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Monday, 2 September 2019

To: The Members of the **EXECUTIVE**
(Councillors: Richard Brooks (Chairman), Dan Adams, Vivienne Chapman,
Paul Deach, Josephine Hawkins, Charlotte Morley and Adrian Page)

Dear Councillor,

A meeting of the **EXECUTIVE** will be held at Surrey Heath House on Wednesday, 11 September 2019 at 6.00 pm. The agenda will be set out as below.

Please note that this meeting will be recorded.

Yours sincerely

Karen Whelan

Chief Executive

AGENDA

Pages

Part 1 (Public)

- | | | |
|----|------------------------------|-------|
| 1. | Apologies for Absence | - |
| 2. | Minutes | 3 - 8 |

To confirm and sign the minutes of the meeting held on 16 July 2019 (copy attached).

- | | | |
|----|---------------------------------|---|
| 3. | Declarations of Interest | - |
|----|---------------------------------|---|

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

- | | | |
|----|-----------------------------|---|
| 4. | Questions by Members | - |
|----|-----------------------------|---|

The Leader and Portfolio Holders to receive and respond to questions from Members on any matter which relates to an Executive function in

accordance with Part 4 of the Constitution, Section B Executive Procedure Rules, Paragraph 16.

| | | |
|------------|--|----------------|
| 5. | Revenue Grant Review | 9 - 14 |
| 6. | Community Fund Grants | 15 - 26 |
| 7. | Response to the London Heathrow Airport Expansion Consultation | 27 - 46 |
| 8. | Surrey Heath Statement of Community Involvement | 47 - 78 |
| 9. | Request for Funding for Drainage Works in Pennypot Lane, West End | 79 - 84 |
| 10. | Request for local Community Infrastructure Levy funding to provide Vehicle Activated Signage on the Portsmouth Road | 85 - 90 |

**Minutes of a Meeting of the Executive
held at Surrey Heath House on 16 July
2019**

+ Cllr Richard Brooks (Chairman)

| | |
|-------------------------|--------------------------|
| + Cllr Dan Adams | + Cllr Josephine Hawkins |
| + Cllr Vivienne Chapman | + Cllr Charlotte Morley |
| - Cllr Paul Deach | + Cllr Adrian Page |

+ Present

- Apologies for absence presented

In Attendance: Cllr Graham Alleway, Cllr Rodney Bates, Cllr David Lewis, Cllr David Mansfield, Cllr Emma-Jane McGrath, Cllr Sashi Mylvaganam, Cllr Morgan Rise, Cllr Graham Tapper, Cllr Victoria Wheeler, Cllr Valerie White and Cllr Kristian Wrenn

19/E Minutes

The open and exempt minutes of the meeting held on 18 June 2019 were confirmed and signed by the Chairman.

20/E Update on the Southampton to London Pipeline Project.

The Executive received an update on the replacement of the Southampton to London Pipeline Project (SLP). ESSO Petroleum Company Limited had published the final pipeline route on 27 March 2019.

Esso had submitted the Development Consent Order (DCO) for the SLP to the Planning Inspectorate on 15 May 2019. The application had been accepted for examination by the Planning Inspectorate on 10 June 2019. The Council would have the opportunity to register as an interested party up to 27 July 2019 and be involved in the examination process.

It was reported that there would be two documents that the Council would be expected to produce as part of this process, namely a Statement of Common Ground (SoCG) with ESSO and a Local Impact Report (LIR) for Surrey.

The SoCG would detail areas of agreement with Esso and any areas where there was a difference in opinion between the two parties. The submission of the SoCG would be expected in advance of the examination of the DCO.

The LIR was likely to be produced jointly with Runnymede BC, Spelthorne BC and Surrey CC and would give details of the anticipated impact of the proposed development upon the local authorities' areas, for example the short term impact of the pipelines construction on the local road network. The deadline for the submission of an LIR would be set by the Examining Authority following the preliminary meeting.

The Executive considered the matters that were likely to be included in the SoCG and LIR. It was advised that the agenda report summarised the key points that had been identified to date, but further details would be worked on in due course. Members recognised that residents had raised concerns about the change in the pipeline route since the previous consultation and reference to this would be included in the Council's response.

It was noted that residents had expressed notable concern about the proposals and Members emphasised that they should register as interested parties.

RESOLVED that

- (i) the production of a Statement of Common Ground with ESSO be agreed;**
- (ii) the production of a Local Impact Report with other impacted local authorities in Surrey be agreed; and**
- (iii) due to uncertainty over submission timescales, authority be delegated to the Executive Head of Regulatory in consultation with the Finance Portfolio Holder and Planning & People Portfolio Holder to agree the content of these documents.**

Note: Cllr Rodney Bates declared a non-pecuniary interest as he was a community representative on the Frimley Fuel Allotments charity, whose land would be affected by the proposed pipeline route.

21/E Suitable Alternative Natural Greenspace (SANG) capacity for Surrey Heath

The Executive was reminded that the provision of or financial contribution to Suitable Alternative Natural Greenspace (SANG) was a requirement for all planning applications involving new residential development to mitigate the adverse impacts of human activity on the Thames Basin Heaths Special Protection Area.

It was reported that SANG capacity in the west of the borough was becoming limited and, without further provision, by 2020 applications for new residential development were at risk of being refused due to no SANG capacity being available.

Members were reminded that Shepherds Meadows SANG was the main SANG that provided capacity for the Western Urban Area, including Camberley Town Centre, and was owned by Bracknell Forest Council (BFC). In 2015, the Council had signed a Memorandum of Understanding with BFC for the provision of capacity at Shepherds Meadows, equivalent to 1200 people.

To date, the monies that had been sent to BFC equated to 256 people. However, unimplemented applications had 'banked' an allocated capacity of 715 people, but had not yet made the relevant SANG contribution. Thus, the capacity remaining for allocation was actually 229 people. Approximately 80% of applications holding

capacity at Shepherds Meadows SANG related to Prior Notifications for the change of use from office uses to residential uses.

The Executive was informed that there was a need to limit SANGs capacity committed to applications that had not commenced, and thereby ensure that applications that would be delivering housing had capacity. It was therefore proposed to reduce the time period for which a planning application was valid from 3 years to 1 year for all applications involving net new residential development, as appropriate. This approach has been adopted by other authorities, including Rushmoor Borough Council.

It was advised that in specific cases, for example larger development proposals in excess of 100 units, discretion would be applied by the case officer in determining whether it is appropriate for a one year expiration of planning permission to be applied. Furthermore, this change would not be applied to development proposals providing their own SANG.

It was recognised that, for Prior Approvals, it was not possible to limit the approval to a year; however, as the landowner of strategic SANGs, the Council could enter into an agreement with developers seeking Prior Approval to reserve SANG capacity for a one year period.

The Executive considered the current position in respect of payments to BFC and the proposal to make a forward payment of £300,000.00 for a proportion of capacity that had been reserved, but for which contributions had not been provided. In combination with applications that were due to make the relevant SANG in the coming months, for example Prior Notifications that were due to complete and were therefore required to pay SANG monies prior to occupation, this payment would enable the Council to provide the second maintenance contribution to BFC.

RESOLVED that

- (i) the Executive Head of Regulatory be asked to include a condition in all delegated planning applications, or a recommendation to the Planning Applications Committee, as appropriate, that planning applications for new residential development be valid for one year following the grant of planning permission, rather than three years as at present;**
- (ii) a forward payment of £300,000.00 be made to Bracknell Forest Council to reserve SANG capacity at Shepherds Meadows; and**
- (iii) the Chief Executive be asked to work with the Land & Property Board to identify sites within the borough for use as SANG and report back to the Executive by December 2019.**

22/E Homelessness and Rough Sleeping Strategy

The Council had a duty to produce a strategy that sought to tackle homelessness against its main causes, support those who could be, were, or had been homeless, and increase the supply of accommodation to meet identified needs. From November 2019 the Government intended to introduce regulations to require local authorities to produce a Rough Sleeping Strategy.

The Executive considered a revised Homelessness and Rough Sleeping Strategy. The Strategy built on the work of the previous strategies that had been in place since 2002. Whilst many of the challenges remained, there were new actions proposed around welfare reform and single homelessness/rough sleeping, as these had been identified as issues for which some residents need additional support.

Members were reminded that in 2017/18 a Task & Finish Group had reviewed the impact of changes to benefit reforms and had identified a number of action points. It was agreed that the progress on these actions would be reviewed.

Arising from the discussion on the content of the revised Strategy, it was agreed to pursue a suggestion to introduce a tenants' forum

RESOLVED to adopt the Homelessness and Rough Sleeping Strategy 2019-23, as set out at Annex B to the agenda report, as the Council's strategic approach to preventing homelessness and supporting those residents who do become homeless.

23/E Community Infrastructure Levy funding for improvements to Southcote Park

The Executive considered a report seeking the agreement to use Community Infrastructure Levy (CIL) funds for capital works to provide improved play equipment at Southcote Park Recreation Ground. The capital works would be funded from the CIL fund for Parkside Ward.

Members were informed that the provision of equipment in Southcote Park to accommodate children in the age ranges of 8 – 12 years was minimal. The use of this fund would allow the Council to install improved facilities, including an activity net, a rope swing and a surf rider as well as new safety surfacing to all of the above equipment. A new gate was also required to replace the damaged one.

RESOLVED that the capital bid for £25,740 for the funding of works to improve the play equipment at Southcote Park be agreed.

24/E Requests for Carry Forward of Unspent Budget from 2018/19 to 2019/20

The Executive considered a report seeking authority to carry forward unspent budget from 2018/19 to 2019/20, in line with financial regulations.

Carry forwards fell into two categories:

- (i) Those which arose from budget underspends in the previous year, which were a result of works being deferred into the current year.
- (ii) Those which arose from the receipt of Government Grants which were received too late in the year to be spent.

The carry forwards would result in £1,717,303 being charged against general fund reserves in 2019/20.

RESOLVED that the budget carry forwards for 2019/20 totalling £1,717,303, as set out at Annexes A and B to the agenda report, be agreed.

25/E Exclusion of Press and Public

In accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended) and Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, 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) |
|-------------|--------------|
| 19/E (part) | 3 |
| 26/E | 3 |
| 27/E | 3 |
| 28/E | 3 |

26/E Funding for Direct Action to secure compliance with notices served under the Town and Country Planning Act 1990

The Executive considered a report seeking approval for a variation to revenue expenditure of £500,000 to enable works to be arranged to secure partial compliance with extant planning enforcement notices.

Members noted the contents of an exempt annex providing further details on these matters.

RESOLVED that a supplementary estimate of £500,000 for specific site direct action on planning matters be agreed.

27/E Urgent Action

The Executive noted Urgent Action which had been taken in accordance with the Scheme of Delegation of Functions to Officers in respect of agreeing the surrender of a lease and granting a new lease for a unit at Trade City, Frimley.

RESOLVED to note the urgent action taken under the Scheme of Delegation of Functions to Officers.

28/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 information in the exempt annex associated with minute 27/E remain exempt for the present time; and**
- (ii) the decision reported at minute 28/E be made public but all contractual and financial information associated with the decision remain exempt for the present time.**

Chairman

Community Revenue Grant Review

Summary

To consider amendments to the existing Council Revenue Grant scheme to be implemented from 1st April 2020.

Portfolio: Support & Safeguarding

Date Portfolio Holder signed off report: 30 July 2019

Wards Affected: All

Recommendation

The Executive is advised to RESOLVE that

- (i) a revised Revenue Grant Scheme, as set out in paragraph 4.1.3 of this report, be agreed; and
- (ii) authority be delegated to the Executive Head of Transformation and Executive Head of Business in consultation with the Support & Safeguarding Portfolio Holder to agree terms of the new policy.

1. Key Issues

- 1.1 Grant support to voluntary organisations is a discretionary function of the Council and the Executive therefore has the option to vary the level of support to organisations, or to withdraw funding for some or all of the grants.
- 1.2 The Council has actively worked in partnership with the voluntary sector for many years to either undertake work on our behalf or awards revenue grants in areas that meet the changing needs, gaps and trends within Surrey Heath. The Council values this work undertaken and delivered by the voluntary sector enormously.
- 1.3 At present, nine organisations are invited to apply each year to the revenue grants fund using a standardised application form which asks applicants to demonstrate how they benefit the borough of Surrey Heath and how grant funding will be used. Applicants are also asked to set targets which they become accountable for.
- 1.4 The grants over the past 16 years have generally supported the same organisations, with two notable changes being: 2014 funding ceased to the Butts, and in 2016 the Council started funding Camberley and District Job Club.

- 1.5 The scheme is not open to new applications, and all grants are monitored by Service Level Agreements, which are negotiated annually, with Council payments generally made quarterly following the submission of an update report.
- 1.6 The existing awards are addressed equally with a single classification, but our working relationships are in fact broader. Organisations funded by the revenue grant scheme can generally be broken down into two types:
- a) Those who independently provide services that meet local priorities, needs and gaps (E.g. Camberley Job Club, Surrey Heath Age Concern)
 - b) Those who undertake work on the Council's behalf where there are greater benefits achieved through economy of scale in comparison to the Council working alone (e.g. Basingstoke Canal Authority, Blackwater Valley Countryside Partnership).
- 1.7 Organisations in the latter bracket have expressed frustration that they are required to apply for grants on an annual basis, as they consider the work they perform to be part of long standing partnership agreements.

2. Resource Implications

- 2.1 The annual budget for both the Community and Leisure Revenue Grants is £165,000 in cash, with in-kind benefits valued at a minimum of £48,600.

3. Proposals

- 3.1 The Executive meeting on the 22nd January, whilst awarding the revenue grant awards for the year 2019/20, asked that the External Partnership Select Committee review the existing Revenue Grant Scheme and this was considered on the 10th June with the following recommendations being made:
- Ring fence revenue grant funding for Citizens Advice Surrey Heath, Blackwater Valley Countryside Partnership and Basingstoke Canal Authority for up to a three year period and;
 - Open the remaining funding to organisations that can deliver services that meet local priorities and needs.
- 3.2 It was noted service level agreements in place with partnership organisations included a clause stipulating that the Council must give at least 6 months' notice of a change in funding; although all organisations, which were currently in receipt of grants, had been made aware that a review of the Revenue Grant scheme was taking place. This timescale will ensure that the Council complies with the existing compact arrangements and enable implementation from the 1st April 2020.

- 3.3 The current grant application process has not been reviewed for a number of years and does not recognise the difference between the two types of organisations funded listed in section 3 above.

