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Monday, 13 January 2020

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 Tuesday, 21 January 2020 at 6.00 pm. The agenda will be set out as below.

Please note that this meeting will be recorded.

Yours sincerely

Karen Whelan

Chief Executive

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## AGENDA

Pages

### Part 1 (Public)

- |    |                              |       |
|----|------------------------------|-------|
| 1. | <b>Apologies for Absence</b> | -     |
| 2. | <b>Minutes</b>               | 3 - 8 |

To confirm and sign the minutes of the meeting held on 17 December 2019 (copy attached).

- |    |                                 |   |
|----|---------------------------------|---|
| 3. | <b>Declarations of Interest</b> | - |
|----|---------------------------------|---|

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. | <b>Questions by Members</b> | - |
|----|-----------------------------|---|

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

Procedure Rules, Paragraph 16.

<b>5.</b>	<b>Revenue Grants 2020/21</b>	<b>9 - 34</b>
<b>6.</b>	<b>Mytchett Skate Park, Camberley</b>	<b>35 - 40</b>
<b>7.</b>	<b>Suitable Alternative Natural Greenspace (SANG) provision and allocation in Surrey Heath</b>	<b>41 - 68</b>
<b>8.</b>	<b>Local Plan Annual Monitoring Report</b>	<b>69 - 144</b>
<b>9.</b>	<b>Urgent Action</b>	<b>145 - 150</b>
<b>10.</b>	<b>Exclusion of Press and Public</b>	<b>151 - 152</b>

**Part 2  
(Exempt)**

<b>11.</b>	<b>Exempt Minutes</b>	<b>153 - 154</b>
	To confirm and sign the exempt minutes of the meeting held on 17 December 2019 (copy attached).	
<b>12.</b>	<b>Repurposing of the Ground Floor of Ashwood House</b>	<b>155 - 162</b>
<b>13.</b>	<b>Acquisition of SANG capacity</b>	<b>163 - 170</b>
<b>14.</b>	<b>Acquisition of property to provide supported accommodation for those sleeping rough or at risk of homelessness</b>	<b>171 - 180</b>
<b>15.</b>	<b>Supplementary Estimate</b>	<b>181 - 184</b>
<b>16.</b>	<b>Executive Working Group Notes</b>	<b>185 - 212</b>
<b>17.</b>	<b>Review of Exempt Items</b>	<b>-</b>

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

**Minutes of a Meeting of the Executive  
held at Surrey Heath House on 17  
December 2019**

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+ Cllr Richard Brooks (Chairman)

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

+ Present

In Attendance: Cllr Graham Alleway, Cllr Peter Barnett, Cllr Rodney Bates, Cllr Tim FitzGerald, Cllr Emma-Jane McGrath, Cllr Sashi Mylvaganam and Cllr Graham Tapper

**58/E Minutes**

The open and exempt minutes of the meeting held on 19 November 2019 were confirmed and signed by the Chairman.

**59/E Questions by Members**

No questions were received from Members.

**60/E Community Infrastructure Levy**

The Council had been collecting Community Infrastructure Levy (CIL) funding since the Charging Schedule had come into effect on 1 December 2014. The CIL Regulations required the Council, as the collecting authority, to pay money over to the parishes, decide how to use the Fund, and to publish details of its CIL income and expenditure.

The Council had received a total of £1,299,716.825 for the reporting period 1 April 2019 to 30 September 2019. The Executive was advised that monies due to parishes for the reporting period had been as follows:

- Chobham - £696.30
- West End - £194,800.00
- Windlesham - £20,408.77

Members discussed the Executive's decision in 2015 to invite ward councillors in non-parished areas to submit suggestions for projects in their areas to be funded from the 15% of CIL collected in those areas; this had been introduced in order for non-parished areas to be treated equitably with the parished areas.

It was recognised that some areas of the borough, including the parished areas, were being impacted by high levels of development and it was agreed that there was a need to ensure a fair allocation of CIL across the borough. The Executive therefore agreed that all ward councillors would be asked to submit suggestions for identified infrastructure needs and enhancements within their ward.

It was noted that new amendments to the CIL regulations had been introduced in September 2019 requiring an Infrastructure Funding Statement to replace the Section 123 List. The regulations introduced a requirement for councils to publish "infrastructure funding statements". These statements would replace existing Regulation 123 lists. Councils will be required to publish their first statements by 31 December 2020.

**RESOLVED**

- (i) to note the CIL monies received;**
- (ii) that all ward councillors be asked to submit the identified infrastructure needs and enhancements within their ward to accommodate new residents and meet the Council's adopted environmental objectives; and**
- (iii) that the remaining CIL contributions held by the Council be retained for spending to support key priorities.**

**61/E Council Tax Base and Review of the Local Council Tax Support Scheme**

The Executive received a report on the setting of the Council Tax Base for 2019/20 which reviewed the changes to Council Tax made in 2013/14 and the Local Council Tax Support Scheme (LCTSS) introduced in April 2013.

Members noted that there had been an increase in the tax base of 471 which would generate an additional income of £103,000 based on the current Band D council tax charge. The Executive received detailed breakdowns of the calculations of the Tax Base for each part of the Borough and a breakdown of the calculation of the Tax Base for the whole area.

Technical changes to Council Tax had been introduced from April 2013 under the Local Government Finance Act 2012 which meant that the Council was empowered to set a number of changes to Council Tax discounts and exemptions, as well as introduce a premium for long term empty properties.

Members considered and supported the proposal to remove the 28 day Council Tax discount for an empty unoccupied and substantially unfurnished properties. It was noted that Surrey County Council had stated that any additional income generated by the reduction in empty property relief normally due to them would be returned to Districts to support community services. The 28 day unoccupied and substantially unfurnished discount was currently worth approximately £190,000.

On 1 April 2013 the Council had introduced a new Local Council Tax Support Scheme (LCTSS) to replace Council Tax Benefit, for working age claimants. The new scheme operated as a Council Tax discount and the Council was able to vary the value of discount on Council Tax granted to working age claimants. Pensioner claimants were protected and would continue to receive help towards their Council Tax, based on regulations set by Central Government.

Members were reminded that in 2017/18 the Revenue Support Grant had been reduced to zero and, therefore, it was reasonable to assume that there would be no governmental support for funding the LCTSS.

For ease of administration, it was important that there was alignment in respect of treatment of income and calculation of applicable amounts between housing benefit and the local council tax support scheme. Each year the Government made minor changes to its scheme to reflect uprating of benefits etc. In order that the housing benefit and LCTSS remained aligned, it was proposed that the Executive Head of Finance be authorised to make such minor changes as may be necessary to the LCTSS for all types of claimant.

The introduction of the LCTSS in April 2013 had had the effect of reducing the Council Tax base since it operated as a discount rather than a benefit. In order to recognise the effect that this had on parishes, the Government had provided a grant in 2013/14 to give to parishes to ensure they were no worse off because of the introduction of the LCTSS. This money had subsequently been included within the revenue support grant (RSG), but as the Council's RSG was now zero it was reasonable to assume that this funding had been withdrawn.

Despite not receiving any funding from Government the Council recognised the impact the LCTSS had on parishes and in the spirit of partnership and supporting parishes had continued to compensate parishes for some of their loss. It was therefore proposed that for 2020/21 the compensation given to parishes remained unchanged from 2019/20.

The Executive agreed that the LCTSS and Council Tax Exceptional Hardship Policy should remain unchanged in 2020/21; however, it was agreed that a review of both those schemes would be undertaken over the next 12 months.

## **RESOLVED**

- (i) **to note the calculations of the tax base in Annexes A to F to the agenda report, summarised below:**

<b>Band D Equivalent Properties</b>			
<b>Bisley</b>			<b>1,676.50</b>
<b>Chobham</b>			<b>2,058.83</b>
<b>Frimley and Camberley</b>			<b>24,283.22</b>
<b>West End</b>			<b>2,313.69</b>
<b>Windlesham</b>			<b>8,193.62</b>
<b>Surrey Heath Borough Council</b>			<b>38,525.86</b>

- (ii) **that £19,943.44 be given to Parishes in 2020/21 to offset the effect on the tax base of the Local Council Tax Support scheme; and**

- (iii) that the final setting of the Tax Base be delegated to the Executive Head of Finance.

**RECOMMENDED to Full Council that**

- (i) the 28 day Council Tax discount for an empty unoccupied and substantially unfurnished property be removed for these properties using the freedoms given in the Local Government Finance Act 2012 and relevant statutory instruments;
- (ii) the Local Council Tax Support Scheme for Surrey Heath, approved by Council on 22 January 2013, remain unchanged for 2020/21;
- (iii) the Council Tax Exceptional Hardship Policy remain unchanged for 2020/21;
- (iv) a review of the Local Council Tax Support Scheme for Surrey Heath and the Council Tax Exceptional Hardship Policy be undertaken over the next 12 months;
- (v) authority be delegated to the Executive Head of Finance to make minor changes to the Local Council Tax Support scheme so as to ensure that where applicable to income calculation it remains in line with Housing Benefit / Universal Credit changes introduced by legislation; and
- (vi) incomes and applicable amounts and non-dependant deductions be uprated in line with the percentages and amounts supplied by DWP and DCLG, and applied to Housing Benefit claims.

**62/E Council Finances at 30 September 2019**

The Executive received a report summarising the Council's finances at \*\*\* 2019.

The report requested authority to add 3 projects to the 2019/20 capital programme, as follows:

- £50k – Obelisk and Camberley Park improvements
- £20k - Pennypot Lane Culvert Works

**RESOLVED to note the report.**

**RECOMMENDED to Council the additions to the 2019/20 capital programme, as set out in the agenda report.**

**63/E Treasury Management Mid-year Report for 2019/20**

The Executive noted the performance of the Treasury Management Service performance for 2019/20, as at 30 September 2019. The report also illustrated the compliance to-date with the Treasury Management Indicators for 2019/20

**RESOLVED to note the report.**

**64/E Repurposing of the Ground Floor of Ashwood House**

The Executive agreed to defer consideration of this item.

**65/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)
58/E (part)	3
66/E	3
67/E	3

Note: Minute 66/E is a summary of matters considered in Part II of the agenda, the minutes of which it is considered should remain confidential at the present time.

**66/E Letting: Ashwood House, Unit 4, 15 Princess Way, Camberley, Surrey, GU15 3SP**

The Executive made decisions in relation to granting a new lease for Unit 4, Ashwood House, 15 Princess Way, Camberley.

**67/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 minute 66/E and the associated agenda report remain exempt until the completion of lease negotiations.**

Chairman

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## Revenue Grants 2020/21

### Summary

The Executive is asked to consider the revenue grant payments to voluntary organisations for the period 1 April 2020 to 31 March 2021.

**Portfolio** - Support & Safeguarding  
**Date signed off:** 21 November 2019

**Wards Affected** - All

### Recommendation

The Executive is advised to **RESOLVE** that

- (i) Revenue Grants for 2020/21 be awarded to
  - a. Surrey Heath Citizens Advice (CASH) – £80,000;
  - b. Voluntary Support North Surrey - £30,000;
  - c. Surrey Heath Age Concern - £10,000;
  - d. Catalyst Support - £4000;
  - e. The Autism Trust - £10,000;
  - f. The Hope Hub - £17,000;
  - g. VSNS - £10,000;
  - h. Basingstoke Canal Authority - £10,000;
  - i. Blackwater Valley Countryside Partnership - £10,000;
  - j. Surrey Heath Sports Council - £3,500;
  - k. Surrey Heath Arts Council - £1,500;
- (ii) the other in-kind benefits provided to organisations be noted;
- (iii) all grants be subject to Service Level Agreements;
- (iv) no Revenue Grant be awarded to Camfest in 2020/21 but the organisation be advised to apply to the Lottery Fund;
- (v) the application by Mustard Seed Autism Trust be deferred for a year;
- (vi) decisions on awarding of grants to Tringhams and Camberley Central Job Club be delegated to the Executive Head of Transformation in consultation with the Safeguarding & Support Portfolio Holder.

## 1. Resource Implications

- 1.1 The Council funds a number of voluntary organisations which either work in partnership with the Council or perform functions on the Council's behalf.
- 1.2 At the Executive meeting in January 2019, it was agreed that a full review of the Revenue Grant scheme would be undertaken during the year, and include whether grants were being made at the correct levels, to the right organisations, and the value for money the revenue grants realised.
- 1.3 At the Executive meeting on the 11<sup>th</sup> September 2019 a revised scheme was agreed to be introduced from the 1<sup>st</sup> April 2020 (annex C).
- 1.4 Annex A provides a breakdown of relevant information relating to funds sought plus a grant amount that Officers suggest is awarded.

## **2. Key Issues**

- 2.1 During this year, the Council has reviewed this scheme, and it is now open to Any organisation who delivers services within Surrey Heath that is fully compliant and helps the Council to meet its long and short term strategy as outlined within our 5 year Plan.
- 2.2 The Council values the work undertaken by our voluntary organisations enormously with our indicative annual budget (to be ratified in February) of £200,000 plus support in kind, which can include office space, and car parking. This is a clear demonstration of the Council's ongoing community commitment to local organisations who provide crucial services within Surrey Heath. Part of the review has introduced ring fencing to 3 organisations who work with the Council: Citizens Advice Surrey Heath, Blackwater Valley Partnership and the Basingstoke Canal Authority.
- 2.1 Service level agreements were introduced in 2013 enable the Council to set out targets and outcomes to be achieved throughout the year and for those who are already funded details are summarised in Annex B. Officers use the agreements to monitor the performance of organisations throughout the year. Grant payments are only made after a successful monitoring report is received.
- 2.2 The Council follows the principles of the Surrey Compact, an agreement that supports how partners behave, engage and work together in the statutory, community, voluntary and faith sectors.
- 2.3 The 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. The following funding options are therefore presented as part of this report.

## **3. Supporting Information**

### Citizens Advice Surrey Heath

- 3.1 Citizens Advice Surrey Heath (CASH) is open from 10am-4pm, Monday – Thursday plus a weekly 2 hour outreach drop in on a Wednesday at the Windle

Valley Centre, and a monthly 2 hour outreach session at the Chobham Village Hall.

The existing partnership arrangement with Citizens Advice Woking diverts all phone calls from the bureaux on a Friday from 9-5. The organisation helps people from within the community to resolve their legal, money and other problems.

From April 2019 the service level agreement included supporting a minimum of 28 clients per day, and this has averaged 31 per day in September 2019. The relocation in to Surrey Heath House was achieved by the 31<sup>st</sup> March 2019, and the promotion of the new location and contact details was achieved. The organisation continues to develop good working relationships and has built a good platform in which to secure funding bids which helps to retain its sustainability, with the revenue grant being sought representing 36% of the annual turnover.

Their key partnership project, (1) relates to social prescribing and this works with the Council, Surrey Heath Clinical Commissioning Group, Surrey Heath Primary Care Network and Voluntary Support North Surrey, the aim is to improve the wellbeing of local residents. This has resulted in Citizens Advice being able to offer a more holistic services and a closer integration of clinical, social and community care.

The other raft of services also remain which include: administering of the local assistance scheme, funded by Surrey County Council. Camberley Job Centre Plus, delivering a 'help to claim' project.

Health watch Surrey, Citizens Advice are the champion for health and social care in Surrey Heath, where they provide a platform for a voice of the local residents to be heard relating to their experience of the health provision. Surrey Welfare Rights Unit, they provide the advisors with support and guidance in relation to very complex cases, and changes to the benefit system. Pension Wise, Besom Foodbank referrals, and Local Solicitor Support, Military Veterans listening project, Frimley Fuel Allotments, Accent Housing, energy advice and many other areas outlined within their application.

Total annual costs are estimated at £220,000 in 2020/21 which reflects an increase, which most is attributed to the additional resources required to deliver the Social Prescribing project. The reserves recorded at the 31<sup>st</sup> March 2019 were recorded at £94,605.

This is one of the three ring fenced organisations and it is suggested that a grant of £80,000 is approved subject to a service level agreement.

The Council provides benefits in kind, which consists of: the office facilities valued at £25,000 for the office space within Surrey Heath House, plus the staff and volunteer car parking which is provided without cost to the organisation.

#### Voluntary Support North Surrey

3.2 The Voluntary Support North Surrey (VSNS) role is to support the community and voluntary organisations in Surrey Heath, which totals 442 local not for profit groups. VSNS also operate in Runnymede, and Spelthorne. VSNS actively engages in partnership working, examples of this are: the Integrated Care Service arrangement with SHCCG, and the Amigo project with Catalyst, both of which provide income to the organisation.

VSNS have worked with SHCCG and Citizens Advice to successfully receive an award to the Department of Health, H&W fund to deliver the project outlined as at (1) support a project that will broaden the scope of social prescribing in Surrey Heath. The successful outcome of the bid will provide a dedicated social prescribing link officer resource for the next 4 years.

VSNS also develop and promote volunteering opportunities and this has provided 331 referrals and 99 placements in Surrey Heath for the year ending 31<sup>st</sup> March 2019.

The organisation works hard in providing a good communication platform of the services and support with 800+ emails being sent weekly providing the latest information available, amongst other awareness building initiatives. Other services offered consist of training opportunities, governance and specialist funding advice.

A vetting and barring service for local voluntary organisations is provided, and for the year ending 31/3/2019, 64 checks locally in Surrey Heath were undertaken.

The organisation also delivered 11 training courses which were all free relating to volunteer recruitment/management/law, digital/traditional/legacy fundraising and trustee training.

The organisation has introduced a visiting and befriending service in early 2019 to help meet the high levels of demand within Surrey Heath. This will be offered to all age groups, and will complement the existing provision provided by Surrey Heath Age Concern and other local agencies within this area see 4.1.

The staffing levels that provide the service in 3 boroughs equates to 8 FTE.

The corporate volunteering and engagement programme continues to grow and has engaged with Costa, ADP, Enterprise, and Collectively Camberley, which provided 1269 volunteering opportunities delivered at 40 events during the year ending 31<sup>st</sup> March 2019.

The operating costs estimated for the financial year 2019/20 are just under £420,000 a slight drop from the previous year. The unrestricted reserves are estimated at £35,000 attributed to an under spend on staff costs from another borough. There is a £150,000 ring fenced amount which is held by Surrey Community Foundation which provides small grants throughout the year to local organisations.

It is recommended that a grant award of £30,000 is approved, subject to the delivery of an agreed service level agreement.

VSNS are located in the Ian Goodchild Centre, along with Camberley Care and others. A, short 2 year lease is provided from the 1<sup>st</sup> April 2019, where the Council continue to support by subsidising rent at £2,550 per annum, (to be reviewed throughout this financial year) plus maintenance costs and reduced car parking charges. It is estimated that this will provide a benefit in kind value of £9,000.

### Surrey Heath Age Concern CIO

- 3.3 With the support of approximately 111 volunteers and up to four part-time members of staff, Surrey Heath Age Concern (SHAC) delivers a range of services for those aged 50+ within Surrey Heath.

The Rainbow Cafe offers refreshments, cakes, sandwiches and jacket potatoes in Camberley town centre. During this year the management of the café has been reviewed and it is now operationally supported by an external operator (Colin Keely, who also operate the café within High Cross Church) with the aim to improve both the service and income from this local facility. Surrey Heath Age Concern continue to provide the volunteers who work alongside Mr Keely. The café is open from Monday – Saturday 9-3pm, and once a week it hosts a tea and memory activity where 24 clients enjoy and afternoon tea provided by 4 volunteers. Last year the Income from the café was reducing, with the new initiatives this trend seems to be reversing, with the income increasing in October 2019, further financial data not available at the time of the report.

With the introduction of the Integrated Care Service and Social Prescribing the result is an increased in demand of its V&B service. It works hard to recruit new volunteers, to meet this, and has been successful in applying for grants to introduce new resources in the form of dedicated part-time worker to manage the increase in demand. The waiting list presently stands at 49, with 51 volunteers visiting 55 people in their homes. All of these clients are older, lonely, isolated people who are living alone.

Tea and Chatter operates on the first Sunday of each month and there are clusters which include: Windlesham, Bagshot and Lightwater and Mytchett, Frimley Green, Frimley and Camberley. There are approximately 36 volunteer hostesses delivering this service to 30 people each month with 12 volunteer drivers providing the transportation.

SHAC continue to successfully fund raise and make applications to relevant schemes, to try to achieve a balanced budget. This has generated funds of in-excess of £10,000 from quizzes in the café, donations, other grant awards and other sponsors such as Bluebird Care, John Dennis Coachbuilders, Sainsbury's and many others.

SHAC is not affiliated to Age UK and acts independently from of the national organisation. Costs are expected to be £55,000 in 2020/21. The organisation

recorded £79,829 as total reserves at 31<sup>st</sup> October 2019, which is a reduction of £3,164 over the past 12 months.

It is suggested that a grant of £10,000 is considered, subject to a Service Level Agreement which includes developing a collaborative V&B working relationship with Voluntary Support North Surrey's and their delivery of the 'time to talk' service.

The Rainbow Café annual lease has a benefit of £10,000, plus a further £2,850 in The Square car parking for staff and volunteers.

### Camberley and District Job Club

- 3.4 This organisation has received revenue funding since 1<sup>st</sup> April 2016. Its aim is to provide training and support to local people who are unemployed.

Data shows that for the period of October 2019 there were 126 people recorded as receiving unemployment benefits, (a reduction of 159 from 2018) from which 40 are classified as long term unemployed, and 16 have never worked, as sourced from Nomis.

The job club client numbers recorded in September 2019, dropped by 10 in comparison from 2018 where 12 people used the services in the month. From April 2019 to October, 78 clients were supported, from which 18 were long-term unemployed by the Job Club. This drop is thought to be due to the Universal Credit rollout.

The core activity of the Job Club focusses on the Monday mornings drop-in sessions at High Cross Church where support, and one to one assistance relating to CV writing, and confidence building, are provided. The referral method is varied and can be from the Job Centre Plus, churches, and self-referrals.

The Club has recently commissioned an external review of their activities and services with the outcome being known by December 2019.

The club has built working relationships with local employers such as Bluebird Care a local care provider and the aim is to deliver a Job Fair in the autumn of 2020.

An estimated total number of people who have found employment through the Club is estimated at 55 (YTD) with the service level agreement set at 70. Over the past two years the Council has sought clarification as to the number of clients who have been unemployed for a long period of time, or not worked. The Job Club have worked hard to provide this, but at present the information is not available.

The overall costs forecasted for 2020/21 is estimated at £9,984 from which £3,800 relate to administrator costs, and £2,500 for room hire charges, with other costs linked to the operation. The club has reserves of £5,200.

It is suggested that an outline award is made of £6,000 but the final decision is to be confirmed by a delegated authority of the Executive Head of Transformation and the Support and Safeguarding Portfolio holder when the full impact is known from the review of services for the period 2020/21.

The council does not provide any benefits in kind to this organisation

### Tringhams, West End

- 3.5 Tringhams provides a care service to the elderly of West End, Chobham, Lightwater, Windlesham, and Bisley. The existing two day a week service located in West End Parish Council hall offers to clients a transport facility to the centre where they are provided with a hot meal, various activities and outings, refreshments and newspapers. The client numbers over the past two years have averaged around 15 per session with the service level set at an average of 22 (which was designed to be closer to achieving a balanced budget) this was reduced to 19 from April 2019 at the request of the applicant to ensure the target was achievable, but the average remains at 15 per session.

With the Council complying with the terms of the Service Level Agreement and Surrey Compact notice was given on the 23<sup>rd</sup> September 2019 for the revenue grant (payment) to cease from the 31<sup>st</sup> March 2020.

The Tringham's staff, volunteers and management team do make strenuous efforts to attract new clients. Other initiatives relating to working with local doctor surgeries, and adult social care are constantly reviewed with the aim to increase attendance

The management team are of the view that although the numbers are falling, this is often the only outing the clients get during the week and is a crucial service to those who live on their own.

The annual costs for the year 2020/21, are forecast at £35,120, with the staff salaries accounting for just under 50% of the overall costs. The organisation continues to fundraise but it is operating at a loss and for the 6 months ending 30<sup>th</sup> September 2019 this stands at £5,940. The unrestricted reserve at 31<sup>st</sup> March 2019 was £28,677, with a ring fenced transport fund of £40,054. Tringham's advise they will continue to operate until the reserves are exhausted and then the facility will close.

The Council dial-a-ride scheme is used at present due to their own mini-buses being off the road.

It is suggested that to continue in providing this accessible service to the villages in Surrey Heath a reduced grant of £7,000 be considered subject to further discussion and agreement be delegated to the Executive Head of Transformation and the Support and Safeguarding Portfolio holder.

The council does not provide any benefits in kind to this organisation.

### Catalyst Support – New Application

- 3.6 In 2017, Catalyst started a new initiative in Surrey Heath that provided a mental health and well-being community football team, called ‘the Welcome Wizards’ and this is aimed at improving mental health. This scheme operates from Frimley Lodge Park and uses one of the 3G football pitches twice a week to provide this to service to a minimum of 16 people which over the year benefits around 100 people. This scheme is unique to this area in that no other service like it operates. The funding for the scheme ceases in spring 2020 and the applicant seeks the funds to continue. The annual costs to deliver the project are £4,000 and this is the grant amount sought. The applicant has significant reserves, but the majority are restricted, due to the delivery of their commissioned contracts. The service is accessed via self-referrals or existing clients. The Welcome Wizards are part of the Surrey FA disability league with Catalyst hosting an annual tournament which is very popular.

This type of service provision targets those who are most vulnerable within our community, and it can often be the start of an improved quality of life, through building confidence and self-belief by reducing isolation.

It is suggested that a grant of £4,000 be awarded subject to a service level agreement being reached that will aim to extend the service providing greater benefits without cost.

### Camfest – New Application

- 3.7 Camfest started three years ago with its launch of a weekend dedicated to a range of arts and craft at High Cross Church, the theatre and the Council chamber in Camberley, this has attracted large crowds of up to 2,500, and the event has operated annually since then. The organisers are seeking to change the format whereby they would like to take this unique art and craft event in to our communities, with the Old Dean and Frimley being the first two. The applicant seek the funds to bolster their social media expertise by designing a new website and delivery of two training sessions at the events. The amount sought from this fund is £700 and the organisers estimate an overall project cost of £10,000 which is not verified. Dates for the events are unconfirmed as yet.

It is suggested that this grant application be redirected to the ‘Surrey Heath Annual Lottery Award Grant scheme’ that will be open to receive applications in April 2020.

### Mustard Seed Autism Trust – New Application

- 3.8 This applicant is located in Farnborough and provides a service within a 10 mile radius. The scheme offered provides both support to the child and family seeking support. Referrals are received from families, not professionals, and it is working with 151 families, with a waiting list of 40, (with 18 cases from Surrey Heath). The list was closed to any new referrals in May 2019 to enable

the charity to deal with their present cases, and is still closed, with it being unknown when it will re-open.

The trust seeks an award of £10,000 to contribute towards the costs of staffing in being able to meet the demand, which sees an average of 23 referrals per month, and acknowledges an increase in income is necessary but from discussions it is unclear as to how this grant would benefit clients from Surrey Heath at the present time.

It is suggested that the Council offer development support via the Community Partnership Officer over the next year to encourage a further application when the service is open and available.

### The Autism Trust UK – New Application

- 3.9 This locally based independent charity provides an autistic spectrum disorder friendly real working environment, building independence and work and life skills for those aged 16+ by using the ASDAN employability programme. This can take up to 3 years to complete. The teaching takes place at the offices in Princess Way, and Polly's Place. The lease is due to expire in summer 2020 at the offices in Princess Way, but the applicant advice that discussions are underway to extend this.

To complement the learning of the individual, families are encouraged to join in with coffee mornings where advice and guidance is available. Referrals are made by word of mouth, doctors, schools, parental enquiries, there are no waiting lists at present.

At the time of applying for the grant the user numbers had dipped which was due to a number successfully completing their course and gone on to gain employment. The numbers at September 2019, were 16, with up to 72 families receiving advice and support.

If the grant application of £10,000 is supported this group would be able to extend the ASDAN short courses which will provide a more tailored requirement that can be delivered over shorter timescales, which can also be used to support development of independent living skills.

It is suggested that the Council offer a grant of £10,000 subject to a satisfactory service level agreement being reached.

### The Hope Hub – New Application

- 4.0 The Hope Hub have provided services to local residents who are homeless or at the risk of becoming so since 2018, and have relocated in to the porta cabin behind the library in Knoll Road in May 2019. The service also works with those in poverty, and need food parcels, breakfast/refreshments/lunch and emergency items such as toiletries, and clothes, plus shower and laundry facilities. The offices are open daily from Tuesday – Friday. The Hope Hub seek total funding of £17,000.

In September 2019, the Hope Hub provided 602 services to 52 clients, of which 46 had a Surrey Heath connection. Most clients have complex needs and require intense support relating to 1:1 case work, debt management, employment support and peer mentoring. If successful the Hope Hub will use the £10,000 funding to contribute towards an additional part-time outreach worker, and use £7,000 towards meeting the costs of crisis care which will enable them to meet the projected increase in demand of the service to be met throughout 2020/21.

It is suggested that the Council offer a grant of £17,000 to meet the demand in relating to supporting those who are homeless, and wherever possible its prevention. The award will be subject to a service level agreement.

#### Voluntary Support North Surrey – ‘Time to Talk’ Project – New Application

- 4.1 Voluntary Support North Surrey (VSNS) supports the community of voluntary organisations within Surrey Heath, which totals 442 local not for profit groups. Through the VSNS partnership work with the SHCCG and Citizens Advice to co-deliver the social prescribing project in Surrey Heath. The success of this and the Single Point of Access service through integrated care has resulted in a sharp increase in demand for a visiting and befriending project. Early in 2019 VSNS launched a service to meet this need, entitled ‘time to talk’ which looks to recruit and train volunteers who are willing to befriend some of any age within Surrey Heath. This scheme works collaboratively with the V&B service offered by Surrey Heath Age Concern to those aged 50+, and both services are working hard to recruit new volunteers to help meet this demand.

Since the project has started a minimum of 20 volunteers have been recruited and trained and deliver this homebased service to 40 clients per month. The aim over the next 18 months is to increase the volunteers by a further 50.

There is a waiting list at present of 30 people. The service costs £45,000 per year to operate, and VSNS seeks a contribution of £10,000 to develop this further over the period 2020/21.

It is suggested that the Council offer a grant of £10,000 to meet the demand in this area that will help to alleviate loneliness within Surrey Heath. The award will be subject to a service level agreement.

#### Basingstoke Canal Authority

- 4.2 The Basingstoke Canal Authority (BCA) manages and maintains the 32 mile long canal which serves Mytchett, Deepcut, and Frimley and Camberley (4.5km of canal is within the borough). The canal is a Site of Specific Scientific Interest (SSSI) and forms a significant part of the local blue/green infrastructure of the borough, providing recreational benefits to residents such as walking, cycling and kayaking. The canal centre based in Mytchett also acts as a local tourist attraction providing historical interest, events and activities.

People and cycle counters located between the Canal Centre and Frimley Lodge Park show 96,771 people used this area of towpath between Apr – Nov

2019. According to the 2011 Census, 85,845 people live within 5 miles of the canal and 700,000 live within a 30 minute drive. Users of the Canal Centre campsite have been growing steadily over the last 3 years.

