise and the Driver shall immediately drive their vehicle from the Parking Place.
  - (3) If the Driver has not paid the correct tariff or has delayed their immediate exit from the Parking Place their exit will not be authorised and the Driver will be liable to pay any outstanding tariff in order to exit the Parking Place.
  - (4) If the exit barrier fails to rise the Driver is to contact the control room via the intercom to where the officer will investigate the situation and will notify the Driver if any additional payment is required. Such payment can be made via a pay station or cashless parking, as appropriate.
  - (5) Failure to make the appropriate payment will render the Driver liable to pay the Penalty Charge.

**PART V**  
**PERMIT PARKING SCHEME**

Permit Holders

39. The Driver of a vehicle using any of the Parking Places referred to in Column 1 of Schedule 1 of this Order shall be exempt from the provisions of Articles 28 and 32 of this Order provided that a valid permit issued by the Council in respect of the Parking Place is displayed in the Relevant Position on the vehicle at all times while the vehicle is parked in the Parking Place or has a valid Virtual Parking Permit that is validated by the enforcement officer using a Hand Held Device.
40. The fee for a permit for use at the Parking Places referred to in Column 1 of Schedule 2 to this Order shall be that referred to in Column 2 of the said Schedule 2.
41. The Permit shall not be used except by the person to whom it has been issued and shall be used strictly in accordance with the terms and conditions of issue including date, time and location.

Issue of Permits

42. The Council on receipt of such information and particulars as it may require and any remittance required under Column 2 of Schedule 2, may issue a Permit for the leaving of a vehicle in Parking Place shown in Column 1 of Schedule 1.
43. Where specific Parking bays are identified by means of signs and/or surface markings in a Parking Place for specific permit holders or virtual permitholders only those Drivers may leave an Authorised Vehicle in those Parking Bays.
44. Where a Permit is issued by the Council it may be a written Permit or a Virtual Parking Permit. A written Permit may include the following particulars:-
  - (1) an indication that the Permit has been issued by the Council;
  - (2) the Parking Bay to which the Permit relates; and
  - (3) the period during which the Permit shall remain valid.

Preference to applicants from Portesbery Road without parking facilities

45. In issuing Permits for Portesbery Road Residents' Car Park, the Council shall give preference to applicants who are residents of Portesbery Road, Camberley and who do not have available to them facilities for off-street parking within the curtilages of the dwellings they occupy.

Display of Permits

46. Permit holders shall display their Permit in the Relevant Position so that it is clearly visible from outside the vehicle at all times when using their permit holder's Parking Bay.

### Surrender of Permit

47. A Permit or Virtual Parking Permit may be surrendered at any time. A person who surrenders their Permit or Virtual Parking Permit to the Council shall be entitled to a refund of a proportionate part of the charge paid in respect of the issue thereof calculated from the beginning of the month following the date of such surrender to the 31<sup>st</sup> day of March then next following.
48. The Council reserves the right to withdraw a Permit or Virtual Parking Permit from any Driver where the Council for any reason.
- (i) A permit holder shall surrender a Permit to the Council, if the Council, by notice in writing served on the permit holder at the address shown by that person on the application for the Permit or at any other address believed to be that person's place of abode, withdraws a Permit for any reason, and the permit holder shall surrender the Permit to the Council within forty-eight hours of the receipt of the aforementioned notice.
- (ii) A virtual permit holder will be notified by email, letter or other method as shown on the management database, that their Virtual Parking Permit has been withdrawn, with a minimum notice period of 2 whole working days.

### Replacement Permit

49. If a Permit is mutilated, accidentally defaced, illegible, lost or destroyed, the permit holder may apply to the Council for the issue of a replacement Permit, and the Council upon being satisfied as to such mutilation, defacing, illegibility, loss or destruction shall issue a replacement Permit so marked and upon such issue the defaced Permit shall become invalid.
50. A fee for a replacement Permit shall be charged as shown in under Column 2 of Schedule 2.

## **PART VI ENFORCEMENT PROVISIONS**

### Incurring a Penalty Charge

51. If a vehicle is parked in a Parking Place in contravention of the provisions of any Article of this Order a Penalty Charge shall be payable in accordance with the Traffic Management Act 2004.

### Amount of Penalty Charge

52. The Penalty Charge payable in respect of a vehicle left in a parking place in contravention of the provisions of Parts II, III, IV, V and VI of this Order shall be set at Band 2 as set out in Section 1 of the Civil Enforcement of Parking Contraventions (Guidance on Levels of Charges (England) General Regulations 2007).

## **PART VII EXEMPTIONS**

### Motor-cycles

53. Motor-cycles, as defined in Section 136(4) of the Road Traffic Regulation Act 1984, shall be exempt from the charges specified in Column 8 of Schedule 1.

### Disabled Person's Badge Holder and other Purposes

54. A vehicle which displays in the Relevant Position a Disabled Person's Badge shall be exempt from the pay and display charge referred to in Column 8 of Schedule 1 to this Order.

### Display of Disabled Person's Badge

55. For the purpose of this Order a vehicle shall be regarded as displaying a Disabled Person's Badge in the Relevant Position when -
- (1) in the case of a vehicle fitted with a front windscreen, the Disabled Person's Badge is exhibited thereon with the obverse side facing forwards on the near side and immediately behind the windscreen, and
  - (2) in the case of a vehicle not fitted with a front windscreen, the Disabled Person's Badge is exhibited in a conspicuous position on the front or near side of the vehicle.

### Display of Other Permits

56. A vehicle of which the Driver has been given a Permit in writing by or on behalf of the Council, subject to such conditions as the Council think fit, shall be exempt from any limitation on time specified in Column 7 of the Schedule 1 and from payment of any charge specified in Column 8 of the Schedule 1 to this Order if the Permit is exhibited on the vehicle in the relevant position.

## **PART VII REMOVAL OF UNAUTHORISED VEHICLES**

### Altering Position of Vehicle

57. If a vehicle is left in a Parking Place in a position other than in accordance with the provisions of Part II of this Order a person authorised by the Council in that behalf may alter or cause to be altered the position of the vehicle so that its position is in accordance with the said provisions.

### Removal of Vehicle

58. If a vehicle is left in a Parking Place in contravention of any of the foregoing provisions of this Order a person authorised by the Council in that behalf may remove the vehicle from that Parking Place or arrange for such removal, and the reasonable

costs of the removal, storage and disposal of that vehicle incurred by the Council shall be paid by the Driver of the vehicle and may be recovered from the Driver as a civil debt.

#### Emergencies

59. During an emergency, a person authorised by the Council or a police constable in uniform may alter or cause to be altered the position of a vehicle in a Parking Place.

#### Method of Alteration

60. Any person altering, or causing the alteration of, the position of a vehicle by virtue of Article 57 or removing, or causing the removal of, a vehicle by virtue of Articles 58 or 62 may do so by towing or driving the vehicle or in such other manner as they may think reasonably necessary to enable the position of the vehicle to be altered or the vehicle to be removed. Neither such person nor the Council shall be responsible for loss or damage to the vehicle or to anything contained therein and thereon arising from or in consequence of the powers contained in this Article.

#### Safety of Removed Vehicle

61. Any person removing or arranging for the removal of a vehicle by virtue of Articles 60 or 62 shall make such arrangements as they considers to be reasonably necessary for the safety of the vehicle in the place to which it is removed.

#### Abandoned Vehicles

62. The Council may, in respect of a vehicle which has been or could at any time be removed from a Parking Place in accordance with Article 58, if it appears to it to have been abandoned, make arrangements to sell or otherwise dispose of the vehicle in accordance with The Removal and Disposal of Vehicles Regulations 1986 and the Council's procedure for dealing with abandoned vehicles.

THE COMMON SEAL of THE COUNCIL  
OF THE BOROUGH OF SURREY HEATH  
was hereunto affixed the 1xx<sup>th</sup> day of xxxx  
2017 in the presence of:-

}

Head of Legal Services

**SCHEDULE 1**

| Name of Parking Place<br><br>1  | Position of Vehicle<br><br>2  | Classes of Vehicle<br><br>3  | Days of Operation of Parking Place<br><br>4 | Hours of Operation of Parking Place<br><br>5 | Charging Hours<br><br>6 | Maximum period which Vehicle may wait<br><br>7 | Maximum Scale of Charges<br><br>8   |
|---|---|--|---|--|-------------------------|--|---|
| <p>1. Main Square Multi-storey car park, Princess Way, Camberley. (as shown edged black on Plan 1)</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 38</p> | <p>Wholly within a Parking Bay save that motor-cycles shall be parked in that area on the ground floor specifically set aside for the parking of motor-cycles and in no other place whatsoever.</p> | <p>(i) Motor cars within the provisions of Section 136(2) (a) of the Act of 1984.<br/>(ii) Motor-cycles as defined in Section 136(4) of the Act of 1984.<br/>(iii) Motor Vehicles, constructed or adapted for the conveyance of goods or burdens, which do not exceed 1.5 tonnes unladen weight or 2 metres in height.</p> | <p>All days</p>                             | <p>All hours</p>                             | <p>All hours</p>        | <p>No limit</p>                                | <p>“Pay on Foot” charges during the charging hours<br/>Between<br/>(i) not exceeding two hours - £1.80<br/>(ii) exceeding two hours but not exceeding three hours –£2.30<br/>(iii) exceeding three hours but not exceeding four hours - £3.50<br/>(iv) exceeding four hours but not exceeding 6 hours - £5.00<br/>(v) exceeding 6 hours - £7.00</p> <p>Sunday, Bank Holiday<br/>£1.50<br/>Evenings 6.00pm to 8.00am £2.00</p> |
| <p>2. Main Square Level 3A Ashwood House Extension, Princess Way, Camberley. (as shown edged black on Plan 2)</p>   | <p>Wholly within a Parking Bay.</p>   | <p>(i) Motor cars within the provisions of Section 136(2) (a) of the Act of 1984.<br/>(ii ) Motor Vehicles, constructed or adapted for the conveyance of goods or burdens, which do not exceed 1.5 tonnes unladen weight or 1.8 metres in height.</p>  | <p>All days</p>                             | <p>All hours.</p>                            | <p>All hours</p>        | <p>No limit</p>                                | <p>“Pay on Foot” charges during the charging hours<br/>Between<br/>(i) not exceeding two hours - £1.80<br/>(ii) exceeding two hours but not exceeding three hours –£2.30<br/>(iii) exceeding three hours but not exceeding four hours - £3.50</p>   |

| Name of Parking Place  | Position of Vehicle  | Classes of Vehicle   | Days of Operation of Parking Place | Hours of Operation of Parking Place | Charging Hours              | Maximum period which Vehicle may wait | Maximum Scale of Charges  |
|--|--|--|------------------------------------|-------------------------------------|-----------------------------|---------------------------------------|---|
| 1  | 2  | 3  | 4                                  | 5                                   | 6                           | 7                                     | 8   |
|  |  |  |                                    |                                     |                             |                                       | (iv) exceeding four hours but not exceeding 6 hours - £5.00<br>(v) exceeding 6 hours - £7.00<br><br>Sunday, Bank Holiday £1.50<br>Evenings 6.00pm to 8.00am £2.00   |
| 3. Knoll Road Multi-Storey Car Park, Camberley. – as shown edged black on Plan 3 | Wholly within a Parking Bay (not being a parking bay set aside for the use of parking permit holders unless the Driver holds a valid Permit in respect thereof, not being a Parking Bayset aside for vehicles with height clearance of 2.0m or above). | (i) Motor cars within the provisions of Section 136(2) (a) of the Act of 1984.<br>(ii) Motor Vehicles, constructed or adapted for the conveyance of goods or burdens, which do not exceed 1.5 tonnes unladen weight or 2.1 metres in height, unless parked in a Parking Bayset aside for vehicles with a height clearance of over 2.0m | All days.                          | All hours, when open.               | All hours.                  | No limit                              | “Pay on Foot” charges during the charging hours<br><br>(i) not exceeding 1 hour – £1.00<br>(ii) exceeding 1 hour but not exceeding 2 hours – £1.50<br>(iii) exceeding 2 hours but not exceeding 3 hours - £2.00<br>(iv) exceeding 3 hours but not exceeding 4 hours – £3.00<br>(v) exceeding 4 hours £4.00<br><br>Sunday, Bank Holiday £1.50<br>Evenings 6.00pm to 8.00am £1.50 |
| 4. Bagshot Car Park - (as shown edged black on                                   | Wholly within a Parking Bay.   | (i) Motor cars within the provisions of Section 136(2) (a) of the Act of 1984.<br>(ii) Motor-cycles as defined in Section  | All days.                          | All hours                           | Between 0800 hours and 1800 | 18 hours<br>No return within          | “Pay and Display” charges during the charging hours -   |





| Name of Parking Place<br>1  | Position of Vehicle<br>2     | Classes of Vehicle<br>3  | Days of Operation of Parking Place<br>4 | Hours of Operation of Parking Place<br>5 | Charging Hours<br>6   | Maximum period which Vehicle may wait<br>7 | Maximum Scale of Charges<br>8   |
|---|------------------------------|--|---|--|---|--|---|
|   |                              |  |   |  |   |  | (v)exceeding five hours but not exceeding six hours – £1.60<br>(vi)exceeding six hours but not exceeding seven hours – £2.00<br>(vii)exceeding seven hours but not exceeding eight hours – £2.40<br>(viii)exceeding 8 hours - £2.50   |
| 6. Chobham Car Park, High Street, Chobham (as shown edged back on Plan 6)<br>41 | Wholly within a Parking Bay. | (i) Motor cars within the provisions of Section 136(2) (a) of the Act of 1984.<br>(ii) Motor-cycles as defined in Section 136(4) of the Act of 1984.<br>(iii) Motor Vehicles, constructed or adapted for the conveyance of goods or burdens, which do not exceed 1.5 tonnes unladen weight or 2.1 metres in height, unless the vehicle is being used to load or unload goods in connection with adjacent premises. | All days.                               | All hours                                | Between 0800 hours and 1800 hours on any day other than a Sunday or Bank Holiday or other public holiday. | 18 hours<br><br>No return within 2 hours.  | “Pay and Display” charges during the charging hours -<br>(i)not exceeding two hours – Free<br>(ii)exceeding two hours, but not exceeding three hours - £0.40<br>(iii)exceeding three hours but not exceeding four hours – £0.80<br>(iv)exceeding four hours but not exceeding five hours – £1.20<br>(v)exceeding five hours but not exceeding six hours – £1.60<br>(vi)exceeding six hours but not exceeding seven hours – £2.00<br>(vii)exceeding seven hours but not exceeding eight hours – £2.40<br>(viii)exceeding 8 hours - £2.50 |

| Name of Parking Place  | Position of Vehicle          | Classes of Vehicle  | Days of Operation of Parking Place   | Hours of Operation of Parking Place | Charging Hours  | Maximum period which Vehicle may wait   | Maximum Scale of Charges  |
|--|------------------------------|---|--|-------------------------------------|---|---|---|
| 1  | 2                            | 3   | 4  | 5                                   | 6   | 7   | 8   |
| 7. Surrey Heath House Car Park - Knoll Road, Camberley – as shown edged black on Plan 7                        | Wholly within a Parking Bay. | (i) Motor cars within the provisions of Section 136(2) (a) of the Act of 1984.<br>(ii) Motor Vehicles, constructed or adapted for the conveyance of goods or burdens, which do not exceed 1.5 tonnes unladen weight or 2.1 metres in height.  | Monday to Friday Permit holders only and maximum stay of 30 minutes where signed; Saturday and Sunday Pay and Display. | All hours                           | Between 0800 hours and 1800 hours on a Saturday unless it is a Bank Holiday or other public holiday.              | <u>Visitors' Bays</u><br>(i), Monday to Friday - 30 minutes – no return within 2 hours.<br>(ii) Saturdays and Sundays – 18 hours<br><br><u>Disabled Bays</u> – 18 hours | “Pay and Display” charges during the charging hours -<br>(i)not exceeding two hours – £1.20<br>(ii)exceeding two hours, but not exceeding three hours - £2.00<br>(iii)exceeding three hours but not exceeding four hours – £2.80<br>(iv) exceeding four hours £4.00 |
| 8. Yorktown Car Park – (as shown edged black but excluding area hatched black on Plan 8)                       | Wholly within a Parking Bay. | (i) Motor cars within the provisions of Section 136(2) (a) of the Act of 1984.<br>(ii) Motor Vehicles, constructed or adapted for the conveyance of goods or burdens, which do not exceed 1.5 tonnes unladen weight or 2.1 metres in height.  | All days.  | All hours                           | Between 0800 hours and 1800 hours on any day other than a Saturday, Sunday, Bank Holiday or other public holiday. | 18 hours except where signed 1 hour no return 2 hours   | “Pay and Display” charges during the charging hours, except where signed 1 hour no return 2 hours<br>(i)not exceeding 2 hours - £1.00<br>(ii) exceeding 2 hours but not exceeding 5 hours - £2.50<br>(ii) exceeding 5 hours - £3.00.                                |
| 9. Watchetts Road Car Park - land on the east side of Frimley Road, Camberley (as shown edged black on Plan 9) | Wholly within a Parking Bay. | (i) Motor cars within the provisions of Section 136(2) (a) of the Act of 1984.<br>(ii) Motor-cycles as defined in Section 136(4) of the Act of 1984.<br>(iii) Motor Vehicles, constructed or adapted for the conveyance of goods or burdens, which do not exceed 1.5 tonnes unladen weight or 2.1 metres in | All days   | All hours                           | Between 0800 hours and 1800 hours on any day other than a Sunday or Bank  | 18 hours<br><br>No return within 2 hours.   | “Pay and Display” charges during the charging hours -<br>(i)not exceeding two hours – Free<br>(ii)exceeding two hours, but not exceeding three hours - £0.40  |

| Name of Parking Place<br>1 | Position of Vehicle<br>2   | Classes of Vehicle<br>3  | Days of Operation of Parking Place<br>4  | Hours of Operation of Parking Place<br>5 | Charging Hours<br>6             | Maximum period which Vehicle may wait<br>7   | Maximum Scale of Charges<br>8   |
|----------------------------|--|--|--|--|---------------------------------|--|---|
| Page 43                    |  | height, unless the vehicle is being used to load or unload goods in connection with adjacent premises. |  |  | Holiday or other public holiday |  | (iii)exceeding three hours but not exceeding four hours – £0.80<br>(iv)exceeding four hours but not exceeding five hours – £1.20<br>(v)exceeding five hours but not exceeding six hours – £1.60<br>(vi)exceeding six hours but not exceeding seven hours – £2.00<br>(vii)exceeding seven hours but not exceeding eight hours – £2.40<br>(viii)exceeding 8 hours - £2.50 |
|                            | 10. Library Car Park, Knoll Road (as shown edged black on Plan 10) | Wholly within a Parking Bay.   | (i) Motor cars within the provisions of Section 136(2) (a) of the Act of 1984.<br>(ii) Motor Vehicles, constructed or adapted for the conveyance of goods or burdens, which do not exceed 1.5 tonnes unladen weight or 2.1 metres in height. | All days.                                | All hours.                      | Between 0800 hours and 1800 hours on any day other than a Sunday or Bank Holiday or other public holiday | 30 minutes - vehicle must then leave the car park and not return within one hour (except Library staff who will hold an appropriate permit and such use to be strictly upon the terms and conditions of issue of the Permit).   |

| Name of Parking Place<br>1   | Position of Vehicle<br>2     | Classes of Vehicle<br>3  | Days of Operation of Parking Place<br>4                                      | Hours of Operation of Parking Place<br>5 | Charging Hours<br>6  | Maximum period which Vehicle may wait<br>7 | Maximum Scale of Charges<br>8  |
|--|------------------------------|--|--|--|--|--|--|
| 11. Arena Car Park, Grand Avenue, Camberley (as shown edged in black on Plan 11) | Wholly within a Parking Bay. | (i) Motor cars within the provisions of Section 136(2) (a) of the Act of 1984.<br>(ii) Motor Vehicles, constructed or adapted for the conveyance of goods or burdens, which do not exceed 1.5 tonnes unladen weight or 2.1 metres in height. | All days.  | All hours.                               | Between 09.30 hours and 17.30 hours on any day other than a Sunday or Bank Holiday or other public holiday | 18 hours                                   | Cashless Mobile Parking charges during the charging hours:<br>(i) not exceeding one hour £2.00<br>(ii) exceeding 1 hour but not exceeding 2 hours £3.00<br>(iii) exceeding 2 hour but not exceeding 3 hours £4.00<br>(iv) exceeding 3 hour but not exceeding 4 hours £5.00<br>(v) exceeding 4 hour but not exceeding 5 hours £6.00<br>(vi) exceeding 5 hour but not exceeding 6 hours £7.00<br>(vii) exceeding 6 hour but not exceeding 7 hours £8.00<br>(viii) exceeding 7 hour but not exceeding 8 hours £9.00 |
| 12. Knoll Road Surface Car Park, Knoll Road (as shown edged black on Plan 12)    | Wholly within a Parking Bay. | (i) Motor cars within the provisions of Section 136(2) (a) of the Act of 1984.<br>(ii) Motor Vehicles, constructed or adapted for the conveyance of goods or burdens, which do not exceed 1.5 tonnes unladen weight or 2.1 metres in height. | All Days<br><br>Saturday and Sunday Disabled Parking permitted where signed. | All hours                                | All Hours  | 18 hours                                   | Free of charge   |
| 13. Portesbery Road Residents' Car Park – as                                     | Wholly within a Parking Bay. | Use of Parking Place restricted to holders of an appropriate Permit or Virtual Parking Permit and such use to be strictly upon the terms and conditions of issue of the Permit or Virtual Parking Permit.                                    |  |  |  |  |  |

| Name of Parking Place<br>1   | Position of Vehicle<br>2     | Classes of Vehicle<br>3  | Days of Operation of Parking Place<br>4 | Hours of Operation of Parking Place<br>5 | Charging Hours<br>6  | Maximum period which Vehicle may wait<br>7   | Maximum Scale of Charges<br>8 |
|--|------------------------------|--|---|--|--|--|-------------------------------|
| shown edged black on Plan 12   |                              |  |   |  |  |  |                               |
| 14. High Cross Church Car Park, Portesbery Road. – as shown edged black on Plan 14                                 | Wholly within a Parking Bay. | Use of Parking Place restricted to holders of an appropriate Permit or Virtual Parking Permit and such use to be strictly upon the terms and conditions of issue of the Permit or Virtual Parking Permit.  |   |  |  |  |                               |
| 15. Pembroke Broadway Service Area - land north of Pembroke Broadway, Camberley. – as shown edged black on Plan 16 | Wholly within a Parking Bay. | Use of Parking Place restricted to holders of an appropriate Permit or Virtual Parking Permit only and for the loading and unloading of heavy goods vehicles. Such use to be strictly upon the terms and conditions of issue of the Permit or Virtual Parking Permit.  |   |  |  |  |                               |
| 16. Wilton Road Camberley - Wilton Road, Camberley -as shown edged black on Plan 17                                | Wholly within a Parking Bay. | (i) Motor cars within the provisions of Section 136(2) (a) of the Act of 1984.<br>(ii) Motor-cycles as defined in Section 136(4) of the Act of 1984.<br>(iii) Motor Vehicles, constructed or adapted for the conveyance of goods or burdens, which do not exceed 1.5 tonnes unladen weight or 2.1 metres in height, unless the vehicle is being used to load or unload goods in connection with adjacent premises. | All days                                | All hours                                | Between 0800 hours and 1800 hours on any day.  | 5 hours, except permit holders<br>No return on the same day, except permit holders | Free of charge.               |
| 17. Martindale Car Park, Martindale Avenue, Camberley - as shown edged black on Plan 18)                           | Wholly within a Parking Bay. | (i) Motor cars within the provisions of Section 136(2) (a) of the Act of 1984.<br>(ii) Motor-cycles as defined in Section 136(4) of the Act of 1984.<br>(iii) Motor Vehicles, constructed or adapted for the conveyance of goods or burdens, which do not exceed 1.5 tonnes unladen weight or 2.1 metres in height, unless the vehicle is being used to load or unload goods in connection                         | All days.                               | All hours                                | Between 0800 hours and 1800 hours on any day other than a Sunday or Bank Holiday or other public | 18 hours   | Free of Charge.               |

| Name of Parking Place   | Position of Vehicle          | Classes of Vehicle   | Days of Operation of Parking Place | Hours of Operation of Parking Place | Charging Hours  | Maximum period which Vehicle may wait | Maximum Scale of Charges |
|---|------------------------------|--|------------------------------------|-------------------------------------|---|---------------------------------------|--------------------------|
| 1   | 2                            | 3  | 4                                  | 5                                   | 6   | 7                                     | 8                        |
|   |                              | with adjacent premises.  |                                    |                                     | holiday.  |                                       |                          |
| 18. Beaumaris Parade Car Park, Balmoral Drive, Frimley (as shown edged black on Plan 19 – Parcels A, B and C)   | Wholly within a Parking Bay. | (i) Motor cars within the provisions of Section 136(2) (a) of the Act of 1984.<br>(ii) Motor-cycles as defined in Section 136(4) of the Act of 1984.<br>(iii) Motor Vehicles, constructed or adapted for the conveyance of goods or burdens, which do not exceed 1.5 tonnes unladen weight or 2.1 metres in height, unless the vehicle is being used to load or unload goods in connection with adjacent premises. | All days.                          | All hours                           | Between 0800 hours and 1800 hours on any day other than a Sunday or Bank Holiday or other public holiday. | 18 hours                              | Free of Charge.          |
| 19. Wharf Road Car Park - land on the north side of Wharf Road, Frimley Green (as shown edged black on Plan 12) | Wholly within a Parking Bay. | (i) Motor cars within the provisions of Section 136(2) (a) of the Act of 1984.<br>(ii) Motor-cycles as defined in Section 136(4) of the Act of 1984.<br>(iii) Motor Vehicles, constructed or adapted for the conveyance of goods or burdens, which do not exceed 1.5 tonnes unladen weight or 2.1 metres in height.  | All days.                          | All hours                           | Between 0800 hours and 1800 hours on any day other than a Sunday or Bank Holiday or other public holiday. | 18 hours                              | Free of Charge.          |
| 20. Deepcut Car Park - Woodend Road, Deepcut. (as shown edged black on Plan 21)                                 | Wholly within a Parking Bay. | (i) Motor cars within the provisions of Section 136(2) (a) of the Act of 1984.<br>(ii) Motor-cycles as defined in Section 136(4) of the Act of 1984.<br>(iii) Motor Vehicles, constructed or adapted for the conveyance of goods or burdens, which do not exceed 1.5 tonnes unladen weight or 2.1 metres in height, unless the vehicle is being used to load or unload goods in connection with adjacent premises. | All days.                          | All hours                           | Between 0800 hours and 1800 hours on any day other than a Sunday or Bank Holiday or other public holiday. | 18 hours                              | Free of Charge.          |
| 21. Bisley Car Park, Guildford  | Wholly within a Parking Bay. | (i) Motor cars within the provisions of Section 136(2) (a) of the Act of 1984.   | All days.                          | All hours                           | Between 0800 hours  | 18 hours                              | Free of Charge.          |