4. Options

- 4.1 The Executive has the following options

4.1.1 Option A - No change, retain the existing application process

4.1.2 Option B - Totally open scheme, using the Council Annual Plan as a basis for organisations to deliver and enable the Council to be responsive to changing local needs and priorities. However this will not give any security of funding to organisations which could affect their delivery (always having one eye on new funding opportunities rather than focussing on delivering as efficiently as possible) as it gives no funding security to organisations like Citizens Advice Surrey Heath.

4.1.3 Option C - Ring fence funding for certain organisations that perform functions on the Councils behalf, including Citizens Advice Surrey Heath, Blackwater Valley Countryside Partnership and Basingstoke Canal Authority, and consider extending this for up to a three year period. Open the remaining funding to organisations that can deliver services that can meet our changing local priorities such as: homelessness, social prescribing for older people etc.

- 4.2 It is suggested that Option C is approved by the Executive, with authority delegated to the Support and Safeguarding Portfolio Holder and Executive Head/s Transformation and Business to agree terms of the new policy based upon the terms of reference as detailed in the background papers.

5. Corporate Objectives And Key Priorities

- 5.1 Any grants made under a new scheme will reflect the Council's Corporate Objectives and Key Priorities.

6. Equalities Impact

- 6.1 An Equalities Impact Assessment will be undertaken once the Policy has been drafted.

7. Consultation

- 7.1 The existing recipients of Revenue Grants have been made aware of the proposals.

7.2 The item was also reviewed by the External Partnerships Select Committee in June 2019.

| | |
|-------------------------------|---|
| Annexes | Annex A – Draft Terms of Reference |
| Background Papers | Executive meeting - 22 January 2019 External Partnerships Select Committee meeting – 11 June 2019 |
| Author/Contact Details | Jayne Boitoult – Community Partnerships Officer jayne.boitoult@surreyheath.gov.uk Ben Sword – Commercial and Community Development Manager ben.sword@surreyheath.gov.uk |
| Head of Service | Louise Livingston - Executive Head of Transformation Daniel Harrison – Executive Head of Business |

1. Terms of reference:

To consider a new policy to include different categories

- A: Grant funding/or new community organisations /seeking seed funding
- B: Delivering Services on behalf of the Council

Look at offering a longer-term option than 1 year for organisations that deliver services on behalf of the Council.

Introduce a clear points based system, which looks at fulfilling the local needs and priorities outlined in the Councils Annual Plan, with all grant funded groups being:

Fully compliant i.e. safeguarding, public liability, has all statutory policies,

- Organisational stability
- Fundraising policies and successes
- Marketing and publicity
- Benefits to the community
- Partnership Working
- Future planning (how sustainable are they as an organisation)
- How do they value the services that the organisation provides.
- Look at options around how any matched funding can be used to enable the organisation to deliver service, consider introducing a maximum number of years that funding will be available i.e. grant funded up to 3 years.
- Look at capturing information on all funds that are provided to the not for profit sector, that includes Community Safety Board, and High Sheriff award, amongst others that gives elected members some improved context around the overall level of funding being given.
- Look at providing sign posting to crowd funding advice and guidance to those who receive funding and or encourage joining the Surrey Heath Community Lottery.

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Community Fund Grant Applications

Summary:

To consider grant applications to the Council's Community Fund Grant Scheme received by 30th June 2019.

Portfolio: Support and Safeguarding (Cllr Josephine Hawkins)

Date Signed Off: 30th July 2019

Wards Affected: All

Recommendation

The Executive is asked to consider awarding a grant to the applicants from the Council's Community Fund Grant Scheme.

1. Key Issues

- 1.1 To qualify for a grant from the Community Fund, applications must meet the Council's objectives from our 5 Year Strategy and must demonstrate a benefit to the local community. All awards are made at the discretion of the Executive. Each of the applicants is a not for profit organisation. Each project recommended for a grant must be well planned with a sound financial basis.
- 1.2 Information on the Community Fund Grant scheme is provided on the Council's website and articles are regularly published in the Council's Heath scene magazine promoting recent successful awards.
- 1.3 All decisions on grant awards rest with the Executive. The Executive can also add conditions to the awarding of any grants as it sees fit.
- 1.4 The Community Fund Grant Scheme is attached at Annex C for information.

2. Resource Implications

- 2.1 The Council has its own Community Fund from which it provides grants of up to £25,000 to assist local 'not for profit organisations' with the delivery of community projects. Total project costs of up to £2,000 can attract 75% funding and total project costs over £2,001 can attract up to 50% funding from the scheme.
- 2.2 There are two submission deadlines each year namely 30 June and the 31 December. This report includes the applications received by 30th June 2019.

2.3 The Portfolio Holder reviewed four applications on the 30th July and recommended that all four applications are supported. An analysis of each of the bids is included in Annex A. Details the supported applications are located in Annex B.

2.4 The total amount requested from the four applications total £29,342. However, it is recommended a total spend of £16,480 is awarded from an existing reserve of **£210,000 as at 1st April 2019**. The summary information is included in Annex B. No payments are made until after evidence is submitted that the work is completed.

3. Options

3.1 The Executive has the option to;

- i. Fund the organisations in line with the proposed amount in Annex B;
- ii. Fund the organisations to a greater or lesser amount of their requested sum;
- iii. Not fund the organisations.

4. Proposals

4.1 It is proposed that the Executive agree the proposed awards set out in Annex B from the Community Fund Grant Scheme.

5. Corporate Objectives and Key Priorities

5.1 The funding of voluntary organisations allows the Council to meet its objectives to:

- Work in partnership with local organisations to provide support to the community and diverse open space and recreation facilities.
- Understanding and supporting local voluntary groups.
- Significantly contribute to civic pride through the provision of events and green spaces.
- Work in partnership with the voluntary and third sector to extend opportunities in the Borough.
- Encouraging greater involvement from local clubs and organisations including volunteering.

6. Equalities Impact

6.1 The Community Grant Fund has been equality impact assessed.

| | |
|-------------------------------|---|
| Annexes | Annex A – Summary of Bids Annex B – Proposed Grant Awards Annex C - Community Fund Grant Criteria |
| Background Papers | Application Forms |
| Author/Contact Details | Jayne Boitout - Community Partnership Officer jayne.boitout@surreyheath.gov.uk |
| Service Manager | Louise Livingston - Executive Head of Transformation |

CONSULTATIONS, IMPLICATIONS AND ISSUES ADDRESSED

| Resources | Required | Consulted |
|------------------|-----------------|------------------|
| Revenue | N/A | |
| Capital | ✓ | ✓ |
| Human Resources | N/A | |
| Asset Management | N/A | |
| IT | N/A | |

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

Annex A – Summary of Bids

Applicant: Valley End Cricket Club (VECC)

Project: To contribute towards the costs of carpets and flooring within the newly finished pavilion.

Grant requested: £11,712

Project cost: £23,424 (inc VAT)

VECC purchased this land a few years ago in Woodlands Lane, Windlesham, and have worked hard to raise the necessary funds to construct a new pavilion at a cost of £920,000.

To date (July 2019) £850,000 has been raised through extensive fundraising from: Marathon Trust Award - £75,000. Windlesham Parish Council Award £10,000: ECB - £100,000 award, members donations £540,000, Sport England - £75,000 award, and ECB loan - £50,000, further applications are being made to other Surrey Authorities.

The new flooring are to be installed in the building: carpet in the entrance, lobby, scorer office and club room: poly safe standard safety vinyl to be fitted in the: officials changing room, 2 changing lobbies, 2 stores, 4 changing areas WC areas, 2 WCs, Kitchen, Bar Servery.

The aim is to offer the facilities to the community during the week, and at the weekends the focus will be mostly cricket related. The Club are developing a day low cost membership rate to encourage further community inclusivity. The facilities will also be available to hire for private events, with local schools, clubs, and local groups being able to use together with the easy on-site parking. They will be running classes in: dancing, indoor bowls, yoga, indoor cycling - winter SPIN clubs, Valley End cycling/racing club - offering routes and cakes/coffee afterwards, Thai chi, darts, ballroom dancing and Windle Valley running club.

There are also plans to engage the following community groups to use the space themselves or for us to put on activities for: Camberley and District U3A, Alzheimer's Café (Camberley), Camberley Women's Institute, Bagshot Women's Institute, Sight for Surrey, Christopher's Smile, Windle Valley Youth Project, Bagshot Care, Eikon Youth Charity.

It is intended that the building will act as a conduit for a range of year-long activities outside of the traditional cricket season, with the building designed considering all abilities, to ensure of inclusivity.

The club has an existing membership of 342 with the vast majority living in Surrey Heath, the existing annual membership costs range from £30 - £175 which is dependent upon the age group and category.

The Club is working collaboratively with Active Surrey to ensure that facilities are open and accessible to local people and groups from the surrounding Surrey Heath area.

One previous community fund grant was paid to the VECC in 2008 of £5000 as a contribution to purchase this the new site in Woodlands Lane.

Recommendation and rationale:

The Council is supportive of this application and acknowledges the community benefits that can be accessed from both the direct cricketing facilities and the pavilion it is suggested that on this basis a recommendation of a grant of £10,000 is offered based upon the estimates provided.

Applicant: W.C.Lee's Alms-Houses, Windlesham

Project: To convert one of the two existing bedsit properties to a 1 bedroom property

Grant requested: £12,500

Project cost: £31,500

Lee's Court comprises of 6 alms-houses from which 4 are 1 bedroomed and the remaining 2 are both bedsits. This project aims to convert both bedsits to 1 bedroomed units. A considerable number of funding bids have been made to local companies, that include both Surrey County Council and Windlesham Parish Council the outcomes are unknown at this time.

The trustees have worked hard to raise the funds through various methods of obtaining grants, using reserves and interest free loans to raise funds to complete this project, to date (July 2019) approximately 75% of the overall costs have been secured. Many other applications have been made and decisions awaited, and the group are confident that the necessary funds required will be available, and they have a well-defined action plan to ensure achievement of this.

A contribution is sought from the Community Fund Grant scheme for the second property conversion only, as work commences in July for the first conversion and thereafter works for the second unit will start the end of 2019.

The project cost outlined above relates purely towards a single unit project costs, the total cost for both is estimated at £75,000 plus, as items such as storage facilities are to be provided, but are not included within these costs.

The properties were originally constructed in 1948, and since this time have provided accommodation to local, vulnerable people, it is appreciated that the numbers are restrictive due to there being a maximum of 6 at any one time, but a need is being met in providing affordable local homes.

Recommendation and rationale: It is suggested that the Executive supports an award of up to £3,000 in recognition of the long period of time (73 years) that W.C. Lee's Alms-houses have provided homes to local residents.

Applicant: Camberley Alzheimer Café CIO

Project: To support the Man and Pan Initiative course in June 2020

Grant requested: £4,650

Project cost: £18,600

The 'man and a pan' courses have been run at St Mary's Church hall since September 2017 and are designed for older men taking on the cooking role in their homes. It could be they are isolated and lonely from either looking after, or having lost a partner for many years.

The Camberley Alzheimer Café group realised the need within our community for these classes and developed a project to address the issue for this hard to reach group.

The initial funding had been sourced from the Lottery scheme of £47,310 in 2017 and this is now exhausted.

In order to meet the need, the applicant is seeking funding to provide courses that run from September 2019 – June 2020. A myriad of other local funders are being approached to enable its continuation, and to date (July 2019) funding has been secured for the September, November and part of the January 2020 course, with the June 2020 course being completed unfunded at the present time and this is the specific focus of this application.

Referrals are made through churches, doctors, self-referrals, adult social care etc. with the registration being managed by the applicant. The courses are offered with no charge, which aims to be fully inclusive and available to all within our community.

The classes allow for 6 men to attend a 5 week course that meets for a day each week with a reunion for all at a later date. The costs comprise of hall hire, food, and a Chef Robin Van Creveld, who is experienced in working in this area. During the period of the course they learn to prepare delicious, stress-free, affordable and healthy meals, with other key benefits such as being part of a group learning together, developing friendships and the improvement of the general health and well-being from reducing the isolation and loneliness.

All excess meals are donated to local good causes and those in need, via the churches, and other local organisations.

Recommendation and rationale: The Council is supportive of the Camberley Alzheimer Café and this initiative, and would like to suggest a grant of up to £3,000 towards the delivery of the June 2020 course.

Applicant: St Francis Church Hall

Project: To purchase a new cooker for this well used and supported hall

Grant requested: £480.00

Project cost: £639.97

The Frimley Parochial Church Council would like to purchase a replacement cooker to be for the St Francis Church Hall, it is a well-used and supported facility; local groups such as WI, Brownies, and Guides amongst many others use the hall.

Recommendation and rationale: The Council is supportive of the organisation and the benefits that it provides to the community and would recommend that the award is offered at £480.00.

Annex B – Proposed Grant Awards

| Applicant | Project Details | Project Cost £ | Amount Sought £ | Amount Proposed £ | Suggested Conditions |
|---------------------------------|---|-------------------|--------------------|----------------------|--|
| Valley End Cricket Club | New flooring and carpeting for the pavilion | 23,424 | 11,712 | 10,000 | SHBC to be acknowledged of the Community Fund Grant Award, and apply to SCC for funding. |
| W.C.Lee Alms-Houses | Convert a bedsit to a 1 bedroomed property | £31,500 | £12,500 | £3,000 | SHBC to be acknowledged of the Community Fund Grant Award. |
| Camberley Alzheimer Café | To run the man with pan course in June 2020 | £18,600 | £4,650 | £3,000 | SHBC to be acknowledged of the Community Fund Grant Award, with the Hope Hub to be added to the donations of any surplus meals |
| St Francis Church Hall | To purchase a new cooker | £640.00 | £480.00 | £480.00 | SHBC to be acknowledged of the Community Fund Grant Award |
| TOTAL | | £72,164 | £ 29,342 | £16,480 | |

N.B. All Grants to be subject to a general rule that SHBC is acknowledged by the recipient as having awarded the grant.

Annex C – Community Fund Grant Scheme

SURREY HEATH BOROUGH COUNCIL

COMMUNITY FUND GRANT SCHEME FOR GRANTS UP TO £25,000

About the scheme

The Council has its own 'Community Fund' from which it provides grants of up to £25,000 to assist local not for profit organisations with the delivery of community projects.

To qualify for a grant from the Community Fund applications must fit with the Council's objectives from our 2020 Strategy (a copy of which is available from our website at the following link

<http://www.surreyheath.gov.uk/council/councilinformation/corporateplan.htm>)

and must demonstrate a benefit to the local community or a section of it.