The BCA highlight as part of their application that keeping the canal in good condition fits perfectly with SHBC's 'Place' objective (in addition to the other priorities) by enhancing and protecting green spaces and encouraging active recreation. The BCA also advise they help keep the borough a safe place to live as they manage water levels to protect residents.

Other benefits provided include a hugely diverse ecological benefit and a large volunteer programme with over 60 'lengthsmen' walking a section of the canal every week.

The BCA is founded on partnership between 9 local authorities including Surrey Heath and is largely reliant on partner authority contributions but does also support itself through various income streams. The general reserves for the BCA at 31/3/19 were £691,509 but significant required works in 19/20 mean £140,000 is predicted to be drawn from reserves this year.

This is one of the three ring fenced organisations and it is suggested that a grant of £10,000 is approved subject to a service level agreement.

#### Blackwater Valley Countryside Partnership

- 4.3 The Blackwater Valley Countryside Partnership (BVCP) restore and manage the Blackwater Valley's Countryside to maximise its value for outdoor recreation, landscape, wildlife and healthy living by involving and co-ordinating the work of local authorities, communities and landowners.

BVCP also work with the environment agency to identify improvements to the River Blackwater to reduce the risk of flooding and improve water quality, in addition to working with Surrey CC to improve cycle pedestrian routes in Surrey Heath and the adjacent districts.

Usage of Blackwater Valley greenspace by Surrey Heath residents is estimated to be around 6,000 people a month, with annual use increasing at a rate of around 5% a year since 2009.

In the last year BVCP have assisted the Council's Greenspace team with projects at Blackwater Park, Turf Hill, and St Catherine's SANG; organised projects with 450 hours of volunteer support and have continued to work with Blackwater Valley Countryside Trust to help them deliver a programme of public engagement including walks, talks and events.

BVCP have stressed that by being able to co-ordinate projects across political boundaries, raise funds and support partners and community organisations to carry out work, a great deal more can be achieved to benefit residents of the Valley than by any one partner working in isolation. If the partnership did not exist, the vast majority of work would still need to be carried out but at each

individual partner's expense. BVCP argue that investing in the partnership provides best value for money through economy of scale.

While over £2million has been paid by SHBC in relation to Hawley Meadows SANGS, this money sits with Hampshire County Council to look after the site in perpetuity. Only the interest on this figure can be used by Blackwater Valley Countryside Partnership and even then this is restricted to the Hawley Meadows site and can only be spent on items which are classed as above and beyond 'usual' works.

The balance on the reserve account at 31/3/19 was £114,409, down from £125,155 on 31/3/18. Funding comes from local authorities and income from site management and project work. As a minimum, a balance equivalent to three months of forecasted operating costs (c. £73k) should be held in reserves should the Partnership ever be wound up.

This is one of the three ring fenced organisations and it is suggested that a grant of £10,000 is approved subject to a service level agreement.

#### Surrey Heath Sports Council

- 4.4 The function of Surrey Heath Sports Council is to promote sport in the borough by financially supporting eligible residents (via the awarding of grants) and encouraging participation across all sports recognised by Sport England. The Sports Council works with key partners such as National Governing Bodies, the County Sports Partnership, Active Surrey and local schools.

This helps to Borough Council meet its priorities by helping resident's live happier, healthier lives. The Sports Council also draw attention that the awarding of grants are of particular importance in order to help the borough's young people fulfil their potential.

Four types of grant are awarded by the Sports Council. Aspiring athletes (at county standard or above) are supported with the cost of training and competition, coaches are supported with up to 50% of the cost of coaching qualifications (if the beneficiaries will be within the borough), local clubs are supported with initiatives that will engage new people into sport and grants are also awarded to support those who face financial hardship.

The Sports Council are requesting support to the value of £3,500, in line with their 19/20 award. The Sports Council awarded £3,578.50 in grants in the previous year.

The balance carried forward as of 31/10/19 was £4,590.60, down from £4,669.10 on 31/10/18.

It is recommended that a grant of £3,500 be approved subject to the delivery of the service level agreement.

#### Surrey Heath Arts Council

- 4.5 The Surrey Heath Arts Council evaluate applications for support from Surrey Heath-based individuals and organisations, awarding small grants (in addition to the experiences and expertise from its members) to help applicants fulfil their artistic or cultural aspirations. This contributes to SHBC's priorities by making Surrey Heath an even better place to live and work.

The Arts Council have supported a variety of groups this year including Collingwood College's drama students and Frimhurst Enterprises, a community interest company dedicated to offering adults with learning disabilities a chance to develop independence and work related skills. They have also supporting and sponsoring more community events that promote the arts, such as the Surrey Heath Show and Camberley Carnival.

A figure of £2000 is being requested under the revised grant scheme, which is higher than previous figure of £1400 the Arts Council has received historically, to enable the Surrey Heath Arts Council to continue to offer small grants and support to individuals and not-for-profit groups for cultural activities.

It should be noted that Surrey Heath is one of the only boroughs or districts in Surrey not to have an Arts Development Officer, meaning the role of the Arts Council has an increased importance in supporting the arts within the local community.

The grants account balance at 31/03/19 was £2,415, down from £2,690 on 31/3/18.

It is recommended that a grant of £1500 be approved, a small increase on the previous year, subject to the delivery of the service level agreement.

#### **4. Options**

4.1 The Executive has the option to;

- i) Fund the organisations in line with the "2020/21 Proposals" to include awards and the delegated recommendation decisions to be finalised by the Executive Head of Transformation and the Portfolio Holder for Support and Safeguarding as outlined in column in Annex A, all of which are subject to the delivery of service level agreements;
- ii) Fund the organisations applications at a greater or lesser percentage of their requested sums;
- iii) Not fund any of the organisations.

#### **5. Proposals**

5.1 It is proposed that the Executive RESOLVES that

- (i) Revenue Grants for 2020/21 be awarded to
  - a. Surrey Heath Citizens Advice (CASH) – £80,000;

- b. Voluntary Support North Surrey - £30,000;
- c. Surrey Heath Age Concern - £10,000;
- d. Catalyst Support - £4000;
- e. The Autism Trust - £10,000;
- f. The Hope Hub - £17,000;
- g. VSNS - £10,000;
- h. Basingstoke Canal Authority - £10,000;
- i. Blackwater Valley Countryside Partnership - £10,000;
- j. Surrey Heath Sports Council - £3,500;
- k. Surrey Heath Arts Council - £1,500;

- (ii) The other in-kind benefits provided to organisations be noted;
- (iii) all grants be subject to about Service Level Agreements;
- (iv) no Revenue Grant be awarded to Camfest in 2020/21 but the organisation be advised to apply to the Lottery Fund;
- (v) the application by Mustard Seed Autism Trust be deferred for a year;
- (vi) decisions on awarding of grants to Tringhams and Camberley Central Job Club be delegated to the Executive Head of Transformation in consultation with the Safeguarding & Support Portfolio Holder.

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

6.1 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.

## **7. Equalities Impact Assessment**

7.1 The organisations support vulnerable people with information, advice and/or funding and increase participation in activities to improve social inclusion.

## **8. Officer Comments**

8.1 The proposals as set out in Annex A will maintain the Council's commitment to recently grant funded organisations. Despite this and our ongoing commitment, we are not able to guarantee future funding levels.

<b>Annexes</b>	Annex A. Grant application summary & proposal Annex B. 2019/20 Service Level Agreement performance to date Annex C. Revised Revenue Grant Policy
<b>Background Papers</b>	All grant application forms
<b>Author/contact details</b>	Jayne Boitoult - Community Partnership Officer <a href="mailto:Jayne.boitoult@surreyheath.gov.uk">Jayne.boitoult@surreyheath.gov.uk</a> Ben Sword - Commercial and Community Development Manager <a href="mailto:Ben.sword@surreyheath.gov.uk">Ben.sword@surreyheath.gov.uk</a>
<b>Head of Service</b>	Louise Livingston - Executive Head of Transformation Daniel Harrison - Executive Head of Business

**ANNEX A - Grant Application, Summary & Proposals**

Organisation	Grant Use	2019/20 GRANT  AWARD	Grant Request 20/21	% of Annual Overall Running Costs	2020/21  PROPOSALS	Other Council in-kind benefits for the year ending 31/03/19
<b>Surrey Heath Citizens Advice (CASH)</b>	Helps people from within the community to resolve their legal, money and other problems.	<b>80,000</b>	80,000	46.0%	<b>80,000</b>	Offices £25,000 & Car parking no specific cost
<b>Voluntary Support North Surrey</b>	The service has a number of roles including developing volunteering, providing advice on governance and funding for voluntary organisations.	<b>30,000</b>	31,000	8.0%	<b>30,000</b>	Office subsidy £8,400 Car parking £2,350
<b>Surrey Heath Age Concern</b>	Provides a coffee shop in Camberley for use by the 50+ age group, a visiting and befriending service and an information signposting and support service.	<b>10,000</b>	10,000	17.8%	<b>10,000</b>	Tea room 10,000 Car parking £2,850
<b>Tringhams, West End</b>	Transport to and from lunch and activities for 60+ in Bisley, West End, Chobham, Lightwater & Windlesham	<b>13,000</b>	10,000	28.5%	<b>7,000 delegated</b>	Not applicable

Organisation	Grant Use	2019/20 GRANT  AWARD	Grant Request 20/21	% of Annual Overall Running Costs	2020/21  PROPOSALS	Other Council in-kind benefits for the year ending 31/03/19
<b>Camberley Central Job Club</b>	Provision a Job Club facility within Camberley that includes a dedicated course helping clients return to work	<b>7,000</b>	9,984	90%	<b>6,000 Delegated</b>	N/A
<b>Catalyst support</b>	Provision of a community football team to help with mental health and health and wellbeing	<b>N/A</b>	4,000	100%	<b>4,000</b>	N/A
<b>Camfest</b>	Arts and craft event in our communities during 2020/21	<b>N/A</b>	700	7%	<b>Divert to Lottery Fund</b>	N/A
<b>Mustard Seed Autism Trust</b>	Offer a service to individuals and families with children who are on the ASD	<b>N/A</b>	10,000	11.1%	<b>Defer for a year as scheme closed to new referrals</b>	N/A
<b>The Autism Trust</b>	To offer ASDAN and individual learning to those on the ASD aged 16+	<b>N/A</b>	10,000	18.4%	<b>10,000</b>	N/A

<b>Organisation</b>	<b>Grant Use</b>	<b>2019/20 GRANT AWARD</b>	<b>Grant Request 20/21</b>	<b>% of Annual Overall Running Costs</b>	<b>2020/21 PROPOSALS</b>	<b>Other Council in-kind benefits for the year ending 31/03/19</b>
<b>The Hope Hub</b>	To provide a service to those who are homeless or preventing homeless, and a crisis care fund.	<b>N/A</b>	17,000	12.9%	<b>17,000</b>	£18,500 office subsidy
<b>VSNS</b>	To provide a visiting and befriending service 'time to talk'	<b>N/A</b>	10,000	22.2%	<b>10,000</b>	N/A
<b>Sub Total (Page 1)</b>		<b>£140,000</b>	<b>192,684</b>		<b>£174,000</b>	<b>£67,100</b>

Organisation	Grant Use	2019/20 GRANT AWARD £	Grant Request 20/21	% of Annual Overall Running Costs	2020/21 PROPOSALS £	Other Council in-kind benefits for the year ending 31/03/19
<b>Basingstoke Canal Authority</b>	Revenue support in maintaining facilities.	10,000	10,000	3.5%	<b>10,000</b>	Not Applicable
<b>Blackwater Valley Countryside Partnership</b>	Revenue support in maintaining the facilities offered to residents and visitors to the Blackwater Valley	10,000	10,000	3.9%	<b>10,000</b>	Not Applicable
<b>Surrey Heath Sports Council</b>	Distribution of small grants locally to gifted and talented athletes and coaches	3,500	3,500	100%	<b>3,500</b>	Not Applicable
<b>Surrey Heath Arts Council</b>	Distribution of grant aid to promote the arts in the borough	1,400	2,000	100%	<b>1,500</b>	Not applicable
<b>Sub – total (page 2)</b>		<b>£24,900</b>	<b>£25,500</b>		<b>£25,000</b>	
<b>TOTAL (Page 1 &amp; 2)</b>		<b>£164,900</b>	<b>£218,200</b>		<b>£199,000</b>	

**Annex B: Service Level Agreements – The Outcomes to Date (2019/20)**

Organisation	Service Level Agreement	Achievements
Citizens Advice Surrey Heath	<ul style="list-style-type: none"> <li>• To publicise your new location using all local networks:</li> <li>• To continue to develop joint funding bids where appropriate to meet local priorities:</li> <li>• To increase the average daily numbers of clients interacted with to 28:</li> <li>• To acknowledge the support of the Council in all publicity:</li> <li>• To maintain independently examined accounts to be provided as requested.</li> <li>• To deliver the changing needs as outlined within your Business Development Plan 2018-21 as attached in Annex A, and any subsequent versions introduced to reflect the changing local trends and priorities:</li> </ul>	<p>Achieved Achieved</p> <p>Achieved</p> <p>Achieved</p> <p>Achieved</p> <p>Achieved</p>
Voluntary Support North Surrey	<ul style="list-style-type: none"> <li>• To deliver the outcomes and outputs specified within the 2018/19 Partnership Funding Agreement with SCC/the CCGs/Runnymede BC/Spelthorne BC.</li> <li>• To continue to work in areas of deprivation as required by supporting community groups in the following areas: Old Dean, St Michael’s and Chapel Road.</li> <li>• To support the organisation and operation of the Surrey Heath Show.</li> </ul>	<p>Achieved.</p> <p>Achieved.</p> <p>Achieved.</p>

	<ul style="list-style-type: none"> <li>• To promote awareness of the services offered by VSNS, by attending a minimum of 6 community events.</li> <li>• To maintain an office base within Surrey Heath that is available from 9-4pm, Monday to Friday.</li> <li>• Acknowledge the support of the Council in all its publicity.</li> <li>• To undertake fundraising that builds VSNS financial independence.</li> <li>• To retain all existing service standards within Surrey Heath, pending any alteration and/or expansion of provision and/or area.</li> <li>• To make available a reserve figure based upon the guidance provided by the Charity Commission</li> </ul>	<p>Achieved.</p> <p>Achieved</p> <p>Achieved</p> <p>Achieved</p> <p>Achieved.</p>
Surrey Heath Age Concern	<ul style="list-style-type: none"> <li>• To monitor with the Community Partnership Officer the visiting and befriending service. At present the demand exceeds supply, with a waiting list of 70 as at 1st May 2018. Many of the referrals are received from the SHCCG integrated care service. A collaborative approach is required with an ongoing dialogue to work in retaining a local V&amp;B service in Surrey Heath without the need to close the service to new referrals.</li> <li>• To recruit new volunteers as necessary to achieve the above;</li> <li>• Acknowledge the support of the Council in all its publicity.</li> <li>• Maintain audited accounts to be provided as requested by the Council, and to make available a reserve figure based upon the guidance provided by the Charity Commission:</li> </ul>	<p>Yes, achieved waiting list still at 49, but a new post being introduced from Dec 2019.</p> <p>Achieved</p> <p>Achieved.</p> <p>Achieved.</p>

	<ul style="list-style-type: none"> <li>• To retain your community fundraising strategy, building your financial independence</li> <li>• For the trustees to manage the smooth migration in changing status to a CIO (Charitable Incorporated Organisation).</li> <li>•</li> </ul>	<p>Achieved.</p> <p>Achieved.</p>
Tringhams, West End	<ul style="list-style-type: none"> <li>• To comply with all legal responsibilities that relate to the services provided both the transport and day centre operation (to include safeguarding, health and safety etc.).</li> <li>• To retain an option to work with Surrey Heath to provide the transport services if necessary.</li> <li>• For the trustees to retain an ongoing service review that meets the changing community needs and demands. To continue to develop and expand the dedicated men only sessions to six time a year.</li> <li>• Client numbers at to be retained at an average of 19 people attending per day.</li> <li>• Acknowledge the support of the Council in all its publicity;</li> <li>• Maintain audited accounts, copies to be provided to the Council.</li> <li>• To make available a reserve figure based upon the guidance provided by the Charity Commission.</li> </ul>	<p>Achieved.</p> <p>Achieved</p> <p>Not achieved.</p> <p>Not Achieved as yet, average 15 per session.</p> <p>Achieved.</p> <p>Achieved.</p> <p>Not Achieved as yet.</p>
Camberley Central Job Club	<ul style="list-style-type: none"> <li>• To review and ensure that the constitution is up to date with the minor name change, by the 30<sup>th</sup> April 2019.</li> <li>• To provide employment training for those in high need within Surrey Heath, and to work with partners such as JCP to prioritise the support for those who have been</li> </ul>	<p>Achieved</p> <p>No</p>

	<p>unemployed for the longer periods, 6 months and longer. The first report outlining progress to be provided by 31<sup>st</sup> July 2019.</p> <ul style="list-style-type: none"> <li>• To provide accurate information on the outcomes of the services provided: numbers of those who have found work, numbers of clients seen, referral information, who, and numbers: The first report to be received by the 31<sup>st</sup> July 2019.</li> <li>• Over the period of this SLA for 70 to find work through this service with CJC providing evidence of this achievement.</li> <li>• To implement a volunteer and staff code of conduct, and safeguarding policy by the 30<sup>th</sup> June 2019.</li> <li>• For those who represent the organisation to retain a professional standard at all times when working with partners.</li> <li>• To review and identify any gaps in all legal and good practice governance responsibilities, implement any new policies as necessary, and evidence by the 31<sup>st</sup> March 2020.</li> <li>• Acknowledge the support of the Council in all its publicity.</li> <li>• Maintain audited accounts to be provided as requested by the Council.</li> <li>• To further develop a community fundraising strategy, that reduces the financial dependence from the council.</li> <li>• To make available a reserve figure based upon the</li> </ul>	<p>Yes</p> <p>Not achieved as yet 55</p> <p>Achieved</p> <p>Achieved.</p> <p>Review undertaken Nov 19</p> <p>Achieved</p> <p>An auditor has confirmed the accounts presented are correct. Working towards</p> <p>Yes, figure available</p>
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	guidance provided by the Charity Commission.	
Basingstoke Canal Authority	<ul style="list-style-type: none"> <li>• 20,000 volunteer hours worked on the canal each year with 150 volunteers regularly engaged on a range of activities to support the canal.</li> <li>• Increase the percentage of income generated by the BCA over the next year to reach 30% of total income.</li> <li>• Achieve 30,000 annual visits into the canal visitor centre, acting as a hub for visitors to the canal in Surrey Heath</li> <li>• Acknowledge the support of the Council in all its publicity.</li> <li>• Maintain audited accounts to be provided as requested by the Council.</li> </ul>	<p>Achieved</p> <p>Achieved</p> <p>Achieved</p> <p>Achieved</p>
Blackwater Valley Countryside Partnership	<ul style="list-style-type: none"> <li>• Work with partners planners and leisure officers to increase public greenspace in the Valley including new SANG sites.</li> <li>• Manage the Hawley Meadows/Blackwater Park SANG and Swan Lake Park SANG both used by SHBC. Produce annual reports for these sites.</li> <li>• Organise and lead 150 conservation projects within the Valley for local volunteers, involving 1,500 people, at least 15 projects involving 100 people in Surrey Heath.</li> <li>• Work to partnership budget as agreed by BVCP members committee with at least £220,000 raised additional to core LA contributions.</li> <li>• Value of volunteer activity in direct support of BVCP activities to be £150,000. Work to the value of £7,500 will be undertaken on sites within Surrey Heath Borough.</li> <li>• Acknowledge the support of the Council in all its publicity.</li> </ul>	<p>Achieved</p> <p>Achieved</p> <p>Achieved</p> <p>Achieved</p> <p>Achieved</p>

	<ul style="list-style-type: none"> <li>• Maintain audited accounts to be provided as requested by the Council</li> </ul>	Achieved Achieved
Surrey Heath Sports Council	<ul style="list-style-type: none"> <li>• Assist 8 talented sports people at County level and above with financial support</li> <li>• Assist 4 clubs and/or those living and coaching in Surrey Heath by subsidising coaching courses</li> <li>• Provide hardship bursaries to people with financial barriers to participation in sport.</li> <li>• Acknowledge the support of the Council in all its publicity.</li> <li>• Maintain audited accounts to be provided as requested by the Council</li> </ul>	Achieved (9) Not Achieved (3/4)  Achieved (6) Achieved Achieved
Surrey Heath Arts Council	<ul style="list-style-type: none"> <li>• Award grants to individuals and organisations connected with the arts so they can develop their work</li> <li>• To sponsor activities which promote the arts at community events such as the Surrey Heath Show</li> <li>• Actively promote and lead an Arts Council event as part of our strategy to attract younger members on to the Surrey Heath Arts Council</li> <li>• Acknowledge the support of the Council in all its publicity.</li> <li>• Maintain audited accounts to be provided as requested by the Council</li> </ul>	Achieved  Achieved  Not Achieved  Achieved Achieved

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## **Mytchett Skate Park, Camberley**

### **Summary**

Review of Mytchett Skate Park (off Hamesmore road, Camberley) following the annual play inspection carried out in 2018 and subsequent options reference the options for these areas and maintenance moving forward.

### **Portfolio: Places & Strategy**

**Date Portfolio Holder signed off report:** 13<sup>th</sup> January 2020

**Wards Affected:** Mytchett & Deepcut

### **Recommendation**

The Executive is advised to RESOLVE that Mytchett Skate Park be enhanced by replacing all of the ramps, excluding the half pipe, as set out at Option 1 of the agenda report.

The Executive is advised to RECOMMEND to Full Council that £54,000 be added to the Capital Programme, to be funded by Developer Contributions, for the replacement of the ramps at Mytchett Skate Park.

## **1. Key Issues**

- 1.1 Mytchett Skate Park is proving increasingly difficult and costly to maintain and the ramps will no longer be fit for purpose beyond 2020. The level of maintenance as well as local knowledge of the area suggests that this skate park is very well used and an important facility for older children and teenagers. The equipment needs to be removed and/or replaced.

[Mytchett Park Location Map](#)



## 2. Resource Implications

- 2.1 The council currently has £23k available for Mytchett and £59k (value at 1<sup>st</sup> April 2019) available from the Blackwater Valley developer contributions (shown below).

Mytchett - £23k  
Blackwater Valley Fund - £59k;

### BLACKWATER VALLEY & DEVELOPER CONTRIBUTIONS

Committed sum held to meet the annual maintenance costs and refurbishment of the recreational facilities at Crabtree Park, Watchmoor Reserve and Mytchett Recreation Ground.

## 3. Options

- 3.1 There are three options noted below to consider for this area.

### 3.2 Option One

Replace all ramps excluding the half pipe, which can be refurbished to look like new.

**Cost: £54k + VAT (as of July 2019)**

This is the preferred option as it also re-uses the existing framework of the half pipe. The remaining ramps will be replaced and enhanced.

A full consultation with users will take place to choose a preferred design.

The new ramps generally come with a 20 year guarantee on the steel frames, and a 5 year manufacturers & workmanship guarantee on the riding surface.

### 3.3 Option Two

Replace all ramps with brand new ramps (including the half pipe).  
**Cost: £65k + VAT (as of July 2019).**

A full consultation with users will take place to choose a preferred design.

The new ramps generally come with a 20 year guarantee on the steel frames, and a 5 year manufacturers & workmanship guarantee on the riding surface.

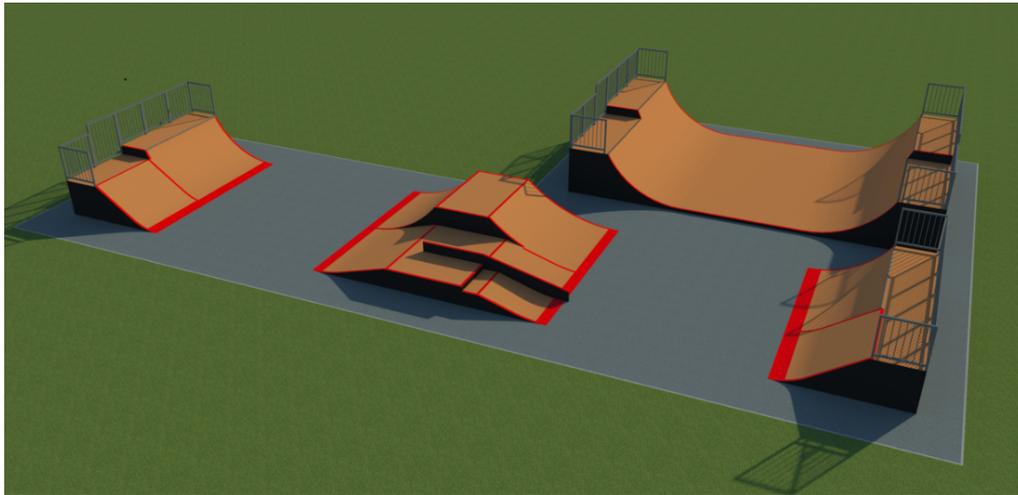
### 3.4 Option Three

Remove with no replacement.  
**Cost: £2k + VAT (as of July 2019)**

## 4. Supporting Information

### Option 1 cost breakdown

	<b>Quote QT 01-3366a</b> Mychett Rec - New Ramps (Refurbish Half Pipe)		<b>Date:</b> 30/07/2019 <b>Client:</b> Surrey Heath Council <b>Prepared for:</b> Julia Woodbridge <b>Email Address:</b> <a href="mailto:julia.woodbridge@surreyheath.gov.uk">julia.woodbridge@surreyheath.gov.uk</a> <b>Prepared by:</b> Joe Douglas				
	<div style="border: 1px solid black; width: 100px; height: 15px; margin: 5px auto;"></div>						
SITE	SITE ITEM	DESCRIPTION	REMEDIAL ACTION	CODE	UNIT PRICE	QUANTITY	SUBTOTAL
Mychett Rec	Half Pipe (6ft / 5ft x 25ft)	Split Height 6ft / 5ft x 25ft	Refurbish half pipe with metal railings, improved framework and new under-surface and riding-surface.		£12,000.00	1	£12,000.00
End 1	Quarter Pipe (4ft x 12ft)	4ft x 12ft	Manufacture, supply and install skate ramp as per design.		£7,000.00	1	£7,000.00
	Flat Bank (4ft x 8ft)	4ft x 8ft	Manufacture, supply and install skate ramp as per design.		£7,000.00	1	£7,000.00
Middle	Jump Box (4ft x 10ft)	4ft x 10ft	Manufacture, supply and install skate ramp as per design.		£7,000.00	1	£7,000.00
	Driveway (Grind Rail & Wembley Gap) (2ft x 10ft)	2ft x 10ft	Manufacture, supply and install skate ramp as per design.		£6,000.00	1	£6,000.00
End 2	Quarter Pipe (5ft x 12ft)	5ft x 12ft	Manufacture, supply and install skate ramp as per design.		£8,000.00	1	£8,000.00
	Flat Bank (4ft x 8ft)	4ft x 8ft	Manufacture, supply and install skate ramp as per design.		£7,000.00	1	£7,000.00
						<b>SITE TOTAL</b>	<b>£54,000.00</b>
						<b>GRAND TOTAL</b>	<b>£54,000.00</b>
						<b>*ALL PRICES EXCLUSIVE OF VAT</b>	<b>E&amp;OE</b>



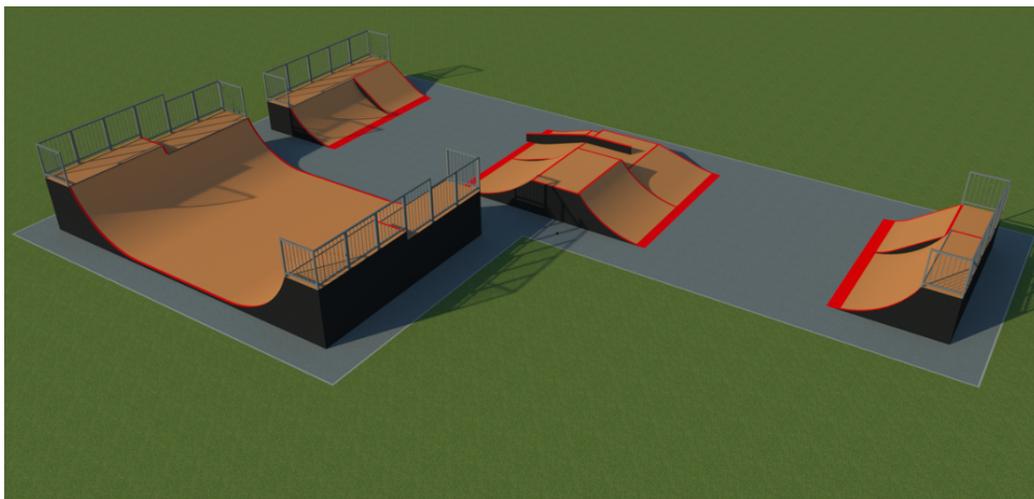
**Option 2 cost breakdown**



**Quote QT 01-3366b**  
Mychett Rec - All New Ramps

**Date:** 30/07/2019  
**Client:** Surrey Heath Council  
**Prepared for:** Julia Woodbridge  
**Email Address:** [julawoodbridge@surreyheath.gov.uk](mailto:julawoodbridge@surreyheath.gov.uk)  
**Prepared by:** Joe Douglas

SITE	SITE ITEM	DESCRIPTION	REMEDIAL ACTION	CODE	UNIT PRICE	QUANTITY	SUBTOTAL
Mychett Rec	Half Pipe (6ft / 5ft x 25ft)	Split Height 6ft / 5ft x 25ft	Manufacture, supply and install skate ramp as per design.		£23,000.00	1	£23,000.00
End 1	Quarter Pipe (4ft x 12ft)	4ft x 12ft	Manufacture, supply and install skate ramp as per design.		£7,000.00	1	£7,000.00
	Flat Bank (4ft x 8ft)	4ft x 8ft	Manufacture, supply and install skate ramp as per design.		£7,000.00	1	£7,000.00
Middle	Jump Box (4ft x 10ft)	4ft x 10ft	Manufacture, supply and install skate ramp as per design.		£7,000.00	1	£7,000.00
	Driveway (Grind Rail & Wembley Gap) (2ft x 10ft)	2ft x 10ft	Manufacture, supply and install skate ramp as per design.		£6,000.00	1	£6,000.00
End 2	Quarter Pipe (5ft x 12ft)	5ft x 12ft	Manufacture, supply and install skate ramp as per design.		£8,000.00	1	£8,000.00
	Flat Bank (4ft x 8ft)	4ft x 8ft	Manufacture, supply and install skate ramp as per design.		£7,000.00	1	£7,000.00
						<b>SITE TOTAL</b>	<b>£65,000.00</b>
						<b>GRAND TOTAL</b>	<b>£65,000.00</b>
						<b>*ALL PRICES EXCLUSIVE OF VAT</b>	<b>E&amp;OE</b>



Option 3 – No background information as approximate cost only.

**5. Corporate Objectives And Key Priorities**

- 5.1 **Place** - Protect, manage and maintain our parks and open spaces including the provision of quality leisure facilities;

The replacement of a Skate Park offering is an important part of maintaining our parks and open spaces.