| Name of Parking Place<br>1   | Position of Vehicle<br>2     | Classes of Vehicle<br>3  | Days of Operation of Parking Place<br>4 | Hours of Operation of Parking Place<br>5 | Charging Hours<br>6   | Maximum period which Vehicle may wait<br>7 | Maximum Scale of Charges<br>8 |
|--|------------------------------|--|---|--|---|--|-------------------------------|
| Road, Bisley (as shown edged black on Plan 22)   |                              | (ii) Motor-cycles as defined in Section 136(4) of the Act of 1984.<br>(iii) Motor Vehicles, constructed or adapted for the conveyance of goods or burdens, which do not exceed 1.5 tonnes unladen weight or 2.1 metres in height, unless the vehicle is being used to load or unload goods in connection with adjacent premises.   |   |  | and 1800 hours on any day other than a Sunday or Bank Holiday or other public holiday.                    |  |                               |
| 22 Chobham Place Woods Car Park, Valley End Road, Chobham. (as shown edged black on Plan 23) | Wholly within a Parking Bay. | (i) Motor cars within the provisions of Section 136(2) (a) of the Act of 1984.<br>(ii) Motor-cycles as defined in Section 136(4) of the Act of 1984.<br>(iii) Motor Vehicles, constructed or adapted for the conveyance of goods or burdens, which do not exceed 1.5 tonnes unladen weight or 2.1 metres in height.  | All days.                               | All hours                                | Between 0800 hours and 1800 hours on any day other than a Sunday or Bank Holiday or other public holiday. | 18 hours                                   | Free of Charge.               |
| 23. Prior Road Car Park, Camberley (as shown edged black on Plan 24)                         | Wholly within a Parking Bay. | (i) Motor cars within the provisions of Section 136(2) (a) of the Act of 1984.<br>(ii) Motor-cycles as defined in Section 136(4) of the Act of 1984.<br>(iii) Motor Vehicles, constructed or adapted for the conveyance of goods or burdens, which do not exceed 1.5 tonnes unladen weight or 2.1 metres in height, unless the vehicle is being used to load or unload goods in connection with adjacent premises. | All days.                               | All hours                                | Between 0800 hours and 1800 hours on any day other than a Sunday or Bank Holiday or other public holiday. | 18 hours                                   | Free of Charge.               |

| Name of Parking Place<br>1  | Position of Vehicle<br>2            | Classes of Vehicle<br>3  | Days of Operation of Parking Place<br>4 | Hours of Operation of Parking Place<br>5  | Charging Hours<br>6   | Maximum period which Vehicle may wait<br>7 | Maximum Scale of Charges<br>8 |
|---|-------------------------------------|--|---|---|---|--|-------------------------------|
| 24. Frimley Lodge Park Car Park in permitted parking areas as shown edged black on Plans 24A – 24H) | Wholly with permitted parking areas | (i) Motor cars within the provisions of Section 136(2) (a) of the Act of 1984.<br>(ii) Motor-cycles as defined in Section 136(4) of the Act of 1984.<br>(iii) Motor Vehicles, constructed or adapted for the conveyance of goods or burdens, which do not exceed 1.5 tonnes unladen weight or 2.1 metres in height, unless the vehicle is being used to load or unload goods in connection with adjacent premises. | All days                                | All hours when Frimley Lodge Park is open | Not applicable  | Only when Frimley Lodge Park is open       | Free of Charge                |
| 25. Acorn Avenue Car Park, Frimley Green (as shown edged black on Plan 26)                          | Wholly within a Parking Bay.        | (i) Motor cars within the provisions of Section 136(2) (a) of the Act of 1984.<br>(ii) Motor-cycles as defined in Section 136(4) of the Act of 1984.<br>(iii) Motor Vehicles, constructed or adapted for the conveyance of goods or burdens, which do not exceed 1.5 tonnes unladen weight or 2.1 metres in height, unless the vehicle is being used to load or unload goods in connection with adjacent premises. | All days.                               | All hours                                 | Between 0800 hours and 1800 hours on any day other than a Sunday or Bank Holiday or other public holiday. | 18 hours                                   | Free of Charge.               |



| Name of Parking Place<br>1  | Position of Vehicle<br>2     | Classes of Vehicle<br>3  | Days of Operation of Parking Place<br>4 | Hours of Operation of Parking Place<br>5 | Charging Hours<br>6   | Maximum period which Vehicle may wait<br>7 | Maximum Scale of Charges<br>8 |
|---|------------------------------|--|---|--|---|--|-------------------------------|
| 26. St Georges Road Car Park, St Georges Road, Camberley (as shown edged black on Plan 15 – Parcels A, B and C) | Wholly within a Parking Bay. | (i) Motor cars within the provisions of Section 136(2) (a) of the Act of 1984.<br>(ii) Motor-cycles as defined in Section 136(4) of the Act of 1984.<br>(iii) Motor Vehicles, constructed or adapted for the conveyance of goods or burdens, which do not exceed 1.5 tonnes unladen weight or 2.1 metres in height, unless the vehicle is being used to load or unload goods in connection with adjacent premises. | All days.                               | All hours                                | Between 0800 hours and 1800 hours on any day other than a Sunday or Bank Holiday or other public holiday. | 18 hours                                   | Free of Charge.               |

**SCHEDULE 2**

**CAR PARK PERMIT CHARGES –**

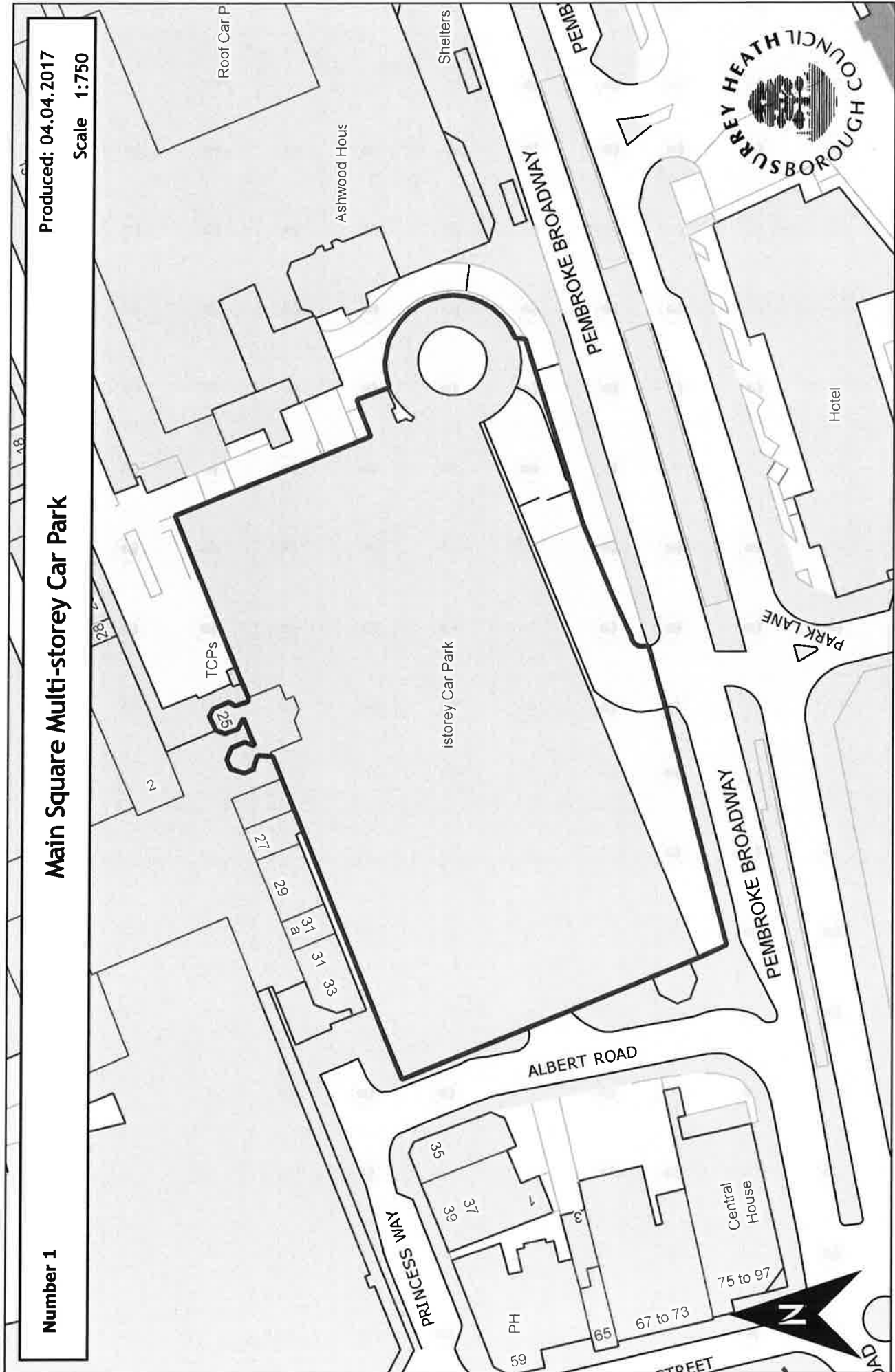
| Name of Parking Place and Type of Permit<br>1                   | Maximum Fee<br>2  | Conditions of Use<br>3                               |
|---|-------------------|--|
| Main Square Multi-Storey Car Park, Camberley                    | £995.00 per annum | Use strictly upon the terms and conditions of issue. |
| Knoll Road Multi-Storey Car Park, Camberley                     | £825.00 per annum |  |
| York Town Car Park, Camberley, Business Permit                  | £540.00 per annum |  |
| Bagshot Car Park, Business Permit                               | £375.00 per annum |  |
| Burrell Road Car Park, Camberley, Business Permit               | £375.00 per annum |  |
| Chobham Car Park, Business Permit                               | £375.00 per annum |  |
| Watchetts Road Car Park, Camberley, Business Permit             | £375.00 per annum |  |
| Wilton Road Car Park, Camberley, Business Permit                | £300.00 per annum |  |
| York Town Car Park, Camberley, Residents' Permit                | £100.00 per annum |  |
| Bagshot Car Park, Resident Permit                               | £100.00 per annum |  |
| Burrell Road Car Park, Camberley, Residents' Permit             | £100.00 per annum |  |
| Chobham Car Park, Residents' Permit                             | £100.00 per annum |  |
| Watchetts Road Car Park, Camberley, Residents' Permit           | £100.00 per annum |  |
| Wilton Road Car Park, Camberley - Camberley Indoor Bowling Club | FREE              |  |
| Replacement Permits (not applicable to Virtual Parking Permit)  | £15.00            |  |

Number 1

# Main Square Multi-storey Car Park

Produced: 04.04.2017

Scale 1:750



Surrey Health Borough Council, Knoll Road, CAMBERLEY, GU15 3HD | Tel : +44 (0)1276 707100 | Fax : +44 (0)1276 707448 | Email: [main.reception@surreyhealth.gov.uk](mailto:main.reception@surreyhealth.gov.uk)

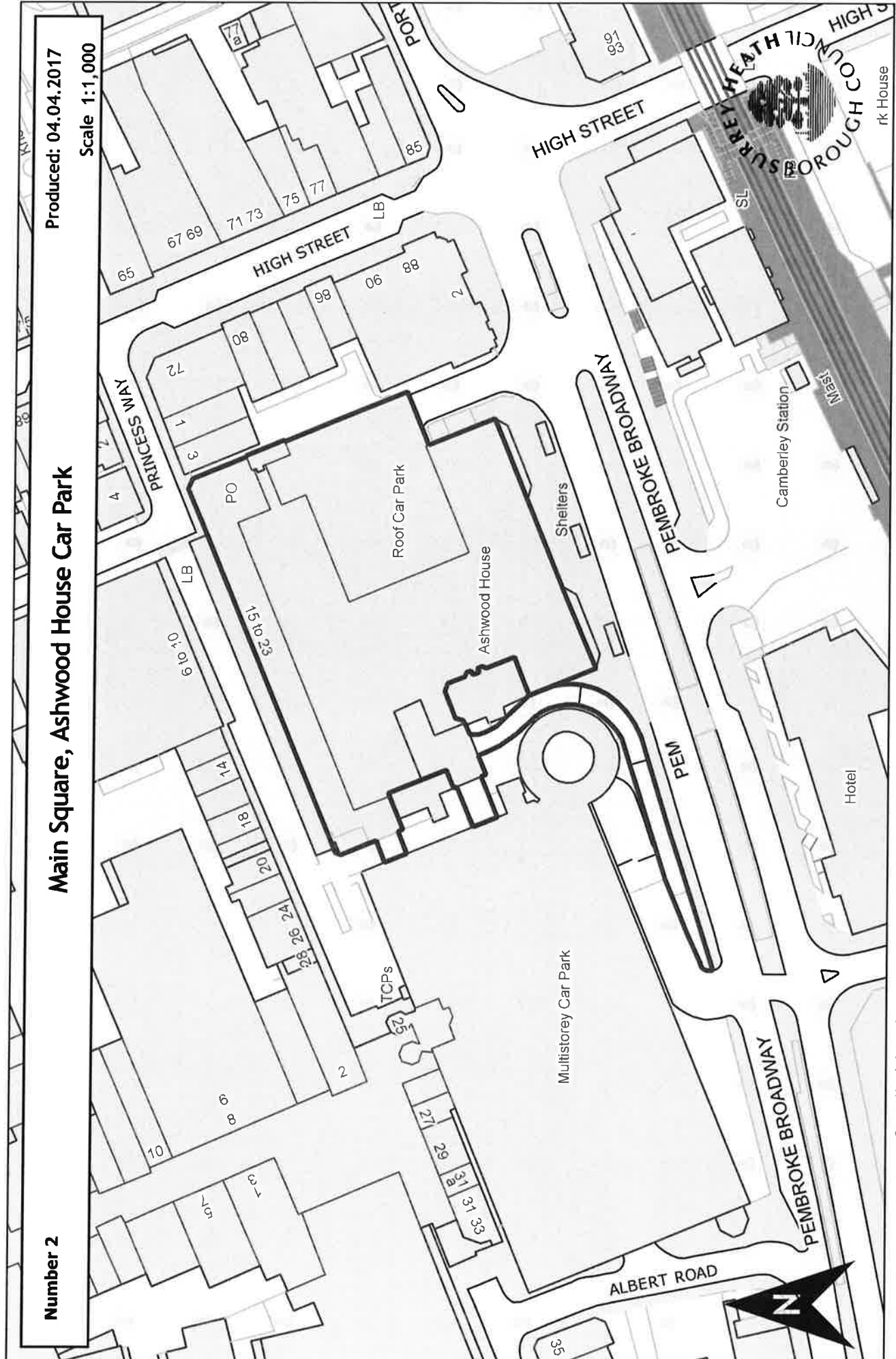
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Number 2

# Main Square, Ashwood House Car Park

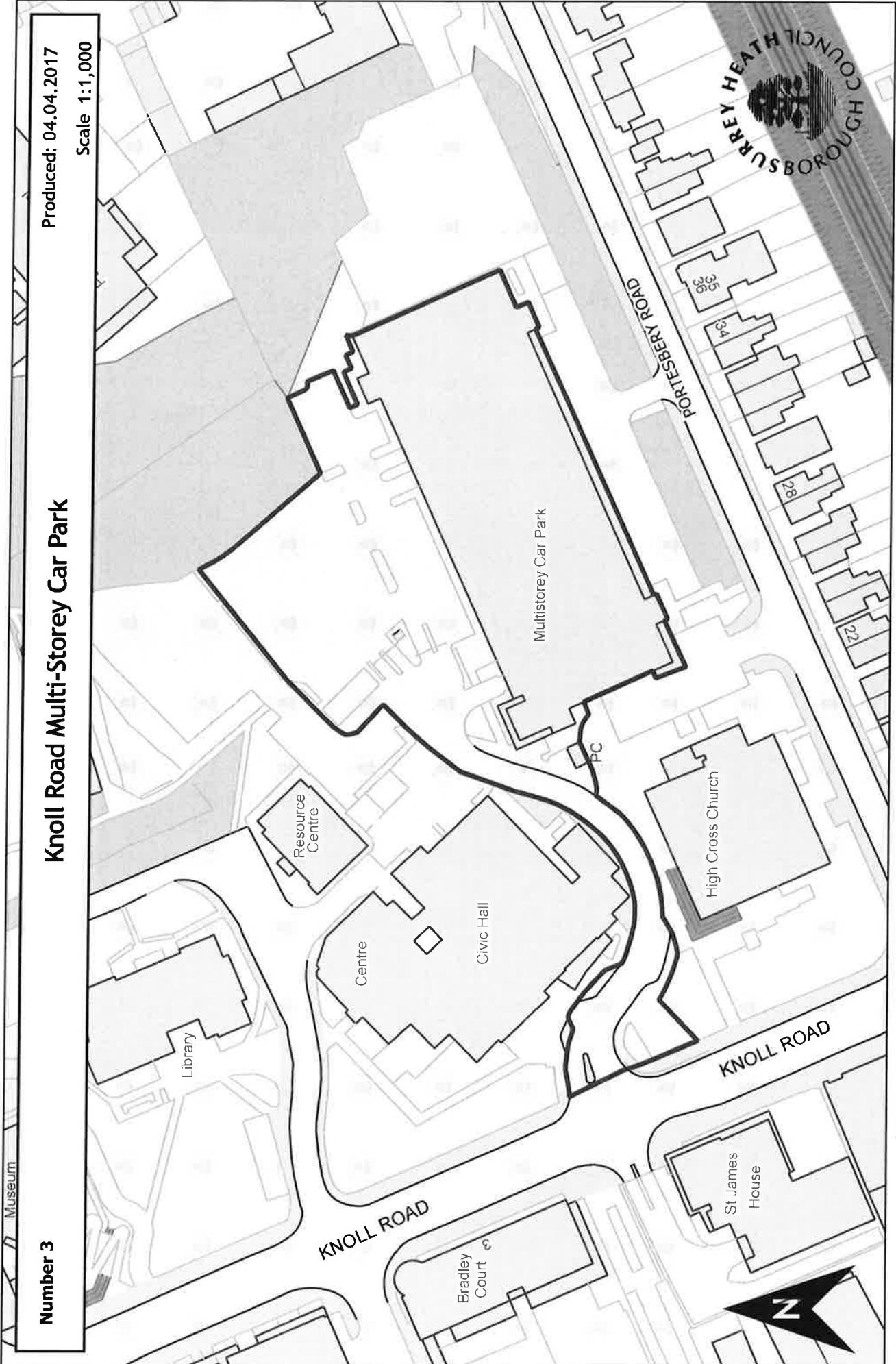
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Number 3

**Knoll Road Multi-Storey Car Park**

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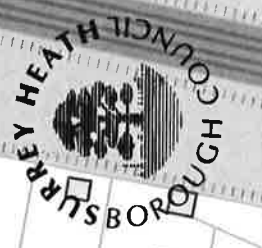
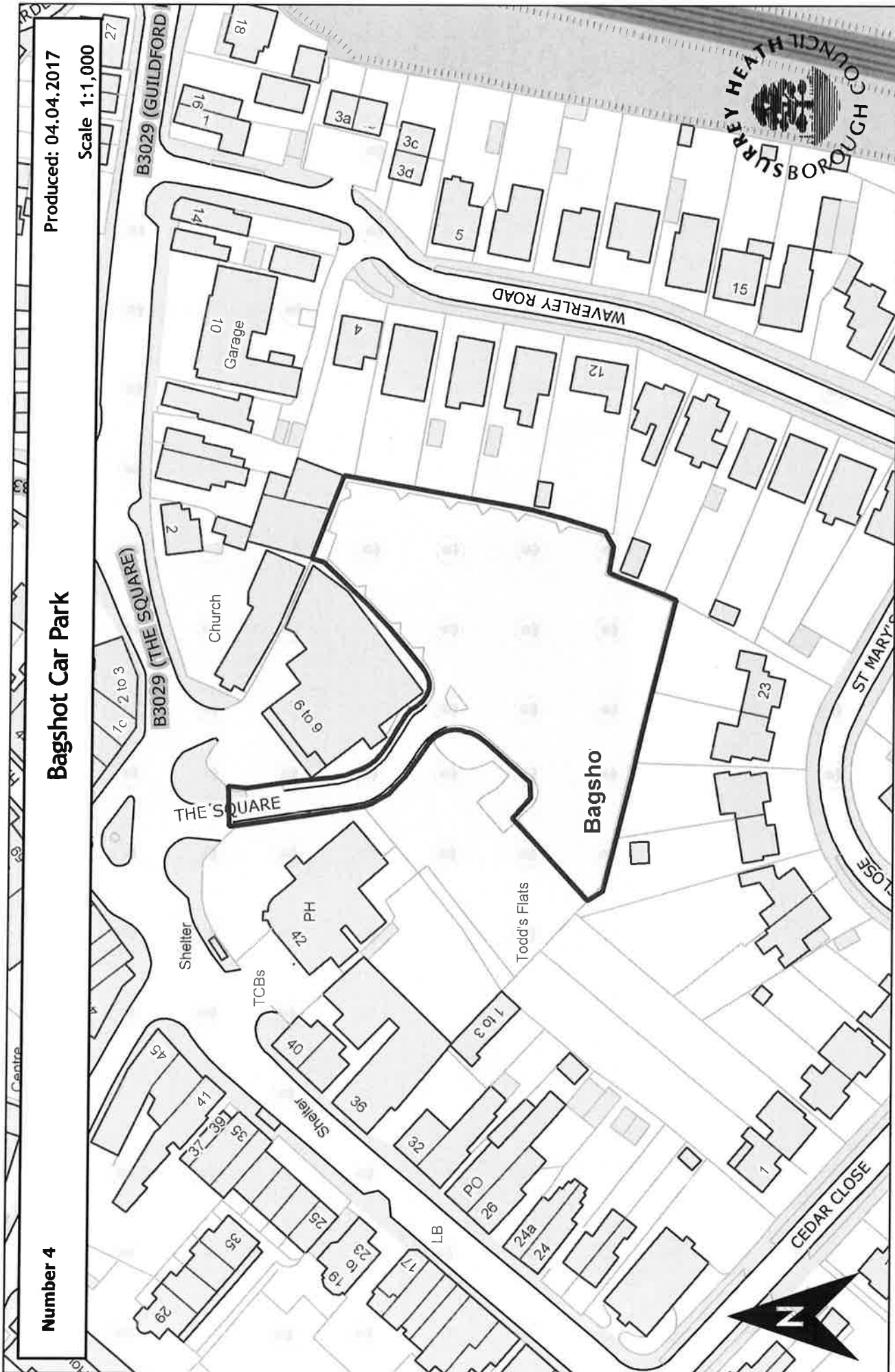
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Number 4

# Bagshot Car Park

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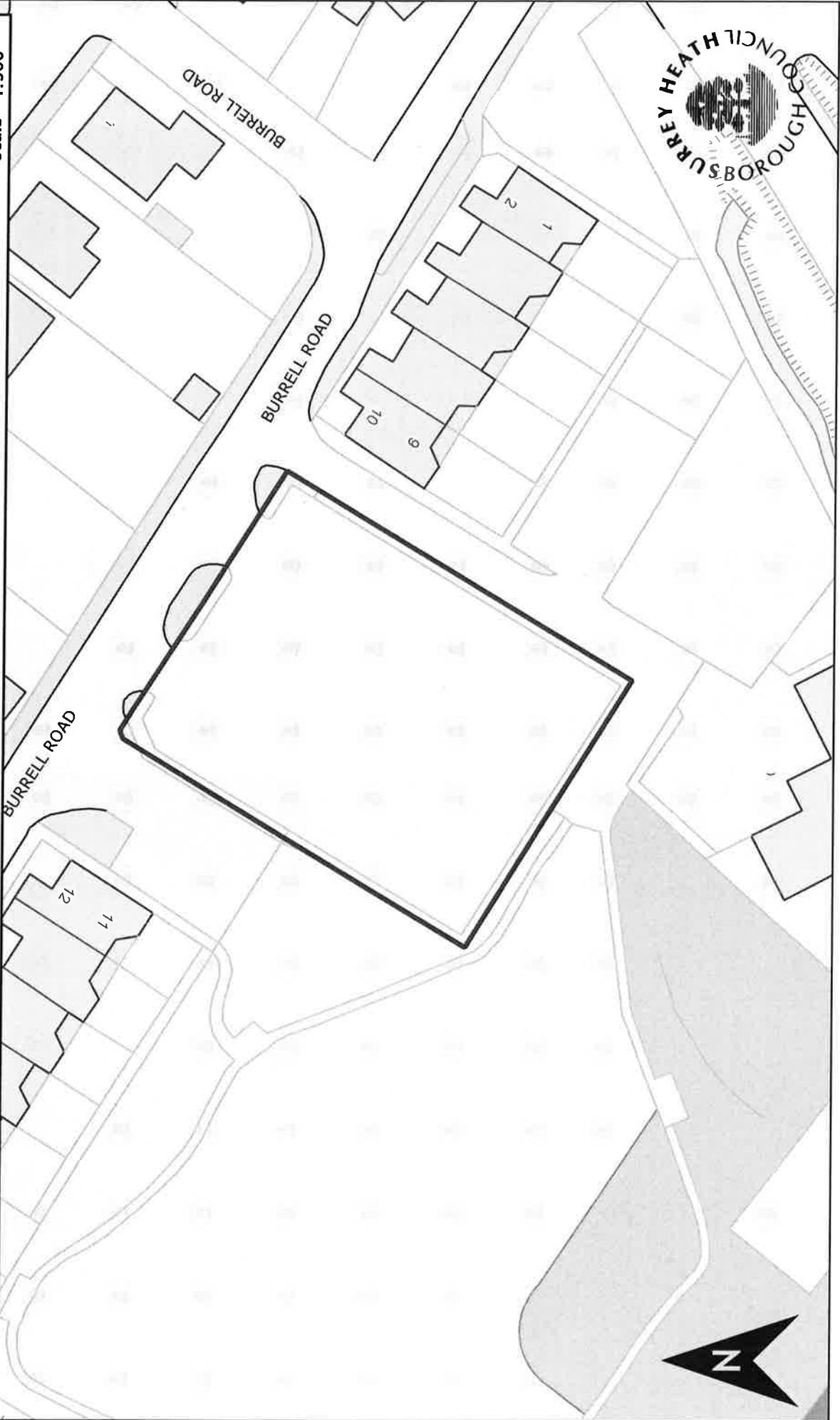
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Number 5