Any non-profit making community/voluntary organisation serving all or part of Surrey Heath can apply for a community fund grant. Organisations not based in the Borough may also be eligible to apply for a grant where the project significantly benefits Surrey Heath residents.

Grants are available for amounts up to £25,000. The Council will pay up to 75% of a project that does not exceed £2,000 in total and will pay up to 50% of project costs for projects that cost between £2,001 and £25,000 in total.

The grant scheme is the Council's own. There is no legal requirement for the authority to have such a scheme in place; therefore all grants are awarded at the Council's discretion and there is no right of appeal if an application is refused.

No retrospective applications will be considered.

Grants will be considered for

- Equipment purchase
- One-off events
- Building projects
- Start-up costs

Grants will not be considered for

- General running costs
- Endowments
- Loan payments
- Activities promoting specific religious or political beliefs
- Salaries, wages, honoraria

Grants will not be made to

- Statutory Authorities or Schools/Colleges
- Trading/profit making companies
- Individuals or funds set up to benefit an individual

Assessment

In assessing the grant application, the Council will have regard to the amount of funding applicants have endeavoured to raise from other sources and will expect to see evidence of this.

In particular, there is a need to demonstrate a wider public benefit to the community over time with regard to the following:

- The existing funds/fundraising ability of the applicant;
- The sustainability of the project, for example the provision being made by the applicant for future repair and maintenance;
- The extent of support for the project in the local community;
- The extent to which the project recognises diverse needs and social inclusion.

Applications must be from properly constituted bodies/organisations that are not for profit groups.

Applications will be determined twice a year with deadlines for receipt being 30th June and 31st December. Applications received outside of these dates will not be considered until the next round. All grants will be determined by the Council's Executive Committee.

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Response to the London Heathrow Expansion Consultation

Summary

This report sets out the Council's response to the London Heathrow Airport Expansion Consultation. The consultation began on Wednesday 18th June and ends on Friday 13th September 2019. The Council's response focuses on topic areas covering aspects that are considered to impact on Surrey Heath. These are:

- The Preferred Masterplan
- Travelling to and from Heathrow – surface access
- Future Operations
- Managing the Effects of Expansion

The response also covers the loss of housing arising from the construction of a third runway at Heathrow and how this could impact other local authorities.

The letter of response is included at Annex 1.

Portfolio: Deputy Leader

Date Portfolio Holder signed off report: 20th August 2019

Wards Affected - ALL

Recommendation

The Executive is advised to RESOLVE to:

- (i) **NOTE the publication of the London Heathrow Airport Expansion Consultation; and**
- (ii) **AGREE the response set out in the letter at Annex 1 of this report as the Council's formal response to London Heathrow Airport Expansion Consultation.**

1. Resource Implications

- 1.1 There are no resource implications beyond that provided for within the agreed budget for 2019/20.

2. Key Issues

- 2.1 London Heathrow Airport is consulting on plans for its future expansion. The consultation material covers Heathrow's preferred proposals for developing and operating an expanded airport. This is a statutory consultation carried out in accordance with the requirements of the Planning Act 2008 and associated legislation and guidance.
- 2.2 The consultation relates to the effects of the planned expansion of Heathrow. This will inform London Heathrow's application for a

Development Consent Order (DCO), planned to be submitted in 2020. The DCO would combine consent to expand London Heathrow, for operation and maintenance of the project and for the compulsory acquisition of land.

- 2.3 The current consultation follows an earlier consultation held in January-March 2019 relating to Airspace Change and Future Operations at Heathrow, which the Council previously responded to (Annex 2). A consultation on proposed flight paths is scheduled to take place in 2022. Airspace change proposals do not form part of the current Consultation. However, the likely effects of flight paths have been considered as part of the assessment of environmental effects, and this is included in the consultation material.
- 2.4 Officers have considered the material provided in order to identify key issues, from Surrey Heath's perspective.

Preferred Masterplan – Road and Rail

- 2.5 In respect of changes to roads, it is considered that the proposals for a realigned M25 would have potential impacts on those who live and work in Surrey Heath. The Council's response puts forward a preference for the construction of the new section of the M25 and junction realignments to be completed adjacent to the existing motorway, minimising the impact on road users. The need for detailed highways modelling outputs to be released by Heathrow for consideration by relevant highways authorities is also raised.
- 2.6 It is emphasised through the Council's response that current rail connections between Surrey Heath and Heathrow are poor and impractical to use. The introduction of a Southern Rail Link between train lines in Surrey and Heathrow would enable much improved rail access from the three stations in Surrey Heath to London Heathrow. The Council's response states that the Southern Rail Link should be included as part of Heathrow's expansion plans, providing greater certainty of Heathrow's intention secure its delivery.

Travelling to and from Heathrow – Surface Access

- 2.7 The surface access section of the consultation proposes a new bus route between Heathrow and Camberley which also stops at Bagshot. The Council's response emphasises the benefits this would provide for both Heathrow Airport and residents of Surrey Heath. Further information about the proposal is requested, including where pick up and drop off points will be located within Camberley and Bagshot, the frequency of the proposed bus service, and an indication of its operating hours.
- 2.8 Heathrow intend to introduce a Heathrow Vehicle Access Charge (HVAC) following the opening of the third runway, whereby all passenger cars, and taxis will be subject to a charge when entering the

airport's terminal forecourts. Whilst the principle of this is supported, the Council advise that alternative modes of transport to Surrey Heath must be in place prior to the introduction of the charge, and the charge itself should be proportionate.

Future Operations – Runway Alteration and directional Preference

- 2.9 The Council's response supports the alternation of runways on east and west operations to provide respite to communities, and also the opportunities for respite created through the operation of three runways. The completion of infrastructure work relating to Heathrow's expansion would enable increased alternation of departures and arrivals over Surrey Heath, ensuring a more balanced distribution which would help reduce the period that departures (which are the loudest activity) impact the Borough. The Council's response also sets out that a detailed impact assessment of the changes in noise from overflying experienced within the Borough as a result of the airspace redesign is required, prior to Heathrow's application submission for a Development Consent Order.

Future operations - Night Flight Proposals and Early Morning Movements

- 2.10 The proposal of a 6.5 hour ban between 23:00 and 05:30 within which time reduced operations would apply together with a recovery period is supported in the Council's response, as this is longer than the existing night flight ban. The recovery relates to schedule recovery from delays. Currently there are no restrictions on recovery. The Council has advised its preference for restricted recovery which would provide greater certainty around when aircraft will and won't be overhead. A comprehensive review of Heathrow's landing fees is also supported, in order to achieve night flight noise reductions.
- 2.11 However, the Council's response also suggests that any period of noise impacting residential areas before 6.30am is particularly disruptive to those who are affected and accordingly refers Heathrow to Surrey Heath's response to the previous Airspace Change and Future Operations Consultation (Annex 2). The response to the current consultation reiterates our previous comments; that an option offering a 6:30am start time for scheduled flights would be welcomed.

Future operations - Early Growth

- 2.12 The consultation states that in the short to medium-term, Heathrow intend to increase the use of the existing two runways before the third runway is built. The Council raises objection to the possibility of Heathrow making provision for up to an additional 25,000 air traffic movements each year on the two existing runways, before the third runway is opened. It is also understood that an effect of the changes will be increased exposure to noise levels above 63dB_{Aeq} (equivalent continuous sound level). Further information on the effect of this is

requested by the Council. Surrey Heath's response notifies Heathrow that the Council would seek mitigation and compensation measures for any of our residents affected above the stated limit.

Managing the Effects of Expansion - Noise

- 2.13 The Consultation indicates that in future years, noise exposure is forecast to be lower than that in 2013 despite design envelopes shown in the Airspace and Future Operations Consultation referring to flights above 65dBaleq over much of Surrey Heath to be potentially upwards of 20 per hour. Clarity is sought from Heathrow in respect of this matter and it is emphasised that the airspace changes process should be completed before the DCO is submitted to allow the Council to determine with certainty the likely effects of increased movements over the Borough.

Managing the Effects of Expansion - Air Quality and Climate Change

- 2.14 In consideration of aircraft emissions, our response acknowledges that nitrogen dioxide and dust are advised to have low impact on ground level concentrations outside of the airport boundary. The response notes that significant parts of the Thames Basin Heaths Special Protection Area within Surrey Heath could be subject to increased overflight, and consideration should be given to this when determining future flight paths. The Council's response welcomes proposals to make the expansion carbon neutral.

Loss of Housing in Heathrow's Surrounding Communities

- 2.15 The planned expansion of London Heathrow will result in a loss of housing in communities adjoining the airport. The Council's response emphasises that any attempts to redress the loss of housing should be made within the affected local authorities and their immediately adjoining neighbours.

3. Options

- 3.1 The options for the Executive to consider are:-

- (i) To **AGREE** the response to the London Heathrow Airport Expansion Consultation, as set out in Annex 1 of this report.
- (ii) To **AGREE** the response to the London Heathrow Airport Expansion Consultation, as set out in Annex 1 of this report with any additional comments which the Executive may wish to make.
- (iii) To **NOT AGREE** the response to the London Heathrow Airport Expansion Consultation, as set out in Annex 1 of this report.

4. Proposals

- 4.1 It is proposed that members agree to submit the letter of response attached at Annex 1 as Surrey Heath Borough Council's formal response to the London Heathrow Airport Expansion Consultation.

5. Supporting Information

- 5.1 The documentation that forms part of the London Heathrow Airport Expansion Consultation is available at <https://aec.heathrowconsultation.com/>

6. Corporate Objectives And Key Priorities

- 6.1 Underpins the theme of *People* set out in the Council's Five Year Strategy by ensuring Surrey Heath's interests are fully considered in respect of future air quality and aircraft related noise so that people can live happily and healthily. Also underpins the theme of *Place*, helping to make Surrey Heath a clean, green and safe place where people enjoy and contribute to a high quality of life and a sustainable future.

7. Policy Framework

- 7.1 The consultation process Surrey Heath is responding to is of a strategic nature. The proposals impact a large number of local authorities to varying degrees, including Surrey Heath.

8. Legal Issues

- 8.1 The London Heathrow Airport Expansion Consultation is carried out in accordance with the requirements of the Planning Act 2008 and associated legislation and guidance which establishes the consenting process for nationally significant infrastructure projects.

9. Governance Issues

- 9.1 No matters arising.

10. Risk Management

- 10.1 No matters arising.

11. Equalities Impact

- 11.1 No matters arising.

12. Human Rights

- 12.1 No matters arising.

13. Consultation

13.1 The London Heathrow Airport Expansion Consultation runs between Wednesday 18th June and Friday 13th September 2019.

14. PR And Marketing

14.1 Surrey Heath Borough Council is a document inspection location for material relating to the London Heathrow Airport Expansion Consultation. Documents are available for inspection at Surrey Heath House throughout the consultation period.

14.2 A public consultation event took place at The Square Shopping Centre, Camberley on Tuesday 13th August between 2:00pm and 8:00pm. The event was held by London Heathrow Airport. Subject experts were available at the event to answer any questions regarding the different Consultation topics, and printed consultation materials were available for inspection.

| | |
|-------------------------------|--|
| Annexes | Annex 1 – letter of response to London Heathrow Airport Annex 2 – letter of response to Heathrow’s previous Airspace Change and Future Operations Consultation (sent in March 2019) |
| Background Papers | Link to the Heathrow Airport Expansion Consultation – https://aec.heathrowconsultation.com/ |
| Author/Contact Details | Christopher Kirk – Senior Planning Officer Christopher.kirk@surreyheath.gov.uk |
| Head of Service | Jenny Rickard – Executive Head of Regulatory |

Consultations, Implications and Issues Addressed

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



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Service Chief Executive

11th September 2019

Dear Sir/Madam,

Heathrow Airport Expansion Consultation

Thank you for the opportunity to comment on the London Heathrow Expansion Consultation. This letter is Surrey Heath Borough Council's formal response. This response addresses the topics and proposals within the consultation that the Council considers would be likely to impact upon residents and businesses within Surrey Heath, as well as visitors to the Borough.

Our Preferred Masterplan

The Council has reviewed the preferred masterplan proposals and is responding to the points that are relevant to Surrey Heath Borough. In relation to the masterplan proposals, the consultation asks, *please tell us what you think about any specific parts of our Preferred Masterplan or the components that make up the masterplan.*

Roads

The M25 is used by many residents of Surrey Heath both for commuting to their place of work or to reach other destinations in their leisure time. Equally it is used by people who live outside the Borough but visit Surrey Heath either for work or other purposes.

It is understood that the M25 will be diverted offline, meaning the existing motorway will remain open, whilst the new section of the M25 is built, which will be lowered into a tunnel under the proposed new runway. This is supported as it is considered that the impact on road users will be minimised. Where M25 junction realignments are proposed, the Council's preference is for them to be largely constructed offline. This approach is considered most desirable, as it will again seek to minimise the impact on road users.

It is understood that detailed highways modelling is being undertaken by Heathrow, but this will not be available until after the consultation period has closed. It is the outputs from the modelling that will provide a much more fine-grained level of information. This will need to be released expediently, in order for Surrey County Council as the highways authority for the area to interrogate and assess the information to fully understand the impacts on the highways network and mitigation measures needed.

The Council would also welcome further information from Heathrow on any potential impacts to road users arising from the construction of the new M25 motorway and associated junctions.

Rail

Rail access from Surrey Heath to London Heathrow Airport is currently poor. The route that involves least transfers between trains and provides the shortest journey time from any of the

three train stations in Surrey Heath (Bagshot, Camberley and Frimley), requires residents to access Feltham station and then continue their journey to Heathrow via the rail-air bus link. It is therefore not practical for residents to travel to Heathrow only by train.

It is noted that the consultation material advises, *“Heathrow is supporting and has safeguarded the on airport development needed for both Western and Southern Rail to directly serve the airport.”*

Further detail is provided in the *Preliminary Transport Information Report – Public Transport (Vol 5 of 6)*, where a Southern Rail Link to Heathrow is included as an alternative scenario. The document describes the proposal as a potential future rail scheme. It advises that the proposal is at a very early stage in its development and is therefore not included as a project scenario under Heathrow’s expansion in order to ensure that the analysis presented in the study is based on a conservative view of future rail capacity.