The skate Parks are key leisure and recreational facilities for older children and play an important role in creating diversity in terms of our leisure offer and increasing our play value as a borough.

- 5.2 **Prosperity** - Strengthen the Council's financial independence by increasing our own income;

A full review and careful consideration of every available option will ensure the best use of any available funds for replacement.

- 5.3 **People** - Use our green space to deliver a programme of sport and leisure activities supporting community engagement with all people;

The skate park is an important opportunity for older children to engage with the community and have regular exercise and take part in leisure and recreation.

- 5.4 **Performance** - Improve access to services through the use of technology;

## 6. **Risk Management**

- 6.1 The maintenance of this equipment is catered for within the current grounds maintenance contract. There would be no cost implications unless a piece of equipment failed or needed repair outside of the warranty period.

## 7. **Consultation**

- 7.1 Consultation will be carried out with the users to assist with the equipment selection process and final design.

## 8. **PR And Marketing**

- 8.1 An improvement in Mytchett Skate Park will make a positive contribution to the facilities for older children and also contribute to the following:

- Improve leisure provision in the borough
- Increasing opportunity for leisure activities
- Protecting and enhancing facilities for older children
- Creating an improved flagship Skate Park
- Operationally easier to maintain and manage
- Reduce maintenance costs

- Reducing costs due to vandalism in the more isolated Crabtree Skate Park

<b>Annexes</b>	None
<b>Background Papers</b>	None
<b>Author/Contact Details</b>	Julia Woodbridge Julia.woodbridge@surreyheath.gov.uk
<b>Head of Service</b>	Daniel Harrison - Executive Head of Business

**Suitable Alternative Natural Greenspace (SANG) provision and allocation in Surrey Heath.**

**Summary**

The provision of or financial contribution to Suitable Alternative Natural Greenspace (SANG) is a requirement for all planning applications involving new residential development to mitigate the adverse recreational impacts on the Thames Basin Heaths Special Protection Area (SPA). SANG capacity in the Borough is becoming limited, particularly in the west of the Borough. Without further provision, in the next 6-12 months applications for new residential development are at risk of being refused due to lack of SANG capacity.

The Planning Policy team have produced SANG allocation criteria to help ensure that remaining SANG capacity is used efficiently and made available for those developments that are best placed to deliver the spatial strategy for the Borough. Planning Policy have also produced a SANG Acquisition Strategy identifying the main areas in the Borough with potential for SANG creation to mitigate the impact of future housing development in the West of the Borough on the SPA.

**Portfolio – Planning & People**

**Date Portfolio Holder signed off report: 9 January 2020**

**Wards Affected**

All

**Recommendation**

The Executive is asked to RESOLVE that

- (i) the SANG allocation criteria, as set out in Annex 1 to this report, be agreed;
- (ii) authority be delegated to the Head of Regulatory Services, in consultation with the Portfolio Holder for Planning & People, to investigate the acquisition of land for SANG through negotiations with relevant landowners and to prioritise investigating potential at suitable sites, as identified in the SANG Acquisition Strategy as set out at Annex 2 to this report;
- (iii) neighbouring authorities (Bracknell, Hart and Rushmoor) be contacted to highlight the immediate issue Surrey Heath has in respect of the shortage of SANG and to ask again if they can provide any SANG capacity.

**1. Resource Implications**

- 1.1 The initial resource implications of identifying sites will be covered by existing planning policy budgets. The process of SANG acquisition will have significant cost implications (for example Windlemere SANG cost

in the region of £900,000, whilst Chobham Meadows was secured through a £1.5 million LEP loan). However, the cost is retrievable from developers via CIL or S106 agreements and the Council will investigate if LEP loan funding is available to support SANG acquisition costs. There are no other cost implications for 2019/2020.

## **2. Background**

- 2.1 The Thames Basin Heaths Special Protection Area (SPA) was designated in March 2005 under European and UK law. The Thames Basin Heaths SPA was designated to protect three species of ground nesting birds from adverse impact by human activity, including recreation on the SPA.
- 2.2 In 2009 the Joint Strategic Partnership Board agreed a strategy of avoidance and mitigation measures to offset the impact of new residential development. This involves the designation of an exclusion zone where no new residential development is permissible (400m buffer zone), contributions to Strategic Access Monitoring and Management (SAMM) and the provision of Suitable Alternative Natural Greenspace (SANG).
- 2.3 The provision of, or contribution to SANG is a requirement for all planning applications involving new residential development. This is usually facilitated through a contribution to a Council owned SANG (known as Strategic SANGs), whereby capacity is reserved for a given application, or through the provision of bespoke SANGs which are provided by the developer. It is important to note that for development of 10 net new dwellings or more, the application site needs to be within the catchment area of the SANG that it is allocated to (catchment area is dependent on the size of the SANG). More information is available in the Thames Basin Heaths Special Protection Area Avoidance Strategy Supplementary Planning Document<sup>1</sup>.
- 2.4 Planning applications for development requiring capacity at a Strategic SANG are currently allocated to a relevant SANG upon being registered (this is monitored on a monthly basis). As of the 1<sup>st</sup> August 2019, upon approval the planning application is valid for one year (unless site specific circumstances require a three year permission).

## **3. SANG capacity in the west of the Borough**

- 3.1 The availability of SANG capacity in the West of the Borough is becoming increasingly limited, with capacity remaining for 113 dwellings in the Western Urban Area as of November 2019. Although the Council is seeking opportunities for the provision of new SANG, including joint working with neighbouring authorities, there is currently no certainty that the Council can obtain additional capacity at this time.

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<sup>1</sup>Available at: <https://www.surreyheath.gov.uk/sites/default/files/Thames%20Basin%20Heaths%20Special%20Protection%20Area%20SPD%202019.pdf>

- 3.2 Consequently, the issue of providing adequate SANG in Surrey Heath is becoming increasingly urgent. The possibility that applications for 10 or more units in the west of the Borough will have to be refused on the basis of no remaining SANG capacity is becoming increasingly likely. Therefore, it is essential that Surrey Heath identifies additional SANG capacity to mitigate the impact of such development on the Thames Basin Heaths SPA.
- 3.3 In order to fully understand the deficit in SANG capacity and to address this deficit for in the West of the Borough, the Planning Policy Team have produced a SANG Acquisition Strategy (Annex 2). The Strategy includes a SANG trajectory (see section 2.3) which identifies a SANG capacity deficit of 1633 dwellings (at 2.5 people average occupancy) up to 2036 in the West of the Borough.

#### **4. Actions taken to date to maximise efficient use of SANG capacity**

- 4.1 An item was taken to the 16<sup>th</sup> July Executive Meeting in respect of SANG provision in Surrey Heath and the Executive 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; and
  - ii. a forward payment be made to Bracknell Forest Council to reserve SANG capacity at Shepherd Meadows.
- 4.2 This was based on Officer recommendations that, to ensure that SANG capacity is utilised effectively, the Council needs to limit SANGs capacity committed to applications that have not commenced, and thereby ensure that applications that will be delivering housing have capacity. The forward payment to Bracknell in respect of Shepherd Meadows SANG was proposed to demonstrate that capacity is being used and help progress discussions in respect of securing further much needed SANG capacity through joint working.

#### **5. Next steps**

- 5.1 Due to concerns regarding SANG capacity in the west of the Borough and the need for the Council to maximise existing capacity through efficient allocation, it is proposed that the Council introduce SANG allocation criteria (Annex 1). The introduction of the SANG allocation criteria would result in the following key changes:
- SANG capacity would no longer be allocated upon registration of a planning application. Instead, capacity would only be offered once the development has been assessed to be in accordance with the adopted Local Plan and a request for SANG capacity has been made in writing to the Head of Regulatory Services.

- The introduction of an interim priority for future allocation of Council owned or administered SANG, as set out in paragraph 7 of Annex 1.
  - The Council will no longer allocate Council owned or administered SANG to Prior Approvals for conversion of offices to residential. This would apply to all new Prior Notification applications and any Prior Approvals that have not yet submitted a Habitats Regulation application.
  - Following the introduction on the 1<sup>st</sup> August 2019 of the 1 year permission for planning applications of up to 100 units, Development Management Officers, in discussion with applicants, have identified that there are challenges for larger developments being conditioned with the 1 year permission. To address this, it is proposed that the 1 year permission is applied to developments of up to 50 units.
- 5.2 It is important to note that the SANG allocation criteria only applies to developments which seek SANG capacity at Council owned or administered SANGs. Developers are able to provide alternative SANG provision.
- 5.3 Chapter 3 of the SANG Acquisition Strategy (Annex 2) considers opportunities for new SANG in the Borough, undertaking a detailed assessment of potential site options and scoring sites on their potential catchment area, potential capacity and their potential to link to other SANGs (see page 14). The Strategy concludes that, based on this assessment, the focus for delivering SANG within the Borough should be placed on acquiring land at any of the following alternative options: Pine Ridge Golf Course, Frith Hill Woodland or Mytchett Lakes. It is important to stress that any of these areas in isolation could meet the need identified in the West of the Borough up to the year 2034. The Strategy also identifies a further option as Land at St Catherine's Road, North of Lake Road, which has the potential to deliver additional capacity which would meet the vast majority of the identified need for the plan period.
- 5.4 As such, Executive approval is sought delegated authority for the Head of Regulatory Services to investigate the acquisition of land for SANG through negotiations with relevant landowners and to prioritise investigating potential at suitable sites in the Borough as identified SANG Acquisition Strategy.
- 5.5 Furthermore, to progress discussions with neighbouring local authorities in respect of obtaining additional SANG capacity, it is proposed that the Council contact neighbouring authorities (Bracknell, Hart and Rushmoor) at Chief Executive / Head of Service level to identify the immediate issue we have of a shortage of SANG and to ask if they can provide any additional short or long term SANG capacity.

- 5.6 The risk of not taking actions to maximise the efficient use of existing SANG capacity and identify new opportunities for additional capacity is that the Council will not be able to grant planning permission for residential development of 10 net new dwellings or more in the West of the Borough unless on-site SANG is provided. However, there are limited opportunities for on-site SANG in the West of the Borough. This would impact on the deliverability of the 5 year housing land supply, the housing delivery test and may lead to development being granted in less sustainable locations.

## 6. Options

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

- (i) **AGREE** that the Council will introduce the SANG allocation criteria, as set out in Annex 1, with immediate effect.
- (ii) **AGREE** to delegate authority to the Head of Regulatory Services, in consultation with the Portfolio Holder for Planning and People, to investigate the acquisition of land for SANG through negotiations with relevant landowners and to prioritise investigating potential at suitable sites, as identified in the attached SANG Acquisition Strategy (Annex 2).
- (iii) **AGREE** to contact neighbouring authorities (Bracknell, Hart and Rushmoor) to highlight the immediate issue Surrey Heath has in respect of the shortage of SANG and to ask again if they can provide any SANG capacity.
- (iv) **NOT AGREE** that the Council will introduce the SANG allocation criteria, as set out in Annex 1, with immediate effect.
- (v) **NOT AGREE** to delegate authority to the Head of Regulatory Services, in consultation with the Portfolio Holder for Planning and People, to investigate the acquisition of land for SANG through negotiations with relevant landowners and to prioritise investigating potential at suitable sites, as identified in the attached SANG Acquisition Strategy (Annex 2).
- (vi) **NOT AGREE** to contact neighbouring authorities (Bracknell, Hart and Rushmoor) to highlight the immediate issue Surrey Heath has in respect of the shortage of SANG and to ask again if they can provide any SANG capacity.

## 7. Legal issues

- 7.1 No risks have been identified.

## 8. Corporate Objectives And Key Priorities

- 8.1 The proposals support the Council's ability to achieve the Objective for prosperity by facilitating the Council's ability to deliver new housing development in sustainable locations of the Borough.

<b>Annexes</b>	Annex 1: SANG allocation criteria Annex 2: SANG acquisition strategy Annex 3: Appendix 1 of SANG acquisition strategy
<b>Background Papers</b>	
<b>Author/Contact Details</b>	Keiran Bartlett – Planning Officer Keiran.Bartlett@surreyheath.gov.uk
<b>Head of Service</b>	Jenny Rickard – Executive Head of Regulatory

### Consultations, Implications and Issues Addressed

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

**Review Date:**

**Version:** 1

# **Surrey Heath SANG allocation SANG allocation criteria**



**January 2020**

## Introduction

1. Suitable Alternative Natural Greenspace (SANG) capacity for full applications relating to net residential development is currently allocated upon registration of an application, which is monitored on a monthly basis. The Council took steps to ensure that valuable SANG capacity would not get tied up for long periods and was best placed to deliver development in the Borough now. This included:
  - i. Introducing a one year consent limit for applications involving net new residential development.
  - ii. Only allocating SANG capacity to Prior Approvals for office to residential development upon receipt of a Habitats Regulations application for a period of one year during which time the development must commence (secured through a Section 106 agreement).
2. Despite the steps taken, SANG capacity in the West of the Borough is becoming increasingly limited. The Surrey Heath SANG Acquisition Strategy (2019) demonstrates that, without the provision of additional SANG capacity in the West of the Borough, the Council will soon have no remaining capacity for this area.
3. The Council continues to seek opportunities to deliver Council administered SANG to support the delivery of new residential development within the Borough. However, in the interim period where the Council seeks to identify new SANG capacity, the Council needs to ensure that it's remaining SANG capacity is made available to those developments that are best placed to deliver the spatial strategy for the Borough. As such, the Council is proposing to introduce further changes to it's SANG allocation procedures. This includes prioritising certain forms of development that capacity will be allocated to, in line with the guidance contained within this note.

## Proposed changes to SANG allocation in Surrey Heath

4. The Council will no longer allocate SANG capacity upon registration of a full application. Only when it has been established that a scheme is in accordance with the adopted policy of the Council will any offer of capacity be considered. Requests for SANG allocation should be made in writing to the Head of Regulatory Services.
5. Where a proposal has been allocated SANG capacity and the application is approved, the SANG allocation will extend to the life of the planning permission, which is currently one year as agreed by the Council's Executive in July 2019.
6. SANG capacity will be returned to the pool of available capacity if planning permission is refused, or if planning permission lapses without being implemented.

7. The Council has determined that the interim priority for the future allocation of any Council administered or managed SANG will be in the following order:
  - i. Development that delivers the affordable housing target of Policy CP5 of the Core Strategy and Development Management Policies 2011-2028 (CSDM), adopted in February 2012, for developments of 10 or more net dwellings.
  - ii. Developments within Camberley Town Centre, as defined in the Camberley Town Centre Area Action Plan Proposals Map.
  - iii. Developments on PDL within settlement areas, as defined on the Core Strategy Policies Map 2012.
  - iv. All other planning applications that would result in 1 or more additional net units where they comply with general criteria set out within the Local Development Plan.
8. In all instances the development must be policy compliant in that it must be in accordance with the adopted policy of the Council and national policy. Application proposals that are not deemed policy compliant will not be allocated SANG capacity.
9. The Council will no longer automatically allocate SANG capacity to appeals. Any allocation of SANG capacity will be at the discretion of the Head of Regulatory Services and subject to the amount of capacity available.
10. The Council will no longer be allocating SANG capacity to prior notifications involving net additional residential development. This does not prevent applicants seeking alternative means to obtain SANG capacity or submitting a full planning application for change of use.
11. The SANG allocation criteria only applies to development proposals for net new residential development that require capacity at Strategic SANG's (those owned or administered by the Council). Where SANG is secured from sites not owned by the Council, planning applications in accordance with the Thames Basin Heaths Special Protection Area Avoidance Strategy Supplementary Planning Document.
12. As of the 1<sup>st</sup> August 2019, the Council reduced the time period for which a planning application new residential development is valid from three years to one year. For development proposals in excess of 100 units, discretion is applied by the case officer in determining whether it is appropriate for a one year expiration of planning permission to be applied. However, due to concerns raised by applicants as to the challenges of a one year permission, discretion will now be applied to development proposals in excess of 50 dwellings, taking into account site specific circumstances.

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**SANG Strategy Surrey  
Heath**

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**Interim Study**

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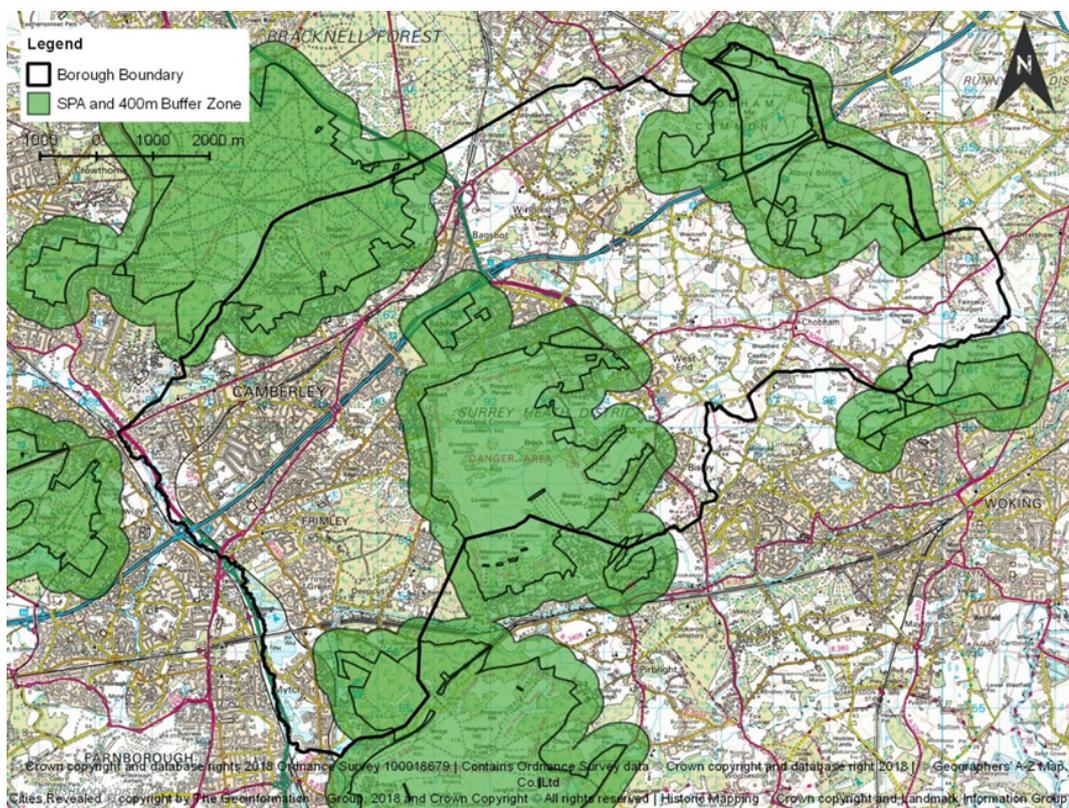
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**September 2019**

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# 1 Introduction

- 1.1.1 Housing delivery is a key element of preparing a Local Plan. The Government has stressed the need to plan for the right homes in the right places and expects local authorities to develop up-to-date plans with their communities that meet their Local Housing Need figure.
- 1.1.2 Surrey Heath is entirely within 5km of the Thames Basin Heaths Special Protection Area (SPA), which was designated by the European Union in March 2005. It is protected from adverse effects under The Conservation of Habitats and Species Regulations 2017 (or as subsequently amended) and European Directive 2009/147/EC. The Regulations deal with both the impact of developments and of Development Plans upon European Sites which include SPAs. Local Planning authorities are identified as a “competent authority” for the purposes of determining whether or not a proposed development scheme or Development Plan Document is likely to have a significant effect upon the SPA. The effect of the Regulations is to require Local Planning Authorities to ensure that any proposed development scheme or Development Plan will not adversely affect the integrity of the SPA.
- 1.1.3 The Thames Basin Heaths SPA is a network of heathland sites which are designated for their ability to provide a habitat for the three following internationally important rare bird species: dartford warbler, woodlark and nightjar. It is spread across nine local authorities in Berkshire, Hampshire and Surrey. The Thames Basin Heaths SPA covers approximately 23% of the Borough as shown on Map 1. Within Surrey Heath Borough the SPA comprises of Chobham Common, Brookwood Heaths, Colony Bog to Bagshot Heath and Broadmoor to Bagshot Woods and Heath.



Map 1: Extent of the Thames Basin Heaths SPA and 400m buffer zone

- 1.1.4 All 3 species of birds nest on the ground or at low level and so are easily disturbed or harmed by human activity. In particular, this includes recreational activity such as dog walking. Predation by domestic cats is also a risk factor, as is the potential for fly tipping and arson on the heathland habitat. As such, all net new residential development is considered to have a likely significant effect on the Thames Basin Heaths SPA and requires mitigation and avoidance measures to be considered permissible.
- 1.1.5 Due to the large number of local authorities involved and the cumulative nature of the impacts (a result of many individual housing applications), a co-ordinated approach to avoidance measures has been necessary and the Thames Basin Heaths Joint Strategic Partnership Board (JSPB) was set up to provide the vehicle for joint working between local authorities and other organisations responsible for protection of the Thames Basin Heaths SPA. The JSPB includes Member representation for each affected Local Authority together with a number of stakeholders.
- 1.1.6 In February 2009 the JSPB endorsed a strategic Delivery Framework. This recommends a combination of three avoidance measures to protect the Thames Basin Heaths from the impacts of new residential development:
- The establishment of a 400 metre buffer around the SPA within which no net new residential development will be permitted.
  - The provision of Suitable Alternative Natural Greenspace (SANG).
  - Strategic Access Management and Monitoring (SAMM) measures, coordinated visitor management across the whole of the publically accessible SPA.
- 1.1.7 SANGs are areas that currently are not in use for recreation or are underutilised and so are a new alternative provision or are existing areas that are significantly under-used and so have the capacity to absorb additional recreational use. In the case of the latter category it is important to consider why the site is under-used and whether it truly represents an alternative resource. SANGs should be in place before any development is occupied so that the risk of additional recreational pressure arising on the SPA is avoided. More information on the three avoidance measures is set out in the Thames Basin Heaths SPA Avoidance Strategy Supplementary Planning Document<sup>1</sup> (2019).
- 1.1.8 This Paper provides a background on existing SANG capacity in Surrey Heath, details the work that has been undertaken to acquire additional SANG capacity<sup>2</sup> to mitigate the impact of new development, and provides an assessment of potential future SANG sites in the Borough.

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<sup>1</sup><https://www.surreyheath.gov.uk/sites/default/files/Thames%20Basin%20Heaths%20Special%20Protection%20Area%20SPD%202019.pdf>

1.1.1 <sup>2</sup> Carrying capacity refers to the quantity of new visitors or recreational activity that a SANG can accommodate without detriment to the site

## 2 SANG capacity in Surrey Heath

### 2.1 Surrey Heath SANGs

2.1.1 There are currently three strategic SANGs in Surrey Heath which are detailed in Table 1. This includes details of SANG capacity remaining as of the 20<sup>th</sup> August 2019. Strategic SANGs are owned and maintained by a relevant local authority or similar body and provide avoidance measures for developments that cannot provide their own on-site SANG. There are also Bespoke SANGs in the Borough that provide avoidance measures for a specific development. New developments of more than 136 units are generally expected to provide a bespoke SANG rather than relying on capacity at Surrey Heath's available strategic SANGs. Further guidance is detailed in the Thames Basin Heaths SPA Avoidance Strategy SPD (2019).

Strategic SANG	Total people capacity	People capacity remaining
Chobham Meadows	2516	471
Chobham Place Woods	280	0
Windlemere	2000	1306

**Table 1: Surrey Heath SANGs and their people capacities.**

### 2.2 Joint working

2.2.1 Due to the limited availability of SANG capacity in the west of the Borough, Surrey Heath has worked with neighbouring authorities to provide SANG to mitigate the impact of new development on the SPA. This includes an apportionment of capacity from one SANG in Hart District, one SANG partially within Hart District and Rushmoor Borough, and on in in Bracknell Forest Borough which catchment areas cover either part or the entirety of the Western Urban Area<sup>3</sup>. Table 2 details the original capacity for each of these SANGs provided for Surrey Heath and the capacity remaining as of the 20<sup>th</sup> August 2019.

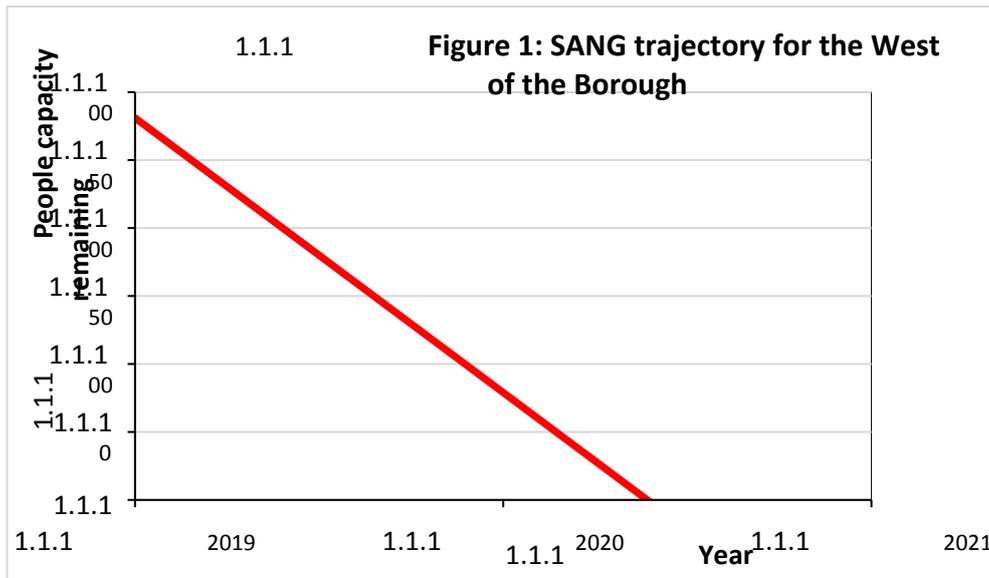
Strategic SANG	Total people capacity	People capacity remaining	Location
Shepherds Meadows	1200	197	Bracknell FC
Hawley Meadows	1091	60	Hart DC and Rushmoor BC
Swan Lakes	194	0	Hart DC

**Table 2: SANGs in other Council's that Surrey Heath allocates to and their people capacities.**

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<sup>3</sup> The Western Urban Area comprises the settlement areas of Camberley, Frimley, Frimley Green and Mytchett.





## 2.4 Surrey Heath Borough Council's position

- 2.4.1 The SANG capacity trajectory illustrates that delivering SANG for the Plan Period is a significant challenge for the Borough. If SANG capacity becomes unavailable in any area of the Borough, there will be an embargo on all net new residential development in that area for developments of 10 or more units. Consequently, if additional capacity is not provided in the west of the Borough it could significantly impact on the Council's ability to deliver housing. Therefore, it is essential that Surrey Heath identifies additional SANG capacity to mitigate the impact of such development on the Thames Basin Heaths SPA.
- 2.4.2 For the east of the Borough, this issue is not pressing because the trajectory suggests that the current capacity will run out in 2034. Moreover, the east of the Borough has greater opportunity to deliver sites that are suitable for SANG due to its rural nature. Since the introduction of the avoidance measures, three strategic SANGs have been delivered in the east of the Borough (this does not include bespoke SANGs). Moreover, an application is currently being considered for a new SANG in the East of the Borough, south of New Road in Windlesham (application reference 19/0370).
- 2.4.3 In the west of the Borough the provision of SANG capacity has been reliant on SANGs in neighbouring authorities, with only bespoke SANGs being delivered in the west of the Borough. This is mainly due to the lack of opportunity for suitable SANG sites in the west of the Borough as a result of its predominantly urban character. However, it is also influenced significantly by land ownership and land values.
- 2.4.4 Whilst the Council continues to engage and work with neighbouring authorities to provide additional SANG capacity for the west of the Borough, it is unlikely that this will provide enough additional capacity to meet the need over the Plan period. Moreover, the capacity that can be provided by neighbouring authorities is ultimately a finite resource, being dependent on existing or potential SANGs within close proximity to the west of the Surrey Heath. Therefore, it is important that the Council considers what options exist within the Borough.

## **3 Opportunities for new SANGs in the Borough**

### **3.1 Introduction**

3.1.1 This section considers future opportunities for additional SANG capacity within Surrey Heath. It begins by briefly outlining the requirements for SANG, as set out in detail in the Thames Basins Heaths SPA Avoidance Strategy SPD, and undertakes an assessment of potential SANG sites within the Borough that could provide capacity for the SANG deficit identified in section 2. The assessment is split into two stages. Stage 1 summarises the initial assessment of site options consisting of a sifting exercise to determine sites that could be considered suitable for SANG. Stage 2 outlines a detailed assessment of feasible SANGs options, including an assessment of their potential to meet the SANG deficit for the plan period.

### **3.2 Requirements for the creation of SANG**

3.2.1 SANGs should be accessible, have identifiable recreational routes in the form of a circular walk and should be promoted as an alternative recreational use. SANGs should be in place prior to the occupation of any development which has been allocated to the SANG.

3.2.2 It is a requirement that a SANG must provide a minimum circular walk of 2.3 -2.5km. To be considered as a SANG, a site must be in excess of 2ha, however in practice to achieve the minimum circular walk requirement, SANGs need to be considerably larger. The ability of a site to deliver the necessary circular walk can be dependent on the shape of a site and the design of a proposed SANG, including effective landscaping.

3.2.3 Section 5 and Appendix 2 of the Thames Basin Heath Special Protection Area Avoidance Measures SPD sets out the guidelines for the creation of SANG in detail. This includes meeting all the must haves, such as being safely accessible by car and clearly signposted, should haves, for example linking to a longer walk of 5km or more, and desirables, such as being suitable for owners to take dogs from the carpark to the SANGs safely off the lead.

3.2.4 The catchment area a SANG can achieve is dependent on the overall size of a SANG. Where a SANG is linked up to other SANGs, through access management measures, the combined area of the SANGs can be used to derive the catchment area both SANGs can achieve. SANG catchment areas are as follows:

- I. SANG of 2-12ha will have a catchment of 2km
- II. SANG of 12-20ha will have a catchment of 4km
- III. SANG of 20ha+ will have a catchment of 5km

3.2.5 For SANGs where no discount is applied, 8ha of SANG equates to a capacity of 1000 people. As such, to meet the deficit identified for the west of the Borough, there is the need for a minimum of 32.66ha of SANG which has had no discount applied to its capacity.

3.2.6 SANGs are expected to be provided and funded in order that they can function in perpetuity which is considered at least 125 years<sup>4</sup>. All SANG proposals must include an in-depth Management Plan.

### 3.3 Stage 1 – initial assessment of site options

3.3.1 Previously assessments of potential site options for SANG have only considered sites that were submitted for potential SANGs within the Strategic Land Availability Assessment (SLAA). This was based on the assumption that sites submitted for other uses, or indeed sites that were not submitted, were not available and therefore not deliverable. However, given the pressing need for additional SANG capacity, the Council is exploring all site options that could be considered suitable for conversion to a SANG, irrespective of whether they are considered currently available.