# Burrell Road Car Park

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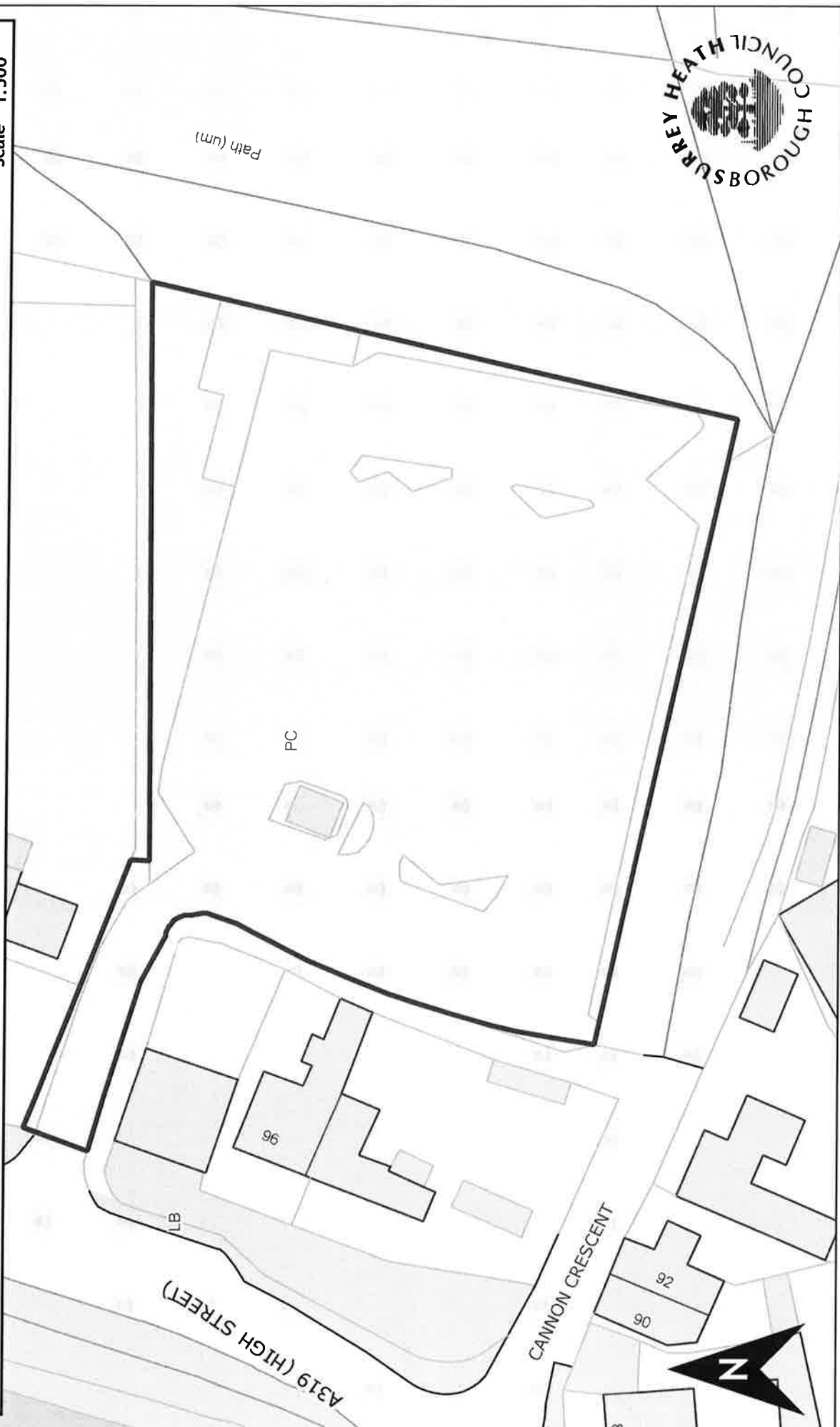
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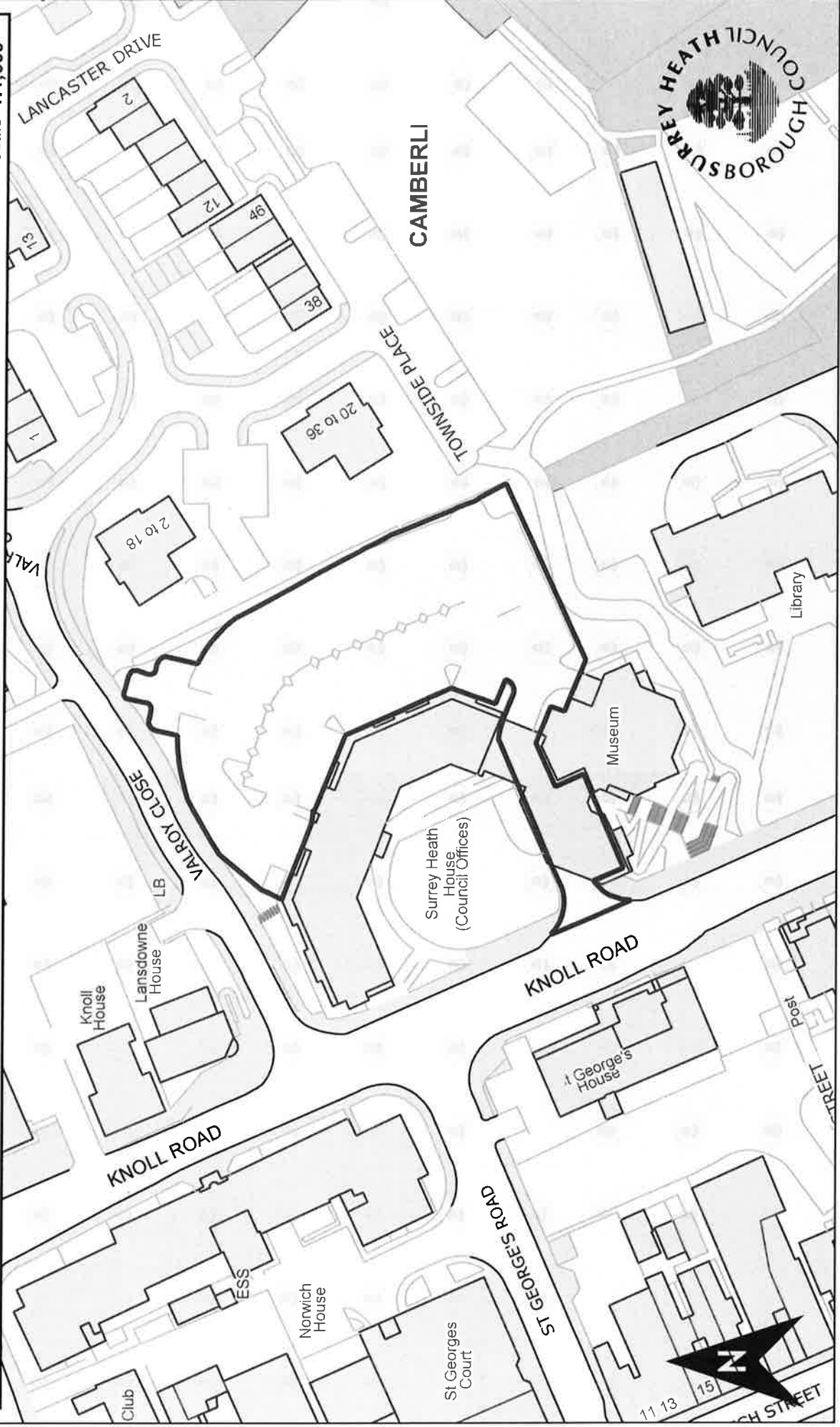


Number 7

# Surrey Heath House Car Park

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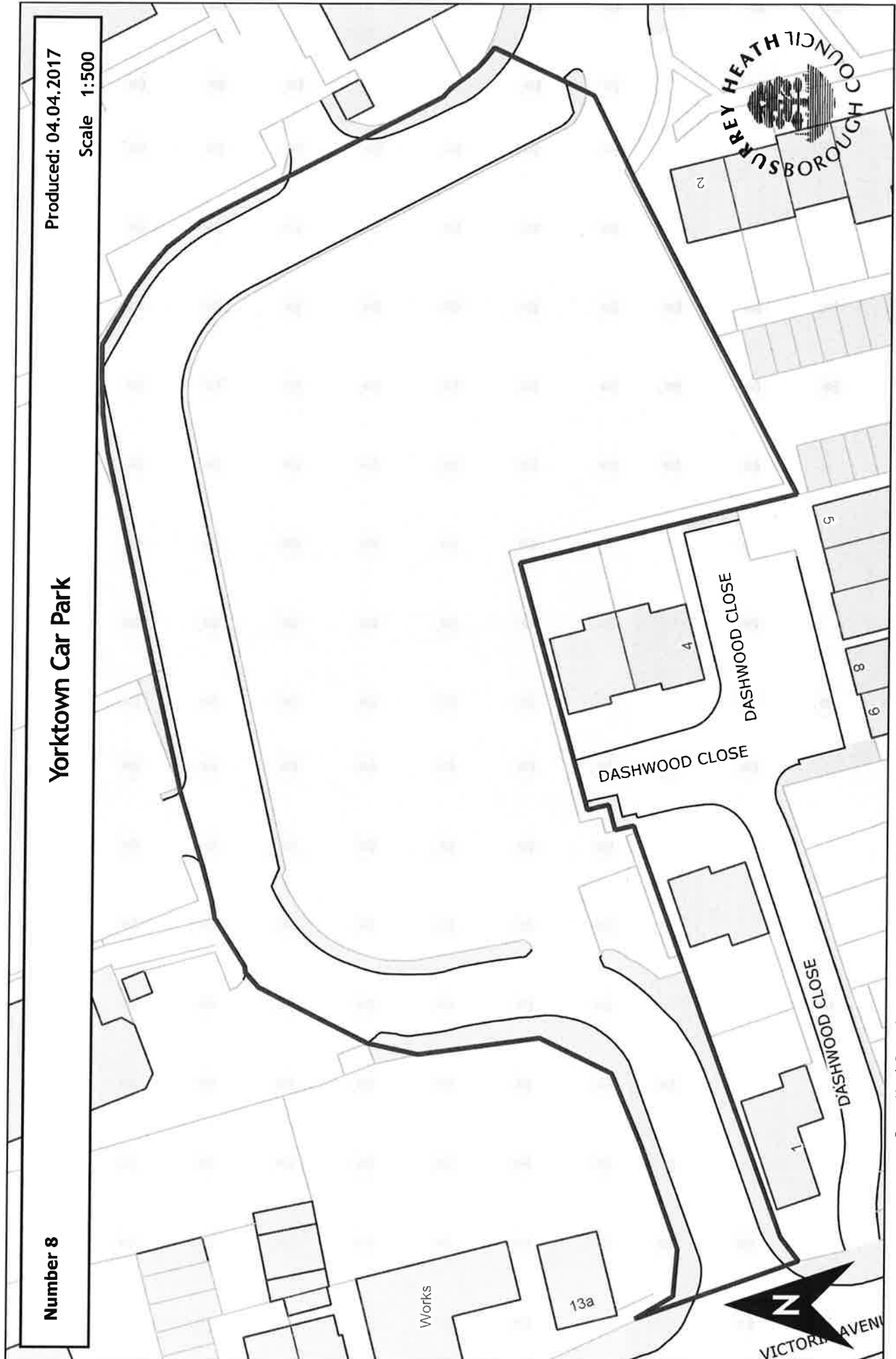
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# Yorktown Car Park

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# Watchetts Car Park

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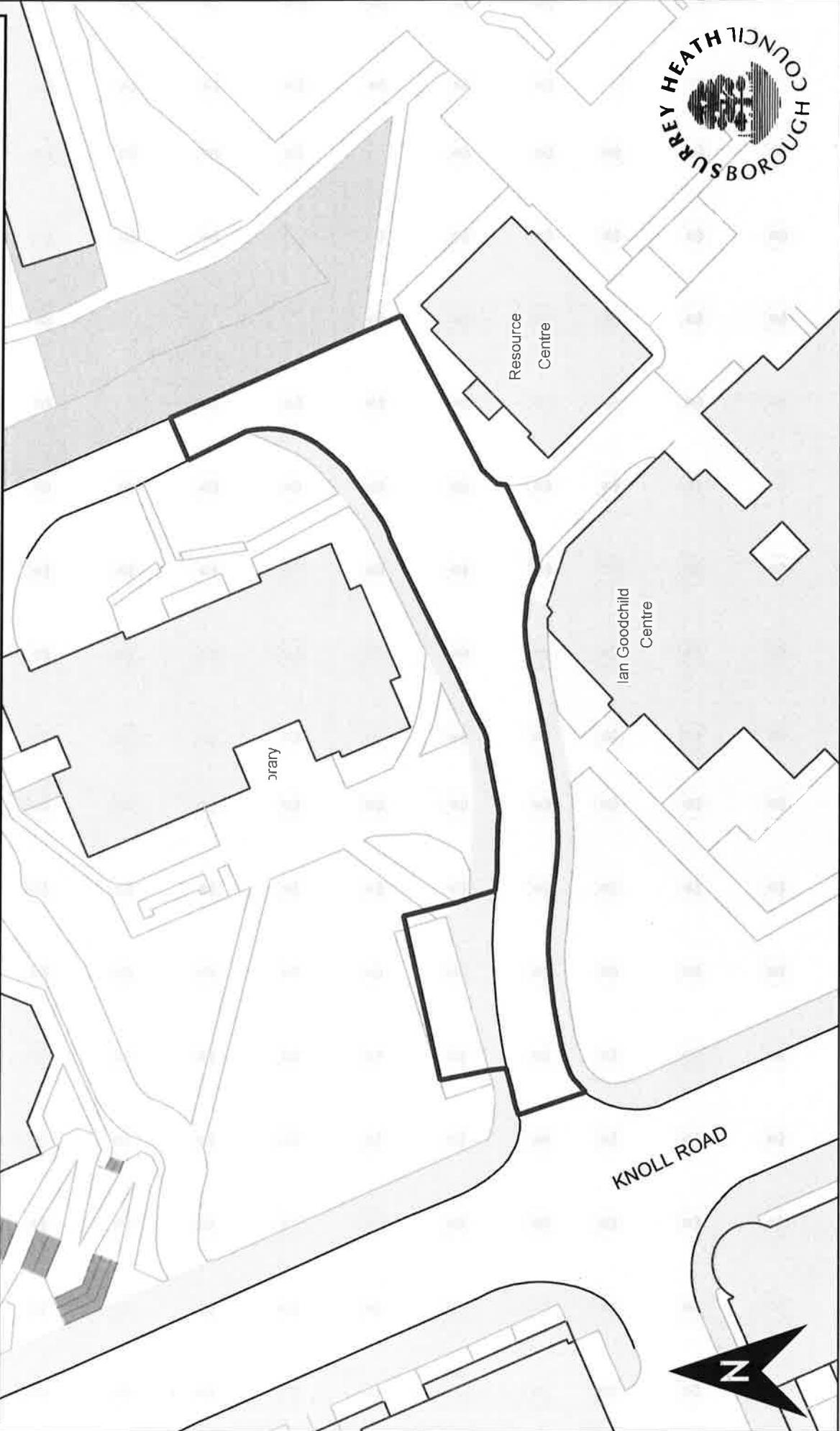
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# Library Car Park

Number 10



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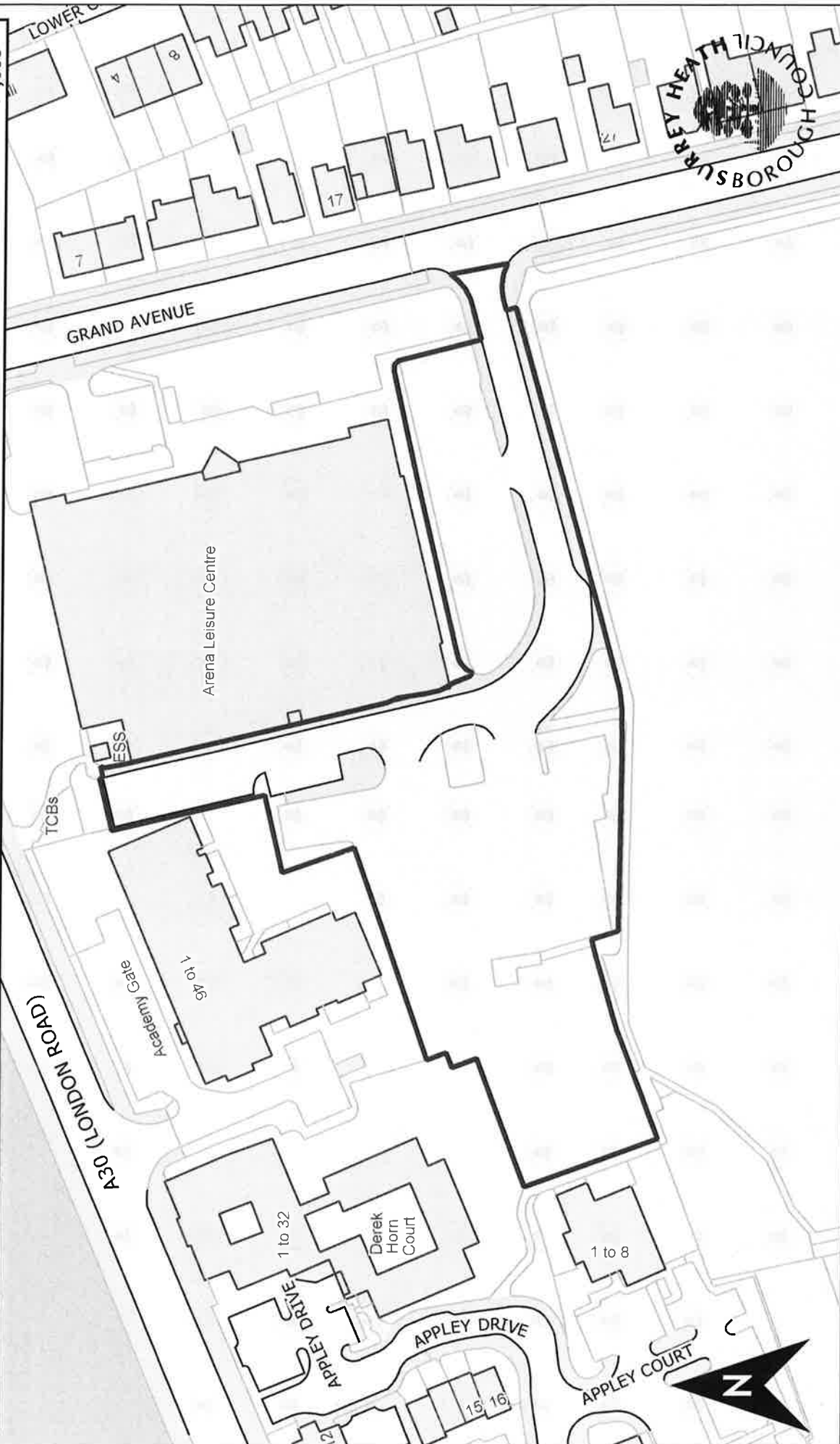
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# Arena Leisure Centre Car Park

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Number 12

# Knoll Road Surface Car Park

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Scale 1:750

Museum

Library

Resource Centre

Ian Goodchild Centre

Civic Hall

Multistorey Car Park

PC

KNOLL ROAD

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N



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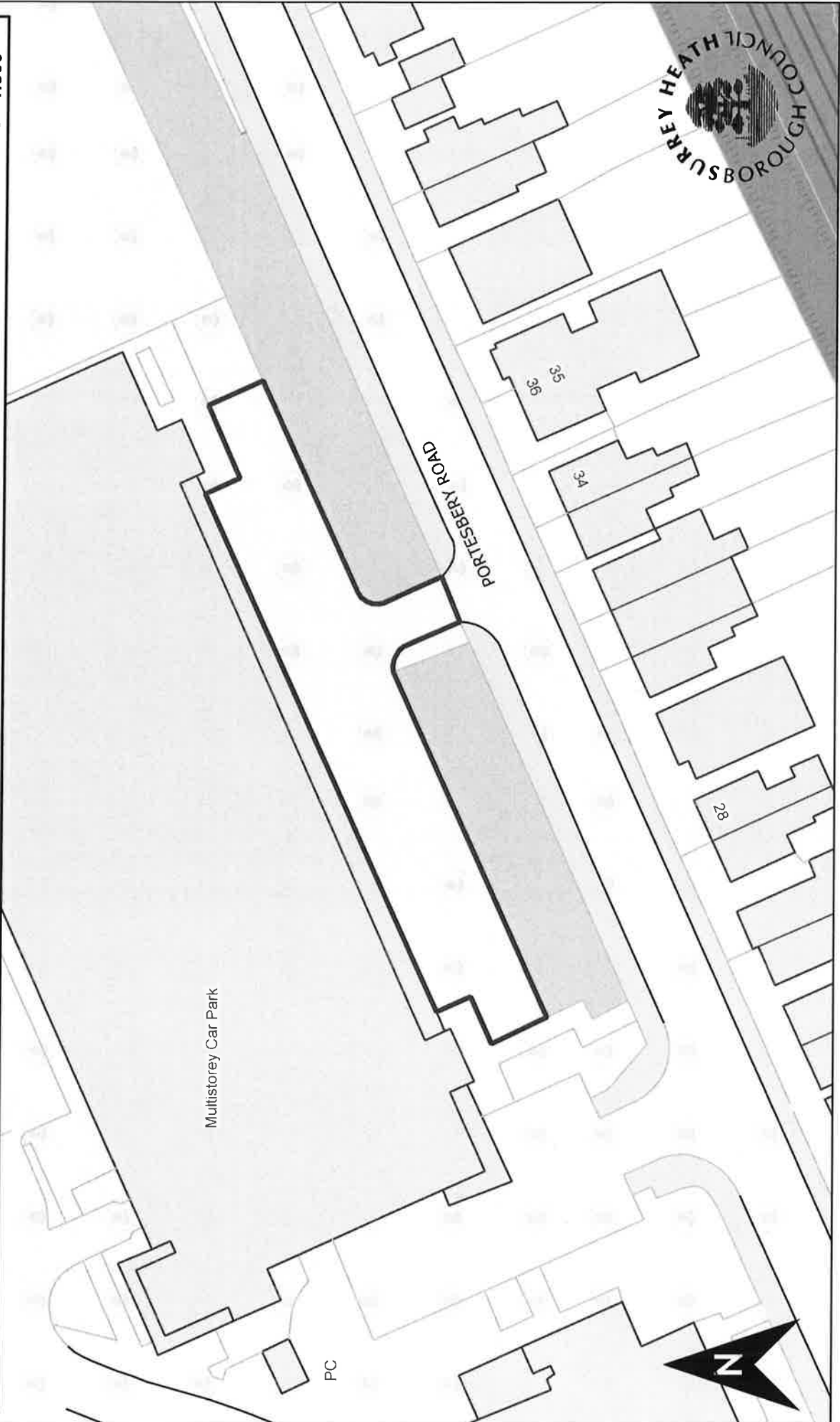
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# Portesbery Road

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Number 14

# High Cross Church Car Park

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Scale 1:500

Multistorey Car Park

PC

High Cross Church



ROAD

28

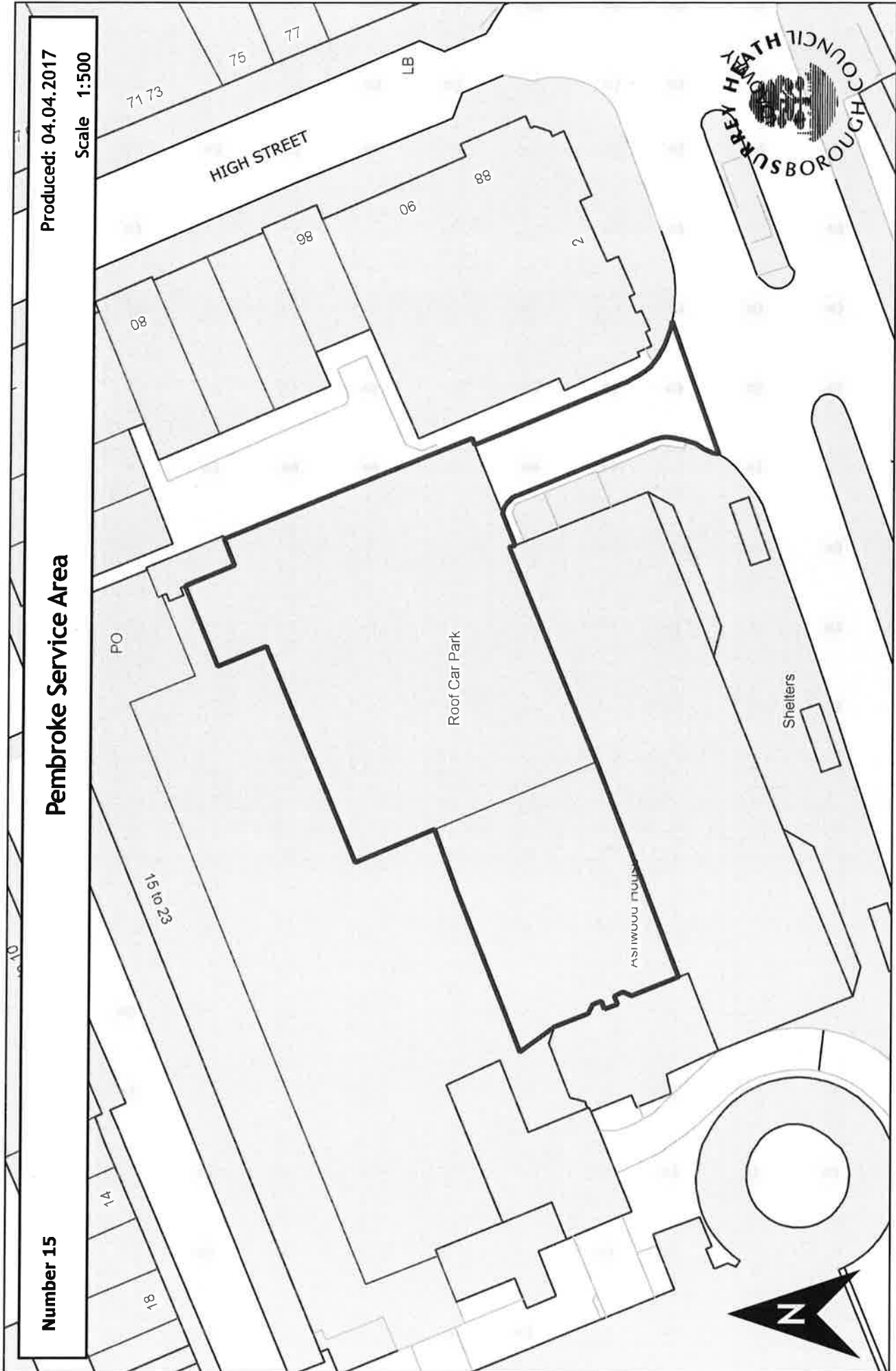
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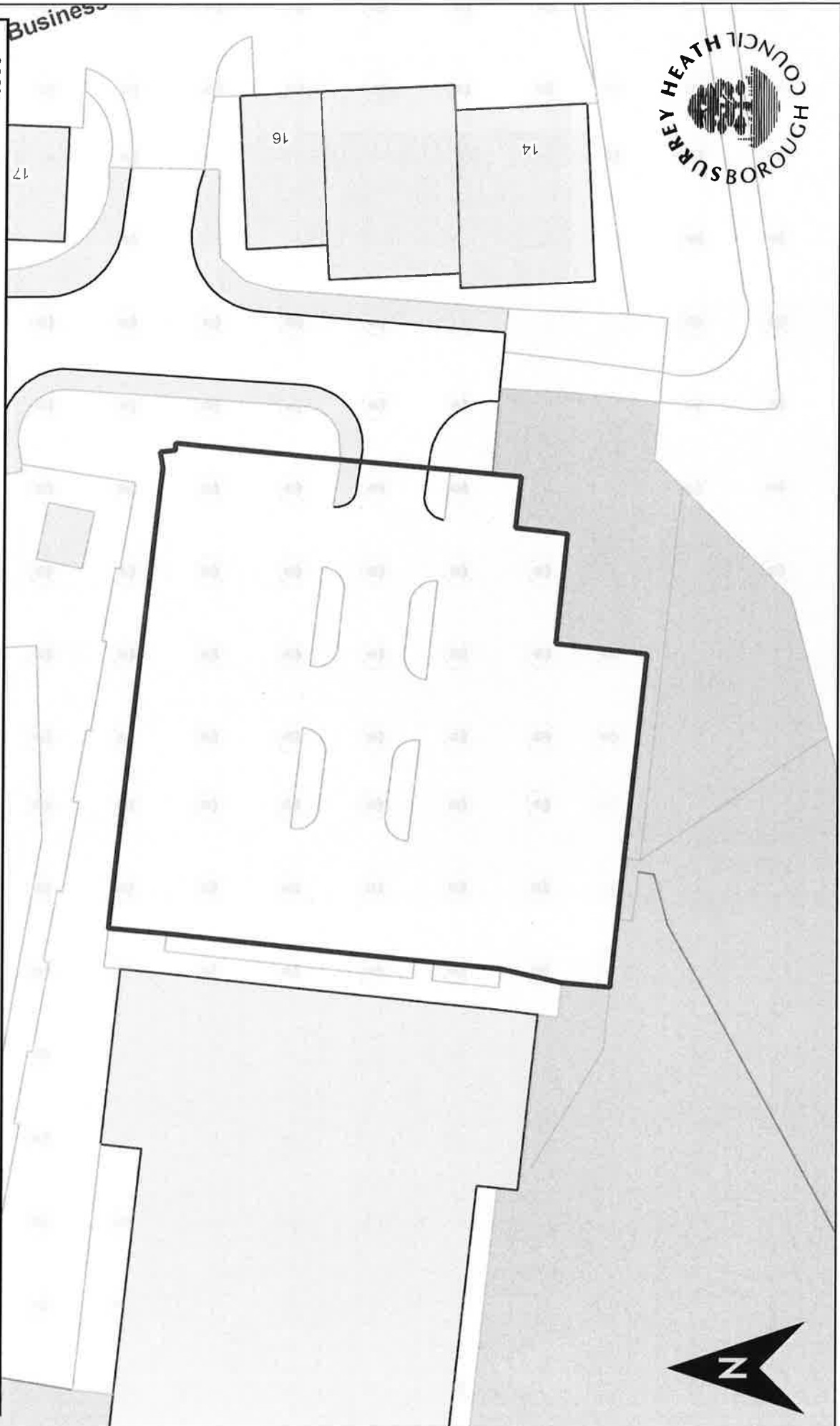
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# Wilton Road Car Park