Indicative proposals show that a southern rail link would join the existing line at the current Heathrow Terminal 5 station and would connect to the southwestern mainline (London Waterloo to Southampton) near Byfleet. Possible connections are also shown on the London Waterloo to Reading line, near Staines upon Thames and Virginia Water stations. A Virginia Water connection is strongly supported by Surrey Heath, as this would provide residents of the Borough with vastly improved rail access to Heathrow and the journey would involve the lowest number of changes. If a connection at Virginia Water is not taken forward, it is the Council’s view that a connection should be provided at Staines upon Thames, as an absolute minimum.

Overall, the implementation of a southern rail connection would benefit a large population in close proximity to Heathrow, for whom it is not currently feasible to access the airport by rail. This would also contribute to Heathrow Airport’s commitments in its Sustainable Transport Plan and help achieve compliance with the government’s sustainable transport requirements set out in the Aviation Policy Framework. It is for these reasons, as well as the benefits to the Borough’s residents, that Surrey Heath strongly supports this proposal. The southern rail link should therefore be included in this and future consultations as a project scenario, rather than as an alternative scenario. Heathrow should work with stakeholders such as the Department for Transport, Network Rail and South Western Railways in order to ensure the project is developed and implemented.

Travelling to and from Heathrow – Surface Access

The Surface Access Proposals cover seven key areas. The Council has reviewed these and is responding specifically to the proposals that are considered to impact Surrey Heath. The consultation asks whether respondents have any comments about the surface access proposals. The following commentary covers the proposals considered to be relevant to Surrey Heath and provides the Council’s overall response to this section of the consultation. Some elements of this section have crossover with the ‘Our Preferred Masterplan’ section of the consultation. Therefore, the comments made by the Council in relation to the ‘Our Preferred Masterplan’ section also apply to relevant topics included within the Surface Access section.

Public Transport

It is noted that the proposed southern rail link to Heathrow is acknowledged as a committed improvement in this section of the consultation. However, the consultation material clearly states that this is not part of Heathrow’s expansion proposals, although it does commit to working with the promoters of the scheme. It is the Council’s view that as a lead beneficiary of the proposal, London Heathrow should be taking a more active role in promoting and securing the southern rail connection, through working with the government and other relevant stakeholders to ensure that it is progressed through to implementation.

Bus and coach Corridors

The Council strongly supports the following statement in the consultation material, in relation to bus and coach corridors,

“We will work with operators to introduce new bus routes to improve links to the south and west of the airport in areas including Maidenhead, Bracknell, Surrey Heath and Elmbridge and ensure that passengers and colleagues from our surrounding communities can reach the airport without having to rely on their car.”

In addition, it is noted that the consultation material recognises there are currently weak public transport links to the south and southwest of the airport, relative to other areas surrounding Heathrow. Accordingly, support is given to the statement in the Preliminary Public Transport Report – Introduction (Vol 1 of 6), which recognises,

“Heathrow will also work with bus operators to secure the delivery of new direct bus routes to the airport for areas not currently well served by public transport. Targeted corridors for these routes include... Camberley and Bagshot.”

Surrey Heath is an area in relative close proximity to Heathrow that does not currently benefit from a direct bus service. It is therefore welcomed that this has been recognised by Heathrow in the consultation and efforts are being made to address the matter. It is considered that this would significantly decrease the number of car journeys to and from Heathrow by residents of the Borough, contributing to reduced congestion on the local highways network. In addition, it would also decrease taxi journeys, and enable more residents who do not own a car to reach Heathrow.

Also in relation to the proposed new bus services, one of the initiatives in Table 3.26 of the Preliminary Public Transport Report – Introduction (Vol 1 of 6) states, *“Heathrow proposes to deliver new express bus routes to the south to help improve bus service frequencies and reduce journey times for colleagues from Staines, Egham and Camberley. Operating hours are proposed to cover key colleague shift patterns to ensure colleagues can use the new services outside of peak transport hours.”*

However, Graphic 3.25 (Proposed Improvements to Bus Services) of the same report includes a new bus route to Camberley but does not show a proposed express route to Camberley or any other destinations within Surrey Heath. The Council therefore seeks clarification on whether both a new bus service and an express route are proposed to Surrey Heath, or only a new bus service, without an express route.

Further details about the proposed bus route to Camberley should also be provided. It would be helpful to know where the proposed pick up and drop off points will be located within Camberley and Bagshot, which are the two destinations shown on the bus route in Surrey Heath. Surrey Heath would support siting the main stop for the service in Camberley at the bus stops near Camberley Station. Furthermore, information should be provided about the frequency of the proposed bus service. It is suggested that it would be desirable to have at least one bus running in each direction, per hour. Finally, an indication of the operating hours would also be helpful. Due to some passengers taking very late evening or early morning flights, and staff at Heathrow working various shift patterns, it would be preferable if the service could run on a 24 hour basis.

Road User Charging

The consultation advises that Heathrow will introduce the Heathrow Vehicle Access Charge (HVAC) following the opening of the third runway (around 2026). This will mean all passenger cars, taxis and other private motor vehicles will be subject to a charge when entering the airport’s car parks and terminal forecourts.

Surrey Heath acknowledges there may be benefits arising from the introduction of the HVAC, in respect of vehicular emissions and congestion reductions, and increased use of public transport. However, the Council advises that alternative modes of sustainable transport such as

the proposed bus link to Camberley and the southern rail link should be in place prior to the implementation of vehicular charging. Without alternative public transport, it would be unreasonable to charge passengers arriving by car, who do not have other feasible means of accessing Heathrow. Furthermore, the charges should be proportionate and not excessive, so a balance can be struck where car journeys are discouraged, but passengers who may be restricted to vehicular access are not penalised. In particular, accessibility for residents who are less able and would have difficulties changing trains should be given due consideration.

Future Operations

Operational Framework for use of the three runways

It is noted that Heathrow's commitment is to expand whilst affecting fewer people with noise than occurred in a baseline year of 2013.

Currently the airport favours a westerly operations preference whereby one runway is used for landings and the other for departures, with a reversal at 3pm. This arrangement was overlaid by The Cranford Agreement which restricted this switch when operating on easterlies. (No use of northern runway for departures in the daytime). Additionally at the end of a week a complete switch over occurs such as to give local communities respite from aircraft in the morning one week and in the evening the next.

Although we note that the Cranford Agreement has now ended, Heathrow is unable to implement alternation on easterlies as necessary infrastructure work is yet to be carried out. With the expansion and completion of the work it would be able to alternate runways on east and west operations thereby giving respite to communities east and west of the airport and to those underneath the corresponding flight paths over Berkshire and Surrey. This we see as a benefit to our community since it would alternate the noise generated by the noisiest activity (departures) over this area.

It is noted that the operation of three runways creates potential opportunities in the provisions of community respite through alternation. We support the airspace redesign that develops a structure that allows flight paths from each runway to be in their own distinct area as it appears that when not being used its corresponding flight paths also switch off. When combined with runway alternation it provides respite for our community extending to areas well beyond that offered by the current two runway operations. However both the airspace redesign and flight path expansion process lies with the CAA and will not be completed prior to the consent. We would want a detailed impact assessment of the changes in noise from overflying experienced on the ground within this Borough as a result of the airspace redesign prior to the consent process.

As regards changing the switch over time we would prefer an equal division of aircraft before and after. This appears to be offered by retaining the existing time at 15:00.

Night Flight Proposals

We note that the existing last scheduled arrival is 23:05 and departure 22:50. Earliest morning arrivals and departures are 04:45 and 06:00. There is additionally a night quota period between 23:30 and 06:00 which restricts night movements to 5800 per year maximum. There is therefore no current ban on night time arrivals but control by restricted numbers.

Currently scheduled flights operating between 23:30 and 06:00 are all early morning arrivals with the majority after 05:00 being long haul from Asia and Middle East.

The Council supports the proposal of a 6.5 hour ban between 23:00 and 05:30 within which time reduced operations would apply together with a recovery period. This recovery relates to schedule recovery from delays built up by technical issues.

Currently there are no restrictions on a recovery period and we support the view it is incompatible with a night ban. We would want to see a change from unrestricted recovery to recovery with restrictions since such will provide greater certainty around when aircraft will and won't be overhead.

We also support the tightening of the quota control limit, development of a noise envelope (although this is perceived to affect those in the immediate Heathrow vicinity only), together with a tightening of the rules for dispensation arrivals and departures.

We note that in the whole the preferred proposals result in an increase in the time that movements are restricted over that which currently exist.

Surrey Heath would support a comprehensive review of Heathrow's landing fees, in order to achieve night flight noise reductions. The implementation of lower landing fees for only the quietest aircraft to operate at the airport should be continued and extended as far as possible, to incentivise predominantly the quietest types of aircraft to operate during the night time period. This approach could be reinforced by the introduction of fines or significant fee increases for older, noisy aircraft landing at night, so that it would not be viable for such flights to be operational within the night time period. Therefore, as well as incentivising quieter aircraft, there would also be a deterrent for noisier, more disruptive aircraft.

Early Morning Movements

Currently there are no departures before 06:00 with one runway operating only for arrivals between 05:15 and 06:00. We support the proposal for a separate movement and quota count limit for this time period that applies in addition to the overall movement and quota count limits that apply across the night quota period during which there will also be restrictions on the type of aircraft used.

We welcome and note that there will thus be a hard stop on departures at midnight and arrivals at 23:30 meaning runways and thus flight paths will be quiet between 00:00 and 05:15 which is longer than that which currently exists.

However, we would suggest that any period of noise impacting residential areas before 6.30am is particularly disruptive to those who are affected. In our response submitted to London Heathrow's previous Airspace and Expansion consultation, the Council objected to Heathrow's preferred ban period of 11.00pm to 5.30am. We advised that, in the interests of Surrey Heath residents' quality of life, a ban period that ended no earlier than 6:30am would be more desirable than Heathrow's preferred ban period, ending at 5:30am. Surrey Heath would therefore still welcome an option that offered a 6.30am start time for scheduled flights.

Directional Preference

We understand that safety determines take off/landing are into the wind when a certain wind speed is reached. Below this speed we support a managed preference since it allows for a range of managed measures to be implemented depending on circumstances. Such would also permit rotation at night to effect community relief and also support that which shares more equitably the movements offered by easterly operations. We see the advantages as being extension of the respite hours to the community plus the benefits of avoiding a sudden surge of activity such as road traffic when operations start in the mornings.

Early Growth

We note the desire to realise the benefits of expansion by the increased use of the existing two runways before the third one is built.

We also note that the early air traffic movement growth coincides with airspace changes such as independent parallel approach, new departure routes, easterly alternation and steeper aircraft approaches. It is stated that growth will occur without a perceptible increase in noise. We do note that the effect will be more people being newly exposed to levels above 63dB_Aeq. To this we would welcome further information on the effect within this area as the January 2019 consultation on airspace change indicated exceedance of this level to be likely. Accordingly we would wish to seek that mitigation and compensation measures would be available for any of our residents affected above the stated limit.

We support the proposal for the increased air traffic movements to be phased in over time since such will allow all parties to gauge the effects before proceeding to further increase in numbers. However, we object to the possibility of Heathrow making provision for up to an additional 25,000 air traffic movements each year on the two existing runways, before the third runway is opened. This is on account of the significant increases to noise and overflight that this could bring to those living and working in Surrey Heath. Prior to the opening of the third runway we support the proposed ban on early morning arrivals before 05:15 as this would result in less overflights of this area where the current voluntary ban ends at 04:30. We also support Heathrow's proposal to attaining managed growth under an independent scrutinised environment panel that will ensure the commitment to reduce noise affected persons to below the 2013 level is met.

Managing the Effects of Expansion

Noise

We are pleased to note that the study area for the assessment of operational aircraft noise includes airspace over the Surrey Heath area. It is recognised that over Surrey Heath the noise from overflying aircraft will be dependent on the final airspace design and that the flight paths that are needed to operate the expanded airport will only be known after the consent is granted for the DCO. Design changes in flight path provision are under the auspices of and will be subject to future consultation by the Civil Aviation Authority. At that time the noise impact of the expansion by overflights of this area will have to be assessed against current operations and we would like to see compliance with relevant noise standards together with an impact descriptor of the changes that an increase in the number of flights causes locally.

Pending the evidence above being supplied with the flightpath redesign it is noted that using ten indicative airspace designs the expansion assessment predicts that early growth in aircraft movements will result in no likely significant effects on any receptors within Surrey Heath. (This means no levels from expanded operations are predicted to exceed 63dB_Laeq during the day or 55 at night). We note also that in future years, noise exposure is forecast to be lower than that in 2013 inclusive of the increased air traffic movements. We would like further clarification on this prediction bearing in mind the January 2019 consultation on design envelope expansion referred to the number of flights above 65dB_Laeq over this area to be potentially upwards of 20 per hour. Such is likely to produce a level over 63dB_Laeq in the daytime.

It is also noted that both adverse effects and beneficial significant effects are identified as possible from airspace designs outside of the ten considered. We consider that until the airspace design process is completed we are cautious as to predictions of the impact on the ground locally from over flights. To this our comments regarding the airspace design as regards health and quality of life for our residents caused by increased flight traffic in the January 2019 consultation remains valid. Accordingly we consider that the airspace changes process should be completed before the DCO to allow us to determine with certainty the likely effects of increased movements over this Borough.

We do note that some changes will be noticeable over Surrey Heath as a result of these airspace changes and that this will occur regardless of expansion and accept that any

additional air traffic movements would be spread across the operating day resulting most likely in very small changes to the overall noise level.

The major changes in noise levels both positive and negative occur the closer to the airport one gets for which Heathrow has proposed a raft of mitigation measures of which we support. In mind of the airspace changes we also support the proposal for further work by Heathrow including additional consultation with relevant groups, further data gathering and sensitivity testing to inform the effects of noise on the local area of Surrey Heath.

Air Quality, Climate Change and Carbon/Greenhouse Gases emissions

We note from the consultation material that aircraft emissions of nitrogen dioxide and dust are advised to have low impact on ground level concentrations outside of the airport boundary. However, as advised in our response to the previous Airspace and Future Operations Consultation, it is noted that significant areas of the Thames Basin Heaths Special Protection Area within Surrey Heath will potentially be subject to increased overflight. The Thames Basin Heaths Special Protection Area is an area of international importance for nature conservation. It is home to endangered wild bird species protected by UK and EU law, as designated in the EU Birds Directive. An important consideration for these habitats is air quality. The Council therefore requests that such protected areas continue to be taken into consideration by Heathrow in determining the future flight paths during the period for making increased use of the two existing runways and following the introduction of a third runway.