3.3.2 In the first instance, sites were identified from the Call for Sites exercise held in 2018 and previous Call for Sites entries. A mapping exercise was also completed on land within 5km (this is based on the maximum catchment area a SANG is capable of achieving) of the west of the Borough. Sites that did not meet the basic criteria for SANG, for example the 2.3km circular walk and minimum area requirement, were not included in the Stage 1 assessment. All sites that are included in the assessment are only considered on the basis of their potential for SANG, not for residential development or enabling development. However, it is noted that, in some cases, enabling development may be required to ensure that a SANG is viable and achievable. Only land within the Borough was considered in the assessment.

3.3.3 The table 3 below shows the full list of sites considered, whether they were taken through to the stage 2 assessment and the reason for this.

Site	Area (ha)	Taken forward to stage 2	Reason
Land at Swift Lane (south of New Road)	8 - 28	Yes	The site has been submitted in previous Call for Sites and part of the site forms part of an application pending decision for change of use to a SANG.
Fairoaks Airport	52	Yes	The site was submitted with a large SANG as part of the Call for Sites 2018 and forms part of an application pending decision.
Pennyhill Park	7.2	Yes	The site was submitted as part of the Call for Sites 2018.
Snows Ride	15.8	Yes	The site was submitted as a SANG as part of the Call for Sites 2018.

<sup>4</sup> In accordance with the Perpetuities and Accumulations Act 2009.

Land north of Princess Royal Barracks	8	Yes	The site was indicated as a potential extension to the Deepcut SANGs as part of the Call for Sites 2018.
Land south of Notcutts	8.2	Yes	The site was submitted as part of the Call for Sites 2018.
Pine Ridge Golf Course	65	Yes	The site was not submitted as a potential SANG as part of the Call for Sites 2018, although previous submissions have included a SANG element. Due to the sites size and location, it is taken forward for the stage 2 assessment.
Kings School Land, Watchetts Drive	6.3	Yes	The site has not been submitted as part of the Call for Sites 2018. The site is small and achieving a circular walk of 2.3-2.5km would be challenging. However, due to the site's strategic location within the Western Urban Area, it is taken forward to the stage 2 assessment.
Mytchett Lakes	51	Yes	The site has not been submitted as part of the Call for Sites 2018. However, due to the site's large area and strategic location, it is taken forward to the stage 2 assessment.
Barrosa Common	9.8	Yes	The site was submitted in previous Call for Sites, but not with a SANG element. Although the site is small and has existing recreational use, due to its strategic location it is included in the stage 2 assessment.
Frith Hill Woodland	135	Yes	The site has not been submitted as part of the Call for Sites 2018. Due to the site's large area and strategic location, it is taken forward for the stage 2 assessment.
Land east of St Catherines Road	28	Yes	The site was submitted as part of the Call for Sites, but did not include a SANG element. Due to the site's strategic location and large area, it is taken forward to the stage 2 assessment.
Land east of Basingstoke canal, South of Guildford	17	No	The Site is entirely within the 400m buffer zone and intersected by the SPA. Although the site is in a

Road			strategic location, the parcels of land outside the SPA are too small to produce a SANG that meets the basic requirements. Moreover, a SANG in this location could compromise the integrity of the SPA without implementing holistic access management measures.
Oak House Farm, Pennypot Lane	13.5	No	There are a number of sites identified in the east of the Borough as having potential for SANG. Due to the limited need for capacity in this area over the plan period, it was not considered necessary to take the sites forward to the stage 2 that were not submitted with a SANG element in the east of the Borough as part of the Call for Sites.
Land East of Clews Lane, Bisley	7.2	No	
Hawks Farm, Bisley	5.9	No	
Round Pond Nursery	8.2	No	
Watchmoor Reserve site, Camberley	5.5	No	
<b>Table 3:</b> Stage 1 assessment of potential SANGs in Surrey Heath			

### 3.4 Stage 2 – assessment of potential sites

3.4.1 Following the Stage 1 assessment, 12 potential sites were taken forward for the Stage 2 assessment. Of the 12 sites carried forward, only two included areas of land owned by Surrey Heath Borough Council (this only represented a small proportion of the two sites). Therefore, all sites included in the Stage 2 assessment would require the Council to purchase land in order to create a strategic SANG.

3.4.2 The Stage 2 assessment below provides detailed information for each site in relation to its potential for SANG. The suitability of the 12 sites would need to be determined in consultation with Natural England and be in accordance with the updated Thames Basin Heaths avoidance strategy SPA SPD.

#### **Land at swift lane**

3.4.3 The site was submitted as part of the Call for Sites for an 8ha SANG, however previous entries have included a wider area of land in excess of 25ha. A planning application (19/0370) is currently under consideration for a section of the site that adjoins New Road to create a SANG of 17ha. The access would be from New Road, which is separate from the wider Swift Lane site. The site is entirely within the Green Belt and there is the risk of contaminated land and flooding on the site.

- 3.4.4 At a size of 17ha, the SANG would have a catchment area of 4km and an indicative people capacity of 2125. The 4km catchment would not reach Camberley Town Centre and would only include a small area of St Pauls Ward and Parkside Ward in Camberley. However, if the site were expanded beyond the boundaries of the application site to reach an area in excess of 20ha, for example extended to include the land adjoining the A322, the catchment area would reach parts of Camberley Town Centre, including the Land East of Knoll Road. Such a SANG could mitigate the impact of over 2500 people and therefore contribute to addressing the deficit in the West of the Borough.
- 3.4.5 The site does adjoin agricultural fields to the east which could be considered as possible extensions to a proposed SANG to increase the capacity.

#### **Land at Fairoaks Airport**

- 3.4.6 The site was submitted as part of a larger development in the Call for Sites 2018, as well as forming part of an application pending decision, and is entirely within the Green Belt. The site is large at 52ha and therefore capable of mitigating up to 6500 people capacity. However, the site is partly within Runneymede Borough Council and it is therefore likely that a proportion of SANG capacity would be allocated to this authority. The site could achieve the maximum catchment of 5km and therefore would only mitigate the impact of housing development coming forward in the Chobham area of Surrey Heath.

#### **Pennyhill Park**

- 3.4.7 The site is situated between Camberley and Bagshot, north of London Road, and is entirely within the Countryside beyond the Green Belt. The site is relatively small at 7.2ha, and therefore would only achieve a 2km catchment which would not reach the western urban area. The site in isolation could achieve a people capacity of 900. One challenge that would need to be addressed for the site is where the SANG would be accessed and where parking would be provided.
- 3.4.8 If direct pedestrian links were made between the site and Notcutts SANG, which is situated south of London Road opposite the site, the site's combined area (13.8ha) could achieve a 4km catchment and would reach Camberley Town Centre. If the land south of Notcutts (3.4.12) were to be incorporated and joined up with the other two sites, this could extend the capacity to 1925 and allow for a 5km catchment, incorporating a large area of Camberley. It is important to note that there is no capacity remaining at the Notcutts SANG, which is a bespoke SANG, and it does not therefore contribute to the indicative capacity figure of 1925 people.

#### **Snows Ride**

- 3.4.9 The site is located in Windlesham, east of Snows Ride. The site is entirely in the Green Belt and an undesignated open space, following an application (12/0117) for change of use from agricultural land to open space. With an area of 15.8ha, the site could achieve a 4km catchment and capacity for 1975 people. Due to the site's location, the catchment area would not reach the Western Urban Area. The site

would provide capacity for Bagshot, Windlesham and Lightwater.

#### **Land north of Princess Royal Barracks**

- 3.4.10 The site was not submitted in the Call for Sites, but was noted by a developer to be an option to mitigate the impact of a specific site in Deepcut. The site is situated to the north of the Deepcut development and has the potential to achieve capacity for 1000 people, however discounting would be required. The site is entirely within the 400m buffer zone. In order for a SANG proposal to be considered acceptable in this location, it would need to be ensured that there were no links between the SANG and the adjoining SPA through appropriate access management measures. The east of the site forms part of a Site of Interest For Nature Conservation (SINC) and this would need to be taken account of in the development of a SANG proposal.
- 3.4.11 In isolation, a SANG in this area could achieve a catchment of 2km, which would include the areas of Heatherside and Deepcut, but not the majority of the western urban area. However, if the site were to be joined up to other SANGs in the area, such as the SANG that will be provided as part of the Deepcut development, the SANG could achieve a 5km buffer and include the majority of the Western Urban Area, including Camberley Town Centre.

#### **Land south of Notcutts**

- 3.4.12 The site is situated between Camberley and Bagshot, south of the existing Notcutts SANG. The site is relatively small and in isolation could only achieve a 2km catchment, not reaching the west of the Borough, and would provide capacity for up to 1025 people. One challenge is that the site is not directly accessible by road and is currently accessed by a foot bridge over the Ascot to Guildford railway line. This would need to be addressed for the site to be considered viable for use as a SANG, including provisions for parking in close proximity to the site.
- 3.4.13 As previously noted for the Pennyhill Park site, linking up the existing Notcutts SANG with the two parcels of land could achieve a people capacity of 1925 and allow for a 5km catchment, incorporating a large area of Camberley. The site forms part of a SINC and this would need to be taken account of in the development of a SANG proposal.

#### **Pine Ridge Golf Course**

- 3.4.14 A small parcel of the site was submitted for residential development in the Call for Sites exercise 2018, however the entire site has been submitted in 2017 Call for Sites and included an element of SANG. The site currently functions as a golf course and is in single ownership. The site is bisected by an existing SANG which mitigates the impact of the Ridgewood Centre development, north of Old Bisley Road. The site is entirely within the Countryside Beyond the Green Belt and the north east of the site is within the 400m buffer zone of the SPA.
- 3.4.15 The site has the potential to create a SANG of 65ha, which would generate a people capacity of up to 8125 people and have a 5km catchment. This catchment

area would cover the entirety of the Western Urban area and meet people capacity deficit identified in this paper. The site also has potential to extend into areas to the south (Frith Hill Woodland), which would require some degree of discounting, creating a much larger SANG. There is also potential to link to the Deepcut SANGs, creating a strategic network of SANGs. A small area to the south of the site forms part of a SINC and this would need to be taken account of in the development of a SANG proposal.

#### **Kings School Land, Watchetts Drive**

- 3.4.16 The site is located east of Frimley Road, north of the M3. The site is predominantly wooded and includes the Watchett Lakes to the northeast of the site. The site has the potential to achieve a 2.3-2.5km circular walk, subject to extensive landscaping. The site is relatively small and therefore could only achieve a maximum capacity of 750 people. Natural England have previously raised concerns about the site's potential for a SANG, however it is noted that the parcel of land is in a strategic location to mitigate the impact of residential development in the west of the Borough. In addition, this is the only parcel of land within the settlement area of Camberley that is considered to have potential for change of use to a SANG.

#### **Mytchett Lakes**

- 3.4.17 The site is located between Frimley Green and Farnborough, North of the railway line from Farnborough to London, and is entirely within the Countryside beyond the Greenbelt. The site is currently used as a fishery and related activities, and the majority of the site is not publicly accessible. The western edge incorporates the Blackwater River walk. With some degree of discounting required, the site achieve a capacity of up to 5600 people and have a catchment which covered the entirety of the Western Urban Area, meeting the people capacity deficit identified in this paper.
- 3.4.18 The site is not in single ownership and it could therefore be challenging to acquire the site in its entirety. One issue that would need to be addressed is how parking would be provided at the site. The entirety of the site is an SINC and this would need to be taken account of in the development of a SANG proposal.

#### **Barrosa Common**

- 3.4.19 The site is situated north of Camberley Town Centre and west of Kings Ride. The land is owned by the MOD and has some existing recreational use. The site could achieve a capacity for 1172 people, however it is likely that discounting would be required. Although the site could only achieve a catchment of 2km and therefore not include much of the west of the borough, it would include Camberley Town Centre.

#### **Frith Hill Woodland**

- 3.4.20 The site has not been submitted as part of a Call for Sites exercise. The woodland is situated in the Countryside beyond the Greenbelt between Frimley and Deepcut, and is partly in MOD ownership. Although some of the site's area is publically accessible and has some informal recreational use, there are also areas which are

not currently publically accessible. Despite the likely need to discount capacity, if the maximum discount of 50% was applied to the site it would still achieve a capacity of 8437 people and its catchment area would cover the entirety of west of the borough, meeting the people capacity deficit identified for this paper.

- 3.4.21 The site would link to existing and proposed SANGs in the area, including Clewborough SANG to the west, Frimley Fuel allotments SANG to the North and the Deepcut SANGs to the east, creating a network of SANGs for the west of the Borough. Moreover, the site has the potential to be transformed into a Country Park style SANG, an approach that is being utilised in Rushmoor for the former Southwood Golf Course, and therefore provide significant wider benefits to the local community. The entirety of the site is a SINC and this would need to be taken account of in the development of a SANG proposal. The site has potential for contamination and this would need to be given full regard in developing a SANG proposal.

#### **Land east of St Catherines Road**

- 3.4.22 The site is situated south of the Frith Hill woodland and east of St Catherines Road, adjoining the settlement area of Frimley. The land parcel was submitted as part of the Call for Sites 2018 for residential development. The site is densely wooded and entirely within the Countryside beyond the Green Belt. The site could achieve the maximum catchment area of 5km, covering the entirety of the west of the Borough, and could achieve a capacity of 3500 people, meeting 85% of the need identified for the west of the Borough. Much of the site is owned by two landowners. A small area to the north of the site is a SINC and this would need to be taken account of in the development of a SANG proposal.

### **3.5 Scoring of SANG options**

- 3.5.1 In order to assess which sites included in the stage 2 assessment should be prioritised by the Council for acquisition, and to summarise the Stage 2 assessment, a scoring system was developed based on the ability of the potential SANGs to meet the deficit identified in this paper. The scoring system allows for an assessment of which sites should be the focus for the Council to acquire for SANG.
- 3.5.2 The scoring system is based on a 5 point scale, with 1 representing the least likely to meet the SANG needs for the Plan period and 5 representing the maximum potential to meet the Council's SANG capacity needs. The following four variables were considered as part of the scoring exercise:
- Catchment area: the potential for the site to have a catchment area that covers areas in greatest need of additional SANG capacity.
  - Potential capacity: the potential people capacity that a SANG can achieve.
  - Ability of the site to link with other SANG's: the potential for a site to be linked with other SANG or potential SANGs to create a network of SANG, including increasing the catchment area of the SANG/s.

3.5.3 The table 4 below summarises how sites were assessed based on the four criteria identified above.

Criterion	1	2	3	4	5
Catchment area	Covers a small area of the east of the Borough	Covers a large are of the east of the Borough	Covers a very small proportion of the west and a proportion of the east	Covers part of the west of the Borough	Covers the entirety of the west of the Borough
Potential capacity	Up to 1000 people	1001-2000 people	2001-3000 people	3001-4000 people	More than 4000 people
Potential to link to other SANGs	No potential links	Potential link, but no increase catchment area in SH	One potential link, increasing catchment area in the SH	More than one potential link increasing catchment area in SH	A number of potential links increasing catchment area in SH
Total score	1-3	4-6	7-9	10-12	12-15

Table 4: Scoring criteria for the potential SANG opportunities included in the Stage 2 assessment.

3.5.4 Table 5 below shows the scoring for each site against the 4 criteria in table 4 and includes a column illustrating the total score for the site.

Site	Catchment area	Potential capacity	Potential to link to other SANGs	Total score
Land at Swift Lane	3	3	3	9
Land at Fair Oaks Airport	2	5	2	9
Pennyhill Park	3	1	4	8
Land at Snows ride	2	2	1	5
Land north of Princess Royal Barracks	4	1	4	9
Land south of Notcutts	3	1	4	8
Pine Ridge Golf Course	5	5	5	15
Kings School Land, Wathcetts	4	1	1	6
Mytchett Lakes	5	5	2	12
Barrosa Common	4	2	1	7
Frith Hill Woodland	5	5	5	15
Land East of St Catherines	5	4	5	14

Road				
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**Table 5: scoring exercise of sites included in the Stage 2 assessment.**

- 3.5.5 The scoring exercise in table 5 illustrates that, based on the three criteria used, the land at Pine Ridge Golf Course, Frith Hill Woodland and St Catherines Road score highly. The Mytchett Lakes site also performs well against the criteria. The other sites included in the assessment only perform moderately against the criteria and this is predominantly due to either a site being relatively small and therefore only mitigating a small amount of the need identified, or due to the sites location meaning that its catchment area would not be reaching the area identified as having the greatest need for SANG capacity. Appendix 1 illustrates the location of all sites included in the Stage 2 assessment and is colour coded based on the score attained in table 5.

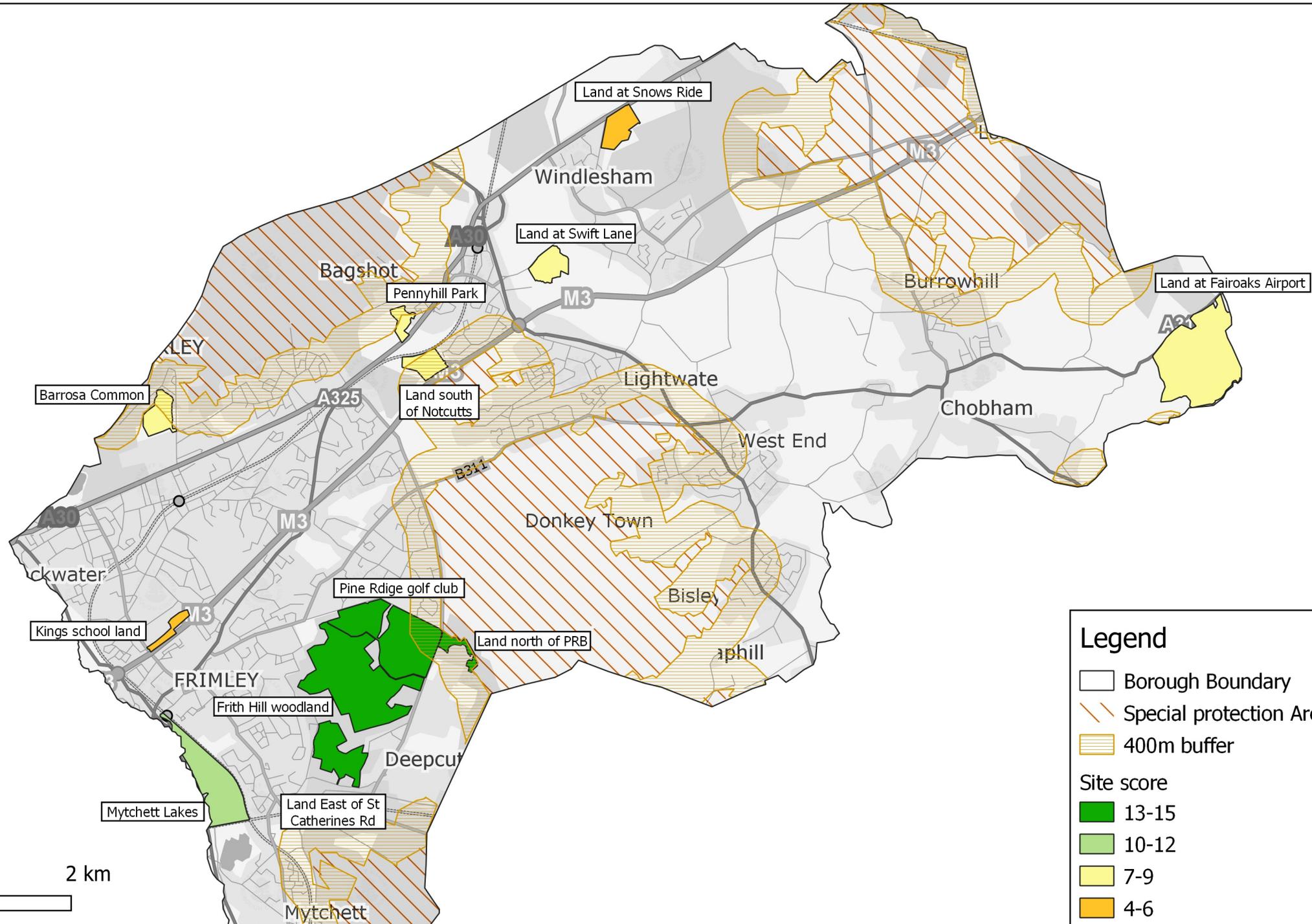
### **3.6 Conclusions and recommendations**

- 3.6.1 SANG capacity in the west of the Borough is becoming very limited. This is the area of the Borough where providing new SANG is most challenging, and it is also the area of the Borough where the majority of the Council's housing development is being directed through the Spatial Strategy in the emerging Local Plan. Therefore, there is the pressing need to acquire land for SANG that can meet the deficit of SANG capacity identified in this paper.
- 3.6.2 Based on the Stage 2 assessment and scoring exercise, the focus for delivering SANG should be placed on acquiring Pine Ridge Golf Course, Frith Hill Woodland or Mytchett Lakes, all of which in isolation would meet the need identified in the west of the Borough in full. The Land at St Catherine's Road should also be considered as an opportunity to meet the identified need, providing capacity for the majority of the deficit identified in this paper. It is noted that for any site to be considered suitable for SANG, it would need to be clearly demonstrated how the potential SANG would meet the necessary criteria in the Thames Basin Heaths Special Protection Area Avoidance Strategy SPD.
- 3.6.3 Sites in the Bagshot area with catchment areas that have potential to reach Camberley town centre should only be considered in combination with adjoining areas of land, or indeed an extension of a site, in order to meet the need identified in this paper. Moreover, such sites, and other smaller sites such as land at Kings's school, should only be seen as a short term answer to the Council's long term SANG capacity challenges in the west of the Borough.

# Annex 1: Map showing SANG site options for Surrey Heath, colour coded by score from section 3.5 of the report



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**Legend**

- Borough Boundary
- Special protection Area
- 400m buffer

**Site score**

- 13-15
- 10-12
- 7-9
- 4-6

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## **Surrey Heath Local Plan – Authority Monitoring Report 2018/19**

### **Summary**

To consider the Local Plan Authority Monitoring Report 2018/19 for the purpose of making the document publically available at the Council offices and on the Council's website.

### **Portfolio: Planning & People**

**Date Portfolio Holder signed off report: 9 January 2020**

### **Wards Affected**

All

### **Recommendation**

The Executive is advised to RESOLVE that the Surrey Heath Local Plan Authority Monitoring Report be approved for the purpose of making the document publically available at the Council offices and on the Council's website.

#### **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 The Surrey Heath Authority Monitoring Report (AMR) has been produced in line with the requirements set out in the Localism Act 2011 which states a report must still be produced and planning authorities must publish this information direct to the public at least yearly.
- 2.2 The purpose of the AMR is to provide details of what actions have been taken to implement a Local Development Plan and the Local Development Scheme, to indicate the extent to which policies in the current Surrey Heath Local Plan have been achieved, and to identify any solutions and changes where targets are not being met.
- 2.3 This AMR monitors the period from 1st April 2018 to 31st March 2019.
- 2.4 The Core Strategy and Development Management Policies Development Plan Document 2011-2028 (CSDMP) was adopted in February 2012. Many of the targets and objectives set out in the CSDMP are designed to be achieved over the duration of the plan period. Therefore, a single year's monitoring taken in isolation does not provide a true picture of how well the objectives of the various Local Plan policies are being achieved. However, these indicators still serve

to provide a useful baseline which can be built upon as the new policies begin to take effect.

- 2.5 The CSDMP set a target to build 3,240 new homes between 2011 and 2028. This equates to 191 units per year. From April 2011 – March 2019 the Council has delivered 1,833 homes which exceeds the cumulative CSDMP annualised target over the eight monitoring years by 305 dwellings. However, the Government has now introduced a standard method for calculating local housing needs, which for Surrey Heath is 332 dwellings per annum. In the monitoring year there were 368 dwellings completed, exceeding the standard methodology figure by 36 units.
- 2.6 The Council's ability to meet the targets for new homes relies largely on overcoming restrictions imposed by the Thames Basin Heaths SPA. The Council continues to work on delivering SANG land and it is anticipated that this will allow more housing to come forward over the corresponding plan period. It is also notable that the Council has permitted more development than has been delivered. For example, during the previous monitoring year, the Council permitted 670 dwellings whilst only 224 were delivered. This shows that the development industry is not always delivering the dwellings that have been granted permission by the Council. In addition, these sites hold SANG capacity, which has implications for the Council's ability to mitigate for new applications as they come forward.
- 2.7 Over the plan period to date, 71.65% of all housing completions were on Previously Developed Land (PDL), against the CSDMP target of 60%. The Borough Council will continue to ensure the most effective use of land is made wherever possible.
- 2.8 Over the plan period to date around 15% of completed dwellings were affordable housing, against a CSDMP target of 35%. However, during the monitoring year, 27.4% of completed dwellings were affordable housing, demonstrating a significant improvement on previous years. It is notable that the development at Little Heath Nursery delivered 100% on-site affordable housing in the monitoring year. It is also important to note that recently a significant quantity of applications came through as prior notifications for the conversion of offices to residential accommodation. Such applications do not have the requirement for developers to provide affordable housing. Excluding applications for prior notifications, affordable housing would represent 33% of completions within the monitoring year.
- 2.9 In addition, Government issued a Written Ministerial Statement indicating that affordable housing should not be sought on sites of 10 units or less, which was subsequently included within the National Planning Policy Guidance (PPG). This impacts the delivery of affordable housing in the Borough. Furthermore, developers can put forward viability arguments that can limit the amount of affordable housing a site can deliver.

- 2.10 Over the plan period to date, 70% of all residential development has been within 400m or 5 minute walk time of a half hourly bus service in urban areas and within 800m or a 10 minute walk time of an hourly bus service, against the 80% target of. This is mainly attributable to a greater proportion of completions in rural areas during the monitoring year than in previous monitoring years that are not within the target distance of a bus stop. Notably, 93% of all residential development completed in urban areas over the plan period is within the target distance of a bus stop.
- 2.11 The Council has sought to ensure environmental protection standards are met across the Borough and has generally performed well on the environmental indicators monitored. The percentage of waste sent for reuse, recycling and composting at 62% over the plan period is well above the target of 40%. The target output of CO<sub>2</sub> emissions is required to be incrementally reduced to 34% below 1990 levels by 2020. The most recently available monitoring data demonstrates that Surrey Heath has already reached the target with a 38% decrease of CO<sub>2</sub> emissions (within the scope of Local Authorities) from 1990 levels. The Council is currently progressing a new Local Plan and the monitoring framework for this Plan, which will be reported in future AMR's should the Plan be adopted, will include more detailed indicators in respect of environmental protection standards and climate change mitigation and adaptation.
- 2.12 Over the plan period to date, there has been a net gain in employment floorspace in Core Employment Areas. However, across the Borough as a whole there has been a net loss of Employment and Retail floorspace. Initially, this was a reflection of the economic downturn, but more recently it is considered more likely to be a result of changes to Permitted Development Rights which allow for the change of use of offices to residential accommodation under prior notification rather than through the planning application process. Policies in the CSDMP and the Camberley Town Centre Area Action Plan (CTCAAP) aim to address the issues of losses of employment and retail floorspace. However, further amendments to Permitted Development Rights continue to make this more difficult to control and monitor.
- 2.13 Over the plan period to date, 59% of retail floorspace has been completed in Town, District and Local Centres, against the 75% target. This is mainly due to a large proportion of retail floorspace completing outside centres in the monitoring year. In previous monitoring years this target has been achieved.
- 2.14 The Camberley Town Centre Area Action Plan (CTCAAP) was adopted in July 2014. Objectives in the CTCAAP have been set out in a sub section of the AMR report, and are monitored separately from the CSDMP indicators.

- 2.15 The CTCAAP allows for up to 41,000sqm (gross) comparison and convenience retail floorspace to in Camberley Town Centre over the AAP period. The amount of gross comparison and convenience retail floorspace completed during AAP period to date is 3904 sqm. Current figures represent an emerging picture of retail floorspace delivery and further retail development is identified in later stages of the APP period. Notwithstanding this, a gross increase of 403 sqm retail floorspace was completed in Camberley Town Centre during this monitoring year. However, further retail floorspace provision is set in the national context of the challenging high street retail trading environment and changing retail dynamics.
- 2.16 No net loss of community, cultural or leisure facilities has occurred within Camberley Town Centre during the AAP period to date, which meets the objective to retain an excellent range of leisure, cultural and community facilities. Housing delivery at the sites allocated in the AAP has already taken place in Camberley Town Centre, with 92 C3 residential units and 92 C2 (care home) units completed at allocated sites. Furthermore, 132 C3 dwellings were under construction at the end of the monitoring year at sites allocated in the AAP. This demonstrates a good level of progress against the required development target of 200 homes in Camberley Town Centre over the entire AAP period.

### **3. Options**

- 3.1 The Executive has the following options in respect of the AMR:
- (i) to **AGREE** the AMR, or
  - (ii) to **NOT AGREE** the AMR.

### **4. Proposals**

- 4.1 It is proposed that the AMR as circulated be approved for publication.

### **5. Supporting Information**

- 5.1 None

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

- 6.1 The AMR reports progress in implementing Development Plan Documents and monitors performance against the policies of the adopted Core Strategy and Development Management Polices (CSDMP) and the Camberley Town Centre Area Action Plan (CTCAAP). The polices in the CSDMP have been produced to take forward the vision set out in the Council's Sustainable Community Strategy and the Council's key corporate objectives.

### **7. Policy Framework**

7.1 The Planning and Compulsory Purchase Act was enacted on 28th September 2004. Section 35 of the Act required local planning authorities to make an annual report to the Secretary of State about the implementation of their local development scheme and whether the policies in the local development documents are being achieved.

## 8. Legal Issues

8.1 As set out in S.35 of the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011) the Council is required to publish an Authority Monitoring Report at least yearly. This must be made available online and in the Council offices.

## 9. Consultation

9.1 The Authority Monitoring Report (AMR) is a statutory requirement which monitors the Council's achievements against the objectives of the Local Plan. The AMR must be made available to the public at the Council's offices and by publication on the Council's website. There is no requirement for consultation to be undertaken on the document.

<b>Annexes</b>	None
<b>Background Papers</b>	<b>Annex 1 - Annual Monitoring Report 2018/19</b>
<b>Author/Contact Details</b>	Keiran Bartlett – Planning Officer <a href="mailto:Keiran.Bartlett@surreyheath.gov.uk">Keiran.Bartlett@surreyheath.gov.uk</a> ,
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# SURREY HEATH BOROUGH COUNCIL

## LOCAL PLAN 2011-2028

### Authority Monitoring Report (AMR) 2018-2019

December 2019



## FOREWORD

The Surrey Heath Authority Monitoring Report (AMR) monitors the period 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019. It sets out the progress achieved in implementing the Local Development Plan and performance against the policies of the Surrey Heath Core Strategy and Development Management Policies Development Plan Document 2011-2028.

In line with the Localism Act 2011 the AMR has to be made publically available at least yearly.

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## EXECUTIVE SUMMARY

The Surrey Heath Authority Monitoring Report (AMR) has been produced in line with the requirements set out in the Localism Act 2011 which states a report must still be produced, and planning authority must publish this information direct to the public at least yearly.

The purpose of this Report is to provide details of what actions have been taken to implement a Local Development Plan and the Local Development Scheme, to indicate the extent to which policies in the current Surrey Heath Local Plan have been achieved, and to identify any solutions and changes where targets are not being met.