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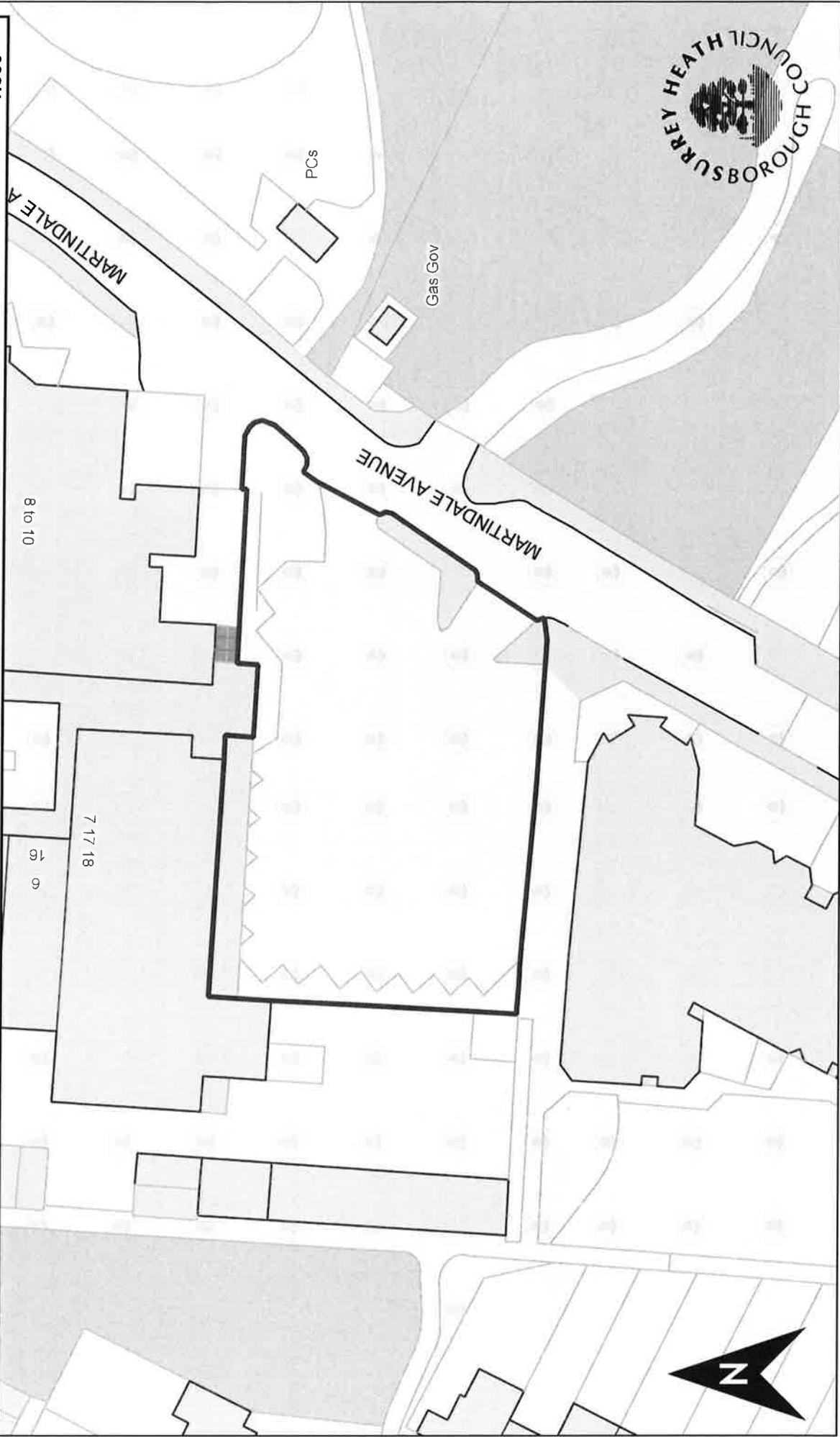
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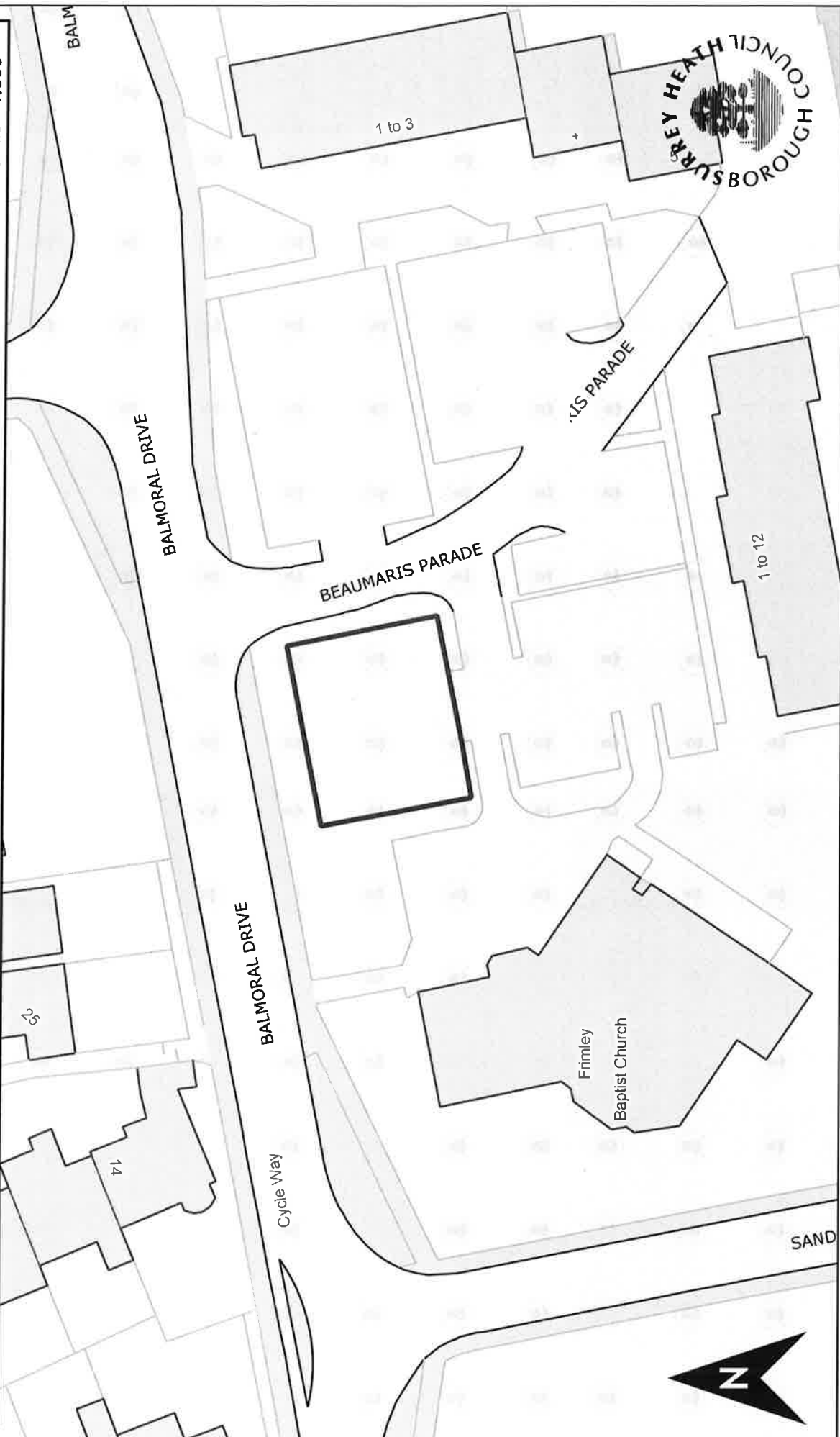
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Number 18A

# Beaumaris Parade Car Park A

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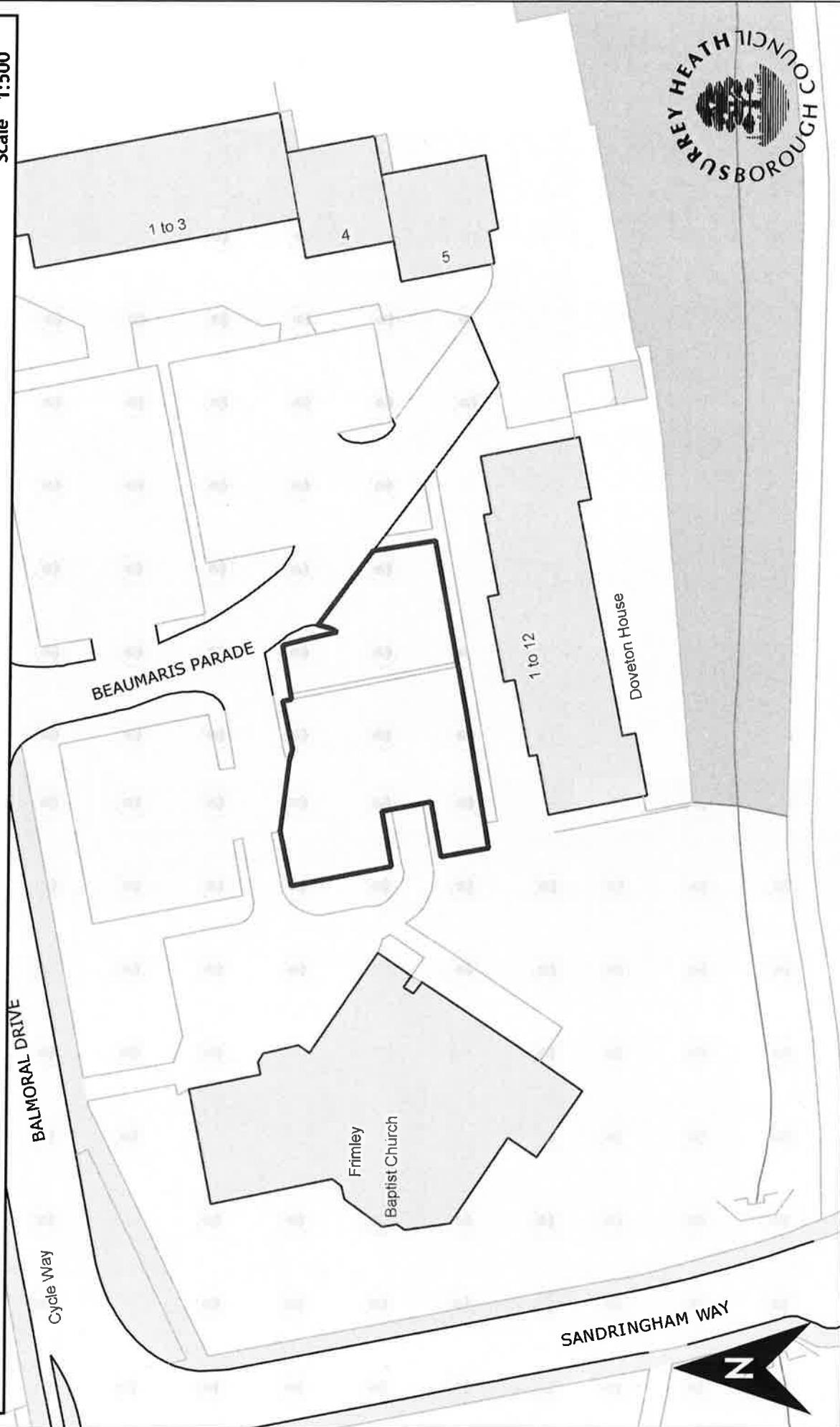
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**Number 18B**

# Beaumaris Parade Car Park B

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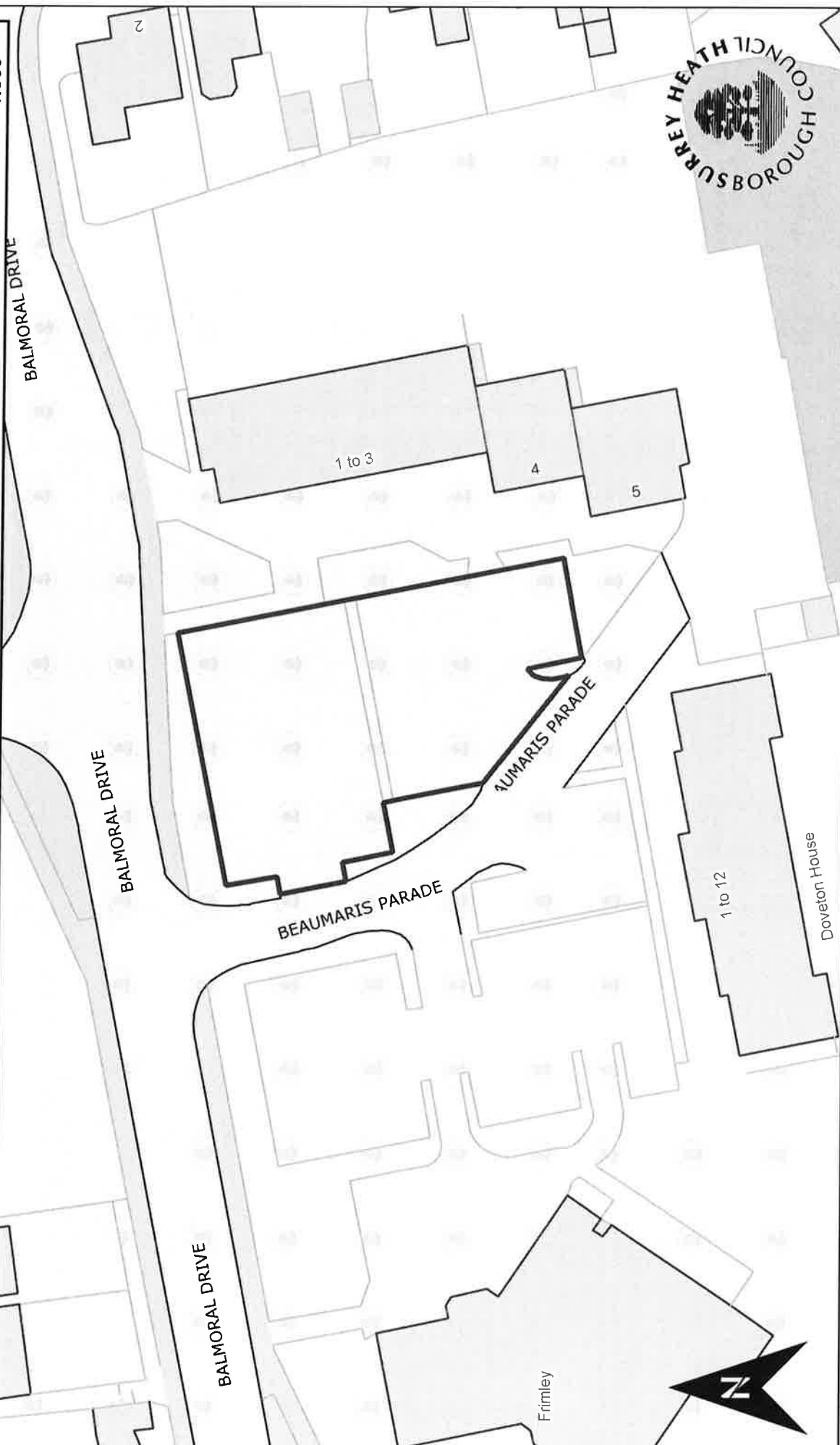
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Number 18C

# Beaumaris Parade Car Park C

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Number 19

# Wharf Road Car Park

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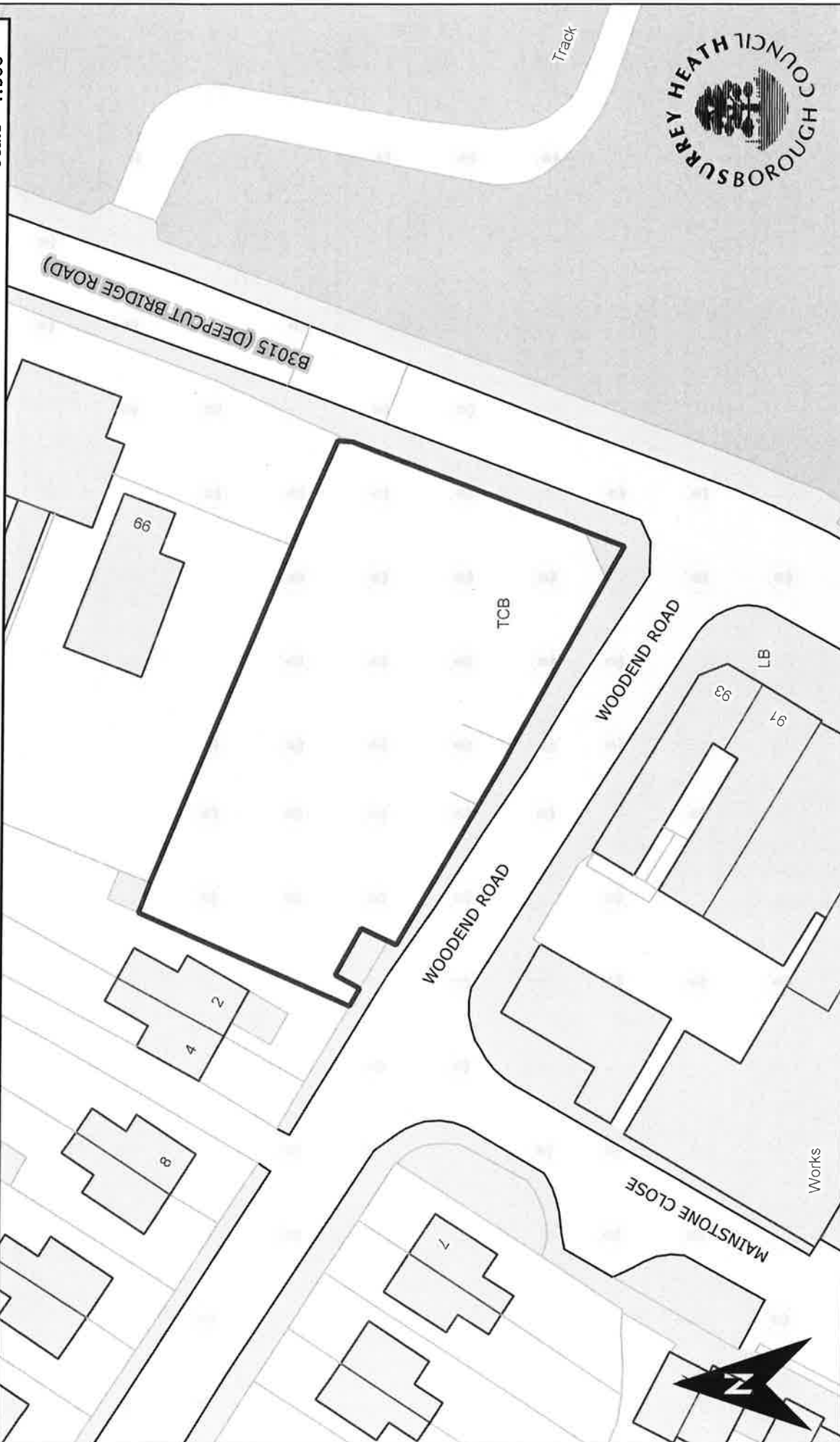
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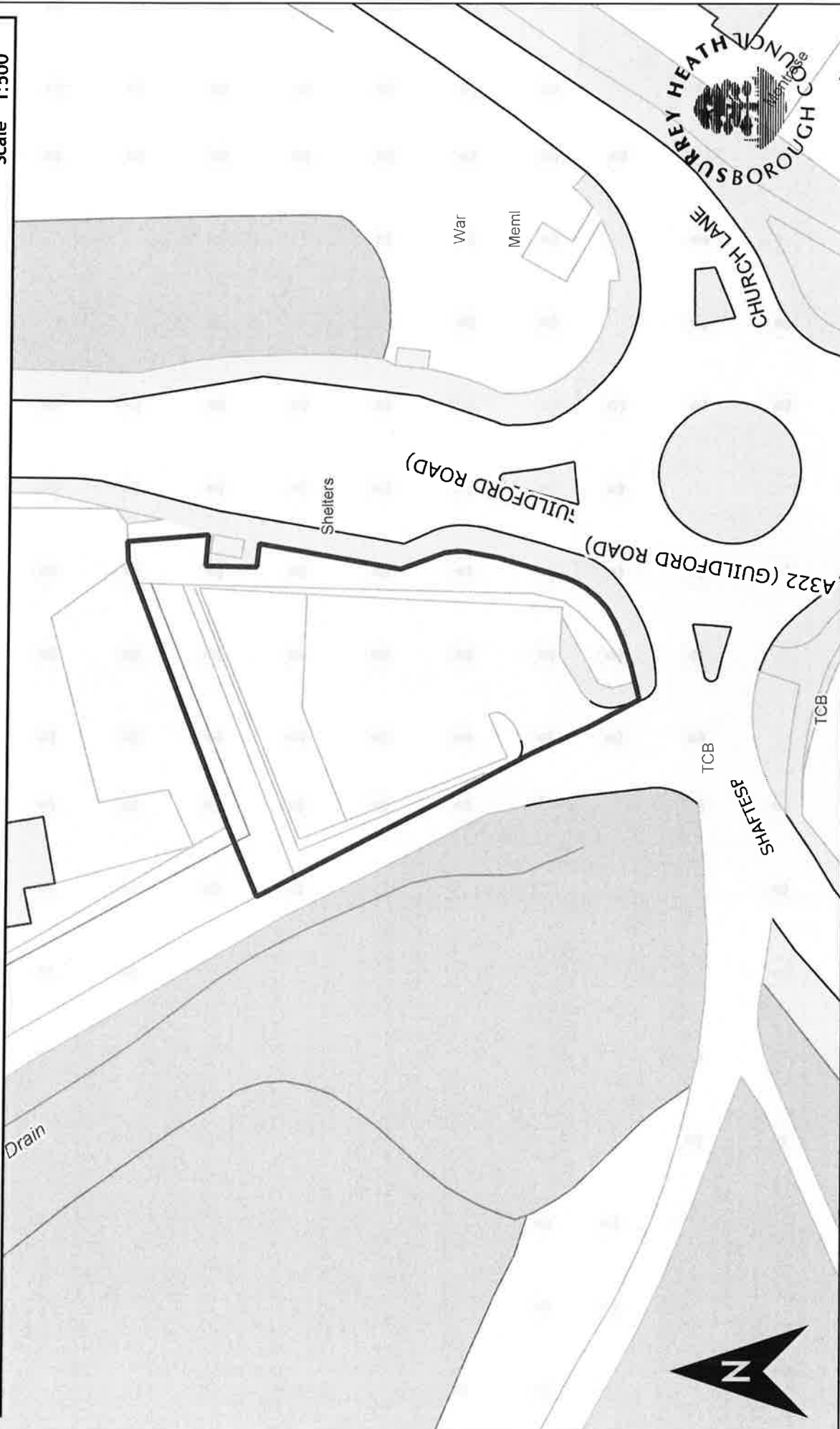