Emissions from all sources including traffic and construction to, from and at the expanded airport is considered within the consultation. As there is no defined threshold of greenhouse gas emissions which if exceeded could be called significant, we note that significance for the expansion has been determined by comparing the difference in greenhouse gas emissions aggregated over time between the future baseline and the expansion without any of the proposed mitigation measures in place. This is a fair method. The assessment concludes a significant negative effect emerges and we look forward to details as to how this will be addressed when the Environmental Statement is produced.

It is noted that that without mitigation the predicted increase in greenhouse gas emissions is not considered to be so significant such as to have a material impact on the ability of Government to meet its carbon reduction targets.

We welcome Heathrow's efforts to make the scheme carbon neutral by offsetting emissions from increased flights post expansion by carbon credits, and support the tariff structure that influences airlines to utilise more fuel efficient aircraft and explore how sustainability metrics could be used by the airport to govern time slots and stand allocations.

There are no significant effects from the expansion on climate change due largely to the embedded environmental measures currently undertaken. These include requirements for design standards across all asset groups.

We note that further assessment on the effects of the expansion on and from climate change will also be made when the Environmental Statement is produced.

Loss of Housing in Heathrow's Surrounding Communities

The consultation outlines how the planned expansion of London Heathrow will result in a loss of housing in certain communities adjoining the airport. A Compulsory Purchase Zone has been designated, which includes housing and other land uses within villages to the northwest of the current airport boundary. The Council anticipates that any loss of housing arising from Heathrow's expansion would need to be addressed through new residential development to compensate for the loss, ensuring that housing needs are met within the impacted plan-making

authorities. If the loss of housing is addressed as a wider strategic issue, the Council considers that it should be met within the affected local authorities and their immediately adjoining authorities, where necessary.

Furthermore, Surrey Heath is subject to numerous environmental constraints and contains large areas of the Thames Basin Heaths Special Protection Area (TBH SPA) and its 400 metre buffer zone, within which residential development cannot be permitted. In addition, the rest of the Borough is entirely within 5km of this designated area. There are also large areas of MOD land and the majority of the eastern half of the Borough is designated Metropolitan Green Belt. This has impacted on Surrey Heath's ability to meet its own housing need figure, and consequently the Council is working with the neighbouring authority of Hart District, to ensure unmet need from Surrey Heath is delivered. Accordingly, Surrey Heath is not in a position to assist with the delivery of unmet housing need arising from other plan-making authorities.

Surrey Heath Borough Council thank London Heathrow for the opportunity to respond to the Airport Expansion consultation. The Council wish to be notified of the outcome of this consultation and to be kept informed of future consultations released by London Heathrow in respect of its expansion, changes to airspace and future operations.

Yours faithfully,

Cllr Richard Brooks
Leader of the Council
Surrey Heath Borough Council

Karen Whelan
Chief Executive
Surrey Heath Borough Council



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Service Chief Executive

FREEPOST LHR AFO CONSULTATION

19th February 2019

Dear Sir/Madam,

Heathrow Airspace and Future Operations Consultation

Thank you for the opportunity to comment on the London Heathrow Airspace and Future Operations Consultation. This letter is Surrey Heath Borough Council's formal response.

Airspace Change for Expansion and Existing Two Runways

The Council has reviewed the airspace change proposals for both the existing two runway airport and the expanded London Heathrow with a third runway.

In relation to airspace change, the consultation asks, *what sites or local factors should we be aware of in your area (or other areas of interest to you), when designing flight paths for an expanded three-runway Heathrow?* The same question is posed regarding the design of new arrival flight paths for making better use of the existing two runways.

Thames Basin Heaths Special Protection Area

Having studied the Airspace Design Envelopes that have been produced as part of the Consultation, Surrey Heath is concerned to note that significant areas of the Thames Basin Heaths Special Protection Area within Surrey Heath and surrounding local authority areas would potentially be subject to increased overflight. The Thames Basin Heaths Special Protection Area is an area of international importance for nature conservation. It is home to endangered wild bird species protected by UK and EU law, as designated in the EU Birds Directive. An important consideration for these habitats is air quality, which could be impacted by increased overflight. In Surrey Heath's response to the previous Airspace and Expansion consultation, the Council requested that future flight paths should have due regard to these designations. As some of the Design Envelopes include Special Protection Areas, the Council seeks clarification as to how London Heathrow would prevent or mitigate harm arising from associated impacts to the air quality in these areas.

Airspace Design Envelopes

From comparing the twelve existing departure routes in operation from London Heathrow, known as Noise Preferential Routes, with the Design Envelopes released as part of the

Consultation, it is notable that a wider area of the Borough could experience overflight from aircraft departing from Heathrow. For example, Design Envelope 'Departure 4' (D4) encompasses the entire Borough of Surrey Heath. In addition, the diagram for D4 demonstrates three flight paths would be established within this Design Envelope. Together, the three flight paths would generate 0-17 flights per hour, of which a minimum of 0-17 flights per hour would produce noise levels above 65 decibels. In addition, the information provided for Design Envelope D9 shows an area of overflight concentrated in the far northeast of the Borough at a height of between 2,000 and 9,000 feet, generating 0-17 flights per hour, of which a minimum of 0-17 flights per hour would produce noise levels above 65 decibels. The information provided alongside the Design Envelope does not state the number of possible flight paths within this area.

Design Envelopes 'Arrival 5' (A5) and A6 also include large areas of Surrey Heath. London Heathrow's existing arrival patterns appear to typically involve aircraft arriving from holding stacks. The general paths of arrival from these stacks do not show areas of Surrey Heath being overflowed. It is understood that the airspace change brought about through the proposed Design Envelopes could therefore have a much greater incidence of overflight of Surrey Heath and therefore accompanying noise and air quality impacts. This is of concern, as the number of overflights and associated noise that could be experienced by communities in the Borough following implementation of new flight paths within the proposed Design Envelopes would appear to be more frequent and over a wider area of the Borough than under existing airspace arrangements.

Over the period of time that London Heathrow has been operational, a large number of residents have self-selected the locality of their homes, according to their tolerance to noise. This will need to be given due consideration when introducing new areas of intense overflying. The positioning of the proposed Design Envelopes represents significant impacts in respect of quality of life, arising from noise pollution and furthermore, possible implications for people's health and wellbeing arising from air pollution. Surrey Heath Borough Council therefore raise objection to the Airspace Design Envelopes, as proposed.

The consultation material also discusses the introduction of performance based navigation for new flight paths and the use of independent parallel approaches on Heathrow's two existing runways. It is understood that the use of independent parallel approaches is a short-term solution in the context of Heathrow's expansion. It is also understood that it is a requirement for Heathrow to introduce performance based navigation, as it is committed to do so under the Government's Modern Airspace Strategy. However, whilst Surrey Heath recognises that this measure will be introduced, we also note that this technology will generate narrower and more concentrated flight paths. We suggest that communities impacted by this are therefore offered respite from overflight, to ensure they are not continually subject to frequent, concentrated overflight.

Taking into account the improved accuracy that proposed performance based navigation measures provide, and in order to minimise noise impacts to and from Heathrow over Surrey Heath, the Council would favour the following flight path options within the relevant Design Envelopes provided:

For easterly operations it would be preferential for arrival flight paths for the southern runway to hug the western edges of Design Envelope A5 and for arrival flight paths for the southern or middle runways to favour the west edge or middle of Design Envelope A6.

For westerly operations it would be the Council's preference for departure flight paths from the southern runway to favour the eastern boundary of Design Envelope D4 and for departure flight paths from the southern runway that head south first before turning north back over Heathrow to favour the mid and eastern edge of Design Envelope D9, up to 3000ft.

It is also understood that London Heathrow are considering the introduction of further compensation measures for areas that under the new proposals would be subject to overflight, but had not previously been overflowed. The Council would be supportive of this initiative.

Managing noise for an expanded Heathrow

In relation to managing noise, the consultation asks, *do you support our proposals for a noise objective?* General comments and suggestions are also sought in relation to proposals for a noise objective and the proposed approach to developing a package of noise measures for an expanded Heathrow.

Having considered the draft noise objective, Surrey Heath is supportive of its aim to limit and reduce the effects of noise for communities. In addition to the general aims stated in the objective, we would like to see a specific commitment that emphasises minimising noise arising from night flights in particular. We strongly suggest that this should be explicitly referenced in the finalised noise objective. It is also considered important that the objective should seek to limit the number of residential communities and people that are impacted by noise. This would help ensure that ambitions go beyond the limitation of noise, also seeking to minimise the number of people who are impacted by noise.

As part of the package of noise measures that are being put in place by Heathrow, Surrey Heath would suggest that the benefits arising from technical advances being brought about such as performance based navigation and independent parallel approaches, should be passed onto impacted communities. Technical advances that play a part in achieving reduced noise impacts are likely to widely benefit airlines and London Heathrow itself. It is therefore considered reasonable that noise reduction benefits should be passed onto surrounding communities. We would therefore expect that once it is formed, the Noise Envelope Design Group (NEDG) consisting of technical experts should develop strong links with local groups and boards representing residential communities impacted by noise. This is considered essential, in order for the NEDG to fully understand the concerns and interests of local people and take these into account in the design of a noise envelope framework.

Respite through runway and airspace alternation

In relation to respite through runway and airspace alternation, the consultation asks, whether it would be preferential to have longer periods of respite less frequently (all day on some days but no relief on other days) or a shorter period of respite (e.g. for 4-5 hours) every day, and asks for any other related comments or suggestions.

It is considered, due to the Borough's position in relation to London Heathrow, that airspace alteration is likely to have a greater impact on Surrey Heath than runway alteration, as the latter will mostly impact communities directly adjoining the Airport. However, we recognise the directional preference of arriving and departing flights will impact Surrey Heath and have therefore submitted comments in relation to this in the Directional Preference section of our response.

In principle, airspace alteration and respite zones should offer less overflight to communities surrounding Heathrow than the current airspace pattern for both arrivals and departures. However, having reviewed the existing defined departure flight paths and the arrival patterns, compared with the proposed Design Envelopes, Surrey Heath's interpretation of the information presented is that the proposed new arrangements would introduce an increased number of flight paths and more flight paths in areas that are currently not overflown. We are concerned that whilst the proposed flight path alteration measures would provide respite from the flight path options indicated by the Design Envelopes, their implementation would still result in increased overflight and noise related disruption for communities in Surrey Heath.

If, following London Heathrow's consideration of the concerns outlined above, the potential new flight path routes demonstrated through the Design Envelopes are still to be implemented, Surrey Heath would support the offer of respite to communities, through airspace alteration. In

response to whether it would be preferential to have longer periods of respite less frequently or a shorter period of respite every day, it is considered that this is a subjective question, as different communities will have preferences that are specific to their own unique circumstances. However, we would expect airspace alteration to be operated fairly, ensuring all impacted communities are afforded equal levels of respite, as far as possible.

Directional preference

In relation to directional preference, the consultation asks, *should we continue to prefer westerly operations during the day and easterly operations at night to reduce the total number of people affected by noise?* It also asks, *should we sometimes intervene to change direction of operations to provide relief from prolonged periods of operating in one direction – even if that means slightly increasing the number of people affected by noise?*

It is acknowledged that currently, London Heathrow operates a westerly directional preference, meaning that the majority (70%) of night time aircraft arrive from the east, over London and take-off to the west, over Berkshire and Surrey. It is also understood from the consultation material that arriving aircraft are quieter than departing aircraft. The options for future directional preference presented are:

- Westerly preference,
- Easterly preference, and
- No preference.

Having reviewed the options, Surrey Heath considers that the operation of an easterly directional preference for aircraft arrival and departure would provide a fairer balance, which, in practice, would mean operating approximately a 50/50 split in easterly and westerly operations at London Heathrow due to the prevailing wind direction being from the southwest. However, from the information provided, we understand that an easterly directional preference could result in all night flights arriving from the west, once departure operations have ceased. This is not considered to be a reasonable approach for communities to the west and southwest of London Heathrow. Therefore, Surrey Heath would suggest that intervention should take place to change the direction of aircraft arrival operations during the night period, to provide relief for communities to the west and southwest of Heathrow and to strike a fair balance for those impacted by noise. A 'no preference' scenario is considered undesirable for both London Heathrow and surrounding communities, as this would result in increased uncertainty and unpredictability of noise arising from aircraft operations, as a result of frequent changes in the direction of flight.

Night flights - Early morning arrivals

In relation to early morning restrictions for night flights, the consultation asks whether respondents' preference is for London Heathrow to use one runway for scheduled arrivals from 5.30am (runway touchdown time 5.15am), use two runways for scheduled arrivals from 5.45am (runway touchdown time 5.30am). A further option named 'unknown' is also provided.

The Council supports London Heathrow's commitment to increase the overnight period in accordance with the Government's expectation that a 6.5 hour scheduled night flights ban is introduced and maintained. We consider this will result in improvements to the quality of life of communities impacted by noise arising from aircraft activities associated with Heathrow, as the period with no scheduled flights would increase by approximately one hour. However, clarification is sought regarding whether the implementation of a later start time for scheduled flights would generate a period of increased aircraft movements and associated noise that could have adverse impacts for affected communities over the proceeding hours following the

night flight ban. Any increase in noise over the period from 5:30/5:45am to 7.00am would be significantly disruptive to impacted communities, and during unsociable hours.

In respect of selecting an option, we would advise that different communities will have preferences that are specific to their own unique circumstances. In principle, option 1 would appear to be more desirable as this would facilitate a later start for scheduled flights, at 6.00am, on two of every three days. However, we would suggest that any period of noise impacting residential areas before 6.30am is particularly disruptive to those who are affected. In our response submitted to London Heathrow's previous Airspace and Expansion consultation, the Council objected to Heathrow's preferred ban period of 11.00pm to 5.30am. We advised that, in the interests of Surrey Heath residents' quality of life, a ban period that ended no earlier than 6:30am would be more desirable than Heathrow's preferred ban period, ending at 5:30am. Surrey Heath would therefore still welcome a third option that offered a 6.30am start time for scheduled flights.

Night flights – Other night restrictions

In relation to other restrictions for night flights, the consultation asks for feedback and suggestions on how to encourage the quietest type of aircraft at night and also welcomes general comments regarding night flights and restrictions.