This AMR monitors the period from 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019.

In February 2012, the Surrey Heath Core Strategy and Development Management Policies Development Plan Document (CSDMP) was adopted to replace the Surrey Heath Local Plan 2000. Progress against the policies in the CSDMP will therefore be the focus of this report.

### **The Progress of the Local Development Scheme**

The Local Development Scheme (LDS) sets out a programme of Development Plan Documents (DPDs) the Council will produce. The LDS sets out when the work for the DPDs will be carried out, when each of the DPDs will be available for public consultation, the anticipated date for adoption, and review date of the DPDs. The Council's current LDS was approved by the Council's Executive in December 2012. An updated LDS to cover the period 2018-2021 was agreed by Executive in May 2018. The Camberley Town Centre Area Action Plan (CTCAAP), Community Infrastructure Levy Charging Schedule and Infrastructure Delivery Supplementary Planning Document were adopted in July 2014.

### **The Review of Existing Local Plan Policies**

Based on the monitoring data available, the Council is performing well in a number of areas, in particular environmental protection / biodiversity, green infrastructure and sustainability / climate change. Areas where targets have not been met over the plan period to date include delivery of additional Gypsy and Traveller pitches, new dwelling accessibility to services and some employment and retail indicators.

It should be noted that the CSDMP was adopted in 2012 and many of the targets and objectives set out in the CSDMP are designed to be achieved over the duration of the plan period. Because of this, a single year's monitoring taken in isolation does not provide a true picture of how well the objectives of the various Local Plan policies are being achieved. In addition, it will take some time for the effects of the new policies to become apparent as much of the new development completed in the current monitoring year will have been determined in line with previous (now superseded) policy objectives. For this reason, many of the performance indicators in this report will not present a true picture of how well the Local Plan policies are performing. However, these indicators still serve to provide a useful baseline which can be built upon as the new policies begin to take effect.

### **Camberley Town Centre Area Action Plan (CTCAAP)**

The CTCAAP was adopted in July 2014. In addition, a supplementary masterplanning and public realm planning document which adds details to the policies in the AAP was adopted in April 2015.

It should be noted that the AAP was only adopted in 2014 and therefore many of the targets and objectives set out in the planning document are designed to be achieved over the duration of the plan period and as such, it is not yet possible to monitor many of these indicators. In some cases, the housing targets set out in the document have already been partially achieved through prior notification applications for conversions from offices to residential accommodation. Irrespective of this, sites identified for residential development in the AAP are still on track to come forward within the anticipated timescales.

The table below sets out performance against each individual indicator monitored in this report. A system of colour coding is used to indicate whether each target is being met.

Target fully met
Target partially met
Target not met
No Target or data unavailable

Summary of performance against Core Strategy and Development Management Policy 2012 indicators

Policy Area	CSDMP Indicator	Target Met? (Brief comments provided where target not met)	Page no.
Housing	% New dwellings on Previously Developed Land	Yes	16
	New dwelling accessibility to services	No – In particular, location of strategic health facilities and secondary schools limit ability to direct development to these specific areas and have much wider catchments than shown in this target, including areas outside of Surrey, in Hampshire & Berkshire.	16
	Housing completions by settlement	Partially	17
	Net additional dwellings	Yes	18
	Housing Trajectory	Yes	18
	Rural Exception Dwellings Completed	No target	19
	Implementation of the Local Plan 2000 Housing Allocation Sites	Partially	19
	Affordable Housing Completions	No – Limited ability to provide affordable housing as office to residential conversions have no incentives for provision and it cannot be sought on sites of 10 units or less, however there has been an improvement on previous monitoring years.	20
	Affordable Housing type and size	Partially	20
Biodiversity	Net additional Gypsy pitches	No – Sites to be identified through new Local Plan.	21
	Condition status of SPA, SAC and SSSI's	Partially	23
	Change in area of biodiversity importance	Yes	24
	Visitor number surveys for SPA/SAC	Yes	24
Biodiversity	Condition status of SNCI's and LNR's (Local)	No – Primarily a land management issue and outside of planning control.	25
Infrastructure	Infrastructure projects completed	Partially	26
Local Character	Archaeological finds	No target	29
	Local list	No target	29
Green Infrastructure	Green Belt, Countryside and Settlement Designations	Yes	30
	SANGs implemented	Yes	30
	Loss of open space or recreational areas	Yes	30
	Waste Recycling	Yes	31

<b>Sustainability and climate change</b>	Renewable Energy Generation	<b>No target</b>	31
	Planning permissions - Environment Agency advice on flooding	<b>Yes</b>	31
	Number of developments complete with SUDS measures	<b>Yes</b>	31
	CO2 emissions	<b>Yes</b>	31
<b>Travel</b>	Dwelling and B Class floorspace accessibility (bus)	<b>Partially</b>	33
	Dwelling and B Class floorspace accessibility (rail)	<b>No – limited rail coverage in many parts of Borough</b>	34
	Travel plan implementation	<b>Unable to determine - data unavailable</b>	34
<b>Employment &amp; Retail</b>	Employment floorspace completions	<b>No – partially due to the impact of General Permitted Development Order Prior Notification completions for B1a office to C3 residential conversions.</b>	36
	Employment floorspace PDL	<b>Partially</b>	38
	Employment Land Available	<b>Yes</b>	38
	Town, District and Local Centre Retail Development	<b>No – due to two specific large sites completed on non-PDL.</b>	38
	Percentage of units in A1 use in district and local centres	<b>Partially</b>	40
	B Class floorspace outside of Core Employment Areas and Camberley Town Centre	<b>N/A– no target</b>	41
<b>Community</b>	Community and Cultural facilities gained or lost by type	<b>N/A – no target</b>	42
	New open space provided	<b>No relevant applications</b>	42

Theme	Camberley Town Centre Area Action Plan Indicator	Performance to Date – Is the target being met?	Page no.
<b>A vital and viable shopping centre</b>	Aim to achieve 41,000sqm (gross) comparison and convenience floorspace in CTC over the AAP period	<b>Partially</b>	45
<b>A range of cultural and leisure facilities offered</b>	Aim to achieve no net loss of community, cultural or leisure floorspace in CTC over AAP period	<b>Yes</b>	45
<b>A thriving employment centre</b>	No target - contextual	<b>N/A – no target</b>	45
<b>A place to live</b>	Aim to deliver at least 200 new dwellings over AAP period with 35% as affordable	<b>Partially</b>	45
<b>A well connected, accessible town centre</b>	Number of travel plans implemented in association with major developments in CTC over AAP period	<b>Partially</b>	46
<b>A clean, high quality centre</b>	40% of waste sent for reuse, recycling and composting over AAP period	<b>Yes</b>	46
	No exceedance of Air quality Strategy targets of 30µgm <sup>-3</sup> in CTC	<b>N/A – Air quality monitoring station closed 2012</b>	
<b>A safe, attractive centre</b>	Complete all public realm improvements identified in Public Realm Strategy by end of AAP period	<b>Yes – on track.</b>	46
<b>AAP Sites</b>			
<b>London Road Block Site</b>	Commencement of major redevelopment scheme at London Road Block in 2016/17 with 21,000 sqm gross retail floorspace to be completed	<b>N/A – Commencement not required in monitoring year</b>	47
<b>Camberley Station Site</b>	Commencement of improvements to Camberley Rail Station & Transport Interchange. No. of market and affordable dwellings completed at site	<b>N/A – Commencement not required in monitoring year</b>	
<b>Land at Park Lane Site</b>	No. of market and affordable dwellings completed at site over AAP Period – target of 100 net units	<b>Yes</b>	
<b>Pembroke Broadway North</b>	Commencement of major redevelopment scheme at Pembroke Broadway North pre 2020	<b>Yes - on track.</b>	47
<b>Land East of Knoll Road Site</b>	Number of market and affordable dwellings completed – target of 80 net units over AAP Period. Total leisure/community/cultural floorspace completed and amount of open space created or enhanced at land East of Knoll Road over AAP Period	<b>Yes</b>	
<b>Magistrates Court Site</b>	Commencement of development by end of 2016 and number of market and affordable dwellings completed at site	<b>Yes</b>	

## INTRODUCTION

### 1 INTRODUCTION

#### The requirement for an Authority Monitoring Report

- 1.1 The Authority Monitoring Report (AMR) has been published in line with Section 113 of the Localism Act 2011. The AMR is an annual report which provides information on how a Local Authority is implementing their Local Development Scheme and how policies in their Local Development Documents are being achieved. There are specific topics that the Council must report on, whilst others are discretionary. The Local Development Plan Documents monitored in this report are the Core Strategy and Development Management Policies DPD (CSDMP), saved policies of the Local Plan 2000 and to some extent, the Camberley Town Centre Area Action Plan (CTCAAP). These can be viewed on the Council's website at:

<http://www.surreyheath.gov.uk/residents/planning/planning-policy/surrey-heath-local-plan>

#### Structure of the Report

- 1.2 The Authority Monitoring Report is divided into the following sections

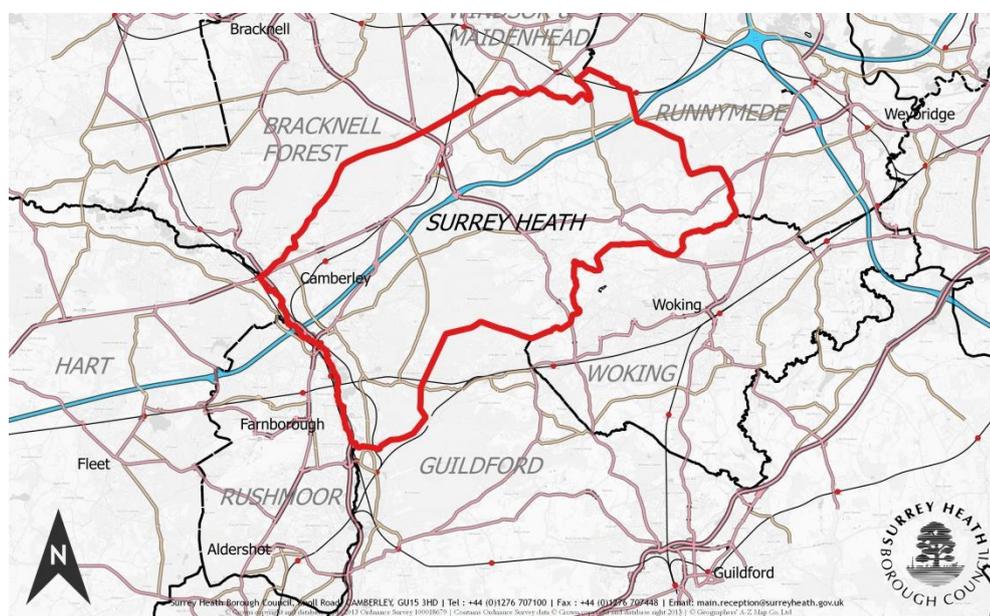
**Section 2** sets out the key characteristics, issues, challenges and opportunities in the Borough. **Section 3** sets out the progress to date of and implementation of the Council's Local Development Documents. **Section 4** sets out how policies in the Core Strategy and saved policies from the 2000 Surrey heath Local Plan are being implemented. **Section 5** monitors the implementation of the Camberley Town Centre Area Action Plan (CTCAAP) objectives and sites, where feasible at this early stage.

## KEY CHARACTERISTICS OF THE BOROUGH

### 2 KEY CHARACTERISTICS OF THE BOROUGH

- 2.1 Surrey Heath lies in the north-west corner of Surrey, adjoining the counties of Berkshire and Hampshire. The western half of the Borough is mainly urban in character and comprises Camberley, Frimley, Frimley Green, Mytchett and Deepcut. Camberley is the main centre within the Borough. The eastern half of the Borough is mostly countryside but includes the settlements of Bagshot and Lightwater, and the villages of Bisley, Chobham, West End and Windlesham. In total the Borough covers an area of some 9,507 hectares.

**Figure 1: The Location of Surrey Heath Borough**



- 2.2 The ONS Annual Mid-year Population Estimates revealed a population of 88,874 in mid-2017, of which 49.5% are male and 50.5% are female. Since 2001, the population has increased by 10.7%. Just over 90% of the population of Surrey Heath is defined within a white ethnic group (84.95% white British), with a number of other ethnic groups making up the remaining 10% population. In comparison with other Surrey districts and the national average, Surrey Heath has a younger age profile. However, since the 2001 census the proportion of older residents in Surrey Heath has increased more quickly than in other Surrey Authorities – the 65+ age group has seen an increase of 54% compared to a Surrey wide increase of 27%, and the 85+ age group has increased by 77% against a Surrey wide increase of 42%.
- 2.3 According to the 2011 Census, the average household size in Surrey Heath is 2.52 people per household (compared to 2.48 in 2001). There were 34,733 households within the borough in 2011, an increase of 6.07% since 2001. Moreover, 45.78% of the housing stock within Surrey Heath comprises detached houses as compared to 33.15%

## KEY CHARACTERISTICS OF THE BOROUGH

overall in Surrey and 22.43% in England. There are high levels of owner occupation (76.82%) compared to the national average 63.34%. An Office for National Statistics (ONS) data release<sup>1</sup> identified the median price paid for residential property in the Borough as being £415,000 in March 2019. This represents an increase of the median price paid in Surrey Heath of 43% since March 2013.

### Economy

- 2.4 Surrey Heath has a high standard of living<sup>2</sup> and rates as one of the most attractive places in the country to live. The Borough has an excellent leisure offer with a range of golf courses, bridleways, tennis courts, cricket, football and rugby pitches; good lakes for fishing and water sports as well as the country's National Rifle Centre at Bisley.
- 2.5 Over 4,000 companies are registered to do business in Surrey Heath, including national and international companies such as Merrill Lynch, Siemens, Novartis and Eli Lilly. The largest employer in the Borough is Frimley Park Hospital employing over 4,000 staff, and contains the biggest Accident and Emergency facility in Surrey. The Ministry of Defence (MOD) remains a major landowner and employer in the Borough.
- 2.6 Surrey Heath has relatively high levels of economic activity, with 82.1% of its population in employment (July 2018 to June 2019). This compares against South East figures of 79% and a national figure of 75.6%<sup>3</sup> over the same period. In the period of July 2018 to June 2019, 2.5% of the economically active population were unemployed, which was lower than the southeast and Great Britain averages of 3.1% and 4.1% respectively.
- 2.7 Overall, Surrey Heath has low levels of deprivation. In 2019, Surrey Heath was ranked 309 out of 317 local authorities in the indices of multiple deprivation. The Indices of Deprivation 2015 analyses the level of deprivation in each of the 32,844 LSOAs in England. The LSOAs are scored on various criteria<sup>4</sup> and then ranked in terms of their score, with 32,844 being the least deprived and 1 being the most deprived. In 2015, the English Indices of Deprivation indicated parts of St Michaels ward and Old Dean ward to be amongst the top 30% of most deprived neighbourhoods. In 2019, these areas are now amongst the 40% most deprived neighbourhoods. In contrast, over half of the LSOAs in Surrey Heath are amongst the 10% least deprived in England.

### Transport

- 2.8 There are almost equal flows of commuters entering and leaving the Borough each day. Rail services from Bagshot, Camberley and Frimley are slow, with few trains direct to

<sup>1</sup> Office for National Statistics -

<https://www.ons.gov.uk/peoplepopulationandcommunity/housing/datasets/medianhousepricefornationalandsubnationalgeographiesquarterlyrollingyearhpssadataset09>

<sup>2</sup> Halifax quality of life survey

<sup>3</sup> Nomis Official Labour Market Statistics – Local Authority Profile:

<https://www.nomisweb.co.uk/reports/lmp/la/1946157335/report.aspx#tabeinact>

<sup>4</sup> Income (22.5%), Employment (22.5%), Health and Disability (13.5%), Education, Skills and Training (13.5%), Barriers to Housing and Services (9.3%), Crime (9.3%), Living Environment (9.3%)

## KEY CHARACTERISTICS OF THE BOROUGH

central London and as such, usage by local people is at a low level. Rail connections to other towns in the Blackwater Valley are varied, with direct trains from Camberley to Frimley, Aldershot and Ash Vale, but no rail links to Farnborough. The absence of a regular, fast London service means many local residents drive out of the Borough to Brookwood, Farnborough or Sunningdale to join “main-line” services to London Waterloo. Bus services are improving from centres like Camberley supported by “Quality Bus Partnerships,” but the service frequency can be uneven from the rural villages and absent altogether at weekends.

- 2.9 The major road network within the Borough comprises the M3 motorway, the A30, A322, A325 and A331 (Blackwater Valley Relief Road). The A322 provides a link from the M3 to the M4 and the A331 provides a link from the M3 to the A31 and subsequently the A3. In recent years, the M3 had suffered from heavy peak time congestion. This in turn often led to congestion on the local road network, particularly when accidents occurred. In June 2017, Highways England completed a major scheme to transform the M3 into a Smart Motorway from Junction 2 to 4a, covering the entire stretch of the motorway in Surrey Heath. Surrey Heath has the highest rate of car ownership in Surrey with 1.68 cars per household in 2011<sup>5</sup>. This compares to the Surrey average of 1.51 and the average across England of 1.16.

### Biodiversity

- 2.10 The Borough contains extensive areas of heathland which are recognised as being of national and international importance. The sites recognised as being of international importance are: the Thames Basin Heaths Special Protection Area (SPA) and the Thursley, Ash, Pirbright and Chobham Special Area of Conservation (SAC). The Thames Basin Heaths SPA provides breeding and wintering habitats for rare bird species, including the Nightjar, Woodlark and Dartford Warbler. The Special Area of Conservation consists of important dry and wet cross-leaved heath. In addition, the Borough contains a number of Sites of Importance for Nature Conservation which were identified following surveys by Surrey Wildlife Trust and recognise wildlife of county or regional value.
- 2.11 To ensure that residential development does not adversely affect the integrity of the Thames Basin Heaths SPA, Surrey Heath BC, along with the other local authorities in the Joint Strategic Partnership Board and Natural England have adopted an avoidance strategy based on the provision of Suitable Alternative Natural Greenspace (SANG) and Strategic Access Management and Monitoring plans (SAMM). To this end the Council adopted the Thames Basin Heaths Special Protection Area Supplementary Planning Document (January 2012), which was updated in February 2019. This document along with Policies CP14a and CP14b in the adopted Core Strategy set out the Council’s approach to avoiding harm caused by new residential development.

<sup>5</sup> Census 2011, accessed through ONS

## PROGRESS OF THE LOCAL DEVELOPMENT PLAN

### 3 PROGRESS OF THE LOCAL DEVELOPMENT PLAN

#### Timetable and Milestones

- 3.1 The LDS 2018 to cover the period 2018-2021 sets out the documents the Council will produce as part of the Local Plan, updating the LDS 2012. It also sets out a timetable for the preparation and review of these documents. The LDS can be viewed at: <http://www.surreyheath.gov.uk/residents/planning/planning-policy/planning-and-supplementary-planning-documents/local-development>. The table in appendix 1 sets out the progress of the Local Plan Documents set out in the LDS 2012. The Council at Executive in May 2018 agreed an updated LDS to cover the period 2018-2021. Progress on this LDS will be reported in future AMRs once timetabled milestones fall within the monitoring year period.

#### Local Development Order and Neighbourhood Development Order or Neighbourhood Development Plan

- 3.2 No Local Development Orders have been adopted in the monitoring period under section 61A of the Town and Country Planning Act 1990. At 31st March 2019 there were also no Neighbourhood Development Orders under preparation. A Neighbourhood Plan Area application for Chobham was approved by Executive Committee in November 2013. A public consultation on a Deepcut Neighbourhood Forum and Neighbourhood Plan Area application took place in June and July 2014 and this was approved by Executive in October 2014. The Windlesham Ward was designated as a Neighbourhood Plan Area on 27th January 2015. In February 2019, Surrey Heath Borough Council agreed to proceed to a referendum on the draft Windlesham Neighbourhood Plan.

#### Community Infrastructure Levy

- 3.3 The Community Infrastructure Levy (CIL) has, in the majority of cases, replaced developer contributions through S106 planning obligations. CIL is a tariff system based on pounds per square metre of net additional development. Tariffs are set out in a CIL charging schedule and priority funding is set out in the Regulation 123 List. CIL has been implemented from 1<sup>st</sup> December 2014. Over the course of the monitoring year, the total boroughwide CIL income received was £3,188,084.48. In line with the CIL regulations, 15% of CIL funds from parished areas received over the monitoring year has been transferred to those Parish Councils where development has occurred. These amounts are as follows:

<b>Chobham:</b>	£25,485.19
<b>West End</b>	£162,172.82
<b>Windlesham:</b>	£61,609.89

## PROGRESS OF THE LOCAL DEVELOPMENT PLAN

The Borough Council continues to consult with unparished areas regarding the spending of any CIL recipients in such localities. The amount spent in unparished localities is also 15% of the overall CIL payments made.

### **Duty to cooperate**

- 3.4 In November 2011 the Localism Act introduced provisions to enable the removal of the regional tier of planning. In its place, Section 110 of the Act imposed a duty on local planning authorities and other prescribed bodies to co-operate in relation to the preparation of planning documents as far as they related to strategic matters. Strategic matters are defined as sustainable development or use of land that would have a significant impact on at least 2 planning areas. Following the introduction of the Duty to Cooperate in 2011 Surrey Heath has been involved in, and undertaken, a range of activities relating to fulfilment of the duty, including meetings with neighbouring local authorities and other prescribed bodies to explore the nature of strategic issues, on-going partnership working and involvement with a range of sub-regional bodies and Preparation of a Duty To Co-operate report on the Camberley Town Centre Area Action Plan. Details of the Council's Duty to Co-operate activities in the period April 2018 to March 2019 are contained in Appendix 2 of this AMR.

### **Self-Build and Custom Housebuilding**

- 3.5 In accordance with the Self-Build and Custom Housebuilding Act 2015, Surrey Heath Borough Council maintains and regularly updates a Register to help determine the demand for self-build and custom housebuilding in Surrey Heath. The Register is publicised on the Council's website where individuals or groups can apply to be included on it - ([www.surreyheath.gov.uk/residents/planning/planning-policy/self-build-custom-housebuilding](http://www.surreyheath.gov.uk/residents/planning/planning-policy/self-build-custom-housebuilding)). This provides the Council with a record of individuals and groups who are interested in building their own homes within the local area. In April 2018, the Council held a consultation regarding the criteria to be applied in assessing Self-Build Register applicants' local connections to the Borough. During the monitoring year 2018-19, 40 new entrants were added to Part 1 of the Register and 26 were added to part 2 of the Register.

### **Brownfield land register**

- 3.6 In accordance with The Town and Country Planning Brownfield Land Register Regulations 2017, the Council published the Surrey Heath Brownfield land Register in December 2018. The Register comprises a list of Previously Developed (or Brownfield) sites that have the potential to accommodate residential development. The Brownfield Land Register is published on the Councils website - <https://www.surreyheath.gov.uk/residents/planning/planning-policy/brownfield-land-register>. There are currently 69 sites included in Part 1 of the Register and no sites included in Part 2 of the register.

## MONITORING THE POLICIES IN THE SURREY HEATH LOCAL PLAN

### 4 MONITORING POLICIES IN THE SURREY HEATH LOCAL PLAN

- 4.1 In February 2012 the Surrey Heath Core Strategy and Development Management Policies DPD (CSDMP) was adopted to replace the Local Plan 2000. However, a small number of Local Plan 2000 policies remain “saved” until such time as they will be replaced by policies contained in forthcoming Development Plan Documents.
- 4.2 This Authority Monitoring Report (AMR) monitors the objectives and policies of the Surrey Heath Local Plan, namely the Core Strategy and Development Management Policies Development Plan Document (CSDMP - adopted 2012), the objectives of the Camberley Town Centre Area Action Plan (CTCAAP, adopted 2014) along with a small number of extant saved policies from the Surrey Heath Local Plan 2000. The monitoring indicators used reflect those in the CSDMP Monitoring Framework and the CTCAAP Monitoring Framework as set out in Appendix 1 of the Core Strategy and Appendix 2 of the CTCAAP respectively.
- 4.3 The structure of the monitoring section closely follows that of the CSDMP monitoring framework and follows the structure of the CTCAAP framework by assessing thematic areas and specifically allocated sites. Each set of monitoring indicators is grouped within an overarching objective. Colour coding is used (as shown below) to allow the reader to see at a glance how well the policies are performing. If a monitoring indicator is not reported in the AMR this will be set out, with reasons, in the main report.

Target fully met
Target partially met
Target not met
No Target or data unavailable

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Delivering Sustainable Development

Objective 1: To promote and deliver sustainable development in the Borough

CSDMP Delivery Policies: CP1, CP2, CP11, CP12, DM7, DM8, DM9, DM10

Indicator	Target	Performance against the Target	Analysis
New and converted dwellings on Previously Developed Land within plan period	Achieve 60% of all new and converted dwellings on PDL within plan period	<b>Target MET</b>	In 2018/19, 38.9% of completed dwellings were on previously developed land, predominantly due to the development within the West End reserve site. However, over the plan period to date (2012 – 2019), 71.65% of completed dwellings were on previously developed land. The CSDMP target is therefore being met.
Percentage of dwelling completions within 5 minute walk time or 400m walking distance of a designated employment area, retail centre, GP, Hospital, Primary School, Secondary School or Major Health Centre	Aim to achieve 60% across all categories within plan period	<b>Target NOT MET</b>	Percentage of completed housing development (net) within 400m walk of services over Plan Period (2012-18). As the table below demonstrates, the target of 60% of completions within 400m of facilities has not been met for any category. Further analysis is set out below.

GP	Hospital	Primary School	Secondary School	Major Health Centre <sup>6</sup>	Designated Employment Area <sup>7</sup>	Retail Centre <sup>8</sup>
14.1%	0.4%	5.6%	0.0%	2.2%	31.6%	49.9%

At 49.9%, the significant proportion of completions are within the proximity of a Retail Centre over the plan period. At 31.6%, a large proportion of completions over the plan period are within proximity of designated employment areas, a notable increase from earlier in the plan period. In the case of other facilities, Frimley Park Hospital and Camberley Health Centre is the only hospital and one major health centre in Surrey Heath, with a catchment area extending beyond the Borough’s boundaries. It is therefore unfeasible for all residential development in the Borough to be located within 400m of this. Furthermore, there are 4 secondary schools in Surrey Heath, most of

<sup>6</sup> Major health centre defined using space standard of 83.3 sqm as set out in Surrey Heath Borough Council Infrastructure Needs Assessment 2011.

<sup>7</sup> Camberley Town Centre and Core Employment Areas as defined on the Local Plan Proposals Map

<sup>8</sup> Camberley Town Centre, District and Local Centres and Neighbourhood Parades as defined on the Local Plan Proposals Map

MONITORING THE POLICIES IN THE SURREY HEATH LOCAL PLAN

which cover the western urban area of the borough. As such it may continue to be difficult to meet the hospital, major health centre or secondary school indicators in the future.

Indicator	Target	Performance against the Target	Analysis
Number of dwellings completed by settlement location	Achieve percentage of completions in line with Policy CP3 of the Core Strategy	<b>Target PARTIALLY MET</b>	Housing completions by settlement 2011-2019 are set out below:

Over the plan period to date there has been a relative over delivery (in percentage terms) of housing in some areas of the Borough. In most such cases, the apparent over delivery can be accounted for generally by specific large developments in each settlement, namely Notcutts at Bagshot, former Bisley Office Furniture in Bisley, the former Clewborough House School and former Children’s centre sites in Frimley and the housing reserve sites in West End. Camberley has seen additional development in the form of numerous large office to residential conversions through Prior Approval under the General Permitted Development Order (GPDO) 2015. The apparent over delivery in Bagshot is already beginning to plateau since earlier monitoring years and it is anticipated that this will continue as the plan period progresses. It is also expected that the same trend will be demonstrated in Frimley, in future monitoring years. Similarly, the apparent under delivery at Deepcut can be accounted for by the expected redevelopment of Princess Royal Barracks which is anticipated to deliver some 1,200 homes. An application for approval of reserved matters pertaining to phase 2B for the erection of 215 dwelling houses (17/0871) was granted subject to conditions on the 12/02/2018 and is currently under construction. Therefore, the target has been partially met.

	Plan period 2011-2025 target		2018/19 completions (net)		2011-2019 completions (%)	
	%	No.	%	No.	%	No.
Bagshot	10	270	1	5	10	192
Bisley	2	45	10	36	11	202
Camberley	31	860	17	62	40	734
Chobham	2	55	11	41	3	61
Deepcut	45	1235	1	1	4	73
Frimley	4	120	16	61	15	271
Frimley Green	1	20	0	0	1	2
Lightwater	1	40	0	0	3	55
Mytchett	2	55	1	4	3	51
West End	1	20	42	154	8	159
Windlesham	1	20	1	4	2	36
<b>TOTAL</b>	<b>100</b>	<b>2740</b>	<b>100</b>	<b>368</b>	<b>100</b>	<b>1833</b>

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Housing delivery

**Objective 2: To provide sufficient housing to meet the Borough’s needs without causing harm to areas of importance for biodiversity**

**CSDMP Delivery Policies:** CP3, DM5 and Saved Local Plan 2000 Delivery Policies: H3, H6, H8.

Indicator	Target	Performance against the Target	Analysis
Net additional dwellings for reporting year	The CSDMP set an annualised Housing Requirement of 191 dwellings 2011 – 2028 <sup>9</sup> . The housing requirement, following the introduction of the standard method <sup>10</sup> , is 332 per annum.	<b>Target MET</b>	<p>The delivery of housing in the monitoring year exceeds the CSDMP annual target figure of 191. Taking into account cumulative completions for the plan period to date, an average of <b>236 units</b> per year have been delivered, demonstrating that the CSDM target for net additional dwellings has now been exceeded both during the monitoring year and over the plan period to date.</p> <p>The delivery of <b>368 dwellings</b> during the monitoring year exceeds the annual requirement of 332 dwellings and therefore the target has been met. Appendix 3 lists all housing units completed during the monitoring year.</p>
Housing Trajectory	The NPPF indicates that Local Plans should make a provision for 15 years’ supply of housing <sup>11</sup> . This is assessed against both the annualised housing target of 191 units set out in the CSDMP as well as the standard methodology housing target of 332 dwellings per annum.	<b>Target MET</b>	<p>The Council has produced a housing trajectory for the period 2019-2035 which includes past and estimated future housing completions on an annual basis, shown in Appendix 4, and reflects the trajectory applied in the 2019 Strategic Land Availability Assessment (SLAA). It demonstrates an adequate supply of sites to meet both the Core Strategy housing delivery targets over the plan period and the housing requirement of 332 dwellings per annum over the same period. However it is noted that this is only by 1 unit. Therefore, the target has been partially met. However, it is important to note that historically, the Council has permitted more residential units than have been delivered. For example, in the previous monitoring year, there was a total of 670 (net) permitted, but 224 (net) completions.</p>

<sup>9</sup> Policy CP3 of the CSDMP sets out an overall requirement of 3,240 dwellings to be completed between 1<sup>st</sup> April 2011 to 31st March 2028.