Number 21

# Bisley Car Park

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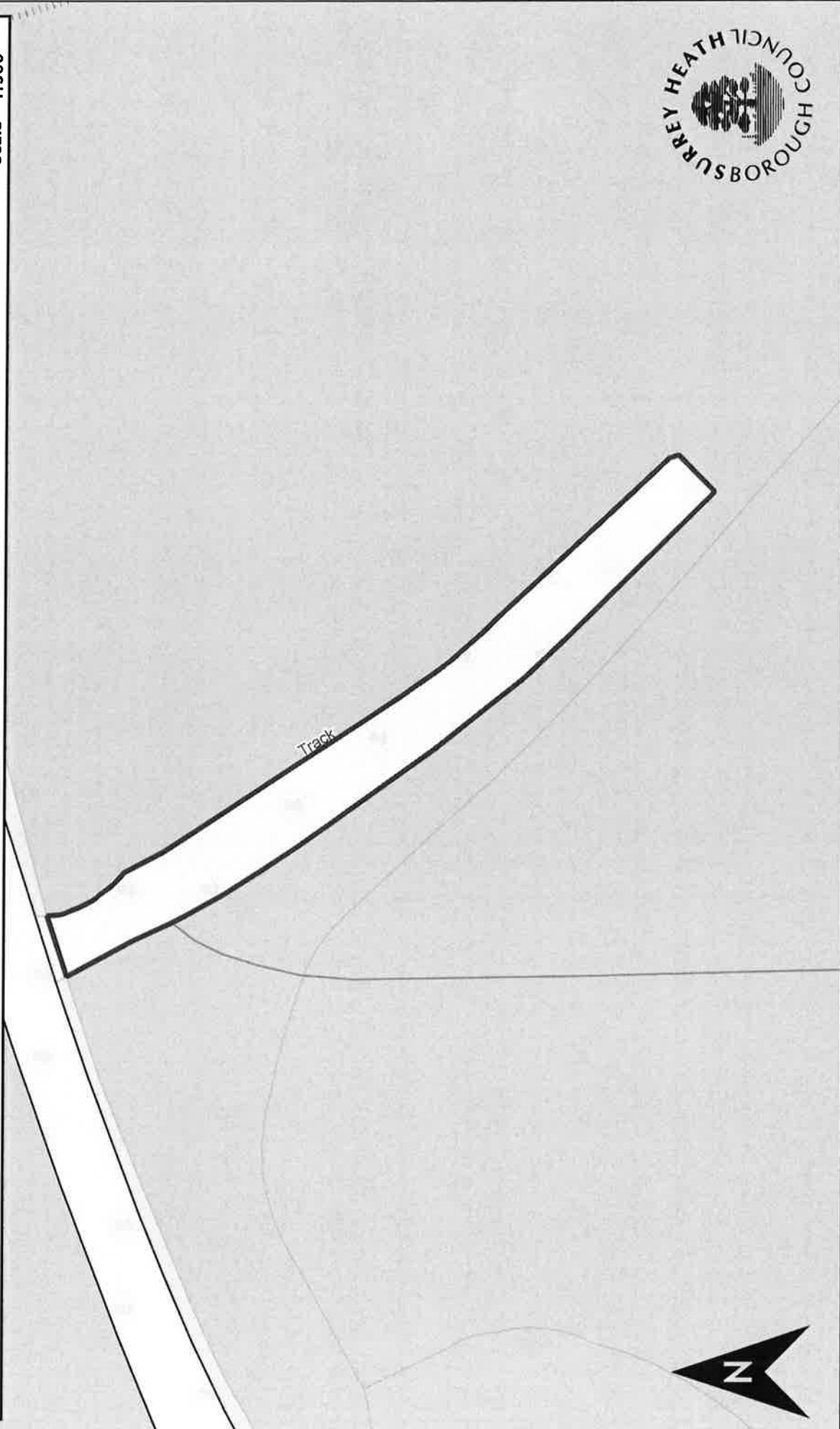
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# Chobham Place Woods, Valley End Road Car Park

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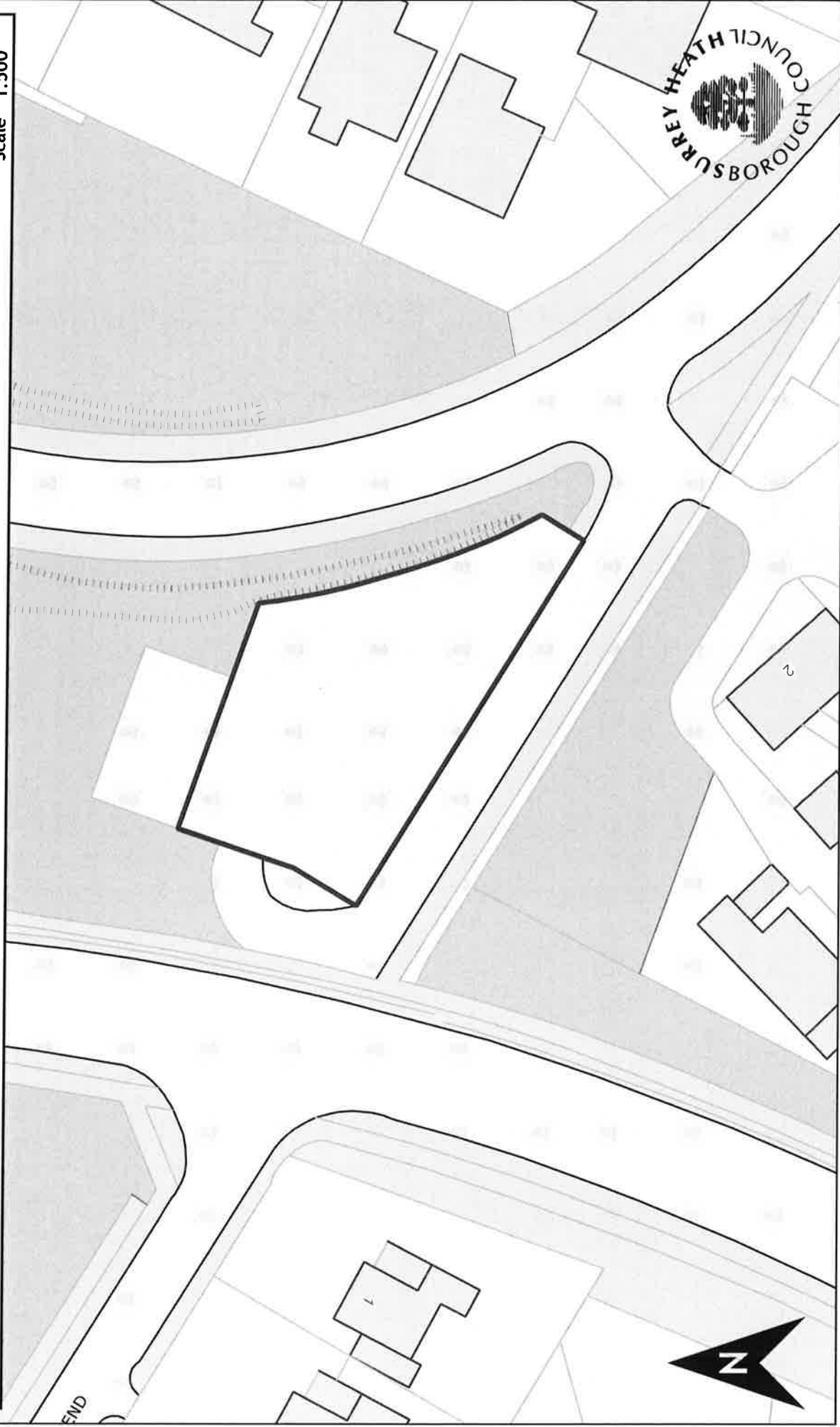
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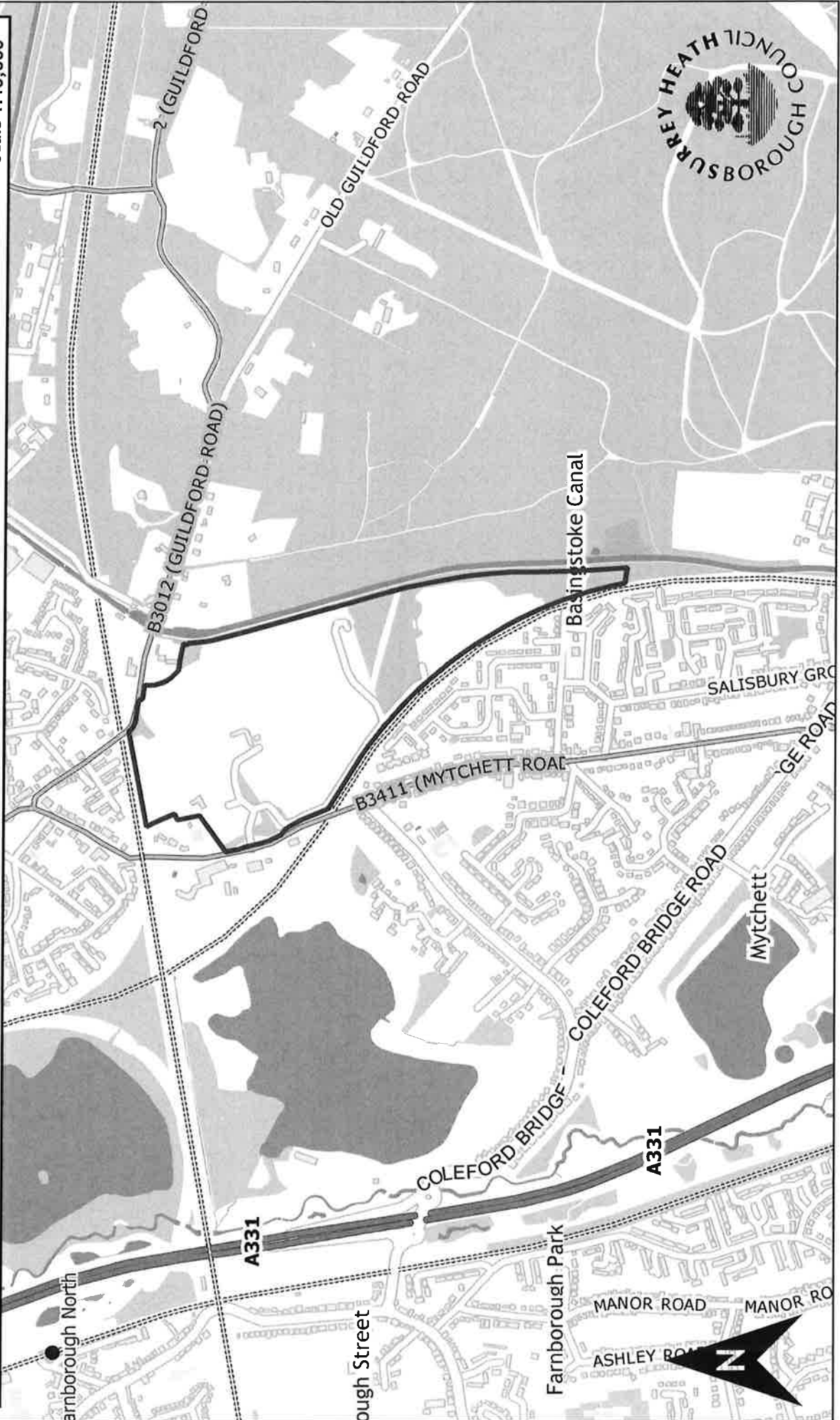
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Number 24

# Frimley Lodge Park

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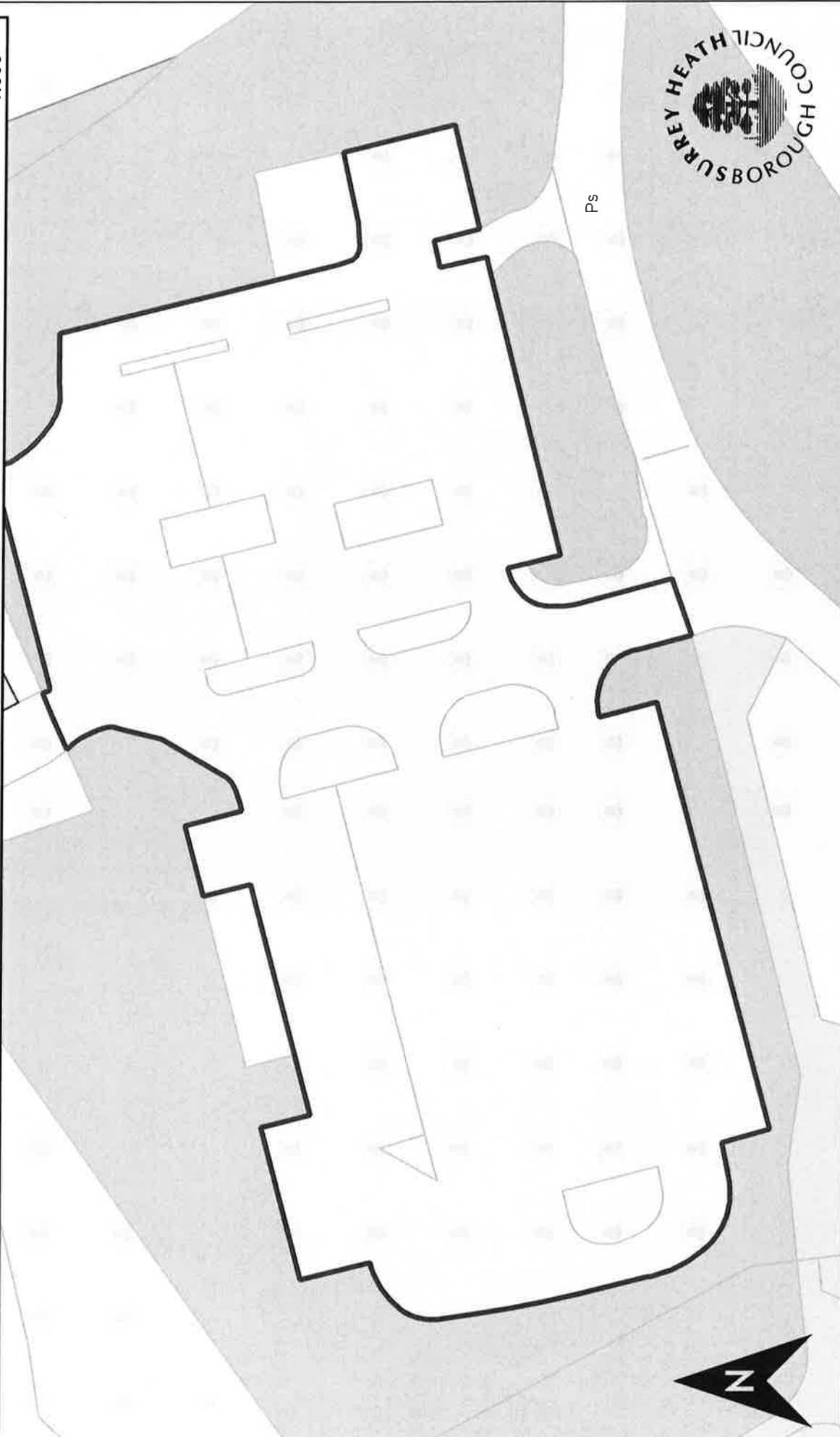
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Number 24A

# Frimley Lodge Park Car Park A

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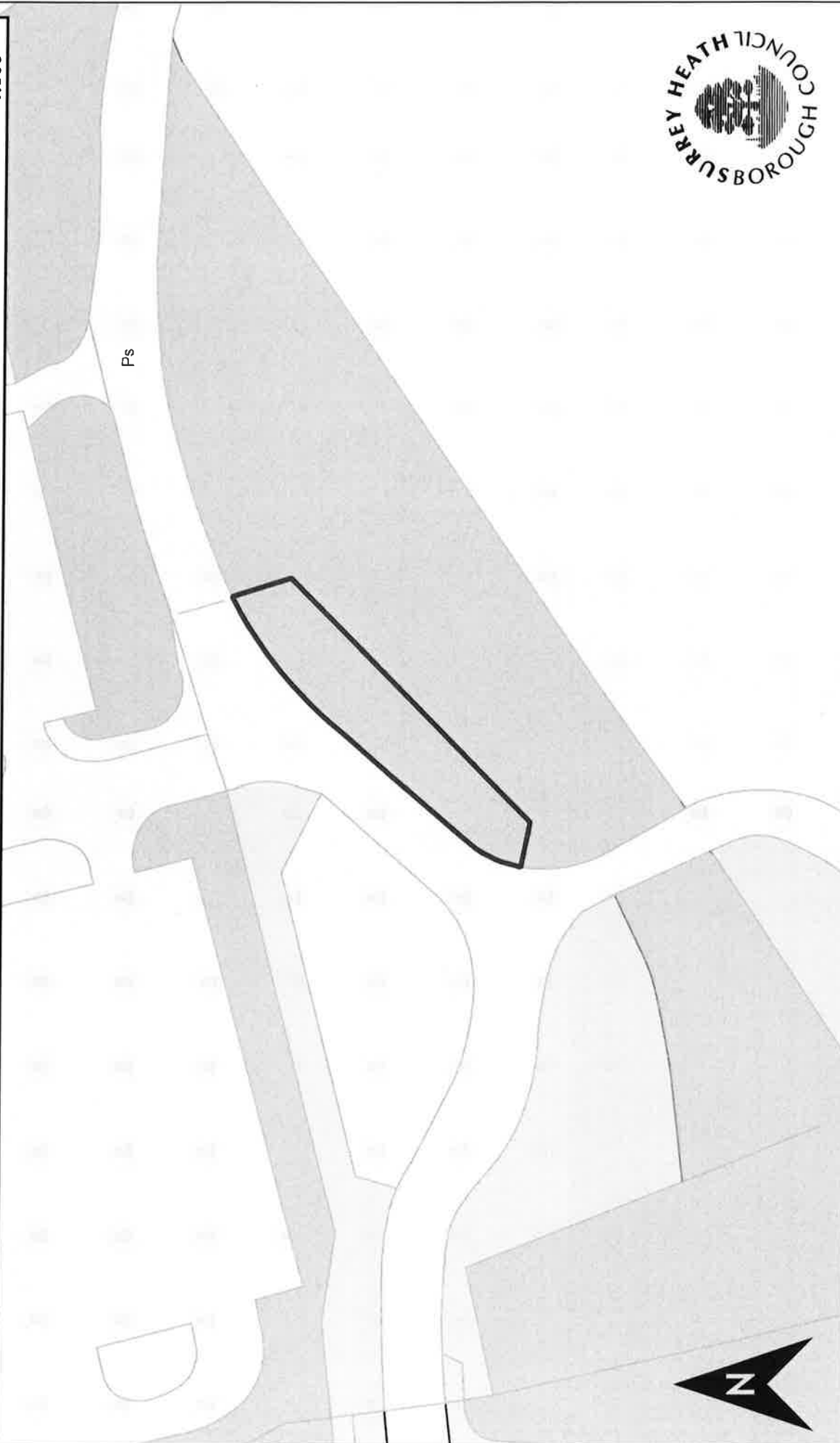
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**Number 24B**

# Frimley Lodge Park Car Park B

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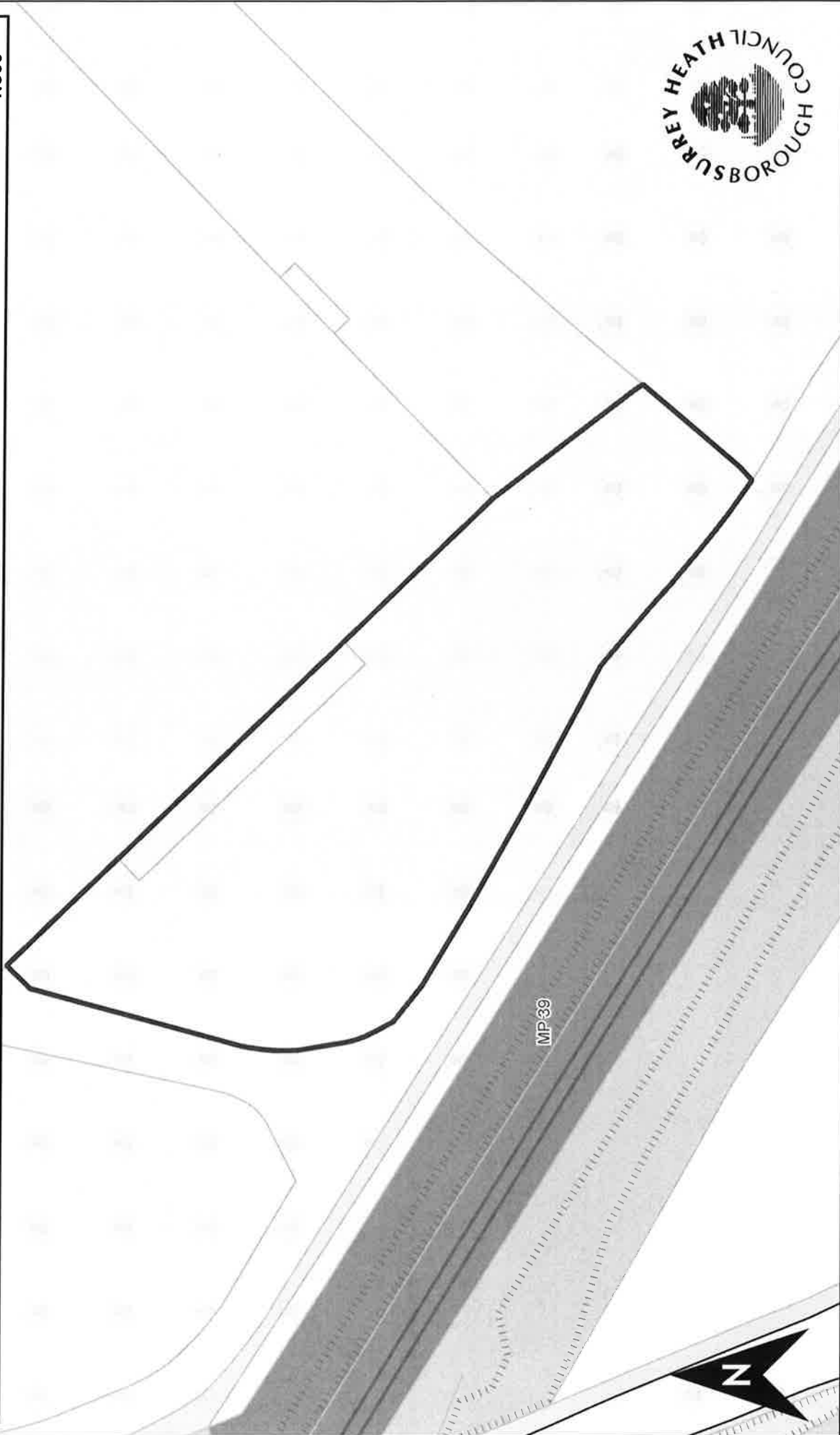
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**Number 24C**

**Frimley Lodge Park Car Park C**

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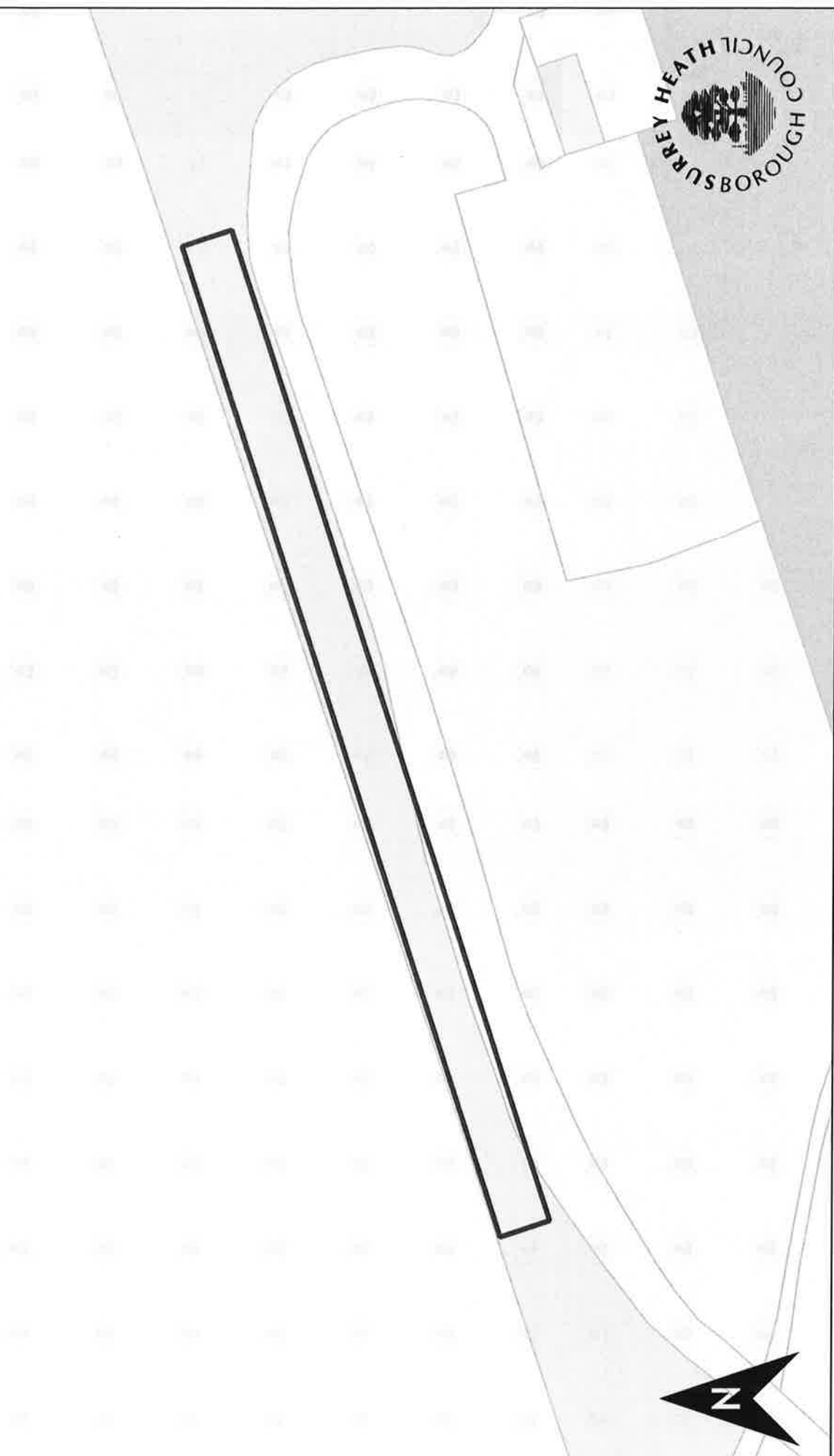


**Number 24D**

# Frimley Lodge Car Park Area D

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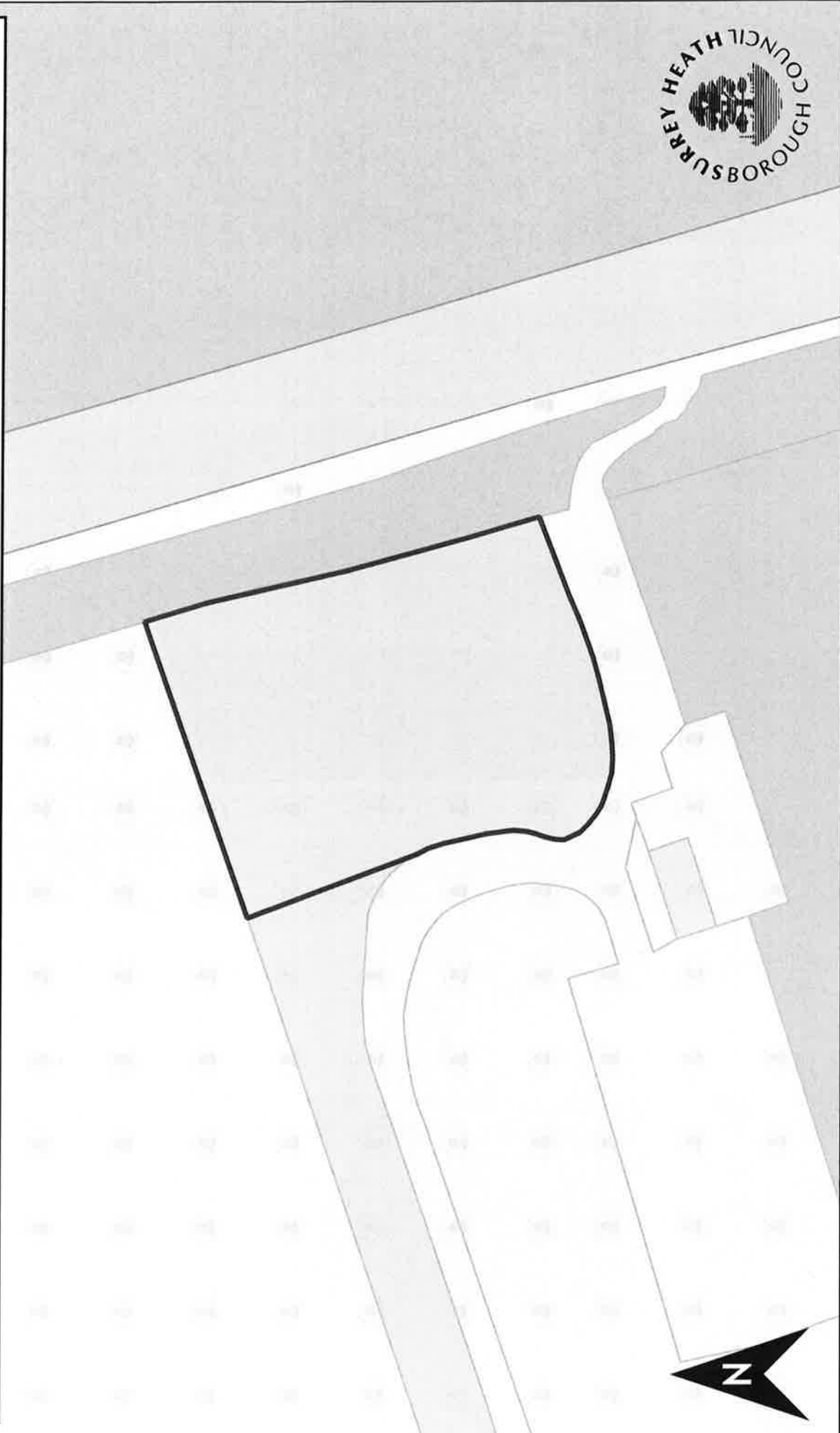
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**Number 24E**