Surrey Heath would support a comprehensive review of Heathrow's landing fees, in order to achieve night flight noise reductions. The implementation of lower landing fees for only the quietest aircraft to operate at the airport should be continued and extended as far as possible, to incentivise predominantly the quietest types of aircraft to operate during the night time period. This approach could be reinforced by the introduction of fines or significant fee increases for older, noisy aircraft landing at night, so that it would not be viable for such flights to be operational within the night time period. Therefore, as well as incentivising quieter aircraft, there would also be a deterrent for noisier, more disruptive aircraft.

Clarification is sought as to what the average number of flights arriving during the restricted recovery period is, per night. Surrey Heath suggest it would be beneficial for London Heathrow to implement an annual target reduction to this figure. We understand the requirement for a restricted recovery period is unavoidable, since aircraft may experience technical issues or be subject to delays that are not within London Heathrow's jurisdiction. It is also noted that the restricted recovery period falls within Heathrow's night quota which is subject to restricted aircraft movements in accordance with the Government's quota count system.

We are aware, from the consultation material provided, that the Government continually reduces the amount of quota points available in the night quota period as new aircraft and technology become available. For London Heathrow to demonstrate a strong commitment to minimising noise throughout the night time period, we would encourage the implementation of supplementary voluntary reductions to the number of quota points per year. This, in addition to an overall reduction in night flight arrivals would send a clear message to airlines and affected communities that Heathrow is fully committed to reducing night time noise.

Finally, we consider the suggestion for regular reviews of the quota count to make sure it achieves its objectives is good practice in the context of night time noise management. We would also suggest that this review should be extended to the number of incoming flight arrivals, in addition to the quota count. This will help ensure that flight restrictions are maintained and noise levels decreased, as London Heathrow continues to develop and expand.

Surrey Heath Borough Council wish to be notified of the outcome of this consultation and to be kept informed of future consultations released by London Heathrow in respect of its expansion, changes to airspace and future operations.

Yours faithfully,

Cllr Moira Gibson
Leader of the Council
Surrey Heath Borough Council

Karen Whelan
Chief Executive
Surrey Heath Borough Council

Surrey Heath Statement of Community Involvement

Summary

The report summarises the content of the revised draft Surrey Heath Statement of Community Involvement (SCI) and seeks Executive agreement to consult on this draft.

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

Portfolio: Planning & People

Date Portfolio Holder signed off report: 30 August 2019

Wards Affected

All

Recommendation

The Executive is advised to RESOLVE to agree to consult on the revised draft Surrey Heath Statement of Community Involvement for a period of six weeks.

1. Resource Implications

- 1.1 There are no resource implications beyond that provided for within the agreed budget for 2019/20.

2. Key Issues

- 2.1 It is a legal requirement for the Council to have an up to date Statement of Community Involvement and to make it available on the website for the public to access.
- 2.2 The current SCI was adopted in 2017. In view of the progression of the Local Plan, it is appropriate to ensure that it is robust and up to date. This is particularly relevant, as at independent Examination of the Local Plan, the Inspector will consider whether the Council has carried out consultation in accordance with the approach set out in the SCI.
- 2.3 The SCI sets out:
- The statutory background;
 - The purposes of Community Involvement;
 - Requirements and potential methods of public involvement in the preparation of the Local Plan and associated documents;
 - Support for neighbourhood plans;
 - The process for consultation on planning applications.

- 2.4 The main change to the adopted 2017 SCI is the addition of a section on how the Borough Council will assist in the preparation of Neighbourhood Plans, following a legislative change requiring this to be included in an SCI.
- 2.5 The Council has a duty to assist in the preparation of neighbourhood plans although the plan-making process itself must be community-led. The Council also has a statutory role in the neighbourhood plan preparation process including through the designation of Neighbourhood Areas, arranging and funding neighbourhood plan examinations and arranging and funding the referendum.
- 2.6 Section 4 of the revised Draft SCI and Appendix 2 now set out the way in which the Borough Council will support the preparation of neighbourhood plans.
- 2.7 The remainder of the SCI has been updated with some relatively minor changes. These include:
- To simplify the language, limiting references to legislation unless absolutely necessary;
 - To delete personal contact details from the list of local groups and organisations to reflect the General Data Protection Regulations and Data Protection Act 2018;
 - To include a new section on data protection;
 - To make minor changes to the Section on Planning Applications to ensure consistency with legislation and current practices.
- 2.8 The Local Plan Working Group considered the revised Draft SCI on 26 July and the attached version incorporates comments from that Group.
- 2.9 There is no statutory requirement to consult on the SCI but it is considered good practice to do so and it is therefore proposed to undertake a period of six weeks consultation with the local community and stakeholders. The outcome of consultation and a final draft of the SCI will be considered by the Local Plan Working Group before being brought back to Executive for adoption.

3. Options

- 3.1 The options for the Executive to consider are:-
- (i) To **AGREE** to consult on the revised Draft Statement of Community Involvement.
 - (ii) To **AGREE** to consult on the revised Draft Statement of Community Involvement subject to amendments, which the Executive may wish to make.

- (iii) To **NOT AGREE** to consult on the revised Draft Statement of Community Involvement as it is not a statutory requirement to do so but to adopt it as attached or with amendment.

4. Proposals

- 4.1 It is proposed that members agree for to a six week period of consultation on the revised Draft SCI.

5. Corporate Objectives And Key Priorities

- 5.1 The Statement of Community Involvement supports the objective for Place and People through engagement with local communities on planning matters.

6. Policy Framework

- 6.1 The SCI, on adoption, will support the preparation of the Local Plan and associated documents and the Development Management process and will therefore have implications for future local community engagement.

7. Legal Issues

- 7.1 It is a legal requirement for the Council to prepare an SCI.

8. Consultation

- 8.1 Subject to agreement of this Report, the revised Draft SCI will be subject to a six week period of consultation.

| | |
|-------------------------------|--|
| Annexes | Appendix 1 Draft revised Surrey Heath Statement of Community Involvement |
| Background Papers | |
| Author/Contact Details | Jane Reeves - Planning Policy and Conservation Manager jane.reeves@surreyheath.gov.uk |
| Head of Service | Jenny Rickard – Executive Head of Regulatory |

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SURREY HEATH BOROUGH COUNCIL

LOCAL PLAN



Statement of Community Involvement (SCI)

Revised Draft
2019



Great Place • Great Community • Great Future

Foreword

This Statement of Community Involvement (SCI) sets out how the Council will involve the community and stakeholders in the preparation of the Surrey Heath Local Plan and in planning applications.

By getting involved in planning documents and proposals at the early stages, residents, businesses and other stakeholders will have the opportunity to have a better say in shaping their local area.

The Council has a legal requirement to prepare an SCI and has had regard to national planning policy and legislation in preparing this revised version. This SCI, once adopted, will be an updated version of the SCI previously adopted by the Council in 2017.

We are updating the SCI now to ensure that it reflects the most up to date national planning policy and legislation. One of the main changes is the inclusion of the neighbourhood plan process and details of the support that the Council can provide to those communities preparing neighbourhood plans.

The Council is seeking views on this Draft revised SCI.

[Consultation details to be added]

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

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1 Introduction

What is a Statement of Community Involvement?

- 1.1 Surrey Heath Borough Council as Local Planning Authority is legally required² to produce a Statement of Community Involvement (SCI) and make it available on the website for the public to access. The SCI sets out how the Council will involve the community in the preparation of the Surrey Heath Local Plan and in the determination of planning applications. It also sets out the support that the Borough Council will provide to local communities in the preparation of neighbourhood plans.
- 1.2 In producing the SCI, the Council is setting out how it will promote effective public participation in the planning system. This will ensure that all sections of the community (local residents, businesses, landowners, interest 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.

National Planning Policy and Legislation

- 1.3 In preparing the SCI, and in preparing planning documents and making planning decisions, the Council must have regard to national policy and legislation. These include:

The **National Planning Policy Framework** (NPPF), 2019

The key aims of national planning policy 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.

The **Localism Act** 2011.

The Act brought in the following:

- Community right to challenge – allowing local community groups the chance to procure important local services and deliver them for the borough;
- Neighbourhood Planning - allowing local communities to prepare plans to guide the planning of their local areas;
- 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.

² Section 18 of the Planning and Compulsory Purchase Act 2004 (as amended).

The ***Duty to Involve***³

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". The duty is wide ranging and applies to the delivery of services, policy, and decision making.

The ***Duty to Co-Operate***⁴

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.

- 1.4 The duty to co-operate bodies and other key stakeholders and community groups to be consulted are set out in Appendix 1 of this document.

Purposes and Benefits of Community Involvement

- 1.5 Community involvement should be a continuous process which enables the local community to say what sort of place it wants to live in, at a stage when this can make a difference. 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.
- 1.6 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;

³ Imposed by Section 138 of the Local Government and Public Involvement in Health Act 2007

⁴ Imposed by Section 33A of the Planning and Compulsory Purchase Act 2004 (local development)

- 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.

Who will be involved

- 1.7 The legal requirements for community involvement and public participation are set out in the Town and Country Planning (Local Development) (England) Regulations 2012⁵. The Borough Council will meet the legal requirements for involving the community in the preparation of the Local Plan and in determining planning applications. Further detail in relation to community involvement and public participation are set out in the relevant sections below.

Under Represented Groups

- 1.8 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

- 1.9 The Council will work with these groups to see how to best involve them in the Local Plan consultation process.

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

⁵ Available at <http://www.legislation.gov.uk/uksi/2012/767/contents/made>

Links with other documents

- 2.2 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 a Local Plan. Local Plans set out the long term planning policies for an area against which planning applications are determined. Surrey Heath's 'Local Plan' currently consists of the Core Strategy and Development Management Policies Document (2012), the Camberley Town Centre Area Action Plan (AAP) (2014) and saved policies in the Local Plan 2000. In addition, the Windlesham Neighbourhood Plan has been "made" and therefore forms part of the Development Plan, against which planning applications are determined. Work on a new Local Plan has commenced and consultation on an Issues and Options/Preferred Options document took place in 2018.
- 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. Community involvement will be inclusive seeking to reach either all of those most affected or an appropriately chosen representative group. The organisations that the Council must consult comprise 'specific' and 'general' consultation bodies. These include statutory consultees, key stakeholders and general community groups and are listed in Appendix 1. 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. With the growth in digital technology, the Council will explore how this can best be used to engage with the local community in planning consultations. Paragraphs 3.4 – 3.6 below explain how representations will be considered in the process.

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

| Document | Consultation & Notification What we will do | When will you be involved? | How will you be involved? |
|---|--|--|---|
| Local Development Scheme (LDS) | There is no legal requirement for consultation or notification. | | The LDS will be monitored on an annual basis and reviewed as required. The Council will accept representations seeking changes to the LDS at any time. These will be considered at the time of the LDS review. |
| Statement of Community Involvement (SCI) | There is no legal requirement for consultation or notification, however the Council will consult on revised versions of the SCI prior to adoption. | Consultation on draft revised versions of the SCI. | The SCI will be monitored on an annual basis and subject to review as deemed appropriate by the Local Authority. At this time, all statutory consultees and identified stakeholders will be consulted in writing, e-mail and other forms of communication. |
| Authority Monitoring Report (AMR) | The AMR will be produced on an annual basis (typically December). Following the enactment of the Localism Act 2011, the provision to consult the Secretary of State has been repealed. | | The AMR will be reviewed annually. The AMR will be published on the Council website and copies made available for inspection at local libraries and for purchase on request. |

Table 2 Procedures and Methods for Public Involvement in Local Plans

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

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

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

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

to be notified of adoption

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

| Activity | Involvement & Notification What we will do | When will you be involved? | How will you be involved? |
|--|---|--|--|
| Evidence Base Documents e.g. Strategic Land Availability Assessment/ Employment Land Review | <p>No statutory requirement to consult</p> <p>Depending on the subject matter, the Council will engage with local residents/organisations where deemed appropriate.</p> <p>e.g. Call for Housing sites as part of the Strategic Land Availability Assessment (SLAA)</p> | <p>As appropriate to each document at Regulation 18 and 19 stages in the context of Local Plan's.</p> <p>As appropriate to each document at Regulation 12 stage in the context of SPD's.</p> | <p>Groups and organisations appropriate to the subject matter will be invited to comment on evidence base documents where deemed appropriate.</p> <p>Documents once published will be available on the website, at libraries and on request. Documents will be publicised and comments invited as part of the work on the relevant Local Plan.</p> |
| Strategic Environmental Assessment/ Sustainability Appraisal (SA/SEA) | <p>As required by the Environmental Assessment of Plans and Programmes Regulation 2004, the Council will:</p> <ul style="list-style-type: none"> • Produce a Scoping Report at Regulation 12³ stage for statutory consultation bodies to comment prior to undertaking the Options Consultation on Local Plan's • 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 <p>For the Environmental Report (Reg 13)³ the Council will:</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: Historic England, 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> |

³ See The Environmental Assessment of Plans and Programmes Regulations 2004

| Activity | Involvement & Notification What we will do | When will you be involved? | How will you be involved? |
|----------|---|----------------------------|---|
| | <ul style="list-style-type: none"> • Send a copy to each statutory consultation body • Publicise the Report to all those having an interest in or likely to be affected by the plan or programme being assessed. • Advise where the document can be viewed or purchased. • Invite comments • Any person may make representations during the 6 weeks from the date of notice. • We must consider those representations <p>At the adoption of the Local Plan the Council will as soon as reasonably practicable (Reg 16)³:</p> <ul style="list-style-type: none"> • Make copies of the final Environmental report available to view or purchase. • Publicise the Report • Advise consultees of adoption <p><i>In addition, the Council will:</i></p> <ul style="list-style-type: none"> • <i>Publish summary of comments received on website</i> | | <p>Where the SA/SEA is the subject of 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> |

How will Comments and Responses on Local Plan 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 representations⁵ received will be made available to the public with relevant personal information redacted. At each stage of consultation 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.

4 Neighbourhood Plans

- 4.1 Neighbourhood plans were introduced in the Localism Act 2011 and are prepared by communities to inform the planning of their local areas. These plans can be prepared by Parish or Town Councils, Neighbourhood Forums or community organisations that meet the criteria for qualifying bodies. Neighbourhood plans set out policies for the development and use of land in a local area or neighbourhood. They are required to be in general conformity with strategic policies in the development plan. Once adopted, a neighbourhood plan forms part of the development plan and has the same status as a local plan.
- 4.2 As adopted neighbourhood plans form part of the Development Plan for Surrey Heath, it is important that work is co-ordinated between the preparation of the Surrey Heath Local Plan and neighbourhood plans. Neighbourhood plans must follow legal requirements for consultation to ensure the views of the local community have informed the plans preparation. Plans are also subject to independent examination and local referendum as part of the preparation process.
- 4.3 Local planning authorities are required to help communities in the process of preparing a neighbourhood development plan, but the plan-making process itself must be community led. Appendix 2 sets out a summary of the neighbourhood plan process and responsibilities. The Council has a statutory role in the preparation of neighbourhood plans as follows:
- Designating the neighbourhood area and neighbourhood forum;
 - Publicising the submitted neighbourhood plan;

⁵ 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.