<sup>10</sup> <https://www.gov.uk/guidance/housing-and-economic-development-needs-assessments>

<sup>11</sup> The NPPF also requires the Council to demonstrate a 5 year housing land supply (plus 5% buffer).

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Indicator	Target	Performance against the Target	Analysis
Number of rural exception dwellings completed by location within AMR year and within Plan Period	No Target	N/A	A rural exception site at Former Little Heath Nurseries, Burr Hill Lane, Chobham, for 35 affordable dwellings has completed in the monitoring year. Rural exception sites will continue to be monitored in subsequent AMRs.
Implementation of the Housing Allocation Sites (Local Plan Indicator)	See table below	<b>Target PARTIALLY MET</b>	The majority of the Local Plan 2000 Housing Allocation sites have now been built and the expected total number of units on these sites has been exceeded. Therefore the target has been partially met.

Site	Target	Completions 31/03/2019
Sergeants Mess, Bellew Road, Deepcut	25	0
Alma-Dettingen Barracks, Deepcut (phase 2)	145	197
Grange Nurseries/ No 11 Coleford Bridge Road and Linsford Bungalow, Mytchett	38	44(41); 3 not started <sup>12</sup>
Notcutts Nursery and Woodside Cottage, Bagshot	150	182
83 College Ride, Bagshot	30	0
Dyckmore, Streets Heath, West End	10	0
Salisbury Terrace, Mytchett	16	2
Whitehill Farm, Kings Ride, Camberley	10	40 (C2)
<b>TOTAL (net)</b>	<b>424</b>	<b>432</b>

Of those that have not yet been developed, the Sergeants Mess will come forward as part of the release of the Princess Royal Barracks site. 83 College Ride, Whitehill Farm and Dyckmore are within the 400m zone of the SPA where Natural England advise mitigation for C3 (residential) use is not acceptable. However, Dyckmore now has permission for C2 (residential institution) use care home that is currently under construction and will contribute toward addressing overall housing need in Surrey Heath. Whitehill farm also had a permission for C2 (residential institution) use care home that has completed in the monitoring year. Land at Woodside Cottage, Bagshot is known to still be available. The Camberley Town Centre Area Action Plan (CTC AAP) was adopted in July 2014 and contains a number of allocated sites for housing and other uses.

<sup>12</sup> 19 gross (17 net) completed, with 3 permitted units outstanding at Grange Nurseries.

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**Objective 3: Provide housing that meets the need of all sections of the community**

CSDMP Delivery Policies: CP5, CP6, CP7, DM6

Indicator	Target	Performance against the Target	Analysis
Gross affordable housing completions and number of net completions as a percentage of total housing completions	See table below	<b>Target not MET</b>	Over the plan period to date, around 15% of housing completions overall have been affordable, which is below the CSDMP target, but a significant improvement upon previous monitoring years. Further analysis is set out below.

It is also notable that there is not an even split between Intermediate and Affordable Rented housing. It is also expected that there will be some delay before impacts of the new policies contained within the CSDMP are fully reflected in completions data. It is noted that the monitoring year has the highest annual affordable housing completions since the Core Strategy was adopted, at 27.4%, with a relatively even mix, suggesting that the CSDMP policies are beginning to be reflected in completion data.

	2018-2019 net completions (no.)	2018-2019 net completions (%)	Plan Period to Date net completions (no.)	Plan Period to Date net completions (%)	CSDMP Target (% of total completions)
<b>All Affordable Housing</b>	101	27.4	214	15	35
<b>Intermediate</b>	64	17.4	149	10.4	17.5
<b>Affordable Rented</b>	37	14.4	65	4.6	17.5

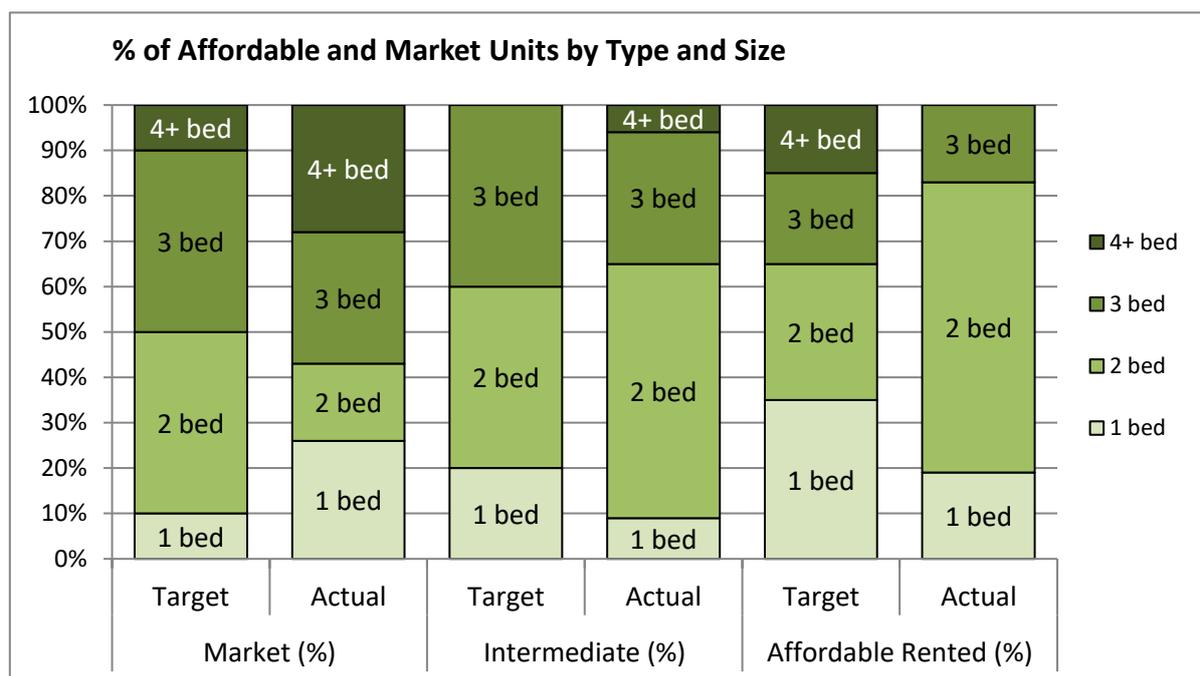
Percentage of affordable and market units completed by type and size	Aim to achieve a range of housing types as set out below.	<b>Target PARTIALLY MET</b>	The target range of housing type and tenure has not been fully met, but has incrementally improved over the course of the plan period, indicating that the relevant policies are gradually taking effect and therefore the target has been partially met. Further analysis is set out below.
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In the market housing category, a spread of housing sizes has been achieved, with a relatively equal balance between larger and smaller dwellings. A range of housing sizes has also been achieved in the Intermediate Affordable housing category. Although the proportion of 3 bed units is noticeably lower than the target percentage, combined 3 and 4 bed units closely resemble the target. The majority of Affordable Rented dwellings delivered are 2 bedroom. The share of 1 bedroom dwellings

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has decreased in the monitoring year and there is a lack of larger 4+ bed Affordable Rented dwellings, as illustrated in the table and supporting diagram below.

	Target Market (%)	Actual Market (%)	Target Intermediate (%)	Actual Intermediate (%)	Target Social Rented (%)	Actual Social Rented (%)
1 bed	10	26	20	9	35	19
2 bed	40	17	40	56	30	64
3 bed	40	29	40	29	20	17
4+ bed	10	28	0	6	15	0



Indicator	Target	Performance against the Target	Analysis
Net additional Gypsy and Traveller pitches	Policy CP7 of the CSDMP states that the borough will seek to provide 19 Gypsy and Traveller pitches by 2027.	<b>Target NOT MET</b>	Since the date of adoption of the Surrey Heath Local Plan (2012) up until 31 <sup>st</sup> March 2019 no additional Gypsy pitches had been provided.

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**Princess Royal Barracks**

**Objective 4: Through the regeneration of the Princess Royal Barracks site, to deliver a sustainable rural community set within a high quality built and natural environment**

CSDMP Delivery Policies: CP4

A hybrid application for the redevelopment of the Princess Royal Barracks site as a major residential-led development totalling 1,200 new dwellings was approved in April 2014. An application for approval of reserved matters pertaining to phase 2B for the erection of 215 dwelling houses (17/0871) was granted subject to conditions on the 12/02/2018 and is currently under construction.

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**Biodiversity**

**Objective 5: Protect and enhance biodiversity within the Borough including sites of local importance for biodiversity and aim to deliver Surrey Biodiversity Action Plan (BAP) Targets**

CSDMP Delivery Policies: CP14A & B

Indicator	Target	Performance against the Target	Analysis	
Condition of SPA, SAC and SSSIs	Currently data is only available on SSSIs condition status. In Surrey Heath, this area corresponds with land designated as SPA and SAC. The Surrey Nature Partnership (SyNP) has produced policy statements <sup>13</sup> containing targets for Biodiversity Opportunity Areas (BOAs), including 5 within SH which correspond with the SPA, SAC and SSSIs.	<b>Target PARTIALLY MET</b>	The SyNP targets are generally on track to be met, with the notable exception of the Basingstoke Canal SSSI (see table below detailing the condition of SSSIs as of March 2019 <sup>14</sup> ), and therefore the target has been partially met. The condition of SSSIs is largely outside of planning control and is primarily a land management issue. The extent and speed to which habitats can be restored to a favourable position is uncertain and relies largely on Natural England working with landowners. However, the Council will endeavour to work with partners to help address what can be done in the particular designated areas that are currently not meeting targets.	
<b>SSSI</b>	<b>Surrey Nature Partnership (SNP) Target (%)</b>	<b>% of site in Favourable Condition</b>	<b>% of site in Unfavourable Recovering Condition</b>	<b>On track for SNP 2020 target?</b>
Ash to Brookwood Heaths	50% to achieve favourable condition by 2020	61.37%	37.65%	✓
Basingstoke Canal	50% to achieve favourable condition by 2020	16.63%	10.40%	x
Broadmoor to Bagshot Woods and Heath	75% to achieve favourable condition by 2020	75.63%	23.83%	✓
	50% to achieve favourable condition by 2020	43.05%	56.95%	-
Colony Bog to Bagshot Heath	50% to achieve favourable condition by 2020	94.94%	4.39%	✓

<sup>13</sup> Policy Statements which are based upon the National Biodiversity 2020 Strategy.

<sup>14</sup> Source: <https://designatedsites.naturalengland.org.uk/>

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Indicator	Target	Performance against the Target	Analysis
Change in area of biodiversity importance	Maintain 100% land area of all designated sites	<b>Target MET</b>	There have been no additions or deletions to any designations of biodiversity importance in 2018/19. The target has therefore been met.
Visitor number surveys for SPA/SAC	No increase in visitor numbers over plan period	<b>Target MET</b>	Natural England commissioned a visitor survey of the Thames Basin Heaths SPA that took place over 2012 and 2013. The results of this can be assessed against the baseline figures of a previous survey in August 2005. Further analysis is set out below.

In order to maintain a consistent approach, only the results from the borough's seven access points surveyed in 2005 have been compared with those that were resurveyed. The results from the 2012/13 survey (see table below) demonstrate an additional nineteen people entered the SPA in Surrey Heath, when compared to the 2005 survey. This resulted in a 2.3% increase in the number of visitors recorded in 2012/13 when compared to the number recorded in 2005. A report commissioned by Natural England states that a 10% increase in the total count of visitors should be attributed to either location specific factors or unquantifiable sampling variation. Consequently, the 2.3% increase in SPA visitors in the borough is not considered to be a significant increase and falls well within the remit of what could be expected by chance. Therefore, these results provide no significant evidence that overall visitor numbers have either increased or decreased at the surveyed sites since 2005. No further visitor surveys have been conducted since the 2012/13 survey. Once another survey has been commissioned and conducted, the information for this indicator will be updated in future monitoring years.

Access Point	Number of people entering SPA, August 2005	Number of people entering SPA, August 2012 or 2013	% change between 2005 and 2012/13
Chobham Common (staple Hill)	38	68	79%
Sandpit Hill, Lightwater	100	161	61%
Mytchett Place Road, Mytchett	112	159	42%
Top of Kings Ride, near Camberley Town Centre	116	127	9%
Chobham Road, Chobham Common	124	128	3%
Top of Bracknell Road, Old Dean Estate, Camberley	84	80	-5%
Lightwater Country Park, Lightwater	242	112	-54%
<b>Total</b>	<b>816</b>	<b>835</b>	<b>2.3% increase</b>

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Indicator	Target	Performance against the Target	Analysis
<b>Condition status of SINC</b> s	Maintain 100% of local sites in favourable condition over plan period	<b>Target NOT MET</b>	The condition of SINCs is not assessed on an annual basis. Evidence is acquired from surveys undertaken by the Surrey Wildlife Trust on SINCs in the borough have not been resurveyed since previous monitoring years. Therefore the information may not accurately reflect the current situation. This will be updated in future monitoring reports, once the information becomes available.

The 2011/12 survey demonstrates that the target has not been fully met, with only 51% of sites currently in a favourable condition (see table below). However, this matter is largely outside of planning control and is primarily a land management issue. The extent and speed to which habitats can be restored to a favourable condition is uncertain and relies largely on the actions of landowners. The Borough Council will continue to use planning policies to avoid adverse impacts from additional development where this is appropriate.

Site Condition based on 2011/12 surveys	Number of sites	% of sites
Favourable	28	51%
Unfavourable	2	4%
Unfavourable – Recovering	5	9%
Unfavourable – Declining	9	16%
Permission to resurvey not granted	11	20%

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Infrastructure

Objective 6: Ensure that new development contributes to environmental, infrastructure and service improvements and minimises impacts upon both the natural and built environment

CSDMP Delivery Policies: CP2, CP12, DM9

Indicator	Target	Performance against the Target	Analysis
Infrastructure projects completed during AMR year	To achieve delivery in line with Infrastructure Delivery Plan	Target <b>PARTIALLY MET</b>	<p>In February 2013 an Infrastructure Delivery Plan for the period 2012-28 was introduced. This document was produced in order to support the delivery of the Surrey Heath Local Plan; in particular, development identified in the Core Strategy &amp; Development Management Policies DPD and Camberley Town Centre AAP. The table below details the progress of projects phased in 2013 Infrastructure Delivery Plan. Infrastructure projects from the IDP that are shown to take place in 2013-19 have not been included in the performance data unless already under construction or complete, as they have a further year of their indicative phasing period.</p> <p>The target has partially been met. Overall, 11 projects have been completed within their indicative phasing period or early and 1 was completed behind schedule. A further 2 projects have been secured but not yet commenced. These projects rely on external organisations for delivery and therefore the Council has little influence in fulfilling their date of commencement. <b>Appendix 5</b> sets out a list of infrastructure projects included in the 2010 Infrastructure Delivery Plan which have now been completed.</p>

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Scheme	Indicative Phasing	Completed or in line with indicative phasing	Not committed within indicative phasing
Replacement of Portesbery Road Primary School with new build facility	2013/2015	Completed 2015	
Increase capacity at Bisley C of E Primary School	2013	Completed 2013/14	
Additional shared SANG for 146 people (61 units)	2013-2018	Swan Lakes - Capacity: 194 (80 units). Hawley Meadows - Additional capacity: 386 (154 units). completed 2014	
Modernisation of Burrell Road Play Area	2013	Completed 2013	
London Road Recreation Ground PHASE 2 refurbishment works	2013	Completed 2013 (received additional information)	
Provision of new timber play area at Southcote Park	2013	Completed 2013	
Increase capacity at Watchetts Recreation Ground and provision of new play equipment	2013		Completed 2016
Increase capacity at Frimley Green Recreation Ground	2013	Completed 2013	
Toucan crossings, cycle crossing at Watchmoor Park	2012/13	Completed 2017	
Improvements to Meadows Roundabout to relieve congestion and improve accessibility	2016	Completed 2019	
Off-carriageway pedestrian and cycle route along A331	2016	Completed Spring 2017	

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Four bus lay-bys on the A331		2016		Secured. Not commenced
Blackwater Valley Route cycle route		2013-18	Completed Spring 2017	
Junction improvements to support delivery of the Camberley Town Centre AAP, reduce congestion and improve accessibility	A30 London Road/Knoll Road/Kings Ride	2017		LEP funding secured. Not commenced . SCC scheme detail decision in progress. Construction expected to commence 2021
	Realignment and refurbishment of B3411 Frimley Road/ A30 London	2016		
	A30 London Road/Park St			
	Knoll Rd/Portesbury Rd			
	High St/Portesbury Rd, Pembroke Broadway			
	A30 London Rd between town centre and Meadows gyratory			
	A cycle network along A30 London Rd/Knoll Rd/Portesbury Rd/ Pembroke Broadway/Charles St			
<b>Schemes committed/completed as indicated</b>			<b>11</b>	<b>3</b>

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Local Character

**Objective 7: Ensure that new development respects the essential character of the local area, including historic structures and environment**

CSDMP Delivery Policies: CP2, CP12, DM9

Indicator	Target	Performance against the Target	Analysis
Number and details of archaeological finds within areas of high archaeological potential and within development sites of 0.4ha or above	No target – contextual	<b>N/A – no target</b>	During the monitoring period there were some discoveries of archaeological features within areas of high archaeological potential and sites above 0.4ha in size. Appendix 6 includes a table detailing the discoveries in the monitoring year.
Indicator: Number of buildings and structures maintained, added or deleted from the local list	No target – contextual	<b>N/A – no target</b>	In 2018/19 there have been no additions or deletions to the local list. A review of the local list is currently underway. Existing local heritage assets are being assessed in order to determine whether all should remain on the local list. Work is also being conducted to identify whether it is necessary to add any local heritage assets to the list. The results of this study will be provided in subsequent AMRs when the information is fully updated.

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Environment

**Objective 8: Maintain and Protect the Countryside and Green Spaces in settlement areas and provide an integrated green infrastructure network**

CSDMP Delivery Polices: CP1, CP13, DM4, DM15, DM16

Indicator	Target	Performance against the Target	Analysis
Amount of land in Surrey Heath designated as Settlement, Countryside Beyond the Green Belt or Green Belt	Achieve no net loss of Green Belt land	Target met	In 2018/19 and over the plan period there has been no change to Green Belt, Countryside or Settlement Area designations. The target has therefore been met.
Amount of land (ha) implemented as SANGs during AMR year and plan period	8ha per 1,000 net new population	Target Met	In the monitoring year the Council was able to acquire a SANG at Windlemere Golf Club. The site has an area of 16ha and the SANG provides capacity for 2000 people, equivalent to 800 dwellings. All net new residential dwellings permitted in Surrey Heath must be assigned to an existing SANG. As no net new dwellings have been permitted without SANG provision being made, it is considered that the target has been met. The Council is continually looking for opportunities to further increase SANG capacity for the Borough.
Amount of open space or recreational areas lost to other uses	Aim to achieve no greater loss than 10% over plan period	Target met	There have been no planning applications involving the loss of a defined green space within the monitoring year. Previously in the plan period there has application permitted which led to the loss of green spaces or recreational areas at Camberley Heath Golf Club, but this is significantly below the 10% target. Consequently, defined green space designations have not been altered and the target has therefore been met.

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Climate change

**Objective 9: To support the development of a waste strategy that improves levels of recycling and minimises waste production**

CSDMP Delivery Policies: DM9

Indicator	Target	Performance against the Target	Analysis
Percentage of waste sent for reuse, recycling and composting	40% of waste sent for reuse, recycling and composting per annum	TARGET MET	In 2018/19, 61.9% of waste was sent for reuse, recycling and composting. The overall average for the plan period to date is 61.95%. The target has therefore been met.

**Objective 10: To minimise impact on climate change and to minimise the effect of climate change upon the Borough through a reduction of greenhouse gas emissions and adoption of more environmentally friendly technologies and practices.**

CSDMP Delivery Policies: CP2, DM7, DM8, DM9, DM10

Indicator	Target	Performance against the Target	Analysis
Renewable energy generation	No target	N/A NO TARGET	No relevant schemes were permitted or completed during the monitoring year.
Number of planning permissions granted contrary to Environment Agency advice on flooding and water grounds	0% of all applications to be granted contrary to EA advice	TARGET MET	In 2018/19 no planning applications were approved contrary to Environment Agency advice. The target has therefore been met.
Number of developments completed with SUDS measures implemented	Achieve SUDS in all development where flood risk identified	TARGET MET	All schemes where additional dwellings were created have a form of SUDS incorporated, as a requirement. In particular, schemes within areas of potential flood risk.
Carbon Dioxide Emissions (kilotonnes)	Reduce CO <sub>2</sub> emissions to 34% below 1990 levels by 2020	TARGET MET (within the scope of Local Authorities)	See further information below, including the table and Figure 2 in Box 1.

Figure 2 demonstrates that within the scope of influence of Local Authorities (namely Surrey County Council and SHBC), there has been a reduction of 254.6 kilotonnes CO<sub>2</sub> emissions in the latest statistical release year, from the 1990 base rate of 670. This is a 38% reduction of 1990 levels. Therefore, the reduction of emissions in Surrey Heath within the scope of Local Authorities is above the target of a 34% reduction in 2020. The overall reduction of 1990 base levels is 20% at 2017. These figures can be set against an incrementally derived target reduction of 31% at 2017 in order to meet the 2020 target of a 34% reduction. Overall, there has been a general trend toward a

MONITORING THE POLICIES IN THE SURREY HEATH LOCAL PLAN

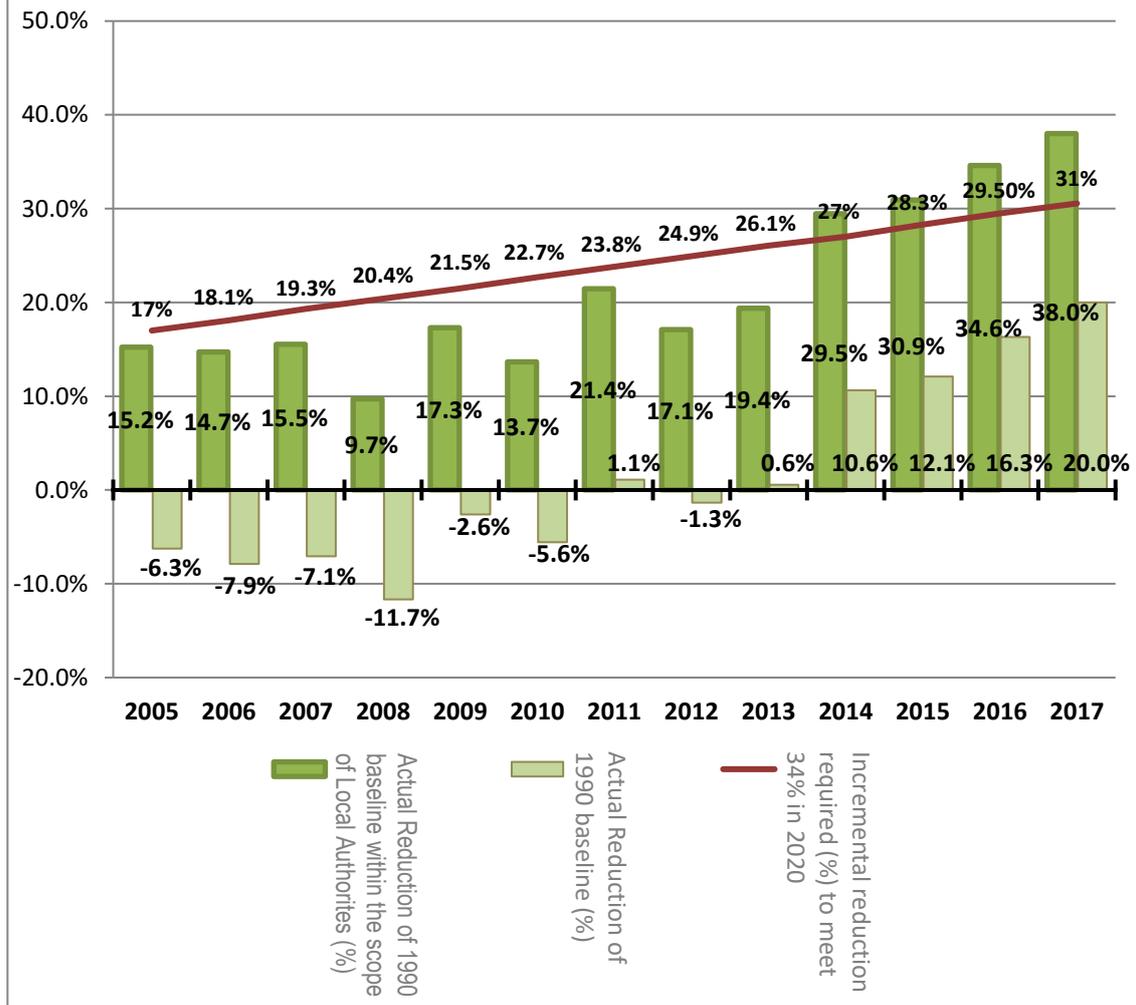
reduction of CO<sub>2</sub> emissions in the Borough since 2005, when recorded data is published from. However the overall reduction of emissions not accounting only for that within the scope of Local Authorities was 20% in 2017, which is significantly below the 31% incremental requirement. For the purpose of monitoring this target, Surrey Heath’s performance is being measured and consequently, it is considered within the scope of Local Authorities. Therefore, the target has been met.

**Box 1 – analysis of Carbon Dioxide Emissions (kilotonnes)**

Level of CO<sub>2</sub> Emissions for Surrey Heath by calendar year

Year	CO <sub>2</sub> Emissions (kilotonnes)	Actual Reduction of 1990 baseline (%)	Incremental reduction (%) required to meet 34% in 2020
1990	670	0%	0%
2017	536.1	20%	31%
2017 (within the scope of Local Authorities)	415.4	38%	31%
2020	442.2 required	N/A	34%

**Figure 2: % Reduction of CO<sub>2</sub> Emissions in Surrey Heath Since 1990**



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Travel and Transport

**Objective 11: Improve travel choice and transport services to encourage sustainable travel patterns and, in particular, reduce reliance on the car**

CSDMP Delivery Policies: CP1, CP11, DM11

Indicator	Target	Performance against the Target	Analysis	
Percentage of dwellings or B class floorspace completed within 400m or 5 minute walk time of a half hourly bus service in urban areas and within 800m or a 10 minute walk time of an hourly bus service in rural areas	To achieve 80% of all development over plan period	<b>Target PARTIALLY MET</b>	As shown in the tables below, the target has not been met for net completions for both class floorspace in rural and urban areas. For urban areas, this is primarily due to a large completion in the monitoring year that is not with 400m of a bus stop. For residential development, 92.87% of dwellings have been within 400m of a bus stop and therefore met the 80%, however, due to large sites completing in the monitoring year in rural locations, the overall target for dwelling that within the target distance to a bus stop has not been met. Therefore, the target has been partially met.	
B class floorspace completions - plan period 2012-2019				
	<b>Total B class floorspace completed (net)<sup>15</sup></b>	<b>B class floorspace completed within 400m/ 5 min walk of bus stop (urban)</b>	<b>B class floorspace completed within 800m/ 10 min walk of bus stop (rural)</b>	<b>% B class floorspace completed within prescribed distance of bus stop</b>
Urban	9723	2487	n/a	25.58%
Rural	4498	n/a	3091	68.72%
<b>Total</b>	<b>14221</b>	<b>2487</b>	<b>3091</b>	<b>39.22%</b>
Dwelling completions – plan period 2012-2019				
	<b>Total dwellings completed (net)<sup>16</sup></b>	<b>Dwellings completed within 400m/ 5 min walk of bus stop (urban)</b>	<b>Dwellings completed within 800m/ 10 min walk of bus stop (rural)</b>	<b>% Dwellings completed within prescribed distance of bus stop</b>
Urban	1150	1068	n/a	92.87%
Rural	280	n/a	62	22.14%
<b>Total</b>	<b>1430</b>	<b>947</b>	<b>55</b>	<b>70.01%</b>

<sup>15</sup> Only applications where there has been a net gain in B-class floorspace have been included in these calculations

<sup>16</sup> Only applications where there has been a net gain in dwellings have been included in these calculations

MONITORING THE POLICIES IN THE SURREY HEATH LOCAL PLAN

Indicator	Target	Performance against the Target	Analysis
Percentage of dwellings or B class floorspace completed within a 10 minute walk time or 800m of a rail service (local)	To achieve 50% over plan period	<b>Target NOT MET</b>	The target of 50% has not been met. However, the overall percentage for no. of dwellings within 800m of a rail service has increased from the previous monitoring year. The percentage of employment floorspace within 800m of rail stations has decreased this monitoring year, as relevant B use class applications have not been within this target distance. It is worth noting that whilst there are 3 railway stations in the Borough, they are all located on the western side of Surrey Heath, which restricts the likelihood of delivering a large quantity of development within close proximity of them. Furthermore, much of the western urban area falls outside of their 800m radius.

Plan period to date (2012-2019)	Development falling within 10 min walk / 800m of rail service	Development Total across Plan Period	% Development falling within 10 min walk / 800m of rail service
B class floorspace completions (sq.m)	1117	13592	<b>8.22%</b>
Dwellings (no. units)	506	1430	<b>35.38%</b>

Number of travel plans implemented in association with major developments	Aim to achieve travel plans in 50% of all major developments	<b>Unable to determine - data unavailable</b>	The following tables provide details of applications with Travel Plans that are either being implemented or that Surrey County Council (SCC) has commented on, during the monitoring year 2018-19. The Council continues to seek travel plans in consultation with Surrey County Council – implementation is monitored by the County Council and it has not been possible to gather the data required to fully monitor this indicator.
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Travel Plans Being Implemented

Development	Details	TP date	Status
Eli Lilly	Pharmaceutical company in Windlesham.	2001	Travel Plan targets achieved and maintained, but Eli Lilly continue to submit TP's voluntarily every 3 years. Last 2 reports submitted in 2013 and 2016.

MONITORING THE POLICIES IN THE SURREY HEATH LOCAL PLAN

Frimley Park Hospital	Travel plan has been implemented since 2013	Apr 2013	Year 5 monitoring report was due 2018, but not received.
Connaught Junior School	The school's travel plan achieved bronze accreditation via the Modeshift STARS online school travel plan system, which expired March 2019	Modeshift STARS Bronze Accreditation valid until 31.3.19	Condition 5 SU/14/0852 (for additional classrooms).
Mindenhurst (Princess Barracks, Deepcut)- site 2B	1200 homes, including school and supermarket. Site 2B is for 215 dwellings.	Sept 2017	Travel information pack is currently being distributed to new residents. Travel plan information is available on Mindenhurst's website. Framework TP approved in June 2017 for SU/17/0871 for 215 dwellings.