# Frimley Lodge Park Car Park E

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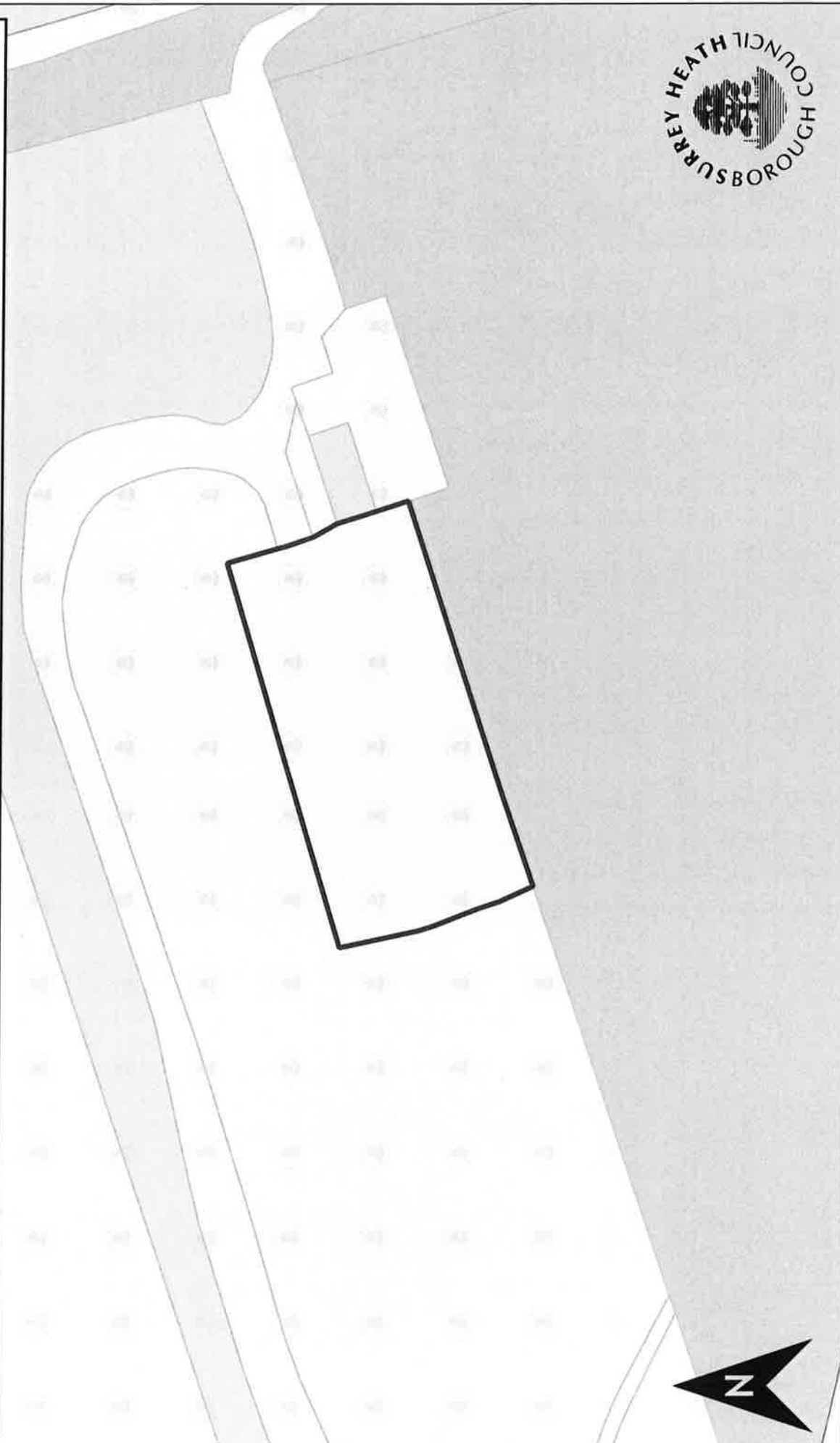
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Number 24F

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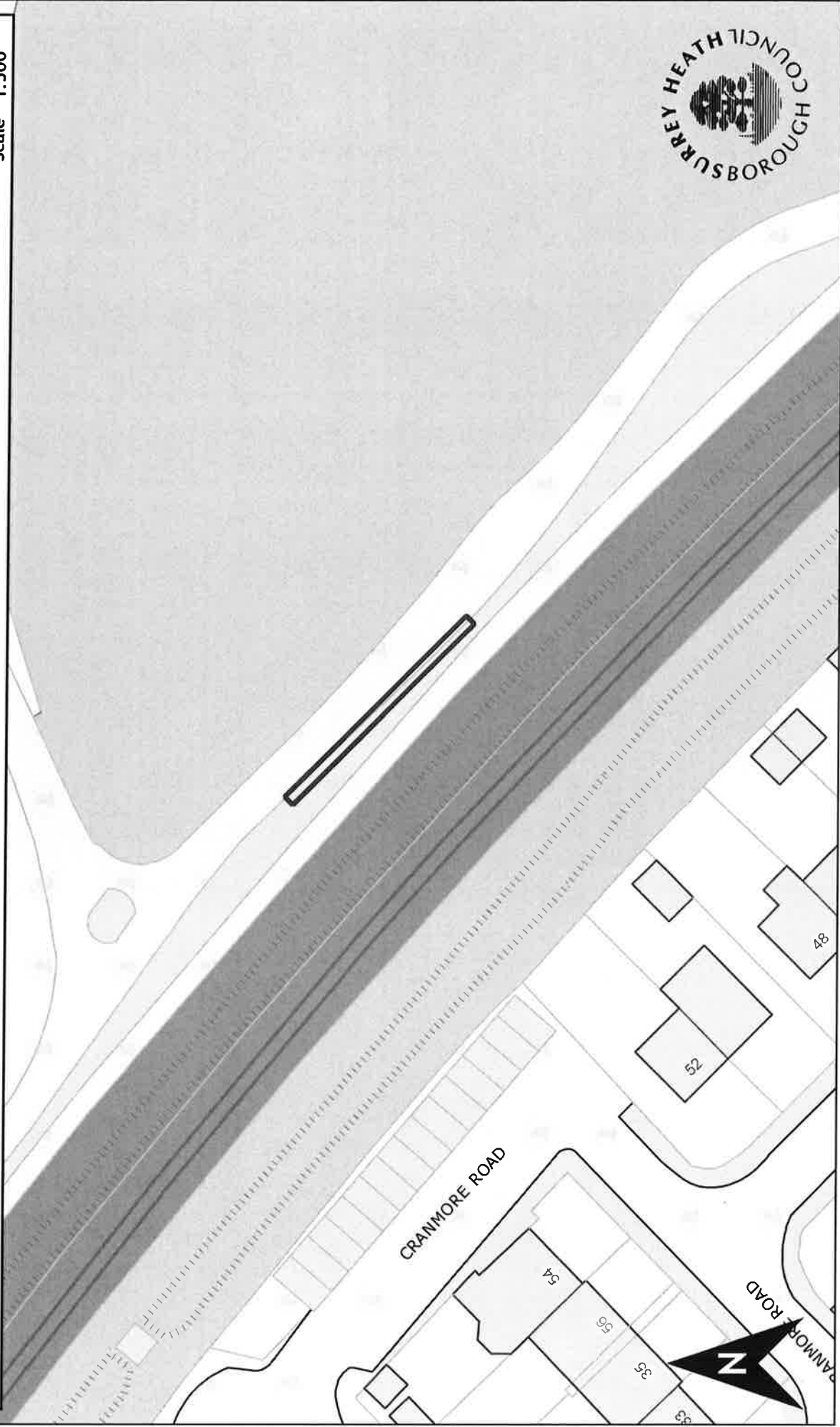
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Number 24G

# Frimley Lodge Park Car Park G

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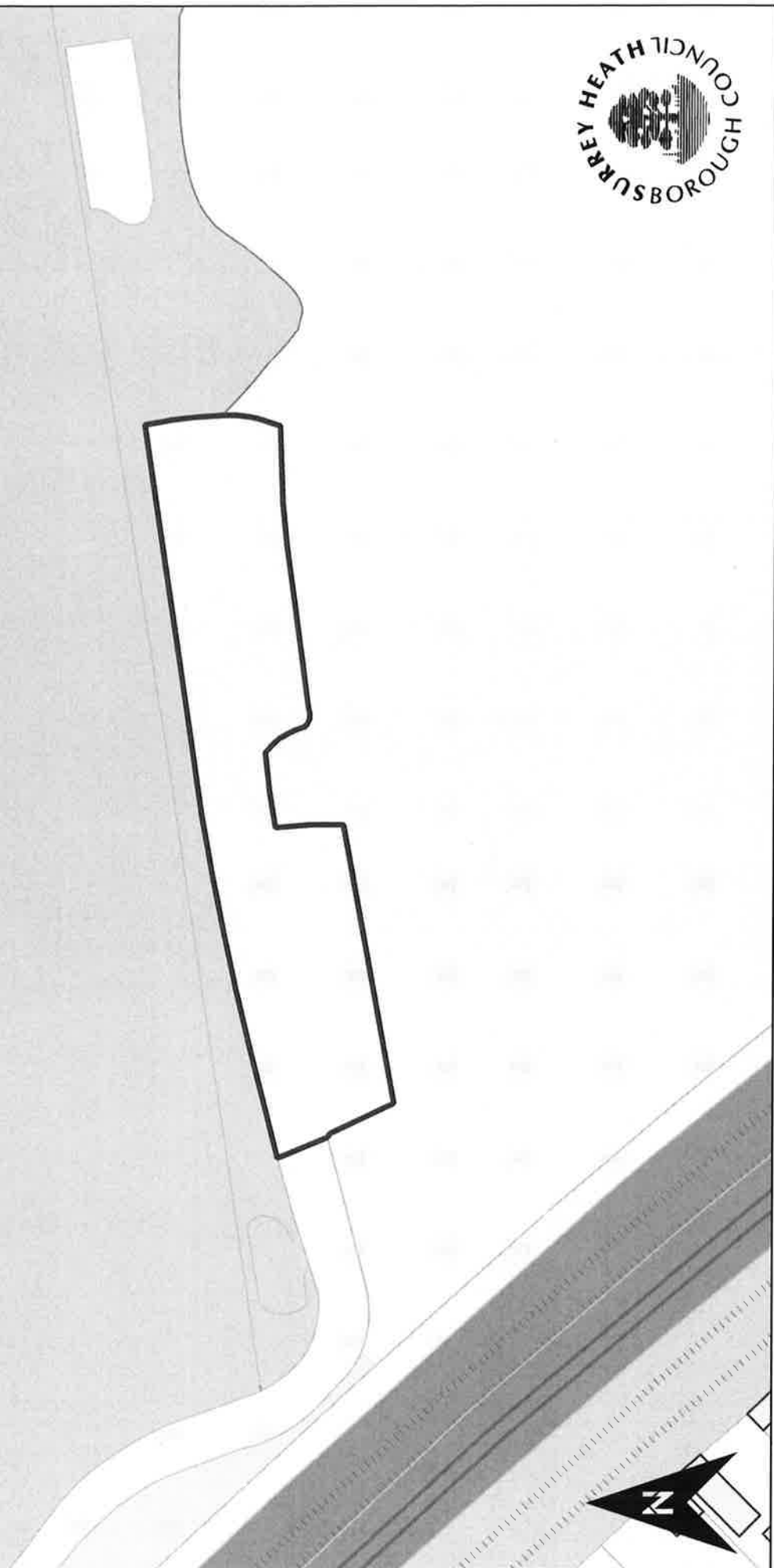
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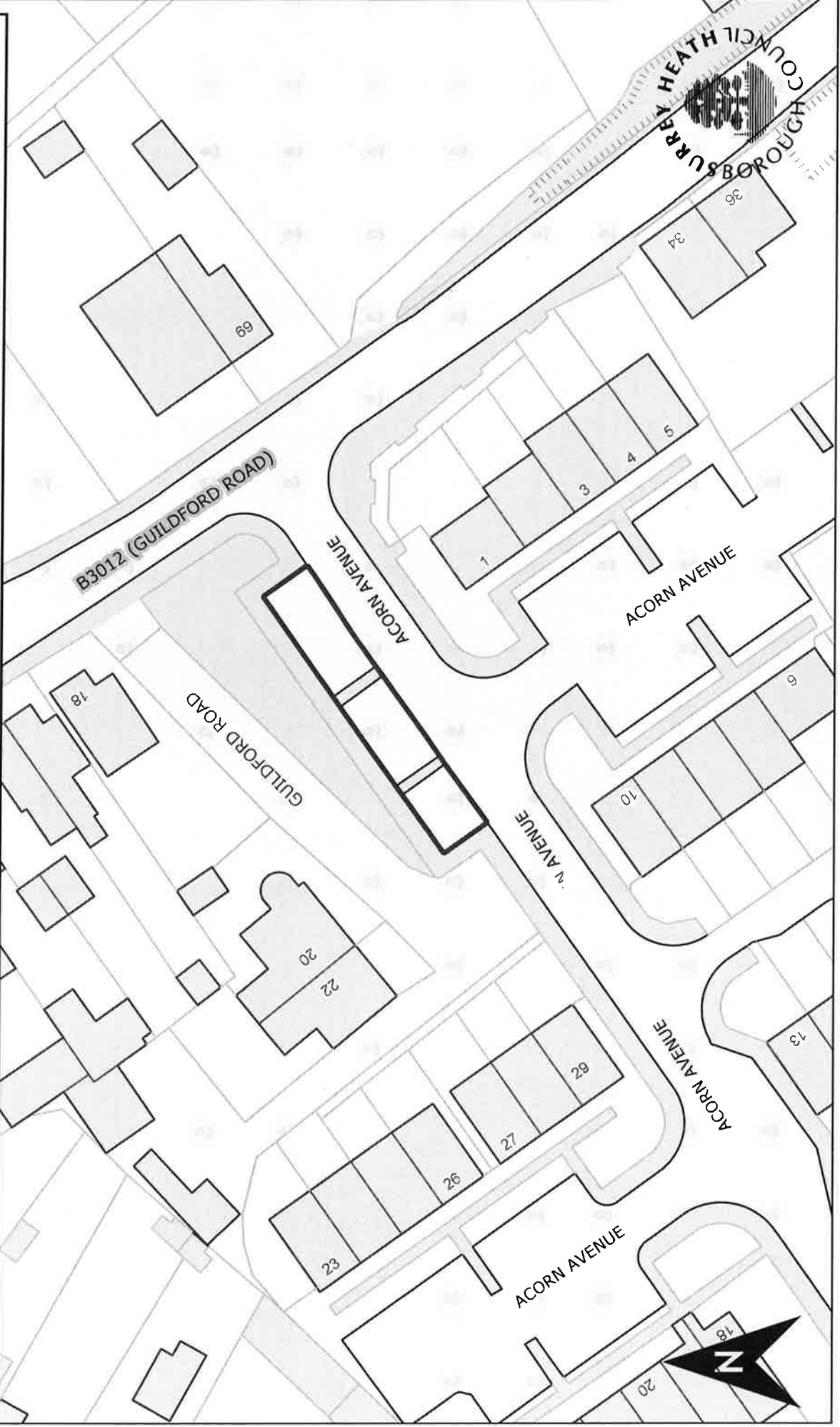
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# St George's Road Car Park

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## Requests for Carry Forward of Unspent Budget from 2016/17 to 2017/18

### Summary

To seek authority to carry forward unspent budget from 2016/17 to 2017/18 in line with financial regulations.

### Portfolio - Finance

Date Portfolio Holder signed off report: 25 May 2017

### Wards Affected - All

### Recommendation

The Executive is advised to RESOLVE that the budget carry forwards for 2017/18 totalling £444,686, as set out at Annexes A and B, be approved.

#### 1. Resource Implications

- 1.1 Any amount carried forward is effectively a charge to the General Fund for the year in which it is spent. Therefore if all of the carry forwards were approved this would result in a £444,686 being charged against general fund reserves in 2017/18.

#### 2. Key Issues

- 2.1 The financial regulations state that where the total budget carry forward requests exceed £25,000 they must be approved by Executive.
- 2.2 Carry forwards fall in two categories as follows:
  - 1) Those which arise from budget underspends in the previous year, which are as a result of works being deferred into the current year. These are shown in Annex A and total £219,000.
  - 2) Those that arise from the receipt of Government Grants which due to accounting rules have recognised as income when received provided all the conditions for its original grant have been met. However some grants are received too late in the year to be spent and therefore requests are made to carry these forward so they can be spent in the following year. These are shown in Annex B and total £225,686.

#### 3. Options

- 3.1 The Executive can:
  - 3.1.1 Accept any or all of the budget carry forwards as listed; or
  - 3.1.2 Reject any or all of the budget carry forwards as listed; or

3.1.3 Amend any or all of the budget carry forwards as listed

#### 4. Proposals

4.1 The Executive is asked to APPROVE the budget carry forwards for 2017/18 as listed in Annex A and B.

#### 5. Supporting Information

5.1 Budget holders were asked to complete a form for each carry forward request in which they had to demonstrate that:

- 1) Capacity – They had adequate capacity in the service to use this budget without affecting in year service delivery and objectives
- 2) Capability – They were able to do the work actually in the year.
- 3) Committed – The Council was committed to do this work and also explain why it had not been done in the prior year.

#### 6. Corporate Objectives And Key Priorities

6.1 Budgetary control supports the Objective of providing services better faster and cheaper

|                               |  |
|-------------------------------|--|
| <b>Annexes</b>                | <b>Annexes A and B – List of carry forwards and supporting information.</b>  |
| <b>Background Papers</b>      | <b>Carry Forward Requests</b>  |
| <b>Author/Contact Details</b> | <b>Sarah Parmenter – Senior Accountant</b><br><a href="mailto:Sarah.Parmenter@surreyheath.gov.uk">Sarah.Parmenter@surreyheath.gov.uk</a> |
| <b>Exec Head of Service</b>   | <b>Kelvin Menon – Executive Head of Business</b>   |

#### Consultations, Implications and Issues Addressed

| <b>Resources</b>                      | <b>Required</b> | <b>Consulted</b>  |
|---------------------------------------|-----------------|-------------------|
| Revenue                               | ✓               | 23 May 2016 (CEO) |
| Capital                               | N/A             |                   |
| Human Resources                       | N/A             |                   |
| Asset Management                      | N/A             |                   |
| IT                                    | N/A             |                   |
| <b>Other Issues</b>                   | <b>Required</b> | <b>Consulted</b>  |
| Corporate Objectives & Key Priorities | ✓               | 23 May 2016 (CEO) |
| Policy Framework                      | N/A             |                   |
| Legal                                 | N/A             |                   |
| Governance                            | N/A             |                   |
| Sustainability                        | ✓               | 23 May 2016 (CEO) |
| Risk Management                       | N/A             |                   |

| <b>Resources</b>             | <b>Required</b> | <b>Consulted</b> |
|------------------------------|-----------------|------------------|
| Equalities Impact Assessment | N/A             |                  |
| Community Safety             | N/A             |                  |
| Human Rights                 | N/A             |                  |
| Consultation                 | N/A             |                  |
| P R & Marketing              | N/A             |                  |

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## Annex A – Carry Forward Requests for Budget Under Spends

| <b>Budget Under Spends</b> |                |                        |   |
|----------------------------|----------------|------------------------|---|
| <b>Service</b>             | <b>Officer</b> | <b>Value Requested</b> | <b>Reason Requested</b>   |
| Business – Arena Project   | Sue McCubbin   | £95,000                | The Executive approved the budget for the new Leisure Facility Project in December 2016, but due to the procurement process the budget has not been spent during 16/17. It will be utilised during 17/18.   |
| Planning Policy            | Jenny Rickard  | £38,000                | To continue with the ongoing work on the Camberley Town Centre Public Realm   |
| Corporate                  | Richard Payne  | £25,000                | Carry forward requested to fund a one year fixed term contract for a Media and Marketing Officer to support the Town Centre work and other key council projects   |
| Recycling                  | Tim Pashen     | £50,000                | Carry Forward of additional recycling credits received during 2016-17 to fund the Surrey Heath Waste Action Plan which includes the mobilisation of a joint waste contract in conjunction with three other authorities and to improve the quality of kerbside recycling |
| Street Furniture           | Kelvin Menon   | £11,000                | Carry forward requested for the new installation and ongoing provision of safety/security cameras at fly tipping hot spots across Surrey Heath as part of our borough/county initiative to reduce fly tipping across Surrey   |
|                            |                |                        |   |
| <b>TOTAL</b>               |                | <b>219,000</b>         |   |
|                            |                |                        |   |

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Annex B – Carry Forward Requests for Unspent Grant Carry Forwards

| <b>Unspent Grant Carry Forwards</b> |                |                        |   |
|-------------------------------------|----------------|------------------------|---|
| <b>Service</b>                      | <b>Officer</b> | <b>Value Requested</b> | <b>Reason Requested</b>   |
| Planning Policy                     | Jenny Rickard  | £75,000                | Carry Forward of One Public Estate Grant to allow for work to be undertaken in respect of this project  |
| Electoral Registration              | Richard Payne  | £21,000                | Carry Forward of grant to continue the transition to Individual Electoral Registration work during 2017-18  |
| Homelessness                        | Jenny Rickard  | £20,673                | Grant to support single homeless residents in accommodation in the private sector by issuing loans for advance rent and to underwrite bonds issued in lieu of a cash deposit. This grant is ring-fenced             |
| Homelessness                        | Jenny Rickard  | £32,183                | Late grant income received to set up or support services that tackle homelessness. Use of the grant provides better outcomes for residents and reduces the cost of B and B accommodation. This grant is ring-fenced |
| Housing                             | Jenny Rickard  | £14,830                | Carry forward of late and unexpected additional grant funding from Surrey County Council to increase capacity to develop the Home Improvement Agency. This grant is ring-fenced                                     |
| Housing                             | Jenny Rickard  | £7,000                 | Carry forward for the provision of the Case Officer Role to deliver the Home Improvement Agency   |
| Fraud/Audit                         | Kelvin Menon   | £55,000                | Carry forward of ring fenced DCLG funding for counter fraud work across the Surrey wide partnership and the investigation resources within the team.  |
|                                     |                |                        |   |
|                                     |                |                        |   |
| <b>TOTAL</b>                        |                | <b>225,686</b>         |   |
|                                     |                |                        |   |
| <b>GRAND TOTAL</b>                  |                | <b>444,686</b>         |   |

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## Surrey Heath Heritage Service

### Summary

Surrey Heath Heritage service exists to collect, preserve, promote and disseminate information on the local heritage and natural history of the Borough of Surrey Heath. We are looking to consult with local people to understand what they are looking for from their heritage service in order for us to re-focus how we deliver local heritage services.

### Portfolio - Business (Cllr Craig Fennell)

#### Date Portfolio Holder signed off report

20<sup>th</sup> June 2017

#### Wards Affected

All

### Recommendation

The Executive is asked to RESOLVE

- (i) to note that a consultation process seeking community opinion on what it would like from its Heritage service has commenced;
- (ii) that, in order to allow staff to undertake a thorough consultation, no active exhibitions will take place during the consultation; and
- (iii) a further report with proposals for a new re-focused service be brought to the Executive following the conclusion of the consultation.

## 1. Resource Implications

- 1.1 The heritage team are facilitating the consultation within the community to ask for public opinion to help understand what the community is looking for from their heritage service. This consultation will conclude at the end of December 2017.

## 2. Key Issues

- 2.1 To allow the heritage team to consult and develop the modernised heritage service ready for April 2018 there will not be active exhibitions from October 2017.
- 2.2 The purpose of the review is to make heritage artefacts and services more accessible to the community. The re-focus therefore includes options around:

- Hidden Histories – placing info boards at suitable locations to allow people to understand the historical relevance, what it is there for, why it is there etc. This will allow people to trip over interesting historical facts in the borough.

- Places to Pause – to place displays at locations where people naturally wait (and will look at info/displays) to keep themselves occupied. E.g. Contact centre waiting area, children's playgrounds, cafes in parks.

- Pop-Up locations – identify locations where we could have pop-up exhibitions that can roll around the borough. We take the exhibitions to where there are people, the exhibition will then move to another location so that it attracts interest in that location before then moving off to the next place.

- On-line accessibility – the collection will be documented, photographed and put on line for all to see and have access to.

- Service review – Working with the contact centre on research appointments, access to education packages etc.

### **3. Options**

3.1 The Executive are asked to note as follows:

3.1.1 That a consultation process seeking community opinion on what they would like from their Heritage service has commenced;

3.1.2 To allow staff to undertake a thorough consultation and then re-focus the service there will not be an active exhibition during this time;

3.1.3 The new re-focused service will commence April 2018.

### **4. Corporate Objectives And Key Priorities**

4.1 This is supported within the priority for People where we are looking to build and encourage communities where people can live happily and healthily in an environment that the Community is proud to be part of.

### **5. Consultation**

5.1 The consultation has commenced with the team attending community events, local groups, schools and local interested parties. The consultation is also being publicised through the web.

### **6. PR And Marketing**

6.1 The marketing and PR team are working closely with us to deliver news about the exciting new look heritage service.

|                               |  |
|-------------------------------|--|
| <b>Annexes</b>                | None   |
| <b>Background Papers</b>      | None   |
| <b>Author/Contact Details</b> | Sue McCubbin – Recreation and Business Manager<br><a href="mailto:Sue.McCubbin@surreyheath.gov.uk">Sue.McCubbin@surreyheath.gov.uk</a> |
| <b>Head Of Service</b>        | Daniel Harrison – Executive Head of Business   |

**Consultations, Implications and Issues Addressed**

| <b>Resources</b>                      | <b>Required</b> | <b>Consulted</b> |
|---------------------------------------|-----------------|------------------|
| Revenue                               |                 |                  |
| Capital                               |                 |                  |
| Human Resources                       |                 |                  |
| Asset Management                      |                 |                  |
| IT                                    | ✓               |                  |
| <b>Other Issues</b>                   | <b>Required</b> | <b>Consulted</b> |
| 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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## Statement of Community Involvement

### 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. The Executive agreed to the consultation on the Draft SCI in March 2017. This report seeks adoption of the SCI following consultation.