- Arranging and funding the examination;
- Publicising the examiner's report and plan proposal decision;
- Arranging and funding the referendum;
- Adopting the Plan.

4.4 Table 5 below sets out the support that the Borough Council can provide at different stages in the preparation process.

Table 5 Steps in preparing a Neighbourhood Plan

| Stage | Borough Council support |
|--|---|
| Designation as a Neighbourhood Area/Neighbourhood Forum | <ul style="list-style-type: none"> • Advise as to the information required to submit an application for designation as a Neighbourhood Area or Neighbourhood Forum; • Carry out any relevant consultation; • Determine the outcome of the application and advise the Qualifying Body accordingly. |
| Evidence to support the neighbourhood plan | <ul style="list-style-type: none"> • Advise on evidence available to support the Local Plan and other planning documents and sources of information which may be relevant to the neighbourhood plans |
| Strategic Environmental Assessment (SEA) and Habitat Regulation Assessment (HRA) | <ul style="list-style-type: none"> • Undertake an SEA and HRA Screening for the neighbourhood plan. If full assessments are required this is the responsibility of the Qualifying body. |
| Pre-submission preparation and consultation | <ul style="list-style-type: none"> • Provide a list of Strategic development policies • Advise on the statutory process for pre-submission • Provide a contact list for statutory consultees as defined in Schedule 1 of The • Neighbourhood Planning (General) Regulations 2012 (as amended); • Provide comments and advice on specific issues proposed within a NP where officer resources are available, where there is a direct link with the emerging Local Plan, and where there are issues likely to affect meeting the Basic Conditions; • Provide a high level review of a fully drafted (or close to fully drafted) Plan prior to • formal consultation where officer resources are available; and, • Provide a formal response to the Pre-Submission Consultation. |
| Submission and Examination | <p>Upon Submission to Surrey Heath, the Council will:</p> <ul style="list-style-type: none"> • Undertake a review to ensure that the Submitted Neighbourhood Plan complies with • all the statutory requirements; • Confirm in writing to the Qualifying Body whether the Plan meets these requirements; • Undertake statutory consultation on the |

| | |
|------------|---|
| | <p>Submission NP for a minimum of 6 weeks;</p> <ul style="list-style-type: none"> • Notify consultation bodies identified in the Consultation Statement; and, • Provide a formal response to the Submission Plan as part of the consultation process. <p>In relation to independent Examination of the Plan, the Council will:</p> <ul style="list-style-type: none"> • Appoint, and fund an Examiner for the Plan in discussion with the relevant Qualifying Body; • Produce a summary of representations from the Submission consultation to be sent to the Examiner and to the Qualifying Body and placed on the website; • Communicate examination timetables and progress with the Qualifying Body; • Discuss the independent Examiners Report on the NP with the Qualifying Body; • Consider at Executive the Examiners recommendations and make a decision as to whether to proceed to referendum; • Amend the Plan in line with the Examiners Report in conjunction with the Qualifying Body; and, • Issue a Decision Statement setting out its reasons for accepting or otherwise the Examiners modifications. |
| Referendum | <ul style="list-style-type: none"> • Liaise with the Qualifying Body on the Referendum date (which will be subject to resources and workloads of the Elections team); • Organise, fund and run the local referendum. |

5 Planning Applications

- 5.1 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

- 5.2 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

- 5.3 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

- 5.4 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)

- 5.5 The Council will consult in accordance with the statutory requirements of the Town and Country Planning (General Development Procedure) Order 2015 as follows: to consult with the Parish Council, to notify adjoining owners or occupiers⁶ by letter or by display of a site notice, consult with statutory bodies as appropriate and for some applications advertise in a local newspaper (e.g. listed building consent). Site notices may be displayed for some applications. 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

⁶ Adjoining owner or occupier means any owner or occupier of any land adjoining the land to which the application relates. Typically this is any property adjoining the red line of the application site.

site visit a wider neighbour notification can be undertaken if deemed appropriate. Neighbours are given 21 days to respond to the first notification and typically either 14 or 7 days for subsequent notifications of amended plans. Additional time will be afforded for any bank holidays falling within the consultation period.

- 5.6 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.
- 5.7 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.
- 5.8 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 confidential⁷.
- 5.9 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.
- 5.10 The Council's practice is not to negotiate amendments to applications unless they are of a minor nature. 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. Where amendments are to take place, it is often difficult to meet the statutory determination period and so an extension of time agreement is normally sought.

Deciding Applications

- 5.11 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 for determination.
- 5.12 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

⁷ 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.

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.

- 5.13 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.
- 5.14 Where an application triggers the public speaking procedure, all those who have submitted written representations in compliance with paragraph 5.12 above, will be notified and invited to register to speak at the Committee meeting.

Surrey County Council Planning Applications

- 5.15 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

- 5.16 Pre-application discussions with prospective developers/applicants and/or their agents are welcomed and are treated as confidential.
- 5.17 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 6 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.
- 5.18 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.
- 5.19 The level of community engagement should reflect the scale of the proposed development.
- 5.20 The Borough Council will remain impartial and not get involved with any pre-application community engagement undertaken by the applicant.

What the Council cannot do

- 5.21 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 6 Suggested measures for applicants to involve the public at the pre – application stage

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

6 Data Protection

6.1 In order to register comments on applications and local plan documents, the Council requires contact details which will help us to contact you in regard to the comments made. There are also statutory requirements requiring copies of comments to be made publically available.

6.2 The Council will publish names and associated representations on its website but will not publish personal information such as telephone numbers, or email addresses.

6.3 In accordance with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 personal information will only be used for appropriate purposes, as agreed when originally provided. The information will only be kept for the necessary period of time required. The Council has an updated privacy policy which can be viewed on the website <https://www.surreyheath.gov.uk/council/information-governance/how-we-use-your-data>

APPENDICES

Appendix 1: 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 (including the Council's Economic Development Team);

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

Local Representatives of Equality Groups in Surrey Heath

| |
|---|
| Religious/Ethnic Minority Leaders in Surrey Heath |
| Churches Together in Camberley and Churches @ GU16 for Frimley |
| Bengali Welfare Association (Muslim representative) |
| Chairman of Nepalese Buddhist Community UK |
| The Buddhist Community Centre UK (BCCUK) Youth Association |
| SH Sikh Association |
| BME Development Manager |
| Surrey Faith Links Advisor |
| Older People |
| Centres for Older People |
| Centres for Older People |
| Surrey Heath Age Concern |
| University of 3 rd Age |
| Young People |
| Tomlinscote School Students Representatives |
| Kings International College Student Representatives |
| Collingwood College Student Representatives |
| SH Youth Council |
| Disability |
| Delivering Empowerment Coordinator |
| Disability Initiative |
| Disability Access Surrey Heath (DASH) |
| Surrey Deaf Forum |
| Gender |
| Your Sanctuary |
| Bagshot Women's Association and Trustee of the Surrey Federation of Women's Institutes (SFWI) |
| Sexual Orientation |
| Gay Surrey |
| Voluntary Services |
| Voluntary Services |

APPENDIX 2: Summary of Neighbourhood Plan Process

| Stage | Task | Who |
|--|--|--|
| Step 1 Neighbourhood Area | <ul style="list-style-type: none"> Make application to SHBC for designation as a Neighbourhood Area | Qualifying body submits application SHBC determines |
| Step 2 Preparing a Draft Plan | <ul style="list-style-type: none"> Gather baseline information and evidence Engage and consult those living and working in the neighbourhood area and other stakeholders Identify a vision and objectives Identify and assess options Determine whether the Plan is likely to have significant environmental effect (and therefore whether a Strategic Environmental Assessment(SEA) and/or Habitat Regulation Assessment (HRA)is required) Start to prepare proposals documents | Qualifying body (SHBC can provide a screening opinion in relation to SEA and HRA) |
| Step 3 Pre-submission publicity and consultation | <ul style="list-style-type: none"> Prepare and Publicise the draft Plan and invite representations (statutory 6 weeks) Ensure compliance with any Environmental obligations (as Step 2) Consider consultation responses and amend plan if appropriate Prepare Consultation Statement and other submission documents | Qualifying body |
| Step 4 Submission of the Plan to Surrey Heath Borough Council | <ul style="list-style-type: none"> Submit the Plan (and supporting documents) to SHBC Check the submitted Plan and documents comply with relevant legislation Publicise the Plan for 6 weeks Appoint an independent examiner | Qualifying body SHBC SHBC (with Qualifying body) |
| Step 5 Independent Examination | <ul style="list-style-type: none"> Send Plan, representations and supporting documents to Examiner Examination takes place (usually by written representation) Examiner issues a report to SHBC and Qualifying body Publish Examiners report Considers report recommendations and makes changes to the Plan Decide whether to send the plan to referendum (Executive) | SHBC Examiner Examiner SHBC SHBC (with QB) SHBC |
| Step 6 Referendum | <ul style="list-style-type: none"> Publicise forthcoming referendum (28 working days notice) Undertake referendum | SHBC |
| Step 7 Make the Plan | <ul style="list-style-type: none"> Providing the Plan is compatible with EU obligations make the Plan part of the Surrey Heath Development Plan (Executive and Council) | SHBC |

Appendix 3: Glossary of Terms for Community Involvement

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

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

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| | <p>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.</p> |
| Major Development | <p>As defined in the Town and Country Planning (Development Management Procedure)(England) Order 2015</p> <p>“major development” means development involving any one or more of the following—</p> <p>(a) the winning and working of minerals or the use of land for mineral-working deposits;</p> <p>(b) waste development;</p> <p>(c) the provision of dwellinghouses where—</p> <p>(i) the number of dwellinghouses to be provided is 10 or more; or</p> <p>(ii) the development is to be carried out on a site having an area of 0.5 hectares or more</p> <p>and it is not known whether the development falls within subparagraph (c)(i);</p> <p>(d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or</p> <p>(e) development carried out on a site having an area of 1 hectare or more;</p> <p>“mining operations” means the winning and working of minerals in, on or under land, whether</p> <p>by surface or underground working;</p> |
| Neighbourhood Forums | <p>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.</p> |
| Neighbourhood Plans | <p>Prepared by communities to inform the planning of their local areas. Plans can be prepared by Town or Parish Councils or by Neighbourhood Forums. Once adopted they form part of the Development Plan for the Borough.</p> |
| SA/SEA Sustainability Appraisal incorporating a Strategic Environmental Assessment. | <p>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.</p> <p>Sustainability Appraisal (SA) is a compulsory requirement under the 2004 Planning and Compulsory Purchase Act and the 2001/42/EEC European Directive.</p> |
| SCI Statement of Community Involvement. | <p>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.</p> |

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| SEA Strategic Environmental Assessment. | Strategic Environmental Assessment (SEA) is the process by which environmental considerations are required to be fully integrated into the preparation of plans and programmes. In plan making it is usually incorporated into the Sustainability Appraisal document. |
| SHBC Surrey Heath Borough Council. | Surrey Heath Borough Council is the Local Planning Authority. |
| SPD Supplementary Planning Document | These are documents that provide further information and additional detail to the policies within the Local Plan. |
| Stakeholders | Those organisations and individuals having a particular interest in an issue or proposal by virtue of residency, ownership, service provision or statutory responsibility etc. |

Request for Funding for Drainage Works in Pennypot Lane, West End

Summary

Following the approval of the new housing sites in West End, the residents of properties along the watercourse running down to Pennypot Lane have complained about increasing water flows running through their land. It is anticipated that improvement works to reduce flood risk could cost £60,000. Developers have contributed £20,000 toward the cost of works. Officers are seeking authority to contact landowners regarding a possible solution and to use the Drainage Reserve to cover the funding shortfall of up to £40,000.

Portfolio: Planning & People

Date Portfolio Holder signed off report – 22 August 2019

Wards Affected

Bisley & West End

Recommendation

The Executive is advised to RECOMMEND to Full Council that:

- (i) a further local contribution of up to £40,000 from the Local Drainage Reserve be agreed to fund the works to the culvert to the north of Pennypot Lane as shown on Plan 1 at Annex A to this report;
- (ii) this addition to the Capital Programme be agreed.

The Executive is advised to RESOLVE to note that the proposed works be subject to the written consent of the landowners and the completion of any necessary agreements.

1. Resource Implications

- 1.1 Installation of the new flood defence and watercourse by-pass scheme will cost approximately £60k. A voluntary contribution has been secured from one of the upstream developers (Taylor Wimpey) on a pro-rata developed basis (£20k). £40k remains to be sourced to commence the works. It is recommended that the Drainage Reserve, which currently stands at £384,000, be used to fund the remaining £40,000 required for the work.

2. Key Issues

- 2.1 The problem within Pennypot Lane has been exacerbated as parcels of land along a length of minor watercourse are being redeveloped from their previous greenfield state in to small residential housing sites. The surface water from these developments retains use of the existing watercourse route as their only means of surface water disposal, albeit with an attenuated (reduced) flow intended to correspond with the original greenfield run-off.

- 2.2 As the watercourse flows away from these newly developed areas it continues downstream through private residential land and properties. The watercourse is generally open as it passes along property boundary lines, where the level of maintenance is dependent upon the various landowners.
- 2.3 The watercourse has previously been overloaded at various locations where its route changes along the private land ownership boundaries. Once past the affected dwellings it reaches the junction of Pennypot Lane and Beldam Bridge Road, at which point where the culvert enters The Bourne. The Bourne is often overloaded at this point, causing flooding of the public highway.
- 2.4 The development of previous greenfield sites upstream of Pennypot Lane has increased the risk of flooding to properties. If maintenance of the upstream attenuation systems are fully adhered to then flows within the watercourse should be controlled and manageable. However, if the maintenance regime fails at any of the upstream developments then the flood risk is considerably greater to the properties located downstream.