**Travel Plans Received by SCC for Comment: None**

MONITORING THE POLICIES IN THE SURREY HEATH LOCAL PLAN

Employment and Retail

Objective 12: Maintain the economic role of the Borough within the Western Corridor and Blackwater Valley sub-region			
CSDMP Delivery Policies: CP8, DM1, DM2, DM3, DM13 and Saved Local Plan 2000 Policies: E6, E8			
Indicator	Target	Performance against the Target	Analysis
Total amount of additional employment floorspace by type	Achieve no net loss of employment floorspace over plan period	<b>Target NOT MET</b>	<p>See Box 2 for supporting tables. The target has not been met, an overall net loss of 1,461 square meters employment floorspace across the plan period to date. However, there has been an overall net gain of 2,562 square meters employment floorspace in the monitoring year. It should be noted that the large majority of the reduction in floorspace falls within a B1a use class. These losses are largely a result of the expansion of the General Permitted Development Order (GPDO) to include Class J, Part 3, allowing prior notifications for a change of use from Class B1a (office) to Class C3 (dwelling houses). As such, the Borough Council has been unable to prevent the loss of employment floorspace falling within a B1a use class. Excluding B1a to C3 losses, the Council would have in fact gained a figure of 6,979 square meters of B use class floorspace during the monitoring year 2018-19.</p> <p>Within the Core Employment Areas there has been a net gain in B class floorspace during the monitoring year and also a net gain over the plan period.</p>

MONITORING THE POLICIES IN THE SURREY HEATH LOCAL PLAN

**Box 2**

Additional employment floorspace completed across borough (net)

	A1 (sqm)	A2 (sqm)	A3 (sqm)	A4 (sqm)	A5 (sqm)	B1(a) (sqm)	B1(b) (sqm)	B1(c) (sqm)	Mixed Across B1 (sqm)	B2 (sqm)	B8 (sqm)	B mixed sqm (unable to split)	C1 (sqm)	Mixed Across >1 Use Class (sqm)	D1 (sqm)	D2 (sqm)	Total (sqm)
<b>2018-19 (net)</b>	-1246	-67	-174	-229	291	-4582	0	457	6025	-690	1187	0	49	287	425	829	2562
<b>Plan Period (2012-19) (net)</b>	-2887	-63	-173	-361	331	-15594	0	839	9864	-449	1096	4962	49	2415	2098	-3588	-1461

Core Employment Areas B class floorspace completions 2018-19 and Plan Period 2012-19

	B1a (sqm)	B1b (sqm)	B1c (sqm)	Mixed Across B1 (sqm)	B2 (sqm)	B8 (sqm)	B Mixed (unable to split) sqm	Total (sqm)
2018-19 Completed floorspace (gross)	3393	0	0	5860	-1020	1790	0	10023
2018-19 Completed floorspace (net)	15	0	0	5860	-1020	1020	0	5875
Plan Period (2012-19) (gross)	3393	0	0	10088	-525	7128	5210	25294
Plan Period (2012-19) (net)	-777	0	-466	10088	-742	1661	4962	14726

MONITORING THE POLICIES IN THE SURREY HEATH LOCAL PLAN

Indicator	Target	Performance against the Target	Analysis			
Total amount of employment floorspace on previously developed land by type	Achieve 80% of employment development on PDL over plan period	<b>Target: PARTIALLY MET</b>	As set out in the previous indicator, there has been a net loss in employment floorspace during the plan period to date. Therefore, in order to assess performance against the PDL target, the above table considers solely those applications where there has been a net gain in overall floorspace. On this basis, over the plan period to date, 79% of the total floorspace completed was on PDL. The target of 80% has therefore partially been met. This is due to two relatively large developments completed on non-PDL land during the 2012-13 and 2016-2017 monitoring years. Aside from these two developments, 100% of the total employment floorspace has been completed on PDL.			
<b>Analysis:</b>						
% Completed B class floorspace on PDL in the Plan Period to date (figures include only those applications where there has been a net gain in employment floorspace)						
	<b>B1a</b>	<b>B1c</b>	<b>B2</b>	<b>B8</b>	<b>Mixed Across B</b>	<b>Total Employment Floorspace</b>
2012-19 plan period sqm PDL	1045	15	492	1104	10731	13387
2012-19 plan period sqm non-PDL	0	1127	888	1585	0	3600
2012-19 plan period % sqm PDL	100%	1%	36%	41%	100%	79%
Employment Land Available	Maintain sufficient land to meet demand	<b>Target MET</b>	An Employment Land Review of the Functional Economic Area (FEA) which includes Hart District, Rushmoor Borough and Surrey Heath Borough was undertaken in 2015 and an update was published in December, 2016. The results of the study demonstrated that overall, across the FEA there is a sufficient supply of employment land required to meet current and future projected employment forecasts.			
Total amount (gross) and percentage of retail floorspace completed in	Achieve 75% of town centre uses within Town, District and Local centres	<b>Target NOT MET</b>	In terms of gross completions for new retail floorspace, 59% has been achieved in the borough's Town/District/Local centre locations with 1% in edge of centre locations and 40% outside of centres over the plan period. This is mainly due to a specific retail site being completed outside of centres during the			

MONITORING THE POLICIES IN THE SURREY HEATH LOCAL PLAN

town centres, edge of centre locations and outside centres	over plan period		monitoring year. Therefore, the target has not been met over the plan period. In previous monitoring years this target has been exceeded.
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Total amount of retail floorspace completed in Plan Period (2012-2019)

	Gross (net) new floorspace completed (sqm) PLAN PERIOD	% total gross retail floorspace PLAN PERIOD
Town/District/Local Centres	3719(-2773)	59%
Edge of Town/District/Local Centres	64(-97)	1%
Outside Centres	2510(811)	40%

**Objective 13: Promote the role of Camberley Town Centre as a secondary regional centre and as a safe and attractive retail, cultural and entertainment centre with a high quality of environment**

CSDMP Delivery Policies: CP8, CP9, CP10 and Saved Local Plan 2000 Delivery Policies: TC1, TC2, TC4-10, TC12-22

**Please note that objectives related to Camberley Town Centre are now monitored from the policies, indicators and targets within the Camberley Town Centre Area Action Plan (CTCAAP), which was adopted in July 2014. These policies are monitored in Section 5 of this report, following the monitoring of the local plan policies.**

MONITORING THE POLICIES IN THE SURREY HEATH LOCAL PLAN

District and Local Centres

**Objective 14: Maintain the role of Bagshot and Frimley as district centres for local shops, services and community facilities and protect these uses elsewhere in the Borough**

CSDMP Delivery Policies: CP9, DM12

Indicator	Target	Performance against the Target	Analysis
Percentage of units in A1 use over plan period in Bagshot primary shopping area (frontage), Bagshot secondary shopping frontage, Frimley primary shopping area (frontage), Frimley secondary shopping frontage and Neighbourhood parades (frontage)	Maintain or achieve 75% of units as A1 in primary shopping areas and 50% of units as A1 in all other frontages	<b>Target PARTIALLY MET</b>	A survey was undertaken in April and May 2017 to identify the types of units that were in use in the borough's district and local centres, and neighbourhood parades. The results of this survey are included as Appendix 4. The 2017 survey demonstrated that 61% of the primary shopping areas in Bagshot and Frimley are in A1 retail use, compared to the CSDMP target of 75%. The borough's other retail frontages including Bagshot and Frimley's secondary shopping areas, as well as all of the local centres and neighbourhood parades were demonstrated to have 52% of units in A1 retail use, which exceeds the CSDMP target of 50% of units in A1 use. The target has therefore been partially met, overall. It is also necessary to take into account that amendments made to the General Permitted Development Order in 2013 <sup>17</sup> now mean that smaller A1 units (<150 sqm) can be temporarily changed to A2, A3 or B1 without the need for planning permission. Furthermore, Under Schedule 2, Part 3, Class M of the Town and Country Planning (General Permitted Development) Order, this has been extended to enable conversions from an A1 use to C3 dwellinghouses, subject to prior approval.

Total number of occupied retail (A use class) units in comparison with number and percentage of A1 units for Bagshot and Frimley primary shopping areas, and in all other shopping frontages

	Total Number of Units in Retail Frontage	Number of A1 Units in Retail Frontage	% of A1 Retail Units in Retail Frontage
Bagshot and Frimley Primary Shopping Areas	54	33	61%
Combined Bagshot and Frimley Secondary Shopping Areas and Other Retail Frontages	230	120	52%

<sup>17</sup> The Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2013

MONITORING THE POLICIES IN THE SURREY HEATH LOCAL PLAN

Objective 15: Identify sites on which employment use should be maintained and growth encouraged								
CSDMP Delivery Policies: CP8, DM13								
Indicator	Target	Performance against the Target	Analysis					
Amount of (gross) B Class floorspace permitted or lost to other uses outside of Core Employment Areas and Camberley Town Centre	No target	<b>No Target</b>	Over the plan period to date, in terms of completed gross new floorspace there has been a gain of 7,072 sqm B class floorspace outside of Core Employment Areas and Camberley Town Centre, of which 3,634 is in a B1a use class. However, overall there has been a net loss of completed employment (B class) floorspace outside of these areas. This is, in part due to recent changes to permitted development rights (in particular in relation to the conversion of B1 office use to C3 residential) which have made loss of office floorspace more difficult to manage.					
<b>Analysis:</b> B class floorspace permitted and completed outside of Camberley Town Centre and Core Employment Areas, Plan Period 2012-19								
	B1a	B1b	B1c	Mixed Across B1	B2	B8	B Mixed (unable to split)	Total
<b>Permitted (gross) Plan Period 2012-19 (sqm)</b>	36,534	8,905	1,514	0	1,914	3,742	1,840	54,449
<b>Permitted (net) Plan Period 2012-19 (sqm)</b>	-25,386	21,304	-2,747	0	-1,934	-1,739	790	-9,712
<b>Completed (gross) Plan Period 2012-19 (sqm)</b>	3,634	0	1,142	165	1,103	1,028	0	7072
<b>Completed (net) Plan Period 2012-19 (sqm)</b>	-7,784	0	863	-104	-37	-368	0	-7430

MONITORING THE POLICIES IN THE SURREY HEATH LOCAL PLAN

Community

**Objective 16: Support the community through: protection from crime and the fear of crime, reflection of cultural diversity, improved facilities for health, well-being and life-long learning**

CSDMP Delivery Policies: CP2, CP10, CP12, DM9, DM12, DM15

Indicator	Target	Performance against the Target	Analysis		
Total floorspace (net square metres) for community and cultural facilities gained or lost by type during AMR year and Plan Period	No Target	<b>No Target</b>	The borough has lost 10 sqm of community and cultural facilities over the Plan Period to date. The loss is due solely to one large application which was completed during the 2015-16 monitoring year. The demolition of leisure facilities and completion of new B class employment floor space was implemented at Lyon Way Industrial Estate, a designated Core Employment Area. It therefore accords with the CSDMP to reclaim a function falling within a B use class in that location. Notwithstanding the loss of leisure facilities during the previous monitoring year 2015-16, there have been net gains in all other community and cultural facilities over the Plan Period to date, and during the monitoring year.		
Community and cultural facilities gained or lost					
	Educational Facilities (sqm)	Healthcare Facilities (sqm)	Places of worship (sqm)	Leisure Facilities (sqm)	Total (sqm)
<b>2018-19 (net)</b>	248	177	0	829	1,254
<b>Plan Period to date (2012-19) (net)</b>	1,201	716	214	-2141	-10
Amount of new open space provided on major housing development (ha)	N/A	<b>N/A</b>	No relevant schemes were completed during the monitoring period		

## MONITORING THE POLICIES IN THE SURREY HEATH LOCAL PLAN

### Leisure and Culture

**Objective 17: Provide and support high quality leisure and cultural facilities that are accessible to all**

CSDMP Delivery Policies: CP2, CP4, CP10, CP12, CP13, DM14, DM15, DM16

**Indicator: The monitoring for this objective is included within Objectives 8, 13 and 16.**

MONITORING THE CAMBERLEY TOWN CENTRE AREA ACTION PLAN POLICIES

5 MONITORING POLICIES IN THE CAMBERLEY TOWN CENTRE AREA ACTION PLAN

Camberley Town Centre Area Action Plan

- 5.1 The CTC AAP was adopted in July 2014 and it is therefore quite early in the AAP period. However, objectives are monitored and reported where evidence is demonstrable, and for allocated sites that are phased in the earlier part of the plan period.
- 5.2 The structure of this section aims to follow the CTCAAP framework, in a summarised tabular format which provides information relating to how well the policies in each thematic area of the AAP are performing. Each objective is grouped within an overarching theme, derived from the AAP framework. The colour coding system used to monitor performance in the CSDMP section is also applied here.

Figure 3: Surrey Heath – Context of the AAP within the Borough

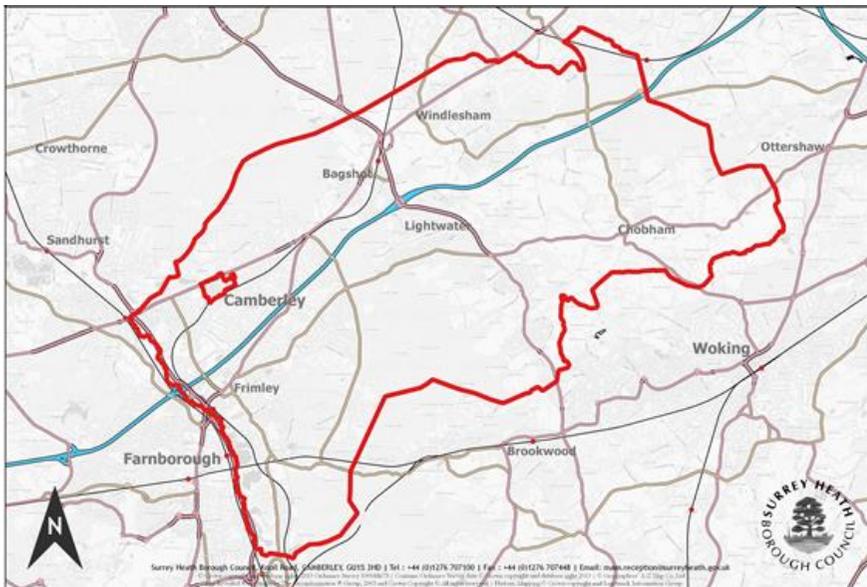


Figure 4: The Camberley Town Centre AAP Boundary



MONITORING THE CAMBERLEY TOWN CENTRE AREA ACTION PLAN POLICIES

Area Action Plan Themes and Objectives

Theme	Objective	CSDM & AAP Delivery Policies	Relevant Targets	Performance Summary	On Target?
<b>A vital and viable shopping centre</b>	1: Ensure Camberley TC continues to be a vital and viable shopping facility which meets the needs of its catchment population and to enable the improvements and any increases in floorspace needed to achieve this.	<b>CSDM:</b> CP8, CP9, CP10, CP12. <b>AAP:</b> TC2, TC3, TC13	Aim to achieve 41,000sqm (gross) comparison and convenience floorspace in CTC over the AAP period	The AAP was adopted in 2014 and the period runs until 2028. There has not yet been a completion of major development over the AAP period to date for which to measure this target against. However, additional convenience floorspace has been completed during the monitoring year.	-
<b>A range of cultural and leisure facilities offered</b>	2: Provide an excellent range of leisure, cultural and community facilities to meet the needs of the local population	<b>CSDM:</b> CP10, CP12, DM14, DM16. <b>AAP:</b> TC6.	Aim to achieve no net loss of community, cultural or leisure floorspace in CTC over AAP period	0.0sqm net loss of community, cultural or leisure facilities has taken place in CTC over both the monitoring year and the AAP period to date.	✓
<b>A thriving employment centre</b>	3: To maintain Camberley town centre's role as an employment centre	<b>CSDM:</b> CP1, CP8, CP10 <b>AAP:</b> TC5, TC7, TC8	No target - contextual		/
<b>A place for people to live</b>	4: To enhance Camberley town centre's role as a residential area including the provision of new homes	<b>CSDM:</b> CP1, CP3, CP5, CP6, CP10, CP14B <b>AAP:</b> TC4, TC14, TC15, TC16, TC17, TC18, TC19, TC20	Aim to deliver at least 200 new dwellings over AAP period with 35% as affordable	The AAP was adopted in 2014 and the period runs until 2028. However, to date, 92 net homes have already been delivered on the AAP allocated sites, including 7 affordable units, as well as 92 C2. The Ashwood House site at Pembroke Broadway North is currently under construction (116 units). 15-17 Obelisk Way, which is within the area of the London Road Block site, is also currently under construction (16 units). Overall, this demonstrates good progress against the target of 200 homes.	-

MONITORING THE CAMBERLEY TOWN CENTRE AREA ACTION PLAN POLICIES

Theme	Objective	CSDM & AAP Delivery Policies	Relevant Targets	Performance Summary	On Target?
<b>A well connected, accessible town centre</b>	5: To improve accessibility within and to the town centre by all means of transport	<b>CSDM:</b> CP10, CP11, CP12, DM11 <b>AAP:</b> TC7, TC8, TC9	Number of travel plans implemented in association with major developments in CTC over AAP period	There are three schemes over the AAP period to date that have been submitted with accompanying travel plans. Of these, one development has been completed, which is the Pembroke House site at Pembroke Broadway. The Travel Plan Co-ordinator is required to submit monitoring information to Surrey County Council on an ongoing basis. A framework travel plan was submitted as part of a large application in Park Street, Camberley, to comprise Restaurants, a drinking establishment and a 95 bedroom hotel. This application has not been implemented. The major application for 116 dwellings at Pembroke Broadway North, currently under construction includes a travel plan as an accompanying document.	-
<b>A clean, high quality centre</b>	6: To improve environmental quality and enhance the character of the town centre and protect the amenity and character of the surrounding residential areas	<b>CSDM:</b> CP2, CP10, CP12, CP13, CP14A, DM7, DM9, DM10, DM17 <b>AAP:</b> TC11, TC12, TC13	40% of waste sent for reuse, recycling and composting over AAP period.	Monitored through Core Strategy targets – 61.9% achieved during 18/19 and 61.95% over the AAP period to date.	✓
			No exceedance of Air quality Strategy targets of 30µgm <sup>-3</sup> in CTC	Information for CTC air quality is therefore currently unavailable due to the closure of the Camberley Air Quality Monitoring Station in 2012 which located outside of the town centre, at Castle Road, adjacent to the M3.	/
<b>A safe, attractive centre</b>	7: To provide a well-managed, safe and attractive town centre	<b>CSDM:</b> CP2, CP10, CP12, CP13, DM9, DM10, DM11, DM17 <b>AAP:</b> TC1	Complete all public realm improvements identified in Public Realm Strategy by end of AAP period.	On target. The AAP was adopted in July 2014 – public realm improvements have already commenced in Camberley’s shopping centre, The Square.	✓

MONITORING THE CAMBERLEY TOWN CENTRE AREA ACTION PLAN POLICIES

		No target. Number of crimes recorded in Camberley Town Centre can still be measured <sup>18</sup>	No. of crimes committed within 1 mile radius of Camberley Town Centre 01/04/18 – 31/03/19 (monitoring year period) = <b>2093</b> There were <b>922</b> crimes recorded over the same period during the previous monitoring year 2016/17 (within 0.25 mile radius).	/
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Area Action Plan Allocated Sites

AAP Site	Phasing	Delivery at 31/03/2018
London Road Block	Commencement in 2016/2017	Development at the site has not yet been commenced. However, The Square shopping centre has now been acquired by the Council and its refurbishment is being carried out. 15-17 Obelisk Way, which is within the area of the London Road Block site, has received planning permission for 16 units and is currently under construction. Developers have been invited by the Council to submit redevelopment proposal bids for the London Road Block site.
Camberley Station	Commencement post 2020	No required commencement in monitoring year
Land at Park Lane	Specific phasing not stated - 100 dwellings over AAP Period	Number of C3 residential dwellings completed: <b>61</b> (net) Number of C2 care home units completed: <b>92</b> (net) Total no. of units provided on site: <b>153</b>
Pembroke Broadway North	Commencement pre- 2020	No required commencement in monitoring year. However, an application for 116 C3 residential units has been permitted for Ashwood House, at this site.
Land East of Knoll Road	Specific phasing not stated - 80 dwellings over AAP Period	<b>31</b> (net) dwellings have been delivered at Former Camberley Police Station site. The remaining area of allocated site remains to come forward
Magistrates Court	Commencement of development by 2016	Development on the site has commenced at Kings Court for 30 (net) C3 residential units. A further application for additional units is currently under consideration.

<sup>18</sup> Information provided at: <http://www.ukcrimestats.com/Postcode/gu153sl>

MONITORING THE CAMBERLEY TOWN CENTRE AREA ACTION PLAN POLICIES

Completed Floorspace in Camberley Town Centre

Retail, employment and leisure floorspace completions within the boundaries of the CTC AAP during the monitoring year and over the plan period

Town Centre Uses: Floorspace completions within the boundary of Camberley town Centre, 2018-19 and Plan Period 2012-19

	A1 (sqm)	A2 (sqm)	A3 (sqm)	A4 (sqm)	A5 (sqm)	B1a (sqm)	B1b (sqm)	B1c (sqm)	Mixed B1	B2 (sqm)	B8 (sqm)	D1 (sqm)	D2 (sqm)	Mixed Across >1 Use Class (sqm)	Total (sqm)
Gross new floorspace completed 2018-19	-18	0	0	0	255	0	0	0	0	0	0	0	166	0	403
Net floorspace completed 2018-19	-329	-123	-174	0	255	-2381	0	0	0	0	0	0	166	0	-2586
Gross new floorspace completed Plan Period 2012-19	784	1151	326	138	601	25	0	0	0	0	0	371	290	218	3904
Net floorspace completed Plan Period 2012-19	-1915	926	-252	138	517	-7354	0	0	-120	0	-195	371	290	218	-7376

**Analysis:** There has been a net loss of floorspace for town centre uses in Camberley town centre, both in the AMR year 2018-19 and over the Plan Period. However, during the monitoring year, there have been net gains in A5 and D2 use class floorspace in the town centre. There has been a net loss of 2381 sqm B1 use class floorspace in the town centre during the monitoring year, due to recent changes to permitted development rights (in particular in relation to the conversion of B1 office use to C3 residential) which have made loss of office floorspace more difficult to manage.

APPENDICES

**APPENDIX 1: TABLE DETAILING PROGRESS ON THE LDS**

Title Of Document	Subject of Document	Stages in Preparation Completed at 31/03/2012	LDS Target Met?	Next Stage
Local Development Scheme (LDS)	A programme for the preparation of the Local Development Framework (Local Plan).	LDS agreed in June 2010, the most recent update May 2018	N/A	An updated LDS to cover the period 2018-2021 was approved in May 2018.
Statement of Community Involvement (SCI)	Standards and approach to involving stakeholders and the community in the production of all Local Development Documents and planning applications.	Adoption: February 2006. (Update published July 2017)	N/A	A revised SCI was adopted in July 2017
Core Strategy and Development Management Policies Development Plan Document (CSDMP & DPD)	Provides the vision for the future development of Surrey Heath until 2028 and will set out the key policies against which all development proposals will be assessed.	✓ Adoption: February 2012	Yes	Completed

APPENDICES

Title Of Document	Subject of Document	Stages in Preparation Completed at 31/03/2012	LDS Target Met?	Next Stage
The Surrey Heath New Local Plan to cover the period up to 2032	This Local Plan will set out strategic policies on issues such as housing and employment, allocation of sites for development and Development Management policies. This plan will on adoption replace the Council's adopted CS&DM DPD and Development Management (2012) and saved policies from the Surrey Heath Local Plan 2000.	Regulation 18: Surrey Heath Issues Options/Preferred Options will undergo public consultation in the summer of 2018, in line with the LDS 2018.	N/A	Public consultation in June 2018 in preparation for Pre-submission consultation in June 2019.
Site Allocations DPD	To identify sites allocated for development or identified for other policy reasons.	<ul style="list-style-type: none"> <li>✓ Pre-production phase: Spring 2011</li> <li>✓ Issues and Options: Jan 2013</li> <li>• Pre-submission consultation: Aug 2014</li> <li>• Submission: Jan 2015</li> <li>• Pre-hearing meeting: July 2015</li> <li>• Hearing: May 2015</li> <li>• Adoption: October 2015</li> </ul>	No	This document is no longer being proceeded with. It will be replaced by a boroughwide Local Plan, to be produced in line with the Local Development Scheme approved in 2018.

APPENDICES

Title Of Document	Subject of Document	Stages in Preparation Completed at 31/03/2012	LDS Target Met?	Next Stage
Camberley Town Centre Area Action Plan (AAP)	Sets out the Council's approach to the future development and Strategy for Camberley Town Centre.	Revised issues, options and preferred proposals – February 2012 Pre-submission consultation: March 2013 <ul style="list-style-type: none"><li>• Submission: June 2013</li><li>• Hearing: November 2013</li><li>• Adoption: February 2014</li></ul>	Slight delay	Adopted July 2014
Infrastructure Delivery DPD	Addresses the implementation of the Community Infrastructure Levy (CIL) and developer contributions.	<ul style="list-style-type: none"><li>• Issues and Options: December 2012</li><li>• Presubmission consultation: April 2013</li><li>• Submission: June 2013</li><li>• Hearing: October 2013</li><li>• Adoption: February 2014</li></ul>	Slight delay	The CIL charging schedule and Infrastructure DPD adopted July 2014.
West End Village Design Statement SPD	Sets out design principles against which new development will be considered in recognition of the local distinctiveness of West End.	Adopted SPD: August 2016	N/A	Completed

## APPENDICES

Title Of Document	Subject of Document	Stages in Preparation Completed at 31/03/2012	LDS Target Met?	Next Stage
Deepcut SPD	The SPD represents the chosen strategy for managing the future development of Deepcut.	Adopted SPD: September 2011	N/A	Completed
Developer Contributions SPD	Sets out the mechanism whereby planning obligations will be sought from planning permissions.	Adopted SPD: December 2011	N/A	Completed
Thames Basin Heaths Special Protection Area SPD	The SPD sets out the approach that Surrey Heath Borough Council will take to avoiding harm to the Special Protection Area as a result of new housing development.	Adopted SPD: January 2012	N/A	Completed
Local Heritage Assets SPD	The purpose of this SPD is to provide the methodology and criteria for identification of buildings, structures and sites of local importance.	Adopted SPD: May 2012	N/A	Completed
Western Urban Area Character SPD	Provides detailed policy guidance on character issues.	Adopted SPD: May 2012	N/A	Completed

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Title Of Document	Subject of Document	Stages in Preparation Completed at 31/03/2012	LDS Target Met?	Next Stage
Validation of Planning Applications SPD	Sets out the requirements for planning applications in order for them to be considered valid and capable of determination.	Draft SPD: February 2008 Adopted SPD – June 2008	N/A	Completed. This has now been superseded by the Local Validation List adopted 2014.
Lightwater Village Design Statement SPD	Sets out design principles against which new development will be considered in recognition of the local distinctiveness of Lightwater.	Draft SPD: July 2007 Adopted SPD – October 2007	N/A	Completed
Yorktown Landscaping Strategy SPD	This document was prepared with the framework set by the Surrey Heath Local Plan 2000 and the Yorktown Strategy which gives guidance on how landscaping in new development can assist in the regeneration of the Yorktown Core Employment Area and the Residential Enhancement Area to the west of Frimley Road.	✓ Draft SPD: November 2006 ✓ Adopted SPD – April 2008	N/A	Completed

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**APPENDIX 2: DUTY TO CO-OPERATE**

Activities undertaken in the year ending 31st March 2019

Organisation	Nature of Co-operation in yr to 31 <sup>st</sup> March 2019	Date	Outcome
<b>All relevant Statutory consultees</b>	Consulted on the Surrey Heath Issues and Options/Preferred Options draft Local Plan 2018	June/July 2018	Will help in the progression of the new Local Plan.
	Windlesham Neighbourhood Plan Pre-Examination consultation (Regulation 16)	April – May 2018	Assisted with the progression of the Windlesham Neighbourhood Plan
	Consulted on the Thames Basin Heaths Special Protection Area Avoidance Strategy SPD.	November 2018- January 2019	Assisted in the mitigation of new residential development on the Thames Basin Heaths SPA.
<b>Housing Market Area (Rushmoor BC, Hart DC and Surrey Heath BC)</b>	Undertaken work to determine Housing Market Area. Undertaking joint Strategic Housing Market Assessment (SHMA) in line with Government guidance. Joint consultation on methodology and draft SHMA and stakeholder workshop held. Also previously undertaken joint Employment Land Review (ELR) in line with Government guidance.	On-going	Joint working under duty to co-operate has led to housing market area being defined and the production of a SHMA in December 2014. An updated SHMA was been produced in December 2016. The Hart Local Plan was Examined in 2018 and Surrey Heath noted as part of the examination that it was not in the position to meet its housing need within the Borough.
	Officers took part in the Hart Local Plan Examination and made representations as part of the Examination process.	November 2018	It was requested that Hart meet Surrey Heaths unmet Housing need as identified in the Surrey Heath Issues and Options/Preferred Options draft Local Plan 2018.
	Agreed a SoCG in respect of the Hart Local Plan Examination	November 2018	The SoCG sets out the agreed position between the three authorities, which together comprise the housing market area (HMA), on the matter of addressing housing need across the HMA.
	Joint working on SANG – Hawley Meadows	On-going	Management of SANG and delivery of housing development in the Borough through it.

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Organisation	Nature of Co-operation in yr to 31 <sup>st</sup> March 2019	Date	Outcome
	Jointly commissioned SPA Project work		Jointly commissioned a two year project to determine the potential for alternative or complementary measures to the existing Thames Basin Heaths SPA avoidance strategy.
	Meeting with Hart District Council and Rushmoor Borough Council.	November 2018	Discussions on SoCG and other matters
<b>Bracknell Forest District Council</b>	Joint working on SANG – Shepherd Meadows		Management of SANG and delivery of housing development in the Borough through it.
<b>Planning Working Group</b>	Planning Working Group (PWG) - Regular meetings through-out year of senior Surrey Planning Policy officers.	On-going	Information sharing - recommendations on joint working made to SPOA.
<b>Surrey Planning Officers Association</b>	Surrey Planning Officers Association (SPOA) - Regular meetings through-out year of senior Surrey Planning officers.	On-going	Information sharing - decision-making on joint working projects at officer level.
<b>Joint Strategic Partnership Board</b>	Joint Strategic Partnership Board (JSPB) and Thames Basin Heaths Joint Officers Group. Regular meetings of political and officer representatives of 11 constituent Local Authorities of TBH SPA plus Natural England.	On-going	Information sharing, decision taking and management of approaches to TBH SPA and JSPB.
<b>Camberley Town Centre Community Interest Company (CIC)</b>	A partnership of public and private sector organisations that have an active interest in the town and are dedicated to improving the town’s economy, attracting businesses, inward investment, residents and visitors.	On-going	Surrey Heath plays an active role in the CIC.
<b>Collectively Camberley</b>	Camberley Town Centre is a Business Improvement District (BID).	On-going	Member of BID
<b>Enterprise M3 Local Economic Partnership</b>	Surrey Heath is part of the Enterprise M3 LEP which looks at the strategic management of resources to achieve economic growth. Have successfully submitted BIDs for Local Growth Fund during 2014	On-going	Information sharing. Leader of the council is one of the 16 Members of the Enterprise M3 Board. Have received funding for highway improvements, SANG and purchase of a building for housing.