### Portfolio: Regulatory

**Date Portfolio Holder signed off report: 14<sup>th</sup> June 2017**

### Wards Affected

All

### Recommendation

The Executive is advised to RESOLVE to adopt the Council's Statement of Community Involvement.

#### 1. Resource Implications

- 1.1 Production of the SCI has been undertaken in-house. There are no resource implications beyond that provided for within the agreed budget for 2017/18.

#### 2. Key Issues

- 2.1 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; and
- Changes around Neighbourhood Planning.

- 2.2 The updated SCI will support the Council's Plan Making process.

- 2.3 Following consultation there have been two minor changes to the SCI. these are:

- Increase references to the use of social media in how the Council will consult with the community; and
- Include reference in the introduction to the fact that the SCI contains a number of technical references.

### **3. Options**

3.1 The Executive has two options as follows:

- i) ADOPT the Statement of Community Involvement (SCI); or
- ii) NOT ADOPT the Statement of Community Involvement (SCI).

### **4. Proposals**

4.1 The proposal is for the Executive to adopt the Statement of Consultation. This is to ensure compliance with the Planning and Compulsory Purchase Act 2004 (as amended).

### **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; and
- 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**

10.1 The draft SCI was 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. The consultation ran from 22 March to 3 May 2017. A Statement of Consultation is appended to this report.

|                               |   |
|-------------------------------|---|
| <b>Annexes</b>                | Annex A - Statement of Community Involvement as amended following consultation.<br><br>Annex B - Statement of Consultation.                     |
| <b>Background Papers</b>      | None  |
| <b>Author/Contact Details</b> | Jane Ireland – Planning Policy and Conservation Manager<br><a href="mailto:Jane.ireland@surreyheath.gov.uk">Jane.ireland@surreyheath.gov.uk</a> |
| <b>Head of Service</b>        | Jenny Rickard – Executive Head of Regulatory  |

### Consultations, Implications and Issues Addressed

| <b>Resources</b>                      | <b>Required</b> | <b>Consulted</b>          |
|---------------------------------------|-----------------|---------------------------|
| Revenue                               | ✓               | 30 <sup>th</sup> May 2017 |
| Capital                               |                 |                           |
| Human Resources                       |                 |                           |
| Asset Management                      |                 |                           |
| IT                                    |                 |                           |
| <b>Other Issues</b>                   | <b>Required</b> | <b>Consulted</b>          |
| Corporate Objectives & Key Priorities | ✓               | 30 <sup>th</sup> May 2017 |
| Policy Framework                      |                 |                           |
| Legal                                 | ✓               | 30 <sup>th</sup> May 2017 |
| Governance                            |                 |                           |
| Sustainability                        |                 |                           |
| Risk Management                       |                 |                           |
| Equalities Impact Assessment          | ✓               | 30 <sup>th</sup> May 2017 |
| Community Safety                      |                 |                           |
| Human Rights                          |                 |                           |
| Consultation                          |                 |                           |
| P R & Marketing                       | ✓               | 30 <sup>th</sup> May 2017 |

**Review Date:**

**Version:** 1

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# SURREY HEATH BOROUGH COUNCIL

## LOCAL PLAN



### Statement of Community Involvement (SCI)

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).

The SCI is an updated version of the SCI previously adopted by the Council in May 2012. Consultation on a Draft SCI took place during March-May 2017.

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](mailto: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. The SCI contains a number of technical references, in particular to requirements set out in in Planning Acts and Regulations. This is necessary to show that the Statement of Community Involvement has had regard to these requirements. Table1-4 of the Statement of Community Involvement (SCI) sets out how and when the Council will consult residents and community groups and other organisations.
- 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 management 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

### **Under Represented Groups**

- 1.14 Under-represented 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
- 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<br>What we will do  | When will you be involved? | How will you be involved?   |
|---|---|----------------------------|---|
| <b>Local Development Scheme (LDS)</b>           | 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.  |
| <b>Statement of Community Involvement (SCI)</b> | 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.<br><br>At this time, all statutory consultees and identified stakeholders will be consulted in writing, e-mail and other forms of communication. |
| <b>Authorities' Monitoring Report (AMR)</b>     | 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

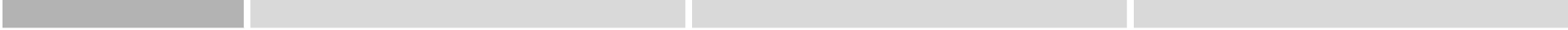
| Activity  | Involvement & Notification<br>What we will do   | When will you be involved?   | How will you be involved?   |
|---|---|--|---|
| <b>Issues and Options Stage/ Pre-Submission Stage Consultation (Regulation 18)</b>                              | <p>Notify specific and general consultation 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"> <li>• Workshops for key stakeholders</li> <li>• Presentations to parish councils</li> <li>• Major articles in Council's Heathscene magazine to all households</li> <li>• Issue press release(s)</li> </ul> | <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. The Council will also use social media as a means of communication.</p> <p>Dependant upon the subject matter of the Local Plan, the Local Planning Authority may employ further engagement techniques as deemed appropriate.</p> |
| <b>Publication of a local plan (Regulation 19) and Representations relating to a local plan (Regulation 20)</b> | <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;<br/>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<br>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.   |  |  |
| <b>Independent Examination (Regulation 24)</b> | <p>A Pre-Examination Hearing will occur 6 weeks prior to the Examination in Public (EiP)<sup>2</sup>.</p> <p>At least 6 weeks before the examination starts, the Council will</p> <ul style="list-style-type: none"> <li>• Publish details on website</li> <li>• Notify people who made representations of the date the examination starts and name of person appointed to hold examination</li> </ul>                       | 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. |
| <b>Adoption (Regulation 26)</b>                | <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"> <li>• Make available the adopted document/adoption statement/sustainability appraisal report for inspection (includes web site)</li> <li>• Notify anyone who requested to be notified of adoption</li> <li>• Send an adoption statement to the Secretary of State</li> </ul> |  | 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.<br>The Council will also use social media as a means of communication.  |

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

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

| Activity   | Involvement & Notification<br>What we will do  | When will you be involved?  | How will you be involved?   |
|--|--|---|---|
| <b>Public Participation (Regulation 12)</b> <sup>1</sup> | <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>The Council will also use social media as a means of communication</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> |
| <b>Adoption (Regulation 14)</b> <sup>1</sup>             | <p>As soon as is reasonably practicable after the Local Planning Authority adopt a SPD they must:</p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• Notify anyone who requested to be notified of adoption</li> </ul> |   | <p>All relevant statutory/general consultation bodies and anyone else who submitted a representation will be sent the adoption statement.</p> <p>The Council will also use social media as a means of communication</p>   |



<sup>1</sup> See Appendix 1

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

| Activity   | Involvement & Notification<br>What we will do  | When will you be involved?   | How will you be involved?  |
|--|--|--|--|
| <b>Evidence Base Documents</b><br><b>e.g. Strategic Housing Land Availability Assessment/ Employment Land Review</b> | <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>   |
| <b>Strategic Environmental Assessment/ Sustainability Appraisal (SA/SEA)</b>   | <p>As required by the Environmental Assessment of Plans and Programmes Regulation 2004, the Council will:</p> <ul style="list-style-type: none"> <li>• Produce a Scoping Report at Regulation 12<sup>3</sup> stage for statutory consultation bodies to comment prior to undertaking the Options Consultation on Local Plan's and AAP's</li> <li>• 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)</li> </ul> <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<br>What we will do  | When will you be involved? | How will you be involved?  |
|----------|--|----------------------------|--|
|          | <p>13)<sup>3</sup> the Council will:</p> <ul style="list-style-type: none"> <li>• Send a copy to each statutory consultation body</li> <li>• Publicise the Report to all those having an interest in or likely to be affected by the plan or programme being assessed.</li> <li>• Advise where the document can be viewed or purchased.</li> <li>• Invite comments</li> <li>• Any person may make representations during the 6 weeks from the date of notice.</li> <li>• We must consider those representations</li> </ul> <p>At the adoption of the Local Plan the Council will as soon as reasonably practicable (Reg 16)<sup>3</sup>:</p> <ul style="list-style-type: none"> <li>• Make copies of the final Environmental report available to view or purchase.</li> <li>• Publicise the Report</li> <li>• Advise consultees of adoption</li> </ul> <p><i>In addition, the Council will:</i></p> <ul style="list-style-type: none"> <li>• <i>Publish summary of comments received on website</i></li> </ul> |                            | <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> |

<sup>3</sup> 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 representations<sup>2</sup> 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.

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<sup>2</sup> 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 confidential<sup>3</sup>.
- 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.

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<sup>3</sup> 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

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

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

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

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

### Glossary of Terms for Community Involvement

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

|  |   |
|--|---|
| AAP<br>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<br>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<br>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<br>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<br>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 :<br>(i) the development and use of land which the local planning authority wish to encourage during any specified period;<br>(ii) the allocation of sites for a particular type of development or use.<br><br>The Local Plan Development Plan Document is a Local |

|  |  |
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|  | Development Document.  |
| LDF<br>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<br>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<br>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.<br><br>Sustainability Appraisal (SA) is a compulsory requirement under the 2004 Planning and Compulsory Purchase Act and the 2001/42/EEC European Directive.  |
| SCI<br>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<br>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<br>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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Great Place • Great Community • Great Future

# **Statement of Consultation Statement of Community Involvement (SCI)**

## **May 2017**

This statement sets out comments received and the Council's response to the Surrey Heath Borough Council's consultation on the Statement of Community Involvement.

The Consultation ran for six weeks from the 3<sup>rd</sup> January 2017 to the 14<sup>th</sup> February 2017.

Letters and e-mails were sent out to residents and organisations on the Council's Local Plan database, neighbouring authorities, Parish Councils and those Specific Consultation Bodies and Local Equality Groups set out in Appendix 2 of the draft Statement of Community Involvement. The consultation was advertised on the front page of the Council's website.

Page 140

| <b>Responses to the Draft Statement of Community Involvement (SCI)</b> |  |  |
|--|--|--|
| <b>Respondent</b>  | <b>Comment</b>   | <b>Council's Response</b>  |
| Natural England  | Are supportive of the principle of meaningful and early engagement of the general community, community organisations and statutory bodies in local planning matters, both in terms of shaping policy and participating in the process of determining planning applications   | Noted.   |
| Mr Colin Slatter   | Considers the document is clear but raises concern over the lack of consultation in respect of the Frimley Green traffic lights.   | Noted. With respect to the traffic light issue this relates to a specific issue rather than the Statement of Community Involvement   |
| Mr David Natolie   | Considers inadequate consultation took place with the adjoining villages on Deepcut Development before planning consents were given.<br><br>Fully supports a more comprehensive arrangement that seeks to identify and consult with those communities which will be affected - no matter how minor. There are with social media a lot more avenues of communication that could be usefully used. | Noted. The Deepcut development was subject to extensive community engagement and consultation both in producing the Supplementary Planning Document for the site and through the Planning Application process.<br><br>Amend Tables 1-4 in the SCI to better reflect the use of social media. |
| Mr Graham O'Connell  | Thank you for the opportunity to comment on the draft Statement of Community Involvement 2017.   |  |

|  |   |   |
|--|---|---|
|  | <p>I have three main comments:</p> <p>1. In effect the policy seems to be to engage with the community simply in order to meet the minimum requirements of the legislation. Whilst I accept that it can be expensive and time-consuming to consult extensively on all applications, it does seem that a little more towards best practice would be possible and desirable.</p> <p>In particular, to commit to genuine participatory consultation on major projects, perhaps in proportion to their size. Also, to spell out in this document <b>a clear commitment to follow the relevant government guidelines on consultation</b> over and above any legal minimum.</p> <p>2. A continuing major concern from development is the impact on traffic. This was one of the top concerns regarding the Deepcut development, for example. However, the issues and potential solutions are often at the periphery of the planning process and are in danger of being subject to little or no direct consultation. The importance of consultation on S106 agreements, for example, is emphasised in government guidelines but there is nothing in this Statement that makes even an oblique reference to such issues. These issues are important and are not peripheral from the consultees point of view. There should be <b>a clear and direct statement of commitment to embrace consultation on S106 and any other issues of importance to the local community or those further afield that may be affected as a consequence of the development</b> (to avoid any repeat of the Frimley Green Traffic Lights fiasco or similar).</p> <p>3. Whilst this Statement of Community Involvement is a legal requirement it comes over as simply that. One does not get a sense of any heart-felt belief that the council really wishes to engage with the community, to find out what they know, to take account of their</p> | <p>Noted. Consultation on planning applications is undertaken in line with government requirements.</p> <p>Noted. There is no requirement to consult on Section 106 agreements.</p> |
|--|---|---|

|                   |   |   |
|-------------------|---|---|
|                   | <p>concerns, to allow them to genuinely influence things. Please, as a minimum, <b>say what will happen with the views of those consulted and promise that they will be given equal weight, and air time, to that of the developer, their experts or other stakeholders.</b></p>  | <p>Noted. All consultation responses are given the same weight by the Council and by Planning Inspectors in examining Local Plans</p>                     |
| Mr Richard Browne | <p>Thank you for the email below which prompted me to visit the Public Library and see the wealth of information available.</p> <p>Not knowing where to start I looked at various documents (egg Camberley town centre 2011-2028). Sadly I came away with the conclusion that over the years Camberley has degenerated into a less attractive town in which to live. The addition of the Atrium with Vue has been one of the rare enhancements but where are the better quality shops and restaurants....Carluccios, Brasserie Blanc....Cote etc?</p> <p>The High Street has been allowed to look tired; is the new 'Wok Shop' going to have some new street scene furniture etc and is the area behind it going to be cleared up so we can all be proud of Camberley, the town in which we live?</p> <p>I didn't fully understand how the railway station redevelopment is going to take place and when.</p> <p>Is the redevelopment of Ashburn (?) House opposite to the station really going to house flats/apartments of luxury dimensions etc.</p> <p>It is also sad to see the flats being built in Middle Gordon Rd (opposite Optiplan) have no balconies. Is there an objection to balconies; apart from the occasional Juliet balcony?</p> <p>Could one of the initiatives to keep people better informed be to take one of the empty retail units and have on permanent display plans and models of the town centre and its surrounds with dates attached</p> | <p>Noted. Comments relate specifically to the Camberley Town Centre and associated development rather than to the Statement of Community Involvement.</p> |

|                     |   |  |
|---------------------|---|--|
|                     | <p>to give us hope that improvements are taking place.</p> <p>Sincerely,</p>  |  |
| Mr David Chesneau   | <p>The current draft SCI reflects badly on the borough council. Its writing style will put all but the most 'dedicated' of readers off. Any response to the consultation will therefore be far from representative of the views of the community as a whole. The complex style and language are particularly inappropriate as the document itself refers to the challenge of involving 'hard to reach' sections of the community.</p> <p>The content of the document reflects its origins in another era. It completely fails to recognise how communication has changed in the last decade. It makes virtually no mention of the social media, even though the US president and the Russian authorities use Twitter to exchange opinions. Its references to 'a local newspaper' ignore the fact that local newspapers are less and less relied upon as a source of local information.</p> <p>In my view the document is irretrievable. It may have been written 'in accordance with Section 18 of the Planning and Compulsory Purchase Act 2004 (as amended)', but it fails completely as a communication.</p> | <p>Noted. The Statement of Consultation is an update to previously agreed and published Statement of Consultation. Amend introduction to reflect the document has a number of technical references.</p> <p>Noted Amend Tables 1-4 to better reflect the use of social media.</p> |
| Cllr Graham Alleway | <p>It would be useful to present a document such as a gap analysis or review comparing the existing and the proposed SCI statements. It should also summarise its current effectiveness and any proposals or objectives to enhance its effectiveness. This should give a clearer description of its purpose and effectiveness that people outside of the planning system can understand. The NPPF objective (foreword) is to engage people in Planning and is better done with simple plain English and concise documents. It should be free of repetition and to the point.</p>  | <p>Noted. The Statement of Community Involvement sets out how the community will be involved in the various stages of plan making and in consulting on planning applications. Amend introduction to reflect the document has a number of technical references</p>                |

|  |  |  |
|--|--|--|
|  | <p>The SCI lists its consultation bodies and its involvement procedures; but this is normally to comment on something already derived by others without consultation. It appears to suggest that others have decided what we should have as a community, not what the community has said it wants as a place to live going forward. The basis of the Plan should be derived from the community and then presented as a proposal for each specific area where different needs or characters exist.</p> <p>“Links with other documents” alludes to this aspiration but reads “arm’s length” and weak on commitment whereas these documents need to be the base level starting point having been produced by the community which is the biggest stakeholder.</p> <p>The SCI needs to demonstrate how it will lead to a community planning and development policy that meets the aspirations, needs and expectations of that community, then let the other secondary parties, often remote from the community, to comment. This approach is more likely to achieve some harmony and avoid the battles associated with development. The eventual plan with bespoke variations for each distinctive community should result in acceptable appropriate development supported by the community, and fits with the NPPF objectives. Appropriate development can be presumed in favour, inappropriate and detrimental development doesn’t get permission.</p> <p>The SCI process should make the community feel it has been effective in shaping its community as opposed to part of a statutory exercise to satisfy a regulatory requirement.</p> | <p>Noted the Statement of Community Involvement sets out that consultation bodies and communities will be consulted on at the early stages of plan making. Consultation on planning applications reflects national guidance.</p> |
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## Response to Guildford Borough Council's Updated Draft Local Plan Consultation

### Summary

Guildford Borough Council has published an updated Draft Local Plan document for consultation. The Consultation began on the 9<sup>th</sup> June and runs until the 24<sup>th</sup> July.

The document is the last stage in the production of the Guildford Local Plan and as such the consultation is the final opportunity to comment on the Plan before it is submitted to the Planning Inspectorate in Winter. It sets out the approach to be taken to development in Guildford Borough up to 2034. The consultation seeks comments on a number of changes to the Draft Local Plan, which was originally consulted on in Summer 2016.

Members are requested to consider the proposed consultation response set out in the letter at Annex 1 of this report as the Borough's formal representation on the Proposed Submission Local Plan Document.

### Portfolio – Regulatory

Date Portfolio Holder signed off report: 19 June 2017

### Wards Affected

All

### Recommendation

The Executive is asked to RESOLVE that the letter contained in Annex 1 be authorised as Surrey Heath Borough Council's formal representation to the updated Draft Local Plan Consultation.

#### 1. Resource Implications

- 1.1 There are no resource implications beyond that provided for within the agreed budget for 2017/18.

#### 2. Key Issues

- 2.1 In June 2016, Guildford Borough Council published a Draft Local Plan, setting out the approach that Guildford Borough Council will take in delivering housing (and other development) in the Borough to 2033. This was subject to a six-week consultation period. Surrey Heath responded to the consultation and a copy of the response is provided at Annex 3.
- 2.2 The current consultation seeks comments on proposed changes to the Draft Local Plan. The changes seek to address comments made during the previous consultation, changes in circumstance and updates

in supporting evidence. The significant changes are summarised below:

- The Plan now covers the period up to 2034;
- Overall housing target reduced by 1,400 units;
- Objectively Assessed Housing Need revised down to 654 units from 693 units per annum;
- Alterations to the capacity of some housing sites, with others removed entirely;
- New sites for employment floor space and industrial land;
- New railway station to be allocated at Park Barn.

2.3 Surrey Heath is located within the Hart, Rushmoor and Surrey Heath Housing Market Area. This Housing Market Area adjoins the West Surrey Housing Market Area, comprising Guildford, Waverley and Woking. There is a requirement for each Housing Market Area to seek to meet its own identified Objectively Assessed Housing Need as set out within each area's Strategic Housing Market Assessment. In the first instance each individual Authority should seek to meet their own identified housing need within their own area; however, where this is demonstrably unachievable, efforts should be made to accommodate any unmet housing need elsewhere within their Housing Market Area. If this is not possible, efforts should be made to accommodate any unmet need within other authorities who do not form part of their Housing Market Area, but with whom the Housing Market Area shares links. For Surrey Heath, this would include Guildford.

2.4 Surrey Heath is severely constrained in terms of available land for housing development, primarily through the Thames Basin Heaths Special Protection Area (SPA) and the need to provide avoidance measures in respect of the impact of housing on the SPA. The Borough also has large areas of MOD operational land and Green Belt. It is therefore unlikely that Surrey Heath will be able to deliver the Objectively Assessed Housing Need identified for the Borough. It is necessary to raise this issue with our neighbouring Authorities as they prepare their Local Plans to ensure that opportunities can be explored to deliver any demonstrated unmet need arising from Surrey Heath within adjoining Boroughs. This matter has already been raised with Guildford, within a letter issued under the Duty to Cooperate (see Annex 2).

2.5 As a result, it is possible that Surrey Heath will need to look to its Housing Market Area to accommodate any demonstrated unmet need and in the event that the Housing Market Area is unable to meet this need, the Council may need to approach other Authorities outside of the Housing Market Area, including Guildford.

2.6 In view of the above and given that Guildford has previously proposed a sustainable development strategy capable of delivering 1,400 additional houses over and above that set out within the current iteration of its updated Draft Local Plan, Surrey Heath would welcome

further engagement with Guildford to better understand why the updated Draft Local Plan is unable to allow for any flexibility to accommodate any demonstrated unmet need arising in any neighbouring Boroughs. Surrey Heath would also request that the Guildford Duty to Cooperate Topic Paper is updated to include Surrey Heath as a duty to cooperate body with which engagement on housing matters should be undertaken. This reflects the linkages between the Housing Market Areas covering Guildford and Surrey Heath and reflects the content of the Surrey Heath Duty to Cooperate Scoping Statement.

- 2.7 In response to the June 2016 consultation, Surrey Heath raised an objection to the proposed removal of Keogh and Pirbright Barracks from the Green Belt (see Annex 1). The Council's concerns were subsequently addressed by Guildford Borough Council, who have confirmed that the inseting the sites from the Green Belt is unlikely to result in any significant changes to the overall use or impacts of the sites as a result of their rural location and proximity to the Thames Basin Heaths Special Protection Area.

### **3. Options**

3.1 The options are:

- (i) Agree the response set out in the letter appended to this report (Annex 1) and to submit them as the Council's formal response to the Guildford updated Draft Local Plan Consultation.
- (ii.) To agree the response set out in the letter appended to this report (Annex 1) with any additional comments from Executive and to submit them as the Council's formal response to the Guildford updated Draft Local Plan Consultation.
- (iii.) To not agree the response.

### **4. Proposals**

4.1 That the report, letter and consultation response form are noted.

### **5. Supporting Information**

5.1 The Guildford updated Draft Local Plan June 2017.

### **6. Corporate Objectives And Key Priorities**

6.1 Responding to the updated Draft Local Plan consultation will enable Surrey Heath to maintain an active engagement with an adjoining Borough where there are matters of strategic importance between the Boroughs.

### **7. Policy Framework**

- 7.1 Making a representation on the updated Draft Local Plan will enable Surrey Heath to formally draw Guildford's attention to comments it has in relation to the Guildford updated Draft Local Plan.

|                               |  |
|-------------------------------|--|
| <b>Annexes</b>                | Annex 1: Letter setting out Council's response to the Guildford Draft Local Plan 2017 consultation;<br><br>Annex 2: Duty to Cooperate letter to Guildford January 2017.<br><br>Annex 3: Letter setting out Council's response to the Guildford Draft Local Plan 2016 consultation; |
| <b>Background Papers</b>      | Guildford updated Draft Local Plan June 2017.  |
| <b>Author/Contact Details</b> | Kate Galloway – Planning Policy and Conservation Team Leader<br><a href="mailto:kate.galloway@surreyheath.gov.uk">kate.galloway@surreyheath.gov.uk</a>   |
| <b>Head of Service</b>        | Jenny Rickard – Executive Head of Regulatory   |

#### Consultations, Implications and Issues Addressed

| <b>Resources</b>                      | <b>Required</b> | <b>Consulted</b> |
|---------------------------------------|-----------------|------------------|
| Revenue                               | ✓               | <u>14/06/17</u>  |
| Capital                               |                 |                  |
| Human Resources                       |                 |                  |
| Asset Management                      |                 |                  |
| IT                                    |                 |                  |
| <b>Other Issues</b>                   | <b>Required</b> | <b>Consulted</b> |
| Corporate Objectives & Key Priorities | ✓               | <u>14/06/17</u>  |
| Policy Framework                      |                 |                  |
| Legal                                 | ✓               | <u>14/06/17</u>  |
| Governance                            |                 |                  |
| Sustainability                        |                 |                  |
| Risk Management                       |                 |                  |
| Equalities Impact Assessment          |                 |                  |
| Community Safety                      |                 |                  |
| Human Rights                          |                 |                  |
| Consultation                          | ✓               | <u>14/06/17</u>  |
| P R & Marketing                       | ✓               | <u>14/06/17</u>  |

**Review Date:**

**Version:** 1



**Surrey Heath Borough Council**  
Surrey Heath House  
Knoll Road  
Camberley  
Surrey GU15 3HD  
Switchboard: (01276) 707100  
DX: 32722 Camberley  
[www.surreyheath.gov.uk](http://www.surreyheath.gov.uk)

**Service** Regulatory Services  
**Our Ref:** N/A  
**Your Ref:** N/A  
**Direct Tel:** 01276 707429  
**Email:** [Planning.policy@surreyheath.gov.uk](mailto:Planning.policy@surreyheath.gov.uk)



Planning Policy (Local Plan)  
Planning Services  
Guildford Borough Council  
Millmead House  
Millmead  
Guildford  
GU2 4BB

13<sup>th</sup> June 2017

By email only

Dear Sir/Madam,

**Guildford Proposed Submission Local Plan Regulation 19 Consultation (updated)**

Thank you for consulting Surrey Heath Borough Council on the Guildford Proposed Submission Local Plan (updated).

This letter provides the Council's formal response to the consultation.

As you will be aware through our Duty to Co-operate letter dated the 19<sup>th</sup> January 2017, Surrey Heath is severely constrained in terms of available land for housing development, primarily through the Thames Basin Heaths Special Protection Area (SPA) and the need to provide avoidance measures in respect of the impact of housing on the SPA. The Borough also has large areas of MOD operational land and Green Belt.

Surrey Heath is now in the early stages of developing a new Local Plan and continues to develop a broad range of appropriate evidence to enable it to make robust decisions in respect of the extent that the Plan is able to meet the OAHN for Surrey Heath. However, the Council's most recent Strategic Land Availability Assessment (July 2016) indicates that there will be a shortfall of land within the Borough to deliver the Council's OAHN and, whilst the Council will consider spatial strategies that could reduce this shortfall in the course of preparing the new Local Plan, it is unlikely that Surrey Heath will be in a position to meet the full OAHN for the Borough.