3. Options

- 3.1 Members have the option to:
- i. Agree to fund the works as shown on Plan1at Annex A
 - ii. Not agree to fund the additional capital contribution toward the works as shown on Plan1 at Annex A
- 3.2 Members are asked to agree to fund the works as shown on Plan1

4. Proposals

- 4.1 The Council is allowed to undertake improvements to minor watercourses on behalf of landowners to reduce potential flood risk. The proposed works will reduce the flood risk to the residential dwellings of Hatchgate Farm, Stones Throw and Oakes Cottage. The works will include works to land within the ownership of Oak Farm House, providing a culverted by-pass option to the original watercourse route. Work to the Pennypot Lane highway boundary watercourses will then further reduce flood risk to the public highway.
- 4.2 The proposal is for the installation of a new line of flood defence measures built along the existing southern watercourse embankment, to protect these dwellings from excess flow and possible inundation from upstream flows (see Plan in Annex A). The land behind Hatchgate Farm (A-B) is to be re-profiled to create a new Ha-Ha natural embankment construction. The construction type would then change at the boundary to a recycled plastic lumber retaining wall construction behind the stables at Stones Throw (B-C) where there is a lack of available working space. The watercourse will be retained in its open status throughout Hatchgate Farm and Stones Throw land ownership, up to the culvert construction (C-D) that will be rebuilt under the existing access track.

- 4.3 The proposal will also provide an alternative piped exceedance route of approximately 200m length further downstream. This piped route (D-E) will encourage flows away from dwellings and utilise a more direct route to the existing highway culvert. After passing under Pennypot Lane the current connection option will then be changed, reducing flows through the existing connection point (F) to bias flows along the highway boundary watercourse route (F-G) allow flows to re-connect further downstream.
- 4.4 The Council will only maintain the works for a period of 12 months, undertaking any remedial work or initial maintenance associated to the scheme. The new by-pass culvert will become part of the overall land drainage system, provided to the landowners under the Land Drainage Act. Following completion of the 12 month maintenance period the watercourse, including all new structures, will be handed over to the respective landowners for ongoing future maintenance.
- 4.5 The works will be put out to tender based on the specification outlined above.

5. Supporting Information

- 5.1 Any spoil excavated from the pipe installation work will be re-used locally for the construction of the Ha-Ha. Minimal waste is expected to leave the site.

6. Corporate Objectives And Key Priorities

- 6.1 This project supports the priorities set out in the Council's Five Year Strategy. In particular, it supports the Key Priority for Place of keeping the Borough a very safe place to live.

7. Policy Framework

- 7.1 Not applicable

8. Legal Issues

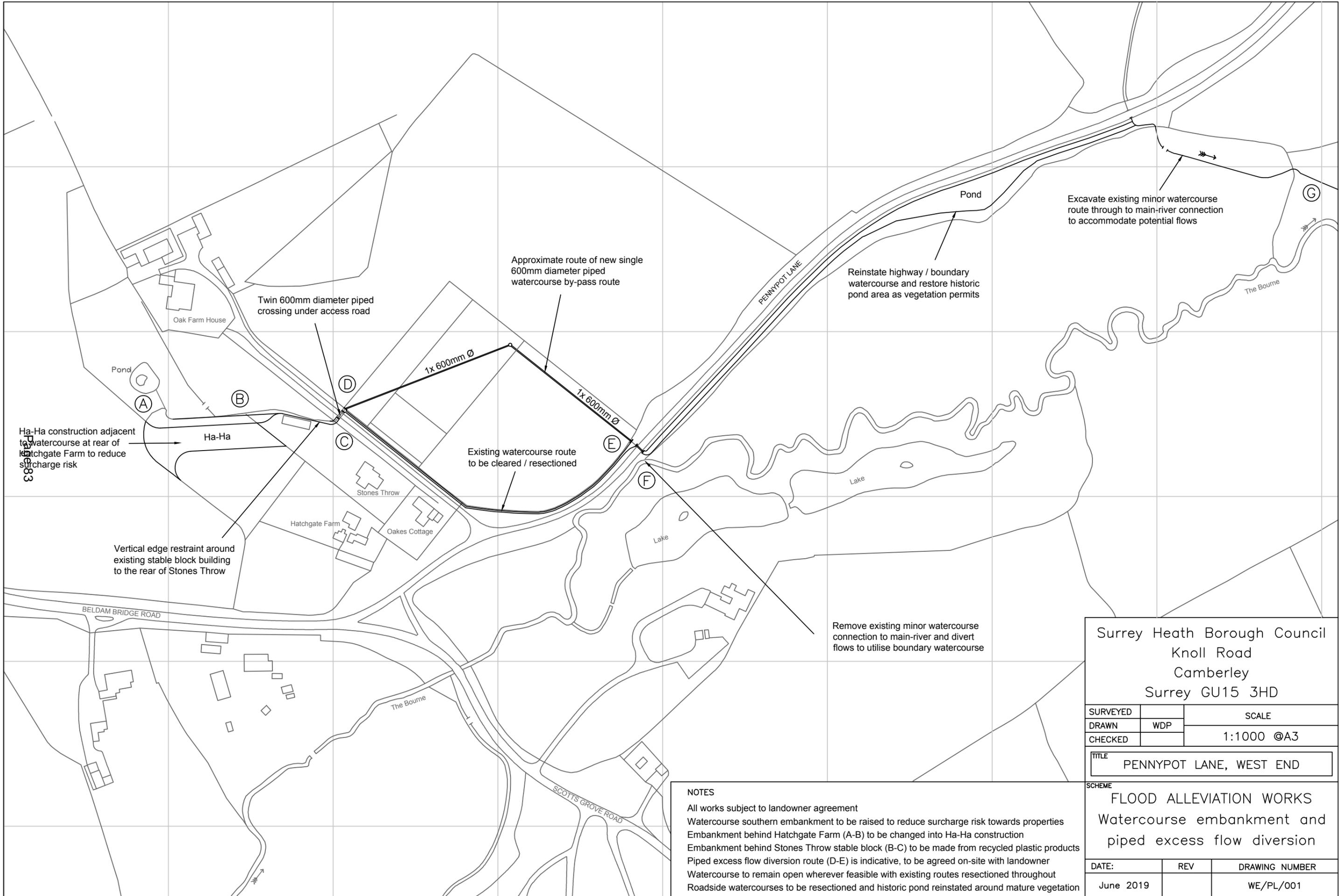
- 8.1 All landowners have been approached regarding this scheme and prior to any work being undertaken, written consent of all landowners will be required. The consent will include clarification of the proposals and the future maintenance responsibilities. Environment Agency consent is not required as the work only affects minor watercourse. However, the Environment Agency has been made aware of the proposal and they will be officially notified prior to work commencement. In addition, Surrey County Council (the lead Local Flood Authority), and West End Parish Council, will be kept informed of progress.

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| Annexes | Annex A – Plan 1 detailing the proposed scheme |
| Background Papers | None |
| Author/Contact Details | Wayne Purdon – Drainage Engineer Wayne.purdon@surreyheath.gov.uk |

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| Head of Service | Jenny Rickard – Executive Head of Regulatory |
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Consultations, Implications and Issues Addressed

| Resources | Required | Consulted |
|---------------------------------------|-----------------|------------------|
| Revenue | ✓ | 12/08/2019 |
| Capital | ✓ | 12/08/2019 |
| Human Resources | | |
| Asset Management | | |
| IT | | |
| Other Issues | Required | Consulted |
| Corporate Objectives & Key Priorities | ✓ | 12/08/2019 |
| Policy Framework | | |
| Legal | ✓ | 12/08/2019 |
| Governance | | |
| Sustainability | | |
| Risk Management | | |
| Equalities Impact Assessment | | |
| Community Safety | | |
| Human Rights | | |
| Consultation | | |
| P R & Marketing | | |



DW 2003

Surrey Heath Borough Council
 Knoll Road
 Camberley
 Surrey GU15 3HD

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| SURVEYED | | SCALE |
| DRAWN | WDP | 1:1000 @A3 |
| CHECKED | | |

TITLE
 PENNYPOT LANE, WEST END

SCHEME
 FLOOD ALLEVIATION WORKS
 Watercourse embankment and
 piped excess flow diversion

| | | |
|-----------|-----|----------------|
| DATE: | REV | DRAWING NUMBER |
| June 2019 | | WE/PL/001 |

NOTES

- All works subject to landowner agreement
- Watercourse southern embankment to be raised to reduce surcharge risk towards properties
- Embankment behind Hatchgate Farm (A-B) to be changed into Ha-Ha construction
- Embankment behind Stones Throw stable block (B-C) to be made from recycled plastic products
- Piped excess flow diversion route (D-E) is indicative, to be agreed on-site with landowner
- Watercourse to remain open wherever feasible with existing routes resectioned throughout
- Roadside watercourses to be resectioned and historic pond reinstated around mature vegetation

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Request for local Community Infrastructure Levy funding to provide Vehicle Activated Signage on the Portsmouth Road

Summary

To agree a request for CIL funding be paid to Surrey County Council for the provision of Vehicle Activated Signage on the Portsmouth Road, Camberley as a speed control measure.

Portfolio: Finance

Date Portfolio Holder signed off report: 2 September 2019

Wards Affected

Parkside

Recommendation

The Executive is advised to RESOLVE that

- (i) £14,000 of CIL be transferred to Surrey County Council to fund Vehicle Activated Signage on the Portsmouth Road, Camberley as a speed control measure, to be payable upon commencement of the works; and
- (ii) the decision be subject to this Council not being responsible for any ongoing maintenance, repair or other liability arising from this project.

1. Resource Implications

- 1.1 The Council has collected sufficient CIL contributions for the Parkside ward to fund this project. The Council will not be responsible for any ongoing maintenance, repair or other liability arising from this project.
- 1.2 To date £92,788.11 has been collected for the Parkside Ward CIL fund, £35,740 has been committed for play area improvements at Southcote Park and Evergreen Road, leaving £57,788 of funding available for the proposed project.

2. Key Issues

- 2.1 The Portsmouth Road is a major route running from the A30 servicing The Toby Carvery / Travel Lodge, Frimley Village, the expanding commercial centre on the Frimley Road and Frimley Park Hospital plus the M3 and A331. The section covered by the application is from the Ravenswood Roundabout to the Hospital Roundabout and carries significant traffic during the day. There is a school at either end of the road.

- 2.2 Traffic is often fast moving and this has resulted in collisions on a number of the side roads. There are also concerns relating to the safety of school children crossing the road, particularly in the morning peak hour.
- 2.3 The Grove School does not have a pedestrian crossing and for Prior Heath, Southcote Park is used as a drop off and pick up area with its entrance being one of four roads, all in close proximity, to the Portsmouth Road. There are a number of other side roads accessing the Portsmouth Road, notably Longmeadow which constitutes a direct run for the schools on the Chobham and Old Bisley Roads.
- 2.4 There have been a number of accidents along this stretch of road and the proposal meets item 3 on the Surrey Heath Community Infrastructure Levy: Regulation 123 List, namely Local Transport Projects and Pedestrian Safety improvement which are not directly related to a development.

3. Options

- 3.1 Members have the option to
- (i) Agree to fund the VAS signage or
 - (ii) Not agree to fund the VAS signage.
- 3.2 Members are asked to agree to fund the VAS signage.

4. Proposals

- 4.1 There are a total of 5 signs proposed and all would be erected on existing lamp columns (to help reduce costs and minimise street furniture). When activated the signs in the 40mph section of the road will display "40"/"SLOW DOWN" to motorists. The sign to be located in the 30mph section will display "30"/"SLOW DOWN". Annex A shows a photograph of a similar sign installed at another location.
- 4.2 The proposed locations of the signs have been agreed by the SCC road safety team and Surrey Police's Road Safety and Traffic Management Team:
- 4.3 The signs are proposed on both approaches to the junctions with Southcote Park and Old Portsmouth Road in response to the concerns about vehicle speeds raised by parents who use the recreation area car park when dropping off/collecting children from Prior Heath Infant school.
- 4.4 The signs towards the centre of the section of road are intended to help give an even spread of signs and reduce speeds on the approach to a series of side road junctions in close succession (where personal injury collisions have previously occurred).

- 4.5 The VAS in the 30 mph section of Portsmouth Road is intended to slow drivers as they approach the location where some parents and children cross near the gate to Grove Primary School (the head teacher at the school is keen to try and recruit a new school crossing patrol officer to operate at the location). Ideally SCC would have liked to install signs on both approaches to the gate. However, they have only been able to identify an appropriate location for a sign facing traffic headed towards the hospital roundabout. The proximity to the roundabout combined with a number of other constraints (e.g position of the school wig-wag flashing lights, alignment of the road) means SCC have been unable to identify a suitable location for a sign in the opposite direction.
- 4.6 The total cost of supplying and installing the 5 signs (including providing an isolated power supply in the lamp columns) and cutting back tree branches at one of the locations is £14,000.

5. Supporting Information

- 5.1 None.

6. Corporate Objectives and Key Priorities

- 6.1 This project supports the Place objective of making Surrey heath an even better place where people are happy to live.

7. Policy Framework

- 7.1 Supports Policy CP11 movement of the adopted Surrey heath Core strategy and Development Management Policies Document 2012. In particular, to work with the highway authority to seek improvements for the efficient and safe operation of the highway network and reducing the impact of traffic on residential areas.

8. Legal Issues

- 8.1 None arising.

9. Governance Issues

- 9.1 None arising.

10. Sustainability

- 10.1 Not applicable

11. Risk Management

- 11.1 The risks is the failure of SCC to deliver project, however payment only upon commencement will remove this risk.

12. Consultation

12.1 Any consultation will be undertaken by Surrey County Council.

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|------------------------|---|
| Annexes | Annex A: Example of type of signage Annex B: Plan showing proposed locations |
| Background Papers | None |
| Author/Contact Details | Jenny Rickard – Executive Head of Regulatory Jenny.rickard@surreyheath.gov.uk |
| Head of Service | Jenny Rickard |

Consultations, Implications and Issues Addressed

| Resources | Required | Consulted |
|---------------------------------------|----------|-----------------|
| Revenue | ✓ | |
| Capital | ✓ | <u>28/08/19</u> |
| Human Resources | | |
| Asset Management | | |
| IT | | |
| Other Issues | Required | Consulted |
| Corporate Objectives & Key Priorities | ✓ | |
| Policy Framework | | |
| Legal | ✓ | <u>28/08/19</u> |
| Governance | | |
| Sustainability | | |
| Risk Management | | |
| Equalities Impact Assessment | | |
| Community Safety | | |
| Human Rights | | |
| Consultation | | |
| P R & Marketing | | |

Review Date:

Version: 1