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Organisation	Nature of Co-operation in yr to 31 <sup>st</sup> March 2019	Date	Outcome
<b>Hampshire County Council</b>	Joint working on SANG – Hawley Meadows	On-going	Management of SANG and delivery of housing development in the Borough through it.
<b>Natural England</b>	Regular consultation in connection with development proposals, new SANG & SAMM contributions	On-going	Information sharing and decision taking in relation to nature conservation and SANG.
<b>Runnymede Borough Council</b>	Runnymede Borough Council’s Draft Local Plan 2030 (Regulation 19) Part 2 consultation	June 2018	The Runnymede Local Plan is currently under examination.
<b>Surrey County Council</b>	Regular meetings and discussions on a variety of planning policy topics including transport, education, travellers, SPA and SANG.	On-going	Information sharing and assistance in creation of evidence base and formulation of policy.
	Responded to the Surrey Draft Waste Local Plan 2019 Consultation.	January 2019	Surrey County Council are currently updating the submission Waste Local Plan following responses received during the consultation.
	Joint Highway post established in May 2016	On-going	Will help in the production of Local Plan documents
	Work undertaken with Highways Officers regarding traffic modelling for new Surrey Heath Local Plan	On-going	Will help in the production of Local Plan documents
	Joint working on Surrey Infrastructure Study	On-going	Will help in the production of Local Plan documents
<b>Surrey Heath Partnership</b>	Single body that brings together different parts of the public sector as well as the business, community and voluntary sectors to work together for the benefit of the community of Surrey Heath.	On-going	Information sharing and assistance in creation of evidence base and formulation of policy
<b>Transport for Surrey</b>	Brings together those involved in transport such as bus and rail operators, local councils and Surrey Police to co-ordinate transport activities in the county.	On-going	Information sharing and input into preparation of transport evidence base
<b>Transport for Surrey Heath</b>	Partnership project which aims to deliver improved transport solutions within the borough.	Meets 3-4 times a year	Information sharing and input into preparation of transport evidence base
<b>Woking Borough Council</b>	Response to Woking Borough Council’s Site Allocations Development Plan Document Regulation 19 Publication	December 2018	Outcomes of the consultation yet to be published.
<b>Wokingham Borough Council</b>	Have consulted on both joint SHMA and ELR methodologies and on Draft SHMA.	On-going	Outcomes of consultation have informed production of the SHMA.

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APPENDIX 3: HOUSING COMPLETIONS 2018-2019

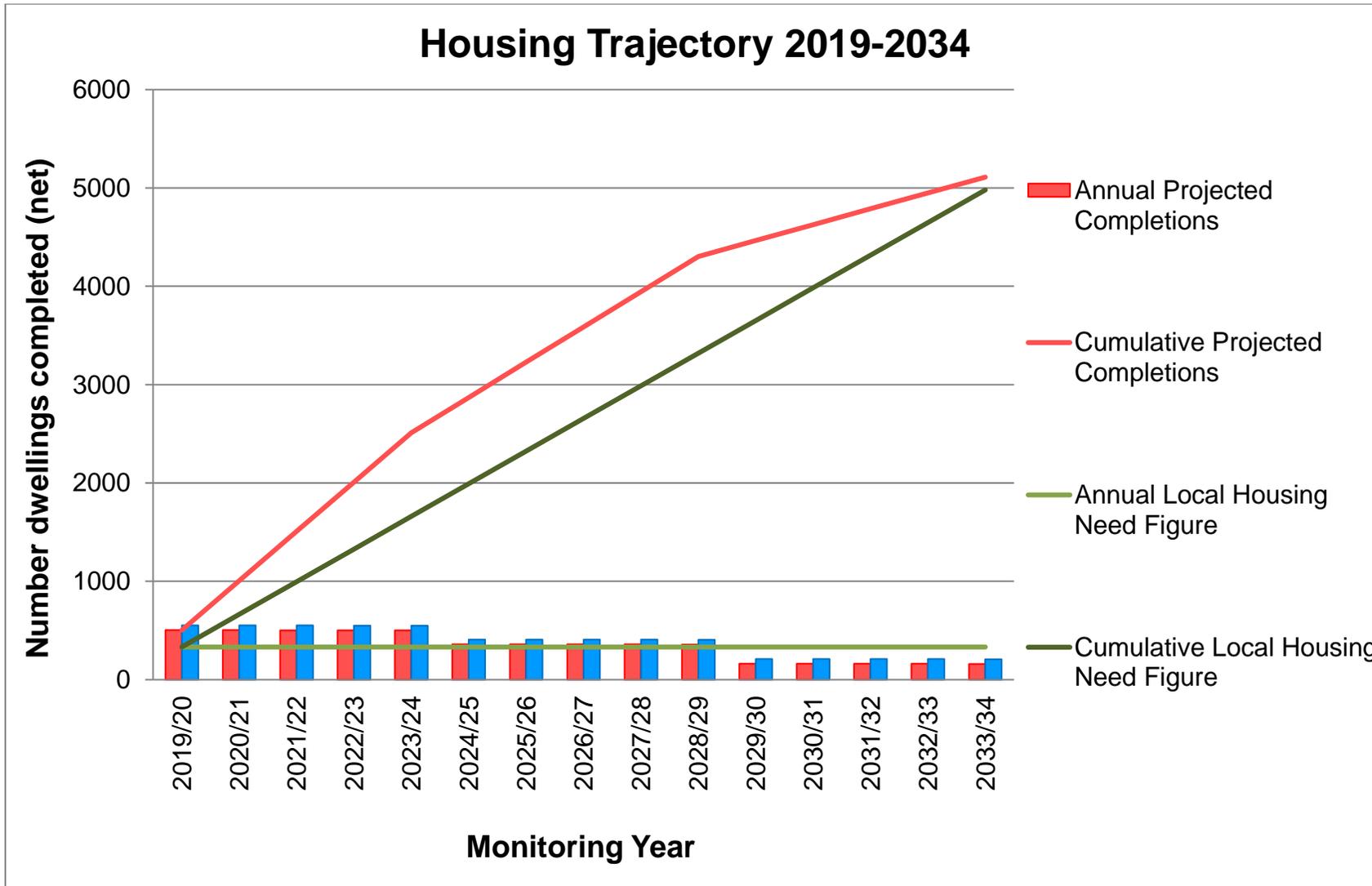
Location	Planning Reference Number	No. Units Permitted		Address	Units Completed in Period 1 April 2018 - 31 March 2019	
		Gross	Net		Gross	Net
Bagshot	13/0810	1	0	Highfield, 83 College Ride, GU19 5EP	1	0
	14/1127	6	6	79 Guildford Road, GU19 5NS	5	5
	18/0641	1	0	Medlars Cottage, 159 LONDON ROAD, BAGSHOT, GU19 5DH	1	0
Bisley	15/0035	110	110	Former Bisley Office Furniture Site, 17 Queens Road, GU24 9BJ	23	23
	16/0887	1	0	11 Chatton Row, GU24 9AP	1	0
	16/0961	15	15	325 Guildford Road, GU24 9BD	13	13
Camberley	10/0717	1	1	Land Adj. Lynwood Heath Rise, GU15 2ER	1	1
	15/0564	1	1	Land at 34 & 36 Upper Park Road, GU15 2EF	1	1
	15/0917	1	1	27 High Street, GU15 3RB	1	1
	16/0180	2	2	Marlborough House Park Street, GU15 3NY	2	2
	16/0618	4	4	Bradley Court, 3 Knoll Road, GU15 3BP	4	4
	16/0874	1	1	37-39 High Street, GU15 3RB	1	1
	16/0927	4	4	6-8 High Street, Camberley GU15 3SX	4	4
	16/0997	6	6	1a & 1b High Street, GU15 3QU	6	6
	17/0813	4	3	45 Upper Park Road, GU15 2EF	4	3
	14/0758	1	1	122 Uper Chobham, GU15 1EJ	1	1
	14/1041	7	6	21-33 York Road, GU15 4HS	4	3
	16/0312	1	1	Land between 35 and 37 Goldney Road and Arundel Road, GU15 1DL	1	1
	16/0961	8	7	33 Upper Park Road, GU15 9BD	8	7
	17/0186	1	1	335 London Road, GU19 5HN	1	1
	17/0317	12	11	Camberley Heath golf Club Golf Drive, GU15 1JG	12	11
Chobham	18/0169	14	14	329-331 London Road, GU15 3HQ	14	14
	18/0842	2	1	3 Roundway, GU15 1NR	2	1
	15/0031	1	1	Rose Cottage Station Road, GU24 8AQ	1	1
	15/0707	1	0	St Clare Pennypot Lane, GU24 8DQ	1	0

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	15/1069	5	5	Chobham Nurseries, GU24 8ED	2	2
	16/0389	35	35	Former Little Heath Nursery Burr Hill Lane, GU24 8QD	35	35
	16/0570	1	1	Terra Cotta Cottage, 67 High Street, GU24 8AF	1	1
	16/1192	1	1	Bourne Farm Bagshot Road, GU24 8SJ	1	1
	17/0307	1	1	Rosebank Nurseries Chertsey Road, GU24 8PL	1	1
Deepcut	15/0943	2	1	Deepcut Bridge Road, GU16 6SD	2	1
Frimley	17/0833	2	1	25a Frimley High Street, GU16 7HJ	2	1
	17/1011	35	35	Wyvern House, 55 Frimley High Street, GU16 7HJ	35	35
	14/0758	1	1	122 Upper Chobham Road, GU15 1EJ	1	1
	14/0800	100	100	The Ridgewood Centre Old Bisley Road, GU16 9QE	24	24
Lightwater	14/0824	1	0	153 Ambleside Road, GU18 5UN	1	0
	14/1114	1	0	131 Macdonald Road, GU18 5YB	1	0
	15/0262	1	0	105 Ambleside Road, GU18 5UJ	1	0
Mytchett	17/0208	5	4	Grange Bungalow Linsford Lane, GU16 6DJ	5	4
West End	13/0508	1	0	32 Birch Lane, GU24 9QD	1	0
	14/0532	84	84	Land South 24-46 evens and 6&9 Kings Road & Rose Meadow, GU24 9LW	53	53
	15/0309	2	1	Kings road, GU24 9LN	2	1
	15/0445	95	95	Land north & east of Malthouse Farm, 70 Benner Lane, GU24 9JG	27	27
	15/1077	1	0	38 Streets Heath, GU24 9QU	1	0
	16/0116	2	1	11 Benner Lane, GU24 9JQ	2	1
	16/0679	35	35	Land Southeast of 4-14 (evens) Kings Road, GU24 9LN	35	35
	17/0202	85	85	Land North of Beldam Bridge Road, GU24 9LP	37	37
Windlesham	13/0656	1	0	Coombe Edge Sunninghill Road, GU20 6PP	1	0
	15/0216	10	9	Unigate Dairies, 7-11ridge Updown Hill, GU20 6AF	2	2
	16/1087	1	1	Land Between 4 & 5 School Lane, GU20 6EY	1	1
	17/0167	2	1	41 Bosman Drive, GU20 6JN	2	1

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APPENDIX 4: HOUSING TRAJECTORY



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**Housing Trajectory 2019-2034 – net projected completion figures**

	2019/ 20	2020/ 21	2021/ 22	2022/ 23	2023/ 24	2024/ 25	2025/ 26	2026/ 27	2027/ 28	2028/ 29	2029/ 30	2030/ 31	2031/ 32	2032/ 33	2033/ 34
<b>Annual Projected Completions</b>	503	503	502	501	501	359	359	359	359	357	162	162	162	161	160
<b>Cumulative Projected Completions</b>	503	1006	1508	2009	2510	2869	3228	3587	3946	4303	4465	4627	4789	4950	5110
<b>Standard methodology calculated housing need</b>	332	332	332	332	332	332	332	332	332	332	332	332	332	332	332
<b>Cumulative methodology calculated housing need</b>	332	664	996	1328	1660	1992	2324	2656	2988	3320	3652	3984	4316	4648	4980
<b>Annual Core Strategy Requirement</b>	191	191	191	191	191	191	191	191	191						
<b>Projected no. dwellings above or below standard method</b>	171	342	512	681	850	877	904	931	958	983	813	643	473	302	130

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**APPENDIX 5: COMPLETED PROJECTS FROM THE 2010 INFRASTRUCTURE DELIVERY PLAN**

Scheme/Status	Need for Scheme	Requirements of Scheme	Cost	Lead Delivery Agency	Indicative Phasing	Funding Arrangements	Funding Gap	Contingency
<b>Health</b>								
Frimley Park Hospital	Modernisation and expansion of site.	Modernise A & E department, redevelop front of site and redevelop radiology and 2 <sup>nd</sup> Catheterisation Lab	£18.3m	Frimley Park Hospital Trust	-Planning application 10/0476 granted -Application 10/0574 under consideration	Frimley Park Hospital Trust	None identified	Project Complete
<b>Social &amp; Community Infrastructure - Education</b>								
Replacement of Portesbury Road Primary School	Additional education infrastructure	Replace Portesbury Road school with new build facility at a new site	£10m	SCC	2013/2014	Funding secured	None	Project complete
<b>Green Infrastructure</b>								
Notcutts SANGS	TBH SPA mitigation for Notcutts development	Creation of new SANGS to serve Notcutts development	Provided on-site by developer	Developer & SHBC	2010-2012	S106	None	Project Implemented
Clewborough House/Burrow Hill SANGS	TBHSPA mitigation for 60 dwellings at Burrow Hill	Creation of SANGS and adoption by SHBC	Provided on-site by developer	Developer & SHBC	2010-2012	S106	None	Project Complete
Hawley Meadows & Blackwater Valley SANG shared between Surrey Heath, Hart & Rushmoor (31ha)	TBH SPA mitigation	Access improvements to car park and paths, improvements to signage, upgraded woodland management, part funding for new assistant ranger post		Hants CC, SHBC, RBC, HDC	2010-2011	S106	None if tariff set at right level	Project Implemented
<b>Open Space &amp; Recreation</b>								

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Scheme/Status	Need for Scheme	Requirements of Scheme	Cost	Lead Delivery Agency	Indicative Phasing	Funding Arrangements	Funding Gap	Contingency
Children's play facilities at Windlesham playing fields, School Lane	Off-site facilities for Notcutts development	Provision and maintenance of equipped children's play equipment and facilities	£95,000	SHBC & Windlesham PC	2010-2012	S106	None	Project Complete
Heatherside Recreation Ground	Increase provision of informal youth recreation facilities in Heatherside, Camberley	Create village green with skate park, upgrade and relocate children's play area	£150,000	Safer Surrey Heath Partnership	2010-2011	Surrey Heath Crime & Disorder Reduction Partnership	None. Funding secured	Project Complete
<b>Transport</b>								
Traffic Management scheme at Notcutts Development, Bagshot	Highway Improvements	Provision of traffic signal controlled junction from new Notcutts Development and London Road (A30) with provision of pedestrian and cycling facilities	Provided on-site by developer	Developer and SCC	2010-2012	S106	None	Project Complete
Replacement Bus Stops for Notcutts Development	Public Transport	Provision of two replacement bus stops with shelters on London Road	Provided on-site by developer	Developer and SCC	2010-2012	S106	None	Project Complete
Footway/cycleway scheme at Notcutts Development	Highway Improvements	Provision of shared footway/cycleway between Notcutts site and Lambourne Drive, Bagshot	Provided on-site by developer	Developer & SCC	2010-2012	S106	None	Project Complete
Off-site drainage works for Notcutts development	Environmental improvements	Off-site drainage requirements	£10,000	SCC & SHBC?	2010-2012	S106	None	Project Complete

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Scheme/Status	Need for Scheme	Requirements of Scheme	Cost	Lead Delivery Agency	Indicative Phasing	Funding Arrangements	Funding Gap	Contingency
Shared cycleway/footway, Old Bisley Road	Improve pedestrian and cycle links to Pine Ridge Golf Centre	Install shared pedestrian/cycle route along north side of Old Bisley Road between The Maultway and Edgemoor Road	£20,000	SCC	Dependent upon implementation of planning application 08/0550, but considered to be 2010-2015	S106	None identified	Project Complete
Upgrade of footpath, provision of Real Time bus display including provision of radio control station for Real Time information Design to be scoped	Highway improvements and public transport for Notcutts development	Upgrade footpath between Guildford Road and Bagshot Rail Station. Provision of Real Time bus display information and radio control station for Real Time	£40,000	SCC	2010-2012	S106	None	Upgrade complete. Real Time Display secured
Improved street lighting Design to be scoped	Highway improvements	Provision of improved street lighting on Chapel Lane for Notcutts development	£12,700	SCC	2010-2012	S106	None	Project Complete
<b>Community Infrastructure</b>								
Children's centre, Old Dean, Camberley (identified in draft action plan for SCS)	Improve existing children's centre	Extend existing children's centre		SCC	2010-2011			Project Complete

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**APPENDIX 6: Number and details of archaeological finds within areas of high archaeological potential and within development sites of 0.4ha or above**

Date	App no.	Site	Policy	Work completed	Results/ Summary of Archaeology found
12/04/2018	17/0733	Bovingdon Cottage, Bracknell Road, Bagshot	0.4ha	Desk Based Assessment  Trial Trench Evaluation	A trial trench evaluation was undertaken to determine if a projected Roman road was present. The single trench revealed that significant truncation of the soil profile had previously taken place at the site. No features or finds of archaeological interest were revealed, but the truncation means this does not determine that the Roman road did not run in the projected direction.
29/05/2018	18/0327	The Waters Edge, 220 Mytchett Road, Mytchett, Camberley, GU16 6AG	0.4ha	Desk Based Assessment  Archaeological Impact Assessment	Review of the site geotechnical data and construction (piling methods) demonstrated that archaeological levels will not be impacted. Condition discharged without fieldwork.
08/06/2018	15/0445	Benner Lane, North of Malthouse Farm	0.4ha	Post excavation assessment analysis  Publication Report	<i>Multi-period site, including Iron Age occupation and subsistence activity. Full details provided in box 3 below.</i>
11/06/2018 02/07/2018	18/0725	Broadford, Castle Grove Road, Chobham, Woking	AHAP	Arch Assessment	n/a
12/06/2018	18/0315	Twelve Oaks, Woodlands Lane, Windlesham	0.4ha	Desk Based Assessment	Work due to commence 2019.

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20/07/2018	18/0539	1 Chapel Hill Cottages, Grove Cross Road, Frimley, Camberley	AHAP	No work recommended	n/a
20/08/2018	14/0451	Land south of Beldam Bridge Road, West End	0.4ha	Trial trench evaluation	The archaeological evaluation encountered no significant archaeological features or deposits within the four trenches. In places the topsoil and subsoil were deeper than anticipated, a feature that seems likely to have been associated with the site's former use as a nursery (Fellow Green Nursery)
24/08/2018	18/0440	7 Guildford Road, Bagshot	AHAP	No work recommended	n/a
15/08/2018	18/0512	Land between Littlefield House and Southbrook, Shrubbs Hill, Chobham	0.4ha	Desk Based Assessment	n/a
18/09/2018	18/0765	Land north-west of 36 to 48 Frimley High Street, Frimley	AHAP	n/a	n/a
25/09/2018	18/0660 18/0776	Kamkorp Park, Chertsey Road, Windlesham	0.4ha	Desk Based Assessment, further work required.	On-site archaeological work outstanding.
27/09/2018	17/0608	The Sports Ground, Church Lane, Bisley	0.4ha	Geophysical Survey: Magnetometry	The survey at Bisley Sports Ground did not identify any remains of archaeological origin. The data are dominated by strong ferrous responses, including disturbance from modern features such as services, nearby buildings and metal fences.
03/10/2018	SCC/2018 /0110	The Canal Centre, Mytchett Place Road,		Desk Based Assessment	n/a
26/10/2018	18/0642	Fairoaks Airport, Chertsey Road, Chobham	0.4ha	Desk Based Assessment, further work required	n/a
29/10/2018	12/0546	Princess Royal Barracks, Deepcut	None	n/a	Large stone uncovered. Advice re archaeological recording and significance.

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		(Highways enabling works)			
01/11/2018	n/a	Pine Ridge Golf Club, Frimley	0.4ha	Desk Based Assessment	n/a
07/11/2018	n/a	Heathpark Wood, Heathpark Drive, Windlesham	0.4ha	Desk Based Assessment Geotechnical works	n/a
14/11/2018	18/0366	Hillier Nurseries, Hillier, London Road, Windlesham	0.4ha	Desk Based Assessment	n/a
03/01/2019	LA/8693 19/0154	Land to the South of Fenns Lane, West End	0.4ha	Desk Based Assessment (in EIA),	On-site archaeological work to be completed.
03/01/2019	n/a	Camberley Sewage Treatment Works (EIA screening)	0.4ha	n/a	n/a
14/01/2019	18/1083	42 London Road, Bagshot	0.4ha	Desk Based Assessment. Further programme of work recommended	Work outstanding
15/01/2019	18/1118	Castle Grove Nursery, Scotts Grove Road, Chobham	0.4ha	Desk Based Assessment.	n/a
24/01/2019	18/1089	Land west of 35 Mincing Lane, Chobham, Woking	0.4ha	Desk Based Assessment Further trial trench evaluation recommended	On-site archaeological work outstanding.
05/02/2019	17/0821	Land rear of Thurdon, Bear Cottage and	0.4ha	Evaluation	Five trenches were excavated across the footprints of proposed new buildings to assess the archaeological potential. The

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		Homeleigh, Beldam Bridge Road, West End			evaluation revealed no features or finds of archaeological interest.
19/02/2019	17/1046	24 and land rear of 24 - 30, Benner Lane, West End	0.4ha	Desk Based Assessment and Trial Trench evaluation	The evaluation uncovered evidence of undated field boundary ditches and a possible pit and post hole. Post-medieval remains in the form of land drains and subsoil was also identified. However no significant archaeological finds or features worthy of further investigative work were revealed.
27/02/2019	19/0135	6 Windsor Road, Chobham (Listed building consent)	AHAP	n/a	n/a
14/03/2019	19/0127	Shallowford, Church Lane, Bisley	AHAP	Heritage Statement. Archaeological Monitoring of groundworks recommended.	Results of archaeological monitoring due 2019.
20/03/2019	n/a	Sturt Road, Frimley Green	0.4ha	EIA screening – further work recommended.	n/a
Ongoing monitoring	12/0546	Princess Royal Barracks, Deepcut	0.4ha	Trial trench evaluation (various phases)	A second phase of trial trench evaluation was undertaken by Cotswold Archaeology in order to further categorise the archaeological potential. This revealed no finds, features or deposits of archaeological significance and showed the area to have been subject to a large degree of disturbance in the modern period.
Ongoing	n/a	ESSO Southampton to London Pipeline	National Infrastructure Project	Desk Based Assessment and targeted geophysical surveys. Trial trench evaluation (commencing 2020).	Results of Geophysical surveys inconclusive.  Results of evaluation work anticipated 2020

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				Further Watching Brief and excavation proposed.	
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**Box 3: Benner Lane, Land North of Malthouse Farm** - the excavation and preceding evaluation identified activity from a range of periods.

A single pit containing large pottery sherds of three Late Bronze Age vessels recorded within excavation Area 4 is the only clear indication of activity of this date on the site.

A small Late Iron Age settlement consisting of up to three roundhouses, two four-post structures and other associated features was identified in Area 3 and forms the focus of activity within the Site. It appears to have been unenclosed, but ditches and trackways suggest that it was located within a managed landscape. The positioning of the recorded structures seems to suggest at least two phases of occupation within that period. The roundhouses and other structures are of a relatively humble nature, reflecting a small farming community which was growing and processing crops on a subsistence level. Within the scope of the excavation it was not possible to determine the full extent of the Iron Age occupation.

Evidence of iron smelting primarily using a non-tapping technique typical of the Late Iron Age was also identified. The modest size of the slag assemblage indicate that smelting was being undertaken on a largely subsistence level rather than for trading purposes, and comparable assemblages have been recovered from nearby sites of similar date. A pottery vessel from pit in the southern part of Area 3 was of Late Iron Age/ Early Roman date, but there was very limited ceramic evidence to suggest continuity into the Roman period. The limited Roman artefactual evidence recovered from the Site may therefore simply indicate a continuation of the Iron Age tradition, or only very limited exposure to Roman products such as mass produced pottery.

Medieval or Post-medieval and undated ditches relating to possible field systems or droveways were also recorded. These did not appear to relate to any known features depicted in early mapping suggesting they are likely to pre-date the 18th century at least, and perhaps represent very early exploitation of the heathland through the driving of animals and assarting. And these perhaps represent the earliest origins of the medieval farmstead to the south of the site, known now as Malthouse Farm.

In relation to the Prehistoric period, relatively little is understood of the archaeology of this peripheral region of Surrey and the wider Thames Valley, particularly concerning the occupation and exploitation of the area. Therefore the information from this site is an important piece of information in a sparse dataset, with regional significance and interest.

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**APPENDIX 7: UNITS IN USE - DISTRICT, LOCAL & NEIGHBOURHOOD CENTRES**

Centre	Designation	A1 Units in use	A2 units	A3 units	A4 units	A5 units	Sui Generis	Vacant units	Total
Bagshot	Primary Shopping Area	10 (45%)	3	2	0	1	2	4	22
Bagshot	Secondary Shopping Area	7 (39%)	1	2	2	3	1	2	18
Frimley	Primary Shopping Area	23 (72%)	3	4	0	0	0	2	32
Frimley	Secondary Shopping Parade	13 (43%)	8	0	1	4	2	2	30
Bisley	Local Shopping Centre/Parade	3 (100%)	0	0	0	0	0	0	3
Camberley - Beaumaris Parade	Local Shopping Centre/Parade	2 (67%)	0	0	0	1	0	0	3
Camberley -Old Dean Parade	Local Shopping Centre/Parade	6 (42%)	0	1	0	2	0	5	14
Camberley - London Road/Frimley Road Parade	Local Shopping Centre/Parade	3 (33%)	0	3	0	1	1	4	12
Camberley - Watchetts Parade	Local Shopping Centre/Parade	8 (44%)	1	4	0	4	1	0	18
Chobham	Local Shopping Centre/Parade	17 (61%)	2	3	2	0	1	3	28
Chobham – Chertsey Road	Local Shopping Centre/Parade	3 (60%)	0	1	0	1	0	0	5
Deepcut	Local Shopping Centre/Parade	3 (42%)	0	3	0	1	0	0	7
Frimley - Farm Road Parade	Local Shopping Centre/Parade	3 (50%)	0	0	0	2	0	1	6
Frimley – Heatherside	Local Shopping Centre/Parade	5 (55%)	1	1	0	1	1	0	9
Frimley Green	Local Shopping Centre/Parade	9 (45%)	5	1	0	4	1	0	20
Lightwater	Local Shopping Centre/Parade	14 (64%)	3	1	0	4	0	0	22
Mytchett	Local Shopping Centre/Parade	9 (60%)	0	2	0	2	1	1	15
Windlesham	Local Shopping Centre/Parade	10 (71%)	1	1	0	0	0	2	14
West End	Local Shopping Centre/Parade	5 (83%)	1	0	0	0	0	0	6

**Urgent Action**

**SUMMARY**

**To advise the Executive of urgent action taken by officers pursuant to the Scheme of Delegation of Functions to Officers.**

**Wards Affected**

Not applicable

**RECOMMENDATION**

**The Executive is advised to NOTE the urgent action taken under the Scheme of Delegation of Functions to Officers.**

**1. Resource Implications**

1.1 The resource implications are as set out at Annexes A and B.

**2. Key Issues**

2.1 In accordance with the Scheme of Delegation of Functions to Officers, urgent action has been authorised, as set out at Annexes A and B.

**3. Options**

3.1 There are no options for the Executive to consider as the action has been taken.

**4. Supporting Information**

4.1 The Scheme of Delegation of Functions to Officers, provides for the Chief Executive, Executive Heads of Service and Heads of Services to determine, after appropriate consultation, matters of an urgent nature which are not in contravention of established policies of the Council, budgets set, or are key decisions, which will not admit of delay until the next ordinary meeting of the Council, Executive or Committee concerned. All such decisions which are executive matters have to be reported to the next meeting of the Executive.

<b>Annexes</b>	<p><b>Annex A - Urgent Action Decision Form relating to the decision to introduce one hour free car parking in Knoll Road Car Park during the Public Realm Improvement works.</b></p> <p><b>Annex B - Urgent Action Decision Form relating to the lease of Unit 21, St Georges Industrial Estate (exempt)</b></p>
<b>Background papers</b>	<b>None</b>

<b>Author and contact details</b>	<b>Rachel Whillis – Democratic Services Manager</b> <a href="mailto:rachel.whillis@surreyheath.gov.uk">rachel.whillis@surreyheath.gov.uk</a>
<b>Head of service</b>	<b>Richard Payne – Executive Head of Corporate</b>



## Surrey Heath Borough Council Scheme of Delegation of Functions to Officers

### Urgent Action Form – Executive Function

Consultation by Chief Executive or Executive Head of Service or Head of Service involved with relevant Portfolio Holder or Leader of the Council and Chairman (or Vice Chairman) of the relevant Scrutiny Committee

To Councillor	Dan Adams
Portfolio Holder for	Business
Proposal	Introduction of one hour free parking in Knoll Road Multi Storey Car Park during the improvements to the public realm in the High Street, Princess Way (east) and Knoll Walk.
Background	During the works the 30 minute free car parking in the High Street will be removed. Many small independent traders rely on short term free parking to attract customers. Introducing a hour free period in Knoll Road Multi Storey Car Park during the improvements allows customers time to walk to the High Street shop and return to their cars. This is being suggested in response to concerns from traders in the High Street.
Options	The options are to agree or not agree to this.
Risk of delaying the decision	Changes to car parking fees are required to be advertised for 6 weeks. The works begin on 6 <sup>th</sup> January and it is intended to introduce the free parking in time for that.
Legal advice	Not applicable.
Resource implication	<p>If the scheme is introduced in Knoll Road Multi Storey it is estimated that impact on car parking revenue from loss of revenue in that car park and any migration of short term parking from Main Square could result in a loss of £2,000 per month in income. It is recommended that the scheme be introduced initially for 3 months to monitor the impact on income across all car parks.</p> <p>This cost arises directly as a consequence of the public realm scheme construction works, as such the loss of car parking income can be capitalised against the scheme so avoiding loss of income to the parking service. For this reason, it will not be possible to continue with the free parking once the public realm scheme is completed.</p>

Contact Officer for further information	Jenny Rickard or Eugene Leal
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Signed 

Dated 13/11/19

**Name: Daniel Harrison**

I agree with the above action proposed

Signed 

Dated 12/11/19.

**Portfolio Holder for Places and Strategy – Cllr Dan Adams**

On behalf of the Scrutiny Committee, I agree with the above action proposed. I recognise that if this decision is taken by the appropriate officer as a matter of urgency, there will be no opportunity for the decision to be scrutinised by the Scrutiny Committee before its implementation.

Signed 

Dated 12-11-19

**Chairman of Performance and Finance Scrutiny Committee –Cllr David Lewis**

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**Exclusion of Press And Public**

**Recommendation**

The Executive is advised to RESOLVE that, under Section 100A(4) of the Local Government Act 1972 (as amended) and Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the public be excluded from the meeting for the following items of business on the ground that they involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Act, as set out below:

<u>Item</u>	<u>Paragraph(s)</u>
9 (part)	3
11	3
12	3
13	3
14	3
15	3
16	3
17	3

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