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As a result, it is possible that Surrey Heath will need to look to its Housing Market Area to accommodate any demonstrated unmet need. In the event that the Housing Market Area is unable to meet this need, the Council may need to approach other authorities who do not form part of the Hart, Rushmoor and Surrey Heath housing market area, but with whom the Housing Market Area shares links. This would include Guildford.

In view of the above and in light of the fact that Guildford has previously proposed a sustainable development strategy capable of delivering 1,400 additional houses over and above that set out within the current iteration of its Proposed Submission Local Plan, Surrey Heath would welcome further engagement with Guildford under the Duty to Cooperate to better understand why Guildford, under the terms of the updated Plan, is unable to allow for any flexibility to accommodate any demonstrated unmet need arising in any neighbouring Boroughs. Surrey Heath would also request that the Guildford Duty to Cooperate Topic Paper is updated to include Surrey Heath as a duty to cooperate body with which engagement on housing matters should be undertaken. This reflects the linkages between the Housing Market Areas covering Guildford and Surrey Heath and reflects the content of the Surrey Heath Duty to Cooperate Scoping Statement.

In response to the June 2016 consultation, Surrey Heath raised an objection to the proposed removal of Keogh and Pirbright Barracks from the Green Belt. The Council recognise that the Council's concerns have subsequently been addressed by Guildford Borough Council, who have confirmed that the insetting the sites from the Green Belt is unlikely to result in any significant changes to the overall use or impacts of the sites as a result of their rural location and proximity to the Thames Basin Heaths Special Protection Area.

Surrey Heath Borough Council looks forward to continuing to working with Guildford in respect of housing and other Local Plan matters as each of the Authorities Local Plan progresses.

Yours faithfully,

Kate Galloway  
Planning Policy and Conservation Team Leader  
Plannning Policy and Conservation  
Surrey Heath Borough Council  
Surrey Heath House  
Knoll Road  
Camberley  
Surrey  
GU15 3HD





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**Our Ref:**  
**Your Ref:**  
**Direct Tel:** 01276 707213  
**Email:** [Planning.policy@surreyheath.gov.uk](mailto:Planning.policy@surreyheath.gov.uk)



Stuart Harrison  
 Interim Director of Planning  
 Guildford Borough Council

19<sup>th</sup> January 2017

Dear Stuart

### **Duty to Co-operate Delivery of Housing**

Surrey Heath Borough Council is in the early stages of preparing a new Local Plan. The Council will be consulting on an Issues and Options/Preferred Options stage in late 2017.

As part of the Local Plan making process Surrey Heath Borough Council has already consulted on a Duty to Co-operate Scoping Report. Notwithstanding this as part of the continuous process of Duty to Co-operate Surrey Heath BC is writing to you in respect of the possibility of your Authority being in a position to meet any un-met Objectively Housing Need (OAHN) in Surrey Heath. This letter has been also been sent to our Housing Market Area authorities and other Neighbouring Authorities.

The recently published 2016 Strategic Housing Market Assessment for the Housing Market Area comprising Surrey Heath, Hart and Rushmoor sets out an OAHN for Surrey Heath of 382 dwellings per annum between 2014-2032.

Surrey Heath Borough Council will use best endeavours and a no stone unturned approach to aim to meet the OAHN. This includes working with government on both the One Public Estate and Garden Village programmes. Surrey Heath BC will also be looking at urban regeneration and settlement boundary reviews. A further call for sites will be undertaken at the end of January to ensure our housing land supply is as robust as possible.

However as a borough Surrey Heath is severely constrained in terms of available land by the Thames Basin Heaths Special Protection Area and the avoidance measures

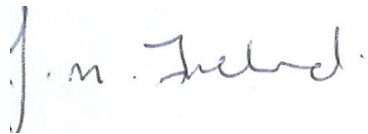
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necessary to ensure housing development meets Habitats Regulations Assessment. As well as having operational MOD land and Green Belt designation. As such, it may be that despite best endeavours the Council may be unable to meet its full OAHN. At this early stage, having regard to the Council's Strategic Land Availability Assessment (SLAA) currently the shortfall is likely to be in the region of 1,700 dwellings. Surrey Heath recognises that, in the event it cannot meet its OAHN, it will need to clearly demonstrate how any shortfall has arisen.

At this early stage we are asking whether your Authority is likely to be in a position to meet any demonstrated unmet need arising in Surrey Heath.

Surrey Heath BC also wishes to continue dialogue with your Authority in respect of Housing and other Local Plan matters.

Yours Sincerely

A handwritten signature in blue ink that reads "Jane Ireland". The signature is written in a cursive style with a large initial 'J'.

Jane Ireland  
Planning Policy and Conservation Manager  
Surrey Heath Borough Council  
Knoll Road Camberley  
GU15 3HD  
01276 707100  
(Direct dial 01276 707213)



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 Guildford Borough Council  
 Millmead House  
 Millmead  
 Guildford  
 GU2 4BB  
 United Kingdom

14<sup>th</sup> July 2016

Dear Sir/Madam,

### **Guildford Borough Proposed Submission Local Plan – Strategy and sites consultation**

Thank you for the opportunity to comment on the 2016 Guildford Borough Proposed Submission Local Plan: Strategy and Sites document and supporting documentation. Surrey Heath Borough Council wishes to make the following comments on the draft Plan and supporting documentation.

Surrey Heath Borough Council is pleased to note that most of the objections made to the 2014 Draft Guildford Local Plan consultation have been addressed. To this end Surrey Heath Borough Council no longer raise objections to the lack of evidence base, the identification of full objectively assessed housing need and the strategic growth location in the Blackwater Valley.

Surrey Heath Borough Council does raises and objection regarding the lack of duty to co-operate with respect of removing both Pirbright Barracks and Keogh Barracks from the Green Belt. As set out in our 2014 response Surrey Heath indicated that it is important that the plan-making process of both Surrey Heath and Guildford recognise these sites and that engagement and dialogue in relation to them is constructive and on-going.

In addition Surrey Heath Borough Council is concerned that no other land designation appears to be given to the areas to be removed from the Green Belt. The sites are described as major previously developed sites inset from the Green Belt in Paragraph 4.3.15 of the Submission Local Plan. This leaves the status of these sites quite unclear with no policy direction as to how they could be developed in the future. Pirbright is a large site and sits immediately adjacent to the Council's strategic housing site at Deepcut. Keogh Barracks abuts Surrey Heath.

In light of the above concern, Surrey Heath **objects** to the Local Plan as currently drafted.

The Council would welcome the opportunity to engage with Guildford via the duty to co-operate processes with a view to resolving these concerns and thus facilitating sound and effective plan making.

Yours sincerely

Jane Ireland

Planning Policy and Conservation Manager

Surrey Heath Borough Council

## **Response to Rushmoor Borough Council’s Draft Submission Local Plan consultation**

### **Summary**

Rushmoor Borough Council has published its “Draft Submission” Local Plan document for consultation. The Consultation began on the 9<sup>th</sup> June and runs until the 21<sup>st</sup> July.

The document is the last stage in the production of the Rushmoor Local Plan and as such the consultation is the final opportunity to comment on the Plan before it is submitted to the Planning Inspectorate in the Autumn. It sets out the approach to be taken to development in Rushmoor Borough up to 2032.

Rushmoor, along with Hart, forms the Housing Market Area and the Functional Economic Area for Surrey Heath.

Members are requested to consider the proposed consultation response set out in the letter at Annex 2 of this report as the Borough’s formal representations on the “Draft Submission” Local Plan Document.

### **Portfolio - Regulatory**

**Date Portfolio Holder signed off report 19 June 2017**

### **Wards Affected**

All

### **Recommendation**

The Executive is asked to RESOLVE that the letter contained in Annex 2 be authorised as Surrey Heath Borough Council’s formal representation to the Rushmoor “Draft Submission” Local Plan document.

#### **1. Resource Implications**

1.1 There are no resource implications beyond that provided for within the agreed budget for 2017/18.

#### **2. Key Issues**

2.1 In June 2015, Rushmoor Borough Council published a “Preferred Approach” Local Plan, which was subject to a six-week consultation period. Surrey Heath responded to the Consultation and a copy of the response is provided at Annex 1.

2.2 The Rushmoor “Draft Submission” Local Plan sets out the approach that Rushmoor Borough Council will take in delivering housing (and other development) in Rushmoor to 2032. The current consultation is

the final opportunity to comment on the plan before it is submitted to the Planning Inspectorate in the autumn.

- 2.3 Rushmoor, along with Surrey Heath and Hart, forms a Housing Market Area. There is a requirement for the Housing Market Area to seek to meet the Objectively Assessed Housing Need for that area, as set out in the Strategic Housing Market Assessment for the area. In the first instance each Authority should seek to meet their identified housing need within their own area; however, where this is demonstrably unachievable, efforts should be made to accommodate any unmet housing need elsewhere within the Housing Market Area.
- 2.4 Surrey Heath is severely constrained in terms of available land for housing development, primarily through the Thames Basin Heaths Special Protection Area (SPA) and the need to provide avoidance measures in respect of the impact of housing on the SPA. The Borough also has large areas of MOD operational land and Green Belt. It is therefore unlikely that Surrey Heath will be able to meet the Objectively Assessed Housing Need identified for the Borough. It is necessary to raise this issue with our Housing Market Area partners as they prepare their Local Plans to ensure that the identified housing need can be met within the Housing Market Area. This matter has already been raised with Rushmoor, within the Council's response to the "Preferred Approach" consultation (see Annex 1).
- 2.5 Within the "Draft Submission" Local Plan consultation document, it is indicated that Rushmoor is in a position to meet its own housing need with an estimated surplus of around 850 units to provide flexibility should there be unimplemented, or slower implementation of, housing schemes because of unforeseen circumstances. Rushmoor has indicated that they are not in a position to assist other authorities in meeting any shortfall they may be expecting or have in meeting their identified OAHN. Surrey Heath would welcome clarification as to why the Plan does not allow for any flexibility in the event that there is any unforeseen change in circumstances across the plan period and in respect of why the projected surplus of 850 units cannot be made available to assist Surrey Heath in meeting any demonstrated unmet need.
- 2.6 The combined Surrey Heath, Hart and Rushmoor area is also identified as a Functional Economic Area and it is necessary that the authorities plan for future demand. The Rushmoor "Draft Submission" Local Plan seeks to maintain and enhance the Borough's position as a prosperous economic centre by protecting and enabling the regeneration of existing strategic and locally important employment sites. This reflects Surrey Heath's expected approach to meeting future employment needs.
- 2.7 The "Draft Submission" Local Plan indicates that retail development will be focused in Aldershot and Farnborough town centres, with the Aldershot catchment having long term capacity to support up to

11,700sqm of A1-A5 uses (shops, financial and professional services, restaurants/cafes, drinking establishments and hot food takeaways) and Farnborough having long term capacity for up to 21,600sqm of A1-A5 uses. The Rushmoor Retail Study the Venuescore Retail Shopping Index (2013) indicates that Camberley is a regional location grade with Farnborough a sub-regional location grade and Aldershot a major district grade. Whilst there is support for the approach of maintaining the vitality and viability of town centres within the Blackwater Valley, Surrey Heath considers that Rushmoor needs to be satisfied that the existing retail hierarchy in the Blackwater Valley is maintained.

- 2.8 Surrey Heath recognises that the “Draft Submission” Local Plan sets out a suite of Policies addressing air traffic movements to and from Farnborough Airport and welcomes the approach taken. This seeks to ensure the amenity of local residents and reflects the preferred approach set out within the Rushmoor “Preferred Approach” Local Plan consultation document.

### **3. Options**

3.1 The options are to:

- (i) Agree the response set out in the letter (Annex 2) and to submit them as the Council’s formal response to the Rushmoor “Draft Submission” Local Plan consultation;
- (ii.) To agree the response set out in the letter (Annex 2) with any additional comments from Executive and to submit them as the Council’s formal response to the Rushmoor “Draft Submission” Local Plan; or
- (iii.) To not agree the response.

### **4. Proposals**

4.1 That the report, letter and consultation response form are noted.

### **5. Supporting Information**

5.1 The Rushmoor “Draft Submission” Local Plan June 2017.

### **6. Corporate Objectives And Key Priorities**

6.1 Responding to the Rushmoor “Draft Submission” Local Plan consultation will enable Surrey Heath to maintain an active engagement with an adjoining Borough where there are matters of strategic importance between the Boroughs.

### **7. Policy Framework**

- 7.1 Making a representation on the Rushmoor “Draft Submission” Local Plan will enable Surrey Heath to formally draw Rushmoor’s attention to comments it has in relation to the Rushmoor’s “Draft Submission” Local Plan.

|                               |  |
|-------------------------------|--|
| <b>Annexes</b>                | Annex 1: Form setting out the Council’s response to the Rushmoor “Preferred Approach” Local Plan 2015;<br><br>Annex 2: Letter to Rushmoor setting out the Council’s response to the “Draft Submission” Local Plan. |
| <b>Background Papers</b>      | Rushmoor “Draft Submission” Local Plan   |
| <b>Author/Contact Details</b> | Kate Galloway - Planning Policy and Conservation Team Leader<br><a href="mailto:kate.galloway@surreyheath.gov.uk">kate.galloway@surreyheath.gov.uk</a>   |
| <b>Head of Service</b>        | Jenny Rickard – Executive Head of Regulatory   |

### Consultations, Implications and Issues Addressed

| <b>Resources</b>                      | <b>Required</b> | <b>Consulted</b> |
|---------------------------------------|-----------------|------------------|
| Revenue                               | ✓               | <u>14/06/17</u>  |
| Capital                               |                 |                  |
| Human Resources                       |                 |                  |
| Asset Management                      |                 |                  |
| IT                                    |                 |                  |
| <b>Other Issues</b>                   | <b>Required</b> | <b>Consulted</b> |
| Corporate Objectives & Key Priorities | ✓               | <u>14/06/17</u>  |
| Policy Framework                      |                 |                  |
| Legal                                 | ✓               | <u>14/06/17</u>  |
| Governance                            |                 |                  |
| Sustainability                        |                 |                  |
| Risk Management                       |                 |                  |
| Equalities Impact Assessment          |                 |                  |
| Community Safety                      |                 |                  |
| Human Rights                          |                 |                  |
| Consultation                          | ✓               | <u>14/06/17</u>  |
| P R & Marketing                       | ✓               | <u>14/06/17</u>  |



**For office use only:**

Respondent ID:

Comment ID:

# Draft Rushmoor Local Plan: Preferred Approach June 2015

## Consultation Comment Form

We are inviting you to take part in the consultation on the draft Rushmoor Local Plan Preferred Approach. This document sets out the vision for the borough and approach to development up until 2032.

The six week consultation period will run from Monday 8<sup>h</sup> June to Monday **20<sup>th</sup> July 2015**. Comments should be received by 5pm on the closing date.

When adopted, the Local Plan will play an important role in shaping Rushmoor's future – how our towns will develop, protecting and enhancing our natural environment, developing our local economy, improving leisure and visitor facilities and supporting more sustainable forms of travel.

The draft Local Plan Preferred Approach contains a vision and objectives for the Borough up until 2032 and includes a series of policies under category heading. For most policies, the Council has identified its preferred approach and discounted options.

**We would encourage you to comment online at [www.rushmoor.gov.uk/newlocalplan](http://www.rushmoor.gov.uk/newlocalplan)**

**Before completing this comment form please note that:**

- All valid comments (electronic or written) and the name(s) of the respondent will be made publically available. Personal contact details will remain confidential.
- *Comments should only relate to the document titled above.*
- *Please complete all sections of this form fully and clearly. However, you do not need to respond to every question in the consultation paper.*
- *Please use a separate "Section 2" box for each comment that you intend to make.*
- The Council can only consider comments made on the forms provided. Electronic copies can be downloaded [www.rushmoor.gov.uk/newlocalplan](http://www.rushmoor.gov.uk/newlocalplan)

The completed comments forms must be received by Rushmoor Borough Council no later than 5pm on 20 July 2015.

Please note that late representations may not be taken into consideration.

Please return this form to the Council via one of the following methods:

Post: Local Plan Preferred Approach Consultation  
Planning Services  
Rushmoor Borough Council  
Council Offices  
Farnborough Road  
Farnborough  
Hampshire  
GU14 7JU

Or

Email: [plan@rushmoor.gov.uk](mailto:plan@rushmoor.gov.uk)

## **Section One: Respondent's Details**

All respondents should complete Part A. If you are an Agent, please complete Parts A & B

| <b>Part A: Respondent</b>               |  |
|---|--|
| Title / Name:                           | Jane Ireland                               |
| Job Title (if applicable):              | Planning Policy Manager                    |
| Organisation / Company (if applicable): | Surrey Heath Borough Council               |
| Address:                                | Surrey Heath House<br>Knoll Road Camberley |
| Postcode:                               | GU15 3ED                                   |
| Tel No:                                 | 01276707213                                |
| E-mail:                                 | Jane.ireland@surreyheath.gov.uk            |

| <b>Part B: Agents – Please complete details of the client / company you represent</b> |  |
|---|--|
| Client / Company Name:  |  |
| Job Title (if applicable):  |  |
| Address:  |  |
| Postcode:   |  |
| Tel No:   |  |
| E-mail:   |  |

I understand that my response(s) will be considered by the Council in preparing the Rushmoor Local Plan, and that my comments will be made publicly available and identifiable to my name and/or organisation. The information in this form is, to the best of my knowledge, correct.

|                             |               |
|-----------------------------|---------------|
| <b>Signed: Jane Ireland</b> | <b>Dated:</b> |
|-----------------------------|---------------|

## **Section Two: Your Representation**

## Question 1: The vision and objectives

The draft Local Plan Preferred Approach vision should be both aspirational and achievable and set out the kind of Borough we will strive to become by 2032. To deliver the vision, eleven objectives are set out in the document. The vision and objectives for the Local Plan Preferred Approach have been developed from a range of strategies and through engagement with stakeholders.

- a) Do you think that the vision of the draft Local Plan Preferred Approach depicts / sets out the Borough that communities would want to be living and working in by 2032?

YES

NO

### Comments Box

There is a need to consider how Rushmoor's objectively assessed housing need could be better met within the borough. Regard will need to be given to the constraints within Surrey Heath when considering how any remaining objectively assessed housing need can be met within the Housing Market Area.

There is a need to ensure that any retail regeneration of Aldershot and Farnborough does not have a detrimental impact on Camberley Town Centre.

- b) Do you think that the strategic objectives of the draft Local Plan Preferred Approach identify the things that the borough needs to meet the vision for 2032?

YES

NO

### Comments Box

There will be the need to undertake more detailed infrastructure delivery and viability work as the plan progresses

## Question 2: The Local Plan Policies

Please state using the comments boxes below which paragraph or policy of the draft Local Plan Preferred Approach you are commenting upon.

**Please indicate which part of the document on which you are commenting, and use one box per comment (issue):** *(please create more comment boxes if you need to)*

|  |  |
|--|--|
| <b>COMMENT BOX 1</b><br><br><b>Please identify the specific policy number or paragraph that your comment below relates to</b>  | <b>Policy No:SS2 (Spatial Strategy) and Vision</b><br><br><b>Paragraph No: Paras 6.11-6.24</b> |
| <b>Please indicate the nature of your comment:</b> <i>(mark 'x')</i>   |  |
| <input type="checkbox"/> Support the Preferred Approach<br><input checked="" type="checkbox"/> Seek changes to the Preferred Approach <b>X</b><br><input type="checkbox"/> Support a Discounted Option<br><input type="checkbox"/> Suggest an alternative approach<br><input type="checkbox"/> General Comment   |  |
| <b>Please enter your comment below:</b><br><i>(Please be as concise as possible and include any changes that you would wish to see) (Continue on a separate sheet if necessary)</i>  |  |
| <p>1.1 It is noted that the Issues and Options consultation indicates that Rushmoor will only be able to deliver circa 8,200 dwellings over the plan period, which is some 1,600 dwellings below their objectively assessed need.</p> <p>1.2 The NPPF recognises that there may be specific policy constraints such as The Habitats Directive and land designated as Green Belt which indicate that development should be restricted. Whilst Surrey Heath will seek to meet its objectively assessed need, the borough is impacted by both these constraints and will not be in a position to meet unmet need in another authority within the Housing Market Area, including Rushmoor's unmet need.</p> <p>1.3 In taking forward any regeneration of Farnborough and Aldershot there may be an opportunity for further residential development to come forward through regeneration and this option should be considered in more detail by Rushmoor.</p> |  |

**COMMENT BOX 2**

Please identify the specific policy number or paragraph that your comment below relates to

**Policy No: SS2 (Spatial Strategy) and PC1(Economic Growth and Investment)**

**Paragraph No:Paras 6.25-6.28 and 11.1-11.19**

**Please indicate the nature of your comment:** *(mark 'x')*

- Support the Preferred Approach **X**
- Seek changes to the Preferred Approach
- Support a Discounted Option
- Suggest an alternative approach
- General Comment

**Please enter your comment below:**

*(Please be as concise as possible and include any changes that you would wish to see) (Continue on a separate sheet if necessary)*

Surrey Heath Borough Council supports the approach of identifying strategic and locally important employment areas. This reflects the Joint Employment Land Review (2015) undertaken by Surrey Heath, Rushmoor and Hart. This approach will help ensure the opportunities for economic growth and retention of business in the Blackwater Valley area.

**COMMENT BOX 3**

Please identify the specific policy number or paragraph that your comment below relates to

**Policy No:SS2 (Spatial Strategy), SP1(Aldershot Town Centre), SP2 Farnborough Town Centre)**

**Paragraph No:6.29-6.34**

**Please indicate the nature of your comment:** *(mark 'x')*

- Support the Preferred Approach
- Seek changes to the Preferred Approach **X**
- Support a Discounted Option
- Suggest an alternative approach
- General Comment

**Please enter your comment below:**

*(Please be as concise as possible and include any changes that you would wish to see) (Continue on a separate sheet if necessary)*

Whilst there is support for the approach of maintaining the vitality and viability of town centres within the Blackwater Valley this approach needs to ensure that the retail hierarchy in the Blackwater Valley is retained. In the Rushmoor Retail Study the Venuescore Retail Shopping Index (2013) indicates that Camberley is a regional location grade with Farnborough a sub-regional location grade and Aldershot a major district grade. Any redevelopment of Farnborough and Aldershot Town Centres should not have a detrimental impact on Camberley Town Centre which is recognised as a Step-up town by the EM3 LEP.

**COMMENT BOX 4**

**Please identify the specific policy number or paragraph that your comment below relates to**

**Policy No: SS2(Spatial Strategy), SP4 (Farnborough Airport), SP4.1(Type of Flying), SP4.2 (Noise, and Flying at Weekends and Bank Holidays), SP4.3 (Hours of Operation), SP.4.4 (Aircraft Weight), SP4.5 (Safety)**

**Paragraph No:7.70-7.128**

**Please indicate the nature of your comment:** *(mark 'x')*

- Support the Preferred Approach **X**
- Seek changes to the Preferred Approach
- Support a Discounted Option
- Suggest an alternative approach
- General Comment

**Please enter your comment below:**

*(Please be as concise as possible and include any changes that you would wish to see) (Continue on a separate sheet if necessary)*

To ensure the amenity of local residents Surrey Heath Borough Council supports the approach set out in the Preferred Options at:

- Option SP4 Which seeks to retain the current permission for annual traffic movements including those at weekends and Bank Holidays
- Option SP4(1) Which limits the types of flying acceptable at Farnborough Airport
- Option SP4(2) Which seeks to limit noise and flying at weekends and Bank Holidays
- Option SP4(3) which limits the hours of operation
- Option SP4(4) which limits the weight of aircraft
- Option SP4 (5) Which deals with safety issues

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Louise Piper  
Rushmoor Borough Council  
Council Offices  
Farnborough Road  
Farnborough  
Hampshire  
GU14 7JU

13<sup>th</sup> June 2017

By email only

Dear Louise,

### **Rushmoor Proposed Submission Local Plan Regulation 19 Consultation**

Thank you for consulting Surrey Heath Borough Council on the Rushmoor Proposed Submission Local Plan.

Together this letter and the attached completed consultation form provide the Council's formal response to the consultation.

### **Meeting Housing Need in the Housing Market Area**

Surrey Heath Borough Council welcomes the spatial approach taken within the "Draft Submission" Local Plan consultation document, which indicates that Rushmoor is in a position to meet its own housing need, delivering at least 7,850 new dwellings in the Borough.

It is also noted that the Plan recognises that to satisfy the test that a local plan has been prepared positively, local planning authorities should also anticipate meeting unmet requirements from neighbouring authorities where it is reasonable to do so and is consistent with achieving sustainable development.

As you will be aware through previous discussions and our Duty to Co-operate letter dated the 19<sup>th</sup> January 2017, Surrey Heath is severely constrained in terms of available land for housing development, primarily through the Thames Basin Heaths Special

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Protection Area (SPA) and the need to provide avoidance measures in respect of the impact of housing on the SPA. The Borough also has large areas of MOD operational land and Green Belt.

Surrey Heath is now in the early stages of developing a new Local Plan and continues to develop a broad range of appropriate evidence to enable it to make robust decisions in respect of the extent that the Plan is able to meet the OAHN for Surrey Heath. However, the Council's most recent Strategic Land Availability Assessment (July 2016) indicates that there will be a shortfall of land within the Borough to deliver the Council's OAHN and whilst the Council will consider spatial strategies that could reduce this shortfall in the course of preparing the new Local Plan, it is unlikely that Surrey Heath will be in a position to meet the full OAHN for the Borough.

Taking the Council's current position into account, Surrey Heath would raise concerns that the Draft Submission Local Plan indicates that there is no opportunity to increase housing delivery beyond the identified level to assist the HMA partners with meeting any demonstrated unmet need. Surrey Heath would welcome clarification as to why the Plan does not allow for any flexibility in the event that there is any unforeseen change in circumstances across the plan period and in respect of why the projected surplus of 850 units cannot be made available to assist Surrey Heath in meeting any demonstrated unmet need.

We envisage that these concerns can be addressed through ongoing work under the duty to cooperate.

## **Employment**

Surrey Heath welcomes the spatial approach taken within the "Draft Submission" Local Plan consultation document, which seeks to maintain and enhance the Borough's position as a prosperous economic centre by protecting and enabling the regeneration of existing strategic and locally important employment sites.

## **Retail**

The Rushmoor Retail Study the Venuescore Retail Shopping Index (2013) indicates that Camberley is a regional location grade with Farnborough a sub-regional location grade and Aldershot a major district grade. Whilst there is support for the approach of maintaining the vitality and viability of town centres within the Blackwater Valley Surrey Heath considers that Rushmoor needs to be satisfied that the existing retail hierarchy in the Blackwater Valley is maintained.

## **Farnborough Airport**

Surrey Heath recognises that the "Draft Submission" Local Plan sets out a suite of Policies addressing air traffic movements to and from Farnborough Airport and welcomes the approach taken. This seeks to ensure the amenity of local residents and reflects the preferred approach set out within the Rushmoor "Preferred Approach" Local Plan consultation document.

Surrey Heath Borough Council looks forward to continuing to work with Rushmoor in respect of housing and other Local Plan matters as each of the Authorities Local Plan progresses.

Yours Sincerely,

Kate Galloway  
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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> |
|-------------|---------------------|
| 13          | 3                   |
| 14          | 3                   |
| 15          | 3                   |
| 16          | 3                   |

